

**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, 15 September 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, Jane Ainscow, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Sophie Dale, Debbie Townsend, Andrea Cliff, Peter Smith, Yasmin Finch, Rob Jagger, Jill Foster and Cathy Sweet.		
1.2	The meeting was quorate with 15 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Carolyn Jepson, Louise Lawson and David Varey.		
1.5	Absent: None.		
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	Election of Chair & Vice Chair.		
2.1	Chair of Governors: the Clerk advised that one person had been nominated for the post of Chair of the GB, and it was agreed that Frank Newton should be elected Chair for the academic year 2016/2017. This had been proposed by Christine Curtis and was seconded by Rob Jagger.		
2.2	Vice-Chair of Governors: the Chair asked for nominations for the post of Vice-Chair of the GB, and it was agreed that Christine Curtis should be elected Vice-Chair for the academic year 2016/2017. This had been proposed by Frank Newton and was seconded by Debbie Townsend.		
3	Business of the meeting.		
3.1	The GB agreed not to alter the order of business as set out in the agenda.		
3.2	There were no items of "Any Other Business."		
4	Minutes and action points of the last meeting.		
4.1	The minutes, confidential minutes and action points of last meeting held on		

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

4.2	Thursday, 14 July 2016 were approved as correct and signed by the Chair. All ten Action Points from the last meeting had been completed prior to the meeting, or were agenda items		
5	Matters Arising, not already covered in this agenda.		
5.1	There were no other matters arising.		
6	Headteacher Presentation.		
6.1	The Headteacher gave a presentation, reviewing last year's development action points and sharing development points for the academic year ahead. The full PowerPoint presentation will be circulated with some additional data sheets with the minutes of the meeting.	Sept 16	Clerk
6.2	Review of 2015-2016		
6.2.1	Leadership and Management <ul style="list-style-type: none"> • Focused feedback to pupils; • Cursive handwriting and presentation guidelines; • New assessment systems developed with no levels; • Clear assessment pathways highlighted and shared; • Monitoring of pupils progress and staff performance to embed procedures resulted in 92% good or better teaching in Literacy and Maths; and 		
6.2.2	Achievement <ul style="list-style-type: none"> • Staff engaged confidently new curriculum which leading to more accurate assessments and improved expectations; • Moderation sessions resulted in greater consistency and agreement on standards; • Progress results that were above the National Floor; • Progress in Y6 from Y2 was in the Top 25% in Maths and Writing, with Reading in Middle 20%; • KS1 data is in line or just above Cambridgeshire/National figures. 		
6.2.3	Teaching and Learning <ul style="list-style-type: none"> • The amount of good and outstanding teaching being observed has increased this year. • Four staff attended an outstanding teaching course which already showing in their day to day lessons and planning. • Clear Assessment Policy highlights all the summative and formative assessment carried out. • Expectations are high in all subjects as seen in book monitoring by subject leads; and 		

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

6.2.4	<ul style="list-style-type: none"> • CPD for all staff based on school needs and performance management. TAs received high quality CPD e.g. Growth Mindset. <p>Behaviour and Safety</p> <ul style="list-style-type: none"> • E-safety policy shared with parents. E-safety day focussed on cyberbullying and being safe online; • Head trained as Prevent lead and disseminated to all staff; • Growth Mindset training for staff and pupils; and • Key pupils who need support are sustained through SENCO and Inclusion. Key pupils with behaviour problems are monitored by all of SMT. School also provides play and music therapy if required. 		
6.2.5	<p>Early Years</p> <ul style="list-style-type: none"> • Outstanding progress was made with pupils in the Foundation Stage; • Writing and Handwriting improved and Ofsted Action Plan points were completed e.g. reversal of letters; • Talks began with Playgroup regarding a merger; and • More ICT equipment purchased and used in everyday learning. 		
6.3 6.3.1	<p>Plan for 2016-2017</p> <p>Leadership and Management</p> <ul style="list-style-type: none"> • Update or whole school tracking system to ensure there is no linear progression but pupils learning needs are quickly addressed. • Introduce more mastery reading conferences in Years 4, 5 & 6 which develops inference; • Continue to engage with parents; • Develop pupil aspirations to attain highly in school and in life; • Launch and carefully monitor/embed a whole school mastery approach to maths; • Develop a clear understanding of the expectations of Y1 and Y2 writing in all KS1 staff especially to develop pupils working at greater depth; • Writing throughout the school to reflect the learning taking place; and • Integration of Thorndown Pre-school into the management and daily operations of the whole school. 		
6.3.2	<p>Achievement</p> <ul style="list-style-type: none"> • The % of Y6 meeting ARE (age related expectations) in 2017, in Reading and GPS is in line of above national averages. Maintain maths and writing standards; 		

