

**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 | RJ |
| Helen Cooper | HC | Jill Foster | JF |
| Claire Gerrard | CG | Heather Wood | HW |
| Frank Newton | Chair | Cathy Sweet | CS |
| Dawn Mills | DM | Natalie Bates | NB |
| Derren Jones | DJ | Richard Boughey | RB |
| Andrea Dollard | AD | Heather Wood | HW |

Minutes of the Full GB Meeting held on Thursday 21st November 2019 at 6:15pm

| Order | Item | Action | Lead |
|--------------|---|---------------|-------------|
| 1 | Apologies for absence and declarations of interest | | |
| 1.1 | Governors Present: Frank Newton, Vicci Godbold, Dawn Mills, Christine Curtis, Jane Ainscow, Helen Cooper, Andrea Dollard, Peter Smith, Jon Lee, Rob Jagger, Jill Foster, Cathy Sweet, Heather Wood, Derren Jones, Natalie Bates, Richard Boughey. | | |
| 1.2 | Non-Governors present: Jenn Dover was present acting as clerk. | | |
| 1.3 | Apologise for absence, with governors' consent, were accepted from: Claire Gerrard. | | |
| 1.4 | The meeting was quorate with 16 governors present and with Frank Newton as Chair. | | |
| 1.5 | Heather was welcomed as a parent governor following her nomination and it was suggested that she joined the Learning and Development committee. VG suggested that HW would require a mentor, to which CS volunteered. | | |
| 1.6 | 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. | | |
| 1.7 | There were no other declarations of interest by members of the GB in respect of any item on the agenda. | | |
| 2 | Business of the meeting | | |
| 2.1 | The GB were happy with the business and order of the meeting. | | |
| 3 | Minutes and action points from the last meeting held | | |

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..... (CHAIR)

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| | on 3rd October 2019. | | |
| 3.1 | The minutes of the last meeting held on Thursday, 3rd October 2019 were read, approved and signed by the Chair as a correct record of the meeting. | | |
| 3.2 | There was 1 action points from the last meeting, which was ongoing: <ul style="list-style-type: none"> • AP1 - VG has chased governance service for some information regarding the new ofsted framework training. | VG | Spring 20 |
| 4 | Matter arising not already covered in this agenda | | |
| 4.1 | There were no matter arising. | | |
| 5 | Head's Report | | |
| 5.1 | This had been circulated prior to the meeting and the governors had no questions regarding this. | | |
| 5.2 | VG informed the GB that the next report will have leavers and joiners data included as this has been suggested to be included in the head's report to ensure that the GB are confident that off-rolling is not occurring. | | |
| 5.3 | VG informed the GB that the LA currently has three robots that sit in the place of any students who, for medical reasons, can not attend a full day of school. One of these robots has been given to Thorndown to be placed in a Year 5 classroom. This is for the benefit of one student, who can then use the Ipad at home to watch and interact with afternoon lesson. The parents of those in the class have been informed, and advised that it does not record any information is purely live streams the lesson and enables the student to interact with her teacher and peers. Governors had no questions for the VG regarding this innovation provided by the LA. | | |
| 6 | Monitor absence and attendance data | | |
| 6.1 | This was included on the Agenda by error as there is no new data as this meeting . VG adds this information to the first Head teachers report of each term. | | |
| 7 | Chair's Report | | |
| 7.1 | FN delivered his report to the GB in the meeting. This included: | | |
| 7.2 | 4th November - A phone call with the Head regarding issues with special needs pupils. The governors had no questions regarding this. | | |

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| 7.3 | <p>18th November – Chair attended the school for a briefing on this agenda and an update on the issues discussed on the 4th November. The Chair also discussed the current funding consultation exercise by the County in regards to the high needs sector. An update on this funding was then provided to the GB in the meeting. Funding figures provided at different briefings were variable, however, the main issue for discussion was the County suggestion of top slicing school budgets to counter the deficit provided by high needs education. ACTION: FN will share the slides of the most recent briefing to the GB once he has been sent a copy. ACTION: FN then asked the GB to look through the slides and send their thoughts regarding the LA suggestions for school budgets 20/21 ready for the consultation feedback deadline. However, the GB were made aware that even though they should provide consultation feedback it will be the LA committee that makes the ultimate decision on how schools are funded in 20/21. A robust discussion was had regarding on how this would affect the school financially going forward.</p> | <p>FN ALL</p> | <p>NOV 19 DEC 19</p> |
| 8 | Committee Reports | | |
| 8.1 | <p>Personnel and salaries - This covered recommendations for staff pay and the only item to highlight to the rest of the GB was the affect on the well-being of staff following the reduction of TA. There were no questions regarding this committee report.</p> | | |
| 8.2 | <p>Learning and development - Main highlight was the committee looking through topic books across all year groups. The committee noted that presentation and marking was consistent throughout. There were no questions regarding this committee report.</p> | | |
| 8.3 | <p>Finance and premises - The general budget was discussed along with the increase in the letting costs. An update regarding the decision made towards the Microsoft licenses was also highlighted.</p> | | |
| 8.4 | <p>CHALLENGE: In relation to the finance committee report NB asked if we get funding for mid-year transfers? VG confirmed that the funding per pupil is measured in annually in October, despite census occurring three times a year.</p> | <p>CHALLENGE</p> | |
| 9 | Governor visits | | |
| 9.1 | <p>Two visits have taken place but have not been presented to the learning and development committee as yet. These visits will be fed back to the GB at the next FGB meeting,</p> | | |

