

**THORNDOWN PRIMARY SCHOOL
Full Governing Body (Full GB)**

Membership of the Full GB of Thorndown Primary School:			
Vicci Godbold	Head	Debbie Townsend	DT
Christine Curtis	CC	Andrea Cliff	AC
Jane Ainscow	JA	Peter Smith	PS
Carolyn Jepson	CJ	Yasmin Finch	YF
Helen Cooper	HC	Rob Jagger	RJ
Claire Gerrard	CG	Jill Foster	JF
Steve Mitchell	SM	Louise Lawson	LL
Frank Newton	Chair	Cathy Sweet	CS
Sophie Dale	SD	David Varey	DV

Minutes of the Full GB meeting held on Thursday, 19 May 2016 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence, and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Sophie Dale, Andrea Cliff, Peter Smith, Rob Jagger, Jill Foster, Louise Lawson and Cathy Sweet.		
1.2	The meeting was quorate with 14 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Yasmin Finch, Jane Ainscow and Debbie Townsend.		
1.5	Absent: David Varey.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the GB in respect of any item on the agenda.		
2	Business of the meeting		
2.1	The GB agreed to alter the order of business as set out in the agenda, taking item 10 before item 3, and to swap items 16 and 17.		
2.2	There was also one item to be considered under "Any Other Business."		
10	Standing item – Pavilion Playgroup		
10.1	Please see the Confidential Minutes.		
3	Minutes, confidential minutes and action points of the last meeting		
3.1	The minutes, confidential minutes and action points of last meeting held on Thursday, 17 March 2016, and of the extra-ordinary meeting on Tuesday, 19 April 2016, were approved as correct and signed by the Chair.		
3.2	All eight Action Points from the last meeting held on Thursday, 17 March 2016 had been completed or were agenda items.		
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		

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5	Heads Report		
5.1	The Headteacher's Report including the updated TOP and Areas of Development had been circulated prior to the meeting.	July 16	Head
5.2	Governors questioned the high number of children who were recorded on the Child Protection register (165/493). The Head explained that the staff were being extremely vigilant about recording any issues that caused concern.		
5.3	The Head confirmed that all the comments from the HMI visit regarding the Post Ofsted Action Plan have been dealt with and that the plan had been updated. A new version of the Post Ofsted Action Plan would be circulated in July 2016 for the GB meeting on Thursday, 14 July 2016.		
5.4	The latest updated TOP had been circulated prior to the meeting, and most areas of work had been completed. The one outstanding area of work was delayed due to staff sickness and is in hand.		
5.5	The Head also confirmed that the LA had reviewed the Single Central Record (SCR) and the Child Protection register as part of its monitoring of Safeguarding. A Missing Child Procedure was outstanding, and was discussed at Personnel Committee. This has now been completed.		
5.6	Fire Drills are practiced regularly, but now an Invacuation Procedure (lock-down) has also been put in place. Discussion over the need for clarity with procedures at the end of the school day, and also a concern about the vulnerability of Office Staff took place.		
5.7	The Head gave additional feedback on the notes of her visit to Bourne CE Primary (Lincolnshire) which had been circulated prior to the meeting.		
5.8	The Head reported that FOTS are fund raising to support the purchase of a new Climbing Frame. The school has made a bid for £10k of Lottery Funding, which FOPS will top-up for the purchase and installation. A feasibility study has taken place and there is really only one place to locate the Climbing Frame. This will mean the need for removing two trees and some shrubs. The Head confirmed that there is no preservation order in place on the trees.		
5.9	Key Stage 2 SATs have been completed and returned within the correct timeframe for marking. Key Stage 1 SATs are being undertaken over the next few weeks.		
6	Chairs Report		
6.1	The Chair reported on his meeting with the Headteacher on several different dates, including: <ul style="list-style-type: none"> • 12 April 2016 – update on current staffing issues, progress meeting re Playgroup and general discussion re Academy options; • 4 May 2016 – meeting with Head and Vice-Chair following Personnel re graduated response to on-going incidents with a particular pupil; and • 11 May 2016 - planning meeting for Full GB, County report on Safeguarding, Mastery presentation and recent Government announcement on Academies. 		
7	Committee Reports		
7.1	The Chair of each committee outlined some of the key points from their meetings.		