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

<p>6.3.3</p> <p>6.3.4</p> <p>6.3.5</p>	<ul style="list-style-type: none"> • The attainment in Y2 writing improves, especially for our pupils working at Greater Depth; • Increase the % of pupils performing at ARE in Reading, Writing and Maths in all year groups; and • Continue to monitor the progress of disadvantaged pupils, EAL, more able pupils and pupils not making expected progress. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • Continue to increase and sustain good and outstanding teaching; • Teaching styles to develop to incorporate mastery into maths, reading, writing and other curriculum subjects; • SPAG teaching to be more defined in Y2; • Continued moderation in teams, whole school and throughout the cluster; • Development of more pre-teaching; • Develop pupil's stamina in writing; • Improve spelling in KS2; <p>Behaviour and Safety</p> <ul style="list-style-type: none"> • Embedding and promoting Growth Mindset amongst the school community and parents; • Clear strategies developed to support pupils suffering with mental health and emotional issues; • Continue to develop a positive learning character in each pupil by promoting the skills of resilience, confidence, determination and perseverance; • Health promoting skills throughout the curriculum this e.g. Healthy Eating policy; and • Hold a SHINE week when pupils experience careers advice etc. to start to promote a sense of aspiration. <p>Early Years</p> <ul style="list-style-type: none"> • To narrow the gap between the percentage of boys and girls achieving GLD; • To increase the percentage of pupil premium children achieving GLD; and • Train all new to EYFS members of staff to ensure teaching is good or better. 		

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

7	Chairs Report.		
7.1	<p>The Chair reported on two visits he had made to the school and his meetings with the Headteacher, including:</p> <ul style="list-style-type: none"> • September 2016 – Visited the school to welcome back all the staff and to meet the new recruits. Also briefly discussed with the Head the latest situation regarding the Pavilion Playgroup, and the with Key Stage 1 and 2 results; and • 13 September 2016 – Full GB Agenda for the 15 September 2016. 		
8	Annual Review of Governing Body's Operating Guidelines.		
8.1	<p>The Annual Review of Governing Body's Operating Guidelines was undertaken and included the following:</p> <ol style="list-style-type: none"> a) GB Standing Orders - a review of the Standing Orders (Operating Guidelines) was undertaken, and the revised document was adopted. b) GB Membership - A review of the GB's membership was undertaken and it was noted that Sophie Dale has been re-elected as Staff Governor for a further four year term of office. c) Confidential GB contact information - A confidential contact list had been circulated prior to the meeting, and the Clerk asked for the GB to notify him of any changes. d) GB Website information - A revised GB information list for the school website had been circulated prior to the meeting, and the Clerk asked for the GB to notify him of any changes. e) Committee membership - It was agreed that the committee structure and membership would remain the same. Each committee will elect their own Chair at their first meeting. Terms of Reference will be ratified by the GB at the next meeting in October 2016. f) Appointment of governors with Specific Responsibilities – The following governors were appointed to undertake specific roles, with a shadow governor appointed to aid succession planning: <ul style="list-style-type: none"> ▪ Safeguarding & Child Protection – CC/AC ▪ SEND & inclusion (including LACs) – JA/CS ▪ Pupil Premium – PS/DV ▪ Parent Forum - RJ ▪ EYFS – VG to ask LL/CS ▪ Health & Safety – DT/? ▪ NQT link (new) – CC/FN ▪ Link Governor for training- RJ ▪ Prejudicial Incidents monitoring by Full GB ▪ Equality & Diversity - monitoring by L&D & Full GB ▪ Data - monitoring by L&D & Full GB g) Governors Code of Practice - forms for the adoption of the Governors Code of Practice, which were circulated prior to the meeting for signing, were collected at this point. h) Pecuniary Interests - forms for the register of pecuniary interests, which were circulated prior to the meeting for signing, were collected at this point. i) GB Decision Planner – the Clerk had circulated the Governing Body Decision Planner prior to the meeting and this was approved. j) Schedule of Work - the Clerk had circulated the Schedule of Work prior to the meeting and this was approved. k) Revised Policy Schedule (to 2021) - the Clerk had circulated the revised Policy Schedule prior to the meeting and this was approved. l) Confirmed GB & Committee meeting dates for 2016/17 - the Clerk had 	<p>Sept 16</p> <p>Sept 16</p> <p>Sept 16</p>	<p>GB</p> <p>GB</p> <p>Head</p>