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| 9.2 | once they have gone through the committee. JA also raised that there were some gaps on the visit schedule that still require governors attention. ACTION: JA asked governors not yet assigned a monitoring visit to contact her to organise. | ALL | DEC 20 |
| 10 | Standing Items | | |
| 10.1 | Safeguarding - There was nothing to report, therefore, this item will be covered in the July Agenda and be removed as standing agenda item. | CHALLENGE | |
| 10.2 | Preschool - A new member of staff has joined which has enabled January intake to join the pre-school. After the January intake the pre-school will be full. CHALLENGE: NB asked if it was full all day everyday, to which HC replied there was a few selection afternoons available but no all days hours available. | | |
| 10.3 | Training - JF had attended Heads performance management , which was really useful and interesting with good discussions, especially with an emphasis on well-being. | | |
| 10.4 | Parent forum meeting - A small group met with good quality feedback in how parents want to get involved. Some ideas to come from this included small action such as readers and school trips as well as bigger actions such as setting up a Justgiving page, which will be discussed in finance committee . CHALLENGE: NB asked if this meeting was held at an accessible time, to which CS confirmed it was held in the evening but previously had been held at a variety of times. CHALLENGE: RJ raised HW role in the parent forum as chair and her new role as a parent governor and if there would be a conflict. HW raised that she will address this at the next forum meeting. She suggested that a new chair would be good for the forum. RJ asked whether the committee required a chair, to which VG suggested that it would as it prevents parent raising personal grievances with the school and focuses on the whole school. | | |
| 10.5 | Kingfisher - The before and after clubs continue to be busy, with discussions taking place as to whether it will be open on the school training day on 6th January. | | |
| 11 | Policies | | |
| 11.1 | Safeguarding and child protection policy - VG has made some minor amendments to this policy since | | |

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| 11.2 | <p>circulation. These included adding in the designated peoples names as well as the removal of some sentences after discussion with the safeguarding lead governor.</p> <p>CHALLENGE: RB asked if the KCSIE update that is reflected in this policy has been fed down to staff. To which VG responded that a copy of the new KCSIE had been given to all staff and recorded on the single central record.</p> | CHALLENGE | |
| 11.3 | <p>CHALLENGE: PS asked if this was a county policy as some areas, such as sexual relationships and drugs appeared more suited to secondary school. VG confirmed that it was a county policy, but there are some primary schools in the county that are dealing with these situations.</p> | CHALLENGE | |
| 11.4 | <p>CHALLENGE: RB stated that this policy related to all staff does this include volunteers? VG stated that this policy is included in the volunteer pack that they receive before coming into school.</p> | CHALLENGE | |
| 11.5 | <p>DECISION: The GB agreed upon this policy with annual renewal date.</p> | DECISION | |
| 12 | Any other business | | |
| 12.1 | <p>JL is leaving the authority for another job in December, this has been discussed with the chair with regards to committee membership. JL suggested that he will re-asses his committee membership once he is settled into his new job. FN asked the GB to agree that he can carry out a Chairman action by inviting JL to join the Finance committee to save it being brought back to the next FGB, to which the GB agreed up on this.</p> | | |
| 12.2 | <p>JF mentioned that she had attended an promotional event with Wysing arts centre and promoting and they spoke highly of Thorndown and included their work at Thorndown in their presentation.</p> | | |
| 12.3 | <p>Thorndown has provided 175 snowman for the snowman festival this year which are currently on display in the town. The Mini Moo cow will be named tomorrow and then it will be decorated to join the herd in Cambridge around April/May. After which it will be returned to school.</p> | | |
| 12.4 | <p>There was no other AOB.</p> | | |
| 13 | Summary of impact of standards and progress | | |

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| 13.1 | <p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> • That the GB were fully informed on financial implications of the county consultation on funding for 20/21. • Governors were aware of how Thorndown has continued to contribute to community event, which has and strengthened links to the community in its role as a community school. | | |
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The meeting closed at 7:30.

Summary of Governing Body Action Points - 21st November 2019

| FGB 2019/20 | Action Point | By Whom | Outcome |
|------------------------|---|--------------------|----------------|
| AP1 | AP1 - VG to organise training post Christmas regarding the new OFSTED framework. | VG | Spring 20 |
| AP2 | 7.3 - FN to circulate budget funding briefing slides once he has a copy. | FN | Nov 19 |
| AP3 | 7.3 - FN then asked the GB to look through the slides and send their thoughts regarding the LA suggestions for school budgets 20/21 ready for the consultation feedback deadline. | ALL | Dec 19 |
| AP4 | 9.2 - JA asked governors not yet assigned a monitoring visit to contact her to organise. | ALL | Dec 19 |

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