

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Full Governing Body (Full GB)**

| Membership of the Full GB of Thorndown Primary School | | | |
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| Vicci Godbold | Head | Peter Smith | PS |
| Christine Curtis | CC | Jon Lee | JL |
| Jane Ainscow | JA | Rob Jagger | RB |
| Helen Cooper | HC | Jill Foster | JF |
| Claire Gerrard | CG | Louise Lawson | LL |
| Frank Newton | Chair | Cathy Sweet | CS |
| Dawn Mills | DM | Natalie Bates | NB |
| Derren Jones | DJ | | |
| Andrea Dollard | AD | Vacancy | Community (Co-opted) |

Minutes of the Full GB Meeting held on Thursday 19th September 2019 at 6:15pm

| Order | Item | Action | Lead |
|----------|--|--------|------|
| 1 | Apologies for absence and declarations of interest | | |
| 1.1 | Governors Present: Vicci Godbold, Helen Cooper, Jane Ainscow, Dawn Mills, Rob Jagger, Richard Boughey, , Jon Lee, Jill Foster, Cathy Sweet, Derren Jones, Claire Gerrard, Frank Newton, and Andrea Dollard. | | |
| 1.2 | Non-Governors present: Jenn Dover was present acting as clerk. | | |
| 1.3 | Apologise for absence, with governors' consent, were accepted from: Peter Smith, Louise Lawson, and Christine Curtis. Natalie Bates was absent. | | |
| 1.4 | The meeting was quorate with 13 governors present and with Frank Newton as Chair. | | |
| 1.5 | Declarations of Interest: Jon Lee is a Senior Finance Officer for the LA, and therefore may have a conflict of interest in any matters relating to Finance. Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the GB in respect of any item on the agenda. | | |
| 2 | Minutes and action points from the last meeting held on 4th July 2019 | | |
| 2.1 | The minutes of the last meeting held on Thursday, 4th July 2019 were read, approved and signed by the Chair as a correct record of the meeting. | | |
| 2.2 | There were 7 action points from the last meeting. Of these 5 were completed, which included: <ul style="list-style-type: none"> • AP1 - a date is schedule d for the first meeting of the | | |

Thorndown Governing Body Meeting: 19 September 2019

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| 2.3 | <p>Charitable trust.</p> <ul style="list-style-type: none"> • AP3 - The TOP has been circulated. • AP4 - SIP report has been sent. • AP6 - The Annual Child Protection Monitoring report has been circulated. • AP7 - The GB are aware of the prevalence of fraudulent activities and the Head confirmed none had happened to the school and HC confirmed that staff were very pro-active with regards to spam emails. <p>The following points were noted about the two remaining action points, including:</p> <ul style="list-style-type: none"> • AP2 - An updated privacy notice is ready to share at the next GB meeting on Thursday 3rd October 2019. • AP5 - The Chair has decided to hold this item until it becomes the economic climate settles and the future of school funding becomes clearer. | ACTION | HC |
| 3 | Election and role confirmation to include committee membership | | |
| 3.1 | Election of Chair: Christine Curtis nominated Frank Newton as chair prior to the meeting. This was Seconded by RJ in the meeting and the GB agreed. DECISION: FN voted to be Chair of the GB. | DECISION | |
| 3.2 | Election of Vice Chair - CC raised prior to the meeting to FN that she was happy to remain as vice chair, with the GB support and understanding regarding her circumstances. VG highlighted to the GB that they need to consider succession planning throughout the year. AD nominated CC as Vice Chair, which was seconded by JA and the GB Agreed: DECISION: Vice chair is Chris Curtis. | DECISION | |
| 3.3 | Governor resignation: FN brought to the GB attention that he had received the resignation of AC from the GB. The GB were understanding of the reasons and gave FN permissions to write to her to thank her for service. This results in a vacancy becoming open for a community (co-opted) governor, which FN proposed to fill at the next meeting in October, along with addressing those on the GB whose terms are coming to an end. The GB agreed to this suggestion. | | |
| 3.4 | Committee membership: FN proposed to fill the vacancy on the personnel committee, due to its small membership, to which JF has shown interest in and will join going forward. The GB were informed that the personnel committee day has changed from Wed to Thursday. FN shared that the GB can transfer their memberships between the committee if they wish. This can be easily organised by emailing the chair to discuss. It was also highlighted to the GB that they are able to attend any committee meeting, however, they will be unable to vote unless they are a member of that committee | | |
| 4 | Annual Reviews | | |