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7.2	<p>Personnel & Salary – 4 May 2016</p> <ul style="list-style-type: none"> Discussed the class structure and levels of staffing for 2016/2017, noting the move to single aged classes, with a total of 19 classes; Noted that Reception is likely to be full (90) in September 2016 the school is set to increase to 19 classes; and The committee undertook a walkabout to view the school and observed a consistent approach to teaching across the school. 		
7.3	<p>Learning & Development – 5 May 2016</p> <ul style="list-style-type: none"> Been fully briefed on the work in two subject areas (Science & Geography) and could see how these subjects were developing cross curricular links; Raised awareness and updated several school policies; Through presentations by the Head and Deputy and reports on Governor Visits, were better informed on the way that pupils are being tracked, and were confident that appropriate interventions are being put in place to maximise progress. This included monitoring a pupil progress meeting, with a Team Leader and a Class Teacher; Spent time discussing the progress of the vulnerable groups of children, including SEND and Pupil Premium, noting that books are being retained to indicate how the school is assessing and monitoring progress; and The Programme of Governor Visits for the rest of the academic year was then discussed and revised. The Clerk to circulate this revised document to the GB. The Headteacher to circulate the finalised Literacy Report. 	May 16	Clerk/ Head
7.4	<p>Finance & Premises – 5 May 2016</p> <ul style="list-style-type: none"> The committee agreed the Budget for 2016/2017, which had to be very carefully considered, with the main focus on teaching and learning. Discussion had included the importance of getting the right teaching structure in place for the benefit of the children; There was a discussion about the carry-forward and that this was being used to balance the budget. The Schools Financial Adviser assured the school that this was normal for a school during a period of rapid expansion; and Premises issues with a faulty water-pump, and the servicing of the front gate were also discussed. 		
8	<p>Work Schedule for 2015/2016</p>		
8.1	<p>The Work Schedule for 2015/2016 had been circulated prior to the meeting and there are three actions to consider, including:</p> <ul style="list-style-type: none"> A Termly Review of Governing Body Membership is not required as the GB is full and has no existing vacancies; The completion of the Annual Child Protection Monitoring Report will be added to the agenda for the final GB meeting of the academic year, on Thursday, 14 July 2016; and The Parental and Pupil Surveys have been published for completion and the findings will be considered at the final GB meeting of the academic year, on Thursday, 14 July 2016. 	July 16 July 16	Clerk Clerk

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9	Policy Schedule for 2015/2016		
9.1	The updated Policy Schedule for 2015/2016 was also circulated prior to the meeting. The GB reviewed the policy on 'Tackling Extremism & Radicalisation' which was a new policy last year. This was approved and will be reviewed every two years from now on.		
11	Standing item - Report from Parent Forum meeting		
11.1	A report from Parent Forum meeting is a standing item for Full GB meetings.		
11.2	There was a low turnout at the last meeting where the main item was a presentation on the Mastery Curriculum in Maths. This presentation has since been circulated to the GB electronically and is available on the school website.		
11.3	A further discussion on school communication took place under AOB. The school is continually seeking ways to improve the communication with parents and is looking at opening a school page on Facebook for parents to review new information		
12	Standing item - Academy status		
12.1	An update on Academy status is a standing item for Full GB meetings.		
12.2	Following the announced change in Government policy regarding Academy status there is less clarity about the future. Schools that fall into the 'Requiring Improvement (RI)' still face the possibility that they will be required to become an Academy.		
12.3	In addition, if an LA is deemed to be failing, then all the remaining maintained schools in that LA also face the possibility that they will be required to become an Academy.		
12.4	The position of Thorndown Primary School was discussed, with the options for the school being: <ul style="list-style-type: none"> • Remain a maintained school under LA control; • Start its own Multi-Academy Trust (becoming an 'empty' MAT, but seek to attract other schools to join); and • Join an established MAT (DfE recommendation is for a minimum size of 1200 children). 		
12.5	The SBM is currently engaged on a series of training activities investigating academisation, and trying to understand all the implications for the school.		
13	Standing item - Safeguarding		
13.1	Safeguarding is a standing item for Full GB meetings – but was covered in the Heads Report – see item 5 above.		
14	Proposed GB & committee meeting dates for academic year 2016/2017		
14.1	The proposed GB & committee meeting dates for academic year 2016/2017 had been circulated prior to the meeting. Two changes were agreed, and the Clerk to circulate this agreed version to the entire GB.	May 16	Clerk
15	Audit of GB Effectiveness 2016		
15.1	The Audit of GB Effectiveness 2016 has been sent to the school by the LA. As in previous years the Head/Chair/Vice-chair to draft a response, and this will then be added to the agenda for the GB meeting on Thursday, 14 July 2016.	July 16	Chair/ CC/ Head/ Clerk
15.2	Governors asked about the skills audit and training opportunities. As the four new governors had not been governors when the skills audit was completed in 2015,		