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	circulated the revised meeting dates prior to the meeting and these were approved. m) Terms of Reference for Finance & Premises (committee approved June 2016) - the Clerk had circulated the Finance Terms of Reference prior to the meeting and these were approved.		
9	Standing item - Safeguarding, including updated Policy.		
9.1	An updated version of 'Keeping Children Safe in Education' has been implemented, as from September 2016.		
9.2	Governors adopted the updated Safeguarding and Child Protection Policy and also 'signed up' to acknowledge that they have read and accept the updated guidance document relating to 'Keeping Children Safe in Education'). The Clerk to send the updated policy to the Headteacher.	Sept 16	Clerk
10	Standing Item – Governor School Visits.		
10.1	Updates on Governor School Visits from 2015/2016 – a Governor Visit Report by Peter Smith (Pupil Premium Governor), with David Varey, needs some data to be added so that it can be finalised.	Sept 16	CC/PS/ DV
10.2	The following Governor School Visits for 2016/2017 was discussed and CC will organise dates and governors to complete these tasks: <ul style="list-style-type: none"> • Strategies for Closing the Gap (October 2016) – PS/DV; • Developing inference in reading at KS2 and SPAG at KS1 (November 2016); • Writing across the curriculum; • Growth Mindset and Learning behaviours; • Mastery in maths; • Parental involvement in learning; and • Impact of merging on the learning of pre-school pupils (summer term). 	Oct 16	CC
11	Standing Item - Playgroup.		
11.1	The Headteacher reported on the progress being made on the merger between the school and the Playgroup, which will become known as Thorndown Pre-school.		
11.2	With the help of EPM the school has begun a consultation over the hours, roles and responsibilities of staff for the Pre-school, which may lead to a reduction in hours for some staff.		
11.3	The Playgroup Committee has begun a 12 week winding-up period, as the School takes over the day-to-day management and responsibility for the facility.		
11.4	There has been conflicting advice about the best way forward so the Headteacher has written to both the DfE, to explain the situation, and to OFSTED, to register the Thorndown Pre-school.		
12	Financial Audit LA Report.		
12.1	The school is now in receipt of the LA Financial Audit Report, following the discussions held at the last meeting on the verbal feedback.		
12.2	The Chair to circulate the report electronically to SM/HC and to the Clerk so that it can be discussed at the Finance and Premises Committee meeting on Thursday, 29 September 2016.	Sept 16	Chair/ Clerk

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

13	Any Other Business.		
13.1	There being no other business the meeting closed after item 14 at 7.55 pm.		
14	Summary of Impact on Standards and Progress.		
14.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
14.2	<p>The GB agreed that, at this meeting, it had covered:</p> <ul style="list-style-type: none"> • Had been fully appraised of the achievements and progress made in school last year through the Heads presentation; • Had been fully informed on the initiatives and priorities for the forthcoming academic year; • Adopted the updated Safeguarding and Child Protection Policy, and acknowledged the revised guidance document relating to 'Keeping Children Safe in Education'; • Agreed a Governor Visits Programme; and • Appointed governors to undertake specific roles, with a shadow governor appointed to aid succession planning. 		

Summary of Governing Body Action Points – 15 September 2016

GB Meet 1 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	6.1 The Clerk to circulate the Heads PowerPoint presentation with some additional data sheets with the minutes of the meeting.	Clerk	Completed
2.	8.1c The Clerk asked for the GB to notify him of any changes to the confidential contact list.	GB	
3.	8.1d The Clerk asked for the GB to notify him of any changes to the GB information list for the school website.	GB	
4.	8.1f The Head to ask LL to undertake to monitor EYFS, with CS as the shadow governor.	Head	
5.	9.2 The Clerk to send the updated Safeguarding and Child Protection Policy to the Headteacher.	Clerk	Completed
6.	10.1 The Pupil Premium Governor Visit Report by PS/DV to be finalised by the addition of some data.	CC/PS/DV	
7.	10.2 CC to organise dates and governors to complete the Governor School Visits for 2016/2017.	CC	
8.	12.2 The Chair to circulate the LA Financial Audit report to SM/HC/Clerk for the Finance and Premises Committee meeting on Thursday, 29 September 2016.	Chair/Clerk	Completed

Thorndown Governing Body Meeting: 6 October 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)