Thorndown Governing Body Meeting: 19 September 2019

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| 4.1 | Code of conduct - There has been no alterations to this document as the changes in KCSIE did not affect the GB code of conduct. DECISION: The GB Agreed upon this document. | DECISION | |
| 4.2 | Decision Planner - Two amendments were made to this document. These were L&D committee will 'draft curriculum policy' and 'to draft and review a policy on absence management' to be delegated to Head alone. DECISION: The GB agreed upon this document with the amendments suggested. | DECISION | |
| 4.3 | Standing order - SBM confirmed there had been no alterations, as there were no financial changes. An amendment was suggestions to change the name of the Clerk in the document. DECISION: The GB agreed upon this document with the amendments suggested. | DECISION | |
| 4.4 | Pecuniary interest - Those present at the meeting signed a copy of the pecuniary interest form, which the clerk will use to amend the governors database. ACTION: The clerk is to sent a copy of the pecuniary interest form to those absent governors to complete and return to school. | ACTION | JD |
| 5 | Salary Award Update | | |
| 5.1 | Information regarding the pay award was provided at meeting by the Chair. Due the urgency of the matter the Chair brought it to the FGB instead of the Personnel and salaries committee. After a discussion on which scales the pay increase would affect the GB decided to follow the rule of previous year and award the pay increase to all scales between the scale stated on the guidance . DECISION AND ACTION: Chair to confirm to EPM they can apply to the percentage to all within the scales. This was proposed by RJ, seconded by JA and the GB agreed. | DECISION AND ACTION | FN |
| 6 | Agree schedule of work | | |
| 6.1 | The Clerk explained the 'schedule of work' document to the GB. It was felt that this was a useful document and the Clerk was asked to circulate this. The clerk suggested circulating this along with each agenda, to which the GB felt that would be helpful. ACTION: Clerk to circulate the schedule of work and to do this going forward with each agenda. | ACTION | JD |
| 7 | Head's report | | |
| 7.1 | The Head gave a presentation to the GB which showed the key areas for improvement using the new OFSTED framework. The full presentation will be sent electronically to the GB. | | |
| 7.2 | The main highlights of the presentation included: <ul style="list-style-type: none"> • Broad and balanced curriculum: VG is confident that teh curriculum is sold but could do with tightening. Knowledge organisers have been | | |

Thorndown Governing Body Meeting: 19 September 2019

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| | <p>introduced to pupils, and a letter has been sent home explaining the roles these will play in the pupils learning. ACTION: VG will send an example of the knowledge organiser and the letter to the GB.</p> <ul style="list-style-type: none"> • Subject leaders: OFSTED will be carrying out deep dives into subjects, therefore, VG is using the performance managements meetings for subject leaders as an opportunity to prepare for this type of inspection. CHALLENGE: JL asked how the school will provide evidence of the subject across the school. VG responded that the OFSTED inspector will ask the subject lead to discuss their subject in the school and their overview plan and impact. VG stated that inset days and staff training will address the deep dive technique and that the years performance managements will not be linked to pay but ability to get ready for this type of inspection. • Manageable work load: This was covered a lot last year, but the school is still addressing options for improvement. • Reading for pleasure: The school is looking for ways to encourage reading with different books for every year groups to read before the end of year. There introduction of a book sale last year was a real successful and was enjoyed by all so more are planned for this year. • Behaviour: The GB were reassured that behaviour and behaviour of learning is good across the school on the whole, however the school are currently revisiting the policy. CHALLENGE: RJ asked what the benefits of the current behaviour policy and what is not working. VG shared that a behaviour policy was shared by another head and from this the staff decided upon a ladder technique with regards to behavioural outcomes. The format of the Ladder technique was then explained to the GB, with further explanation to be provided once the policy is complete. | ACTION | VG |
| | | CHALLENGE | |
| 7.3 | The Chair asked if there were any further questions for the Head regarding the presentation, to which there were none. | | |
| 7.4 | ACTION: FN highlighted that the learning and development committee were to identify governors topics and covers regarding the new ofsted framework and to bring this back to the next FGB. | ACTION | L&D Com |
| 8 | Chair's report | | |
| 8.1 | The Chair discussed his report, which included the following points: | | |
| 8.2 | School monitoring visit by County: The overall visit was positive and there were no areas of improvement highlighted. FN shared to the GB how proud he was of all staff and | | |