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	then the Chair asked the Clerk to send them this document for completion.	May 16	Clerk
15.3	The Clerk has circulated the Training Programme on a termly basis, and attendance at Termly Briefings was encouraged. The Clerk advised that GEL training was still available but following a re-launch all governors had to re-join the programme to obtain a new password.		
15.4	The Clerk to add Feedback from Training as a standing item for Full GB meetings.	July 16	Clerk
15.5	The Clerk also suggested a link for governors to review YouTube clips regarding the types of questions Ofsted will ask. Please see: https://www.youtube.com/results?search_query=belita+scott		
15.6	Some succession planning is taking place with one example being DV shadowing PS regarding the impact of the work with Pupil Premium children.		
15.7	It was agreed that where possible the committees should elect Vice-chairs at their first meetings in the new academic year.	Sept 16	Clerk
17	Any Other Business (AOB)		
17.1	The GB confirmed that they wished to subscribe to the School Governance Team, Training Programme from 1 September 2016 to 31 August 2017.		
17.2	The Head informed the GB that the school had received a local Young Persons Achievement Award from Ian Jackson.		
17.3	There being no other business the meeting closed at 8.20 p.m.		
16	Summary of Impact on Standards and Progress		
16.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement. The GB agreed that, at this meeting, it had covered: <ul style="list-style-type: none"> • The importance of its Governor Visits Programme, which had involved more governors this year in additional visits to review the progress of the children; • Understood the challenges of exemplifying pupil progress this year; • Discussed succession planning in relation to the training needs of the Full GB; • Had been fully informed, via the Head Teachers Report, on the updates to the Termly Operational Plan (TOP) and Ofsted Action Plan; and • Agreed that the new Budget had been very carefully considered, noting the importance of getting the right teaching structure in place for the benefit of the children, and also noting that the financial implications for next year were due to the rapid expansion of the school by the LA. 		

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Summary of Governing Body Action Points – 19 May 2016

GB Meet 6 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	5.3 A new version of the Post Ofsted Action Plan would be circulated in July 2016 for the GB meeting on Thursday, 14 July 2016.	Head	
2.	7.3 The Clerk to circulate the Programme of Governor Visits for the rest of the academic year. The Headteacher to circulate the finalised Literacy Report.	Head Clerk	Completed
3.	8.1 The Annual Child Protection Monitoring Report to be added to the agenda for the GB meeting on Thursday, 14 July 2016.	Clerk	Completed
4.	8.1 Feedback from the Parental and Pupil Surveys to be considered at the GB meeting on Thursday, 14 July 2016.	Clerk	Completed
5.	14.1 The Clerk to circulate the agreed version of the GB & committee meeting dates for academic year 2016/2017.	Clerk	Completed
6.	15.1 The Head/Chair/Vice-chair to draft a response to the Audit of GB Effectiveness 2016. The Clerk to add this as an agenda item for the GB meeting on Thursday, 14 July 2016.	Chair/CC/ Head Clerk	Completed
7.	15.2 The Clerk to send the skills audit to the four new governors for completion.	Clerk	Completed
8.	15.4 The Clerk to add Feedback from Training as a standing item for Full GB meetings.	Clerk	Completed
9.	15.7 The Clerk to ensure that where possible the committees should elect Vice-chairs at their first meetings in the new academic year.	Clerk	

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