Thorndown Governing Body Meeting: 19 September 2019

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| <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> | <p>children and that it was a credit to be involved in the visit. VG and CG seconded their feeling of pride towards the school, pupil and staff following the visit. VG confirmed that she will share the report once it is published.</p> <p>Class allocation issue: FN highlighted in the report that he had attended school to deal with a situation regarding class allocations and these had been dealt with . CHALLENGE: RJ asked if the GB could have further information regarding this, to which VG said it was confidential but it was a matter of the fact that the classes had been shuffled around that has caused contention, which RJ was happy to hear that it was of no further concern.</p> <p>Termly briefing update: FN had attended a governors briefing and provided details on training, which will be covered in agenda item 9. Other updates from the LA included that Jonathon Lewis is confident that there will more grants and funding for schools in the immediate future, however, no figures were provided. There is amendments to be made regarding sex and relationship education in primary schools, which will be covered in more detail in the L&D committee.</p> <p>School on a page: This has been shared to the GB prior to the meeting. VG also highlighted to the GB that a SATS remarks had taken place and there were amendments to the data, which VG will share via email. FN highlighted that the KS1/2 data on reading was very positive and noted that it was higher than the county and national average.</p> <p>There were no further questions regarding the Chair's report.</p> | <p>CHALLENGE</p> | |
| <p>9</p> | <p>Agree in house training requirements/training records</p> | | |
| <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> | <p>The GB were informed of the new training programme set out by the LA and that HC was still happy to book training sessions and amend the training record.</p> <p>It was highlighted to the GB that they can ask the County to provide training courses that are not listed on the school governance website. FN highlighted the importance of focusing training on the current issues facing the school, which include finances and the new OFSTED framework.</p> <p>After a robust discussion it was decided that the GB would organise training on finances and the new OFSTED framework. HC contributed to the discussion that it with regards to future decisions to be made it would be useful if the GB was aware of the financial pressures the school was currently under. ACTION: HC to organise financial training and VG to organise new OFSTED training.</p> <p>RJ raised when the GB was last reviewed regarding OFSTED preparation and it was felt that as this was a few years ago this should be re-visited. ACTION: FN to circulate</p> | <p>ACTION</p> <p>ACTION</p> | <p>HC VG</p> <p>FN</p> |

Thorndown Governing Body Meeting: 19 September 2019

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| 9.5 | the last inward looking review of governing body in regards to OFSTED preparation. VG asked if the newer governors have attended training, to which they both had attended some training. VG reiterated that the new governors were welcome to ask any questions regarding their roles, which there were none at present. | | |
| 10 | Any other business/ matters arising | | |
| | There was no other business or matters arising. | | |
| 11 | Summary of impact of standards and progress | | |
| 11.1 | The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • The GB were now fully aware of the key areas of development and of the strategic vision of the year. • The GB agreed to implement the salary award to all staff to ensure retention. • The GB had agreed a training plan to include the new OFSTED framework and finances to greater understand the current pressures on the school. | | |

The meeting closed at 7:32.

Summary of Governing Body Action Points - 19th September 2019

| FGB 2019/20 | Action Point | By Whom | Outcome |
|--------------------|--|----------------|----------------|
| AP1 | AP2 (3.3) The SBM to finalise the draft privacy notice for the GB with the GDPR officer. | SBM | Oct 2019 |
| AP2 | AP5 (6.7) FN to draft a letter to the Director of Learning, local MP and secretary of state for education regarding school funding issues. | FN | Ongoing |
| AP3 | 4.4 Clerk to send a copy of the pecuniary interest form to those not in attendance at this meeting. | JD | Oct 2019 |
| AP4 | 6.1. Clerk to circulate the schedule of work to all the GB. | JD | Sept 2019 |
| AP5 | 7.2. VG to share with the GB an example of a knowledge organiser and the letter sent home to parents. | VG | Oct 2019 |
| AP6 | 7.4 The learning and development committee were to identify governors topics and covers regarding the new ofsted framework and to bring this back to the next FGB. | L&D Com | Oct 2019 |
| AP7 | 9.3. HC and VG to organise GB training on Finances and the new OFSTED framework | HC/VG | Oct 2019 |
| AP8 | 9.4 FN to circulate the last inward looking review of governing body in regards to OFSTED preparation. | FN | Oct 2019 |

Thorndown Governing Body Meeting: 19 September 2019

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