

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

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

Minutes of the Full GB meeting held on Thursday, 16 May 2019 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Helen Cooper, Jane Ainscow, Dawn Mills, Frank Newton, Rob Jagger, Claire Gerrard, Peter Smith, Andrea Dollard, Richard Boughey, Andrea Cliff, Jon Lee and Jill Foster.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from: Christine Curtis, Louise Lawson, Cathy Sweet and Derren Jones.		
1.4	Absent: Natalie Bates.		
1.5	The meeting was quorate with 13 governors present.		
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. 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 agreed no change to the order of business as set out in the agenda.		
2.2	There were no items of "Any Other Business."		
3	Minutes and action points of the last meeting		
3.1	The minutes of the last meeting held on Thursday, 21 March 2019 were read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were ten action points from the last meeting, with eight of the ten action points having been completed prior to the meeting (APs 2, 4, 5, 6, 7, 8, 9 & 10).		
3.3	There were two remaining action points and the following actions were noted, and were both marked as on-going (AP1 & AP3)	July 19	Head/ SBM
4	Matters Arising, not already covered in this agenda		
4.1	There were no matters arising that were not agenda items.		

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5	Heads Report		
5.1	A written Headteacher report, and the Summer Term 2019 TOP were circulated to the GB prior to the meeting.		
5.2	Key points in the written Headteacher report were reported, as outlined below.		
5.3	<p>Maintenance</p> <ul style="list-style-type: none"> • Caretaker interviews have been held and an appointment was made. Peter Barnard to join us on Monday, 3 June 2019; • The emergency lighting, intruder alarm and fire alarm were serviced during the Easter holidays. Further remedial work will need to be carried out on the emergency lighting; and • St Ivo staff continue to help with emptying bins and small jobs around school. 		
5.4	<p>Staffing</p> <ul style="list-style-type: none"> • Three staff on maternity leave are now due to return to work on 17 June, 23 July and January 2020 respectively; • Two TAs are leaving before the summer holidays. One is leaving at half term to try a different career and one is retiring after being at Thorndown nearly 25 years; • Some teachers and some TAs have been on one-year contracts this year linked to maternity or individual pupils' needs. As all our teaching staff on maternity leave are returning, these teachers will not be employed from September and are all moving on to other things. The five TAs involved are currently deciding whether to apply for the three vacancies we will have for September; • An INSET day in April was used to ensure that all teaching staff received basic first aid training. This is very useful in the classroom and outside, when we attend sporting events or class trips; and • The next INSET day at the end of this half term will allow all staff to complete teacher assessments for all year groups, moderate and aid report writing. 		
5.5	<p>Learning Entitlement Update</p> <ul style="list-style-type: none"> • The school is taking part in the "Cows around Cambridge" arts project being held within Cambridge. This involves working with artists and designing our own mini moo (which we can then keep). These cows will form part of a walking trail around Cambridge. More details will follow; and • Pupils and staff have started their next topics with wow days or events e.g. Year 5 explored the everyday culture in Afghanistan as part of their topic linked to the book "The Breadwinner". A large beanstalk started growing in the Learning Street to launch the "Growing" topic in Year 1. The giant and his wife have also made appearances in school! Year 3 finished their Stone Age project from last term with a trip during the first week back to Flag Fen, when the weather was a little better. 		
5.6	<p>Artsmark Update</p> <ul style="list-style-type: none"> • Following applications and interviews, eight Year 5's have been appointed as Artsmark Ambassadors. Their role is to become a unified pupil voice for the arts (in all disciplines), which will include communication with the Governors; 		

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	<ul style="list-style-type: none"> • A visit from Britten Sinfonia has been arranged for KS1 pupils. A working party to plan for Arts week has also been organised, which will have a musical focus this year; • Years 5 and 6 are to be involved in "Inspiration 2020", in collaboration with The Fitzwilliam Museum. Children will work on this project, with the possibility of having their work displayed in one of the Fitzwilliam galleries later next year; and • The school now has a trained Arts Award assessor and the Discovery Award is now being offered through Art club. This is a scheme/award overseen by Trinity College London. <p>Organisation</p> <ul style="list-style-type: none"> • Staff meeting focus for the Summer Term 2019 were planned; • Inset days planned for 2019-2020 have also been arranged; • Staff courses attended from half term until May half term were outlined; and • Dates for your diary confirmed. <p>Safeguarding Information</p> <ul style="list-style-type: none"> • Attendance figures for Spring 2019, and comparative data were outlined in the report. These figures have been submitted today; • School Roll: 533 children; • There has now been one fixed-term pupil exclusion this term; • There have now been three prejudicial incidents this term, for use of racist language; and • The school currently has one looked after child. <p>Governor Challenge</p> <ul style="list-style-type: none"> • Governors were pleased that Attendance figures for Spring 2019 showed rise to over 97% but asked about the lower SEND figures. It was explained that this was due to illness amongst three children. • In discussion, the Head also reported on the new Child Protection procedures which involve an on-line submission instead of a paper record. So far there have been 22 submissions and the number will be monitored to check for trends. • Governors also asked about SEND provision and the good reputation that the school has for dealing with children with needs. The school has invested in an extensive training programme for its TAs to help children with SEND. A discussion about general TA time and 1-1 support for SEND children revealed that most TAs have experience of working in both roles. The SEND co-ordinator has set up a local cluster to enable peer-to-peer support to take place. • Regarding the TOP the Head explained that Assessments were taking place across the school with KS2 SATs completed and returned. Next year there will be a focus in the TOP on strategies to help support pupils with Mental Health issues and a re-visit and re-write of the Behaviour Policy. 		
6	Chairs Report		
6.1	<p>The Chair reported that he had held several meetings and conversations with the Headteacher and made visits to school at various times since the last meeting of the Governing Body, including:</p> <ul style="list-style-type: none"> • Friday, 3 May 2019 - Interviews for the Caretaker Post; and • Tuesday, 14 May 2019 - Briefing on the Governing Body agenda and a brief discussion regarding a Pupil Exclusion. 		

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6.2	The Chair had also received a request from a member of staff for more flexible working arrangements. This had been checked with EPM and was agreed by the Personnel and Salaries Committee.		
6.3	A date for the interview to appoint a new Clerk to the GB was arranged for Friday, 24 May 2019 between 11:00 am and 1:00 pm (FN/RJ/JF).	May 19	FN/RJ/ JF
6.4	The Chair also reported on a Governor Briefing that he had attended and the need for a letter to Ministers re School Funding Issues. See item 11 below.		
7	Committee Reports		
7.1	The minutes of the three Committee meetings held earlier in January 2019 had been circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
7.2	Personnel & Salary – 1 May 2019 <ul style="list-style-type: none"> Received information regarding the financial set-back to the plan to move to a class structure of 21 classes in September 2019. 		
7.3	Learning & Development – 2 May 2019 <ul style="list-style-type: none"> Gained an in-depth understanding of all the assessment procedures in place across the school; Received a Governor Visit report on SPAG; Discussed the revised class structure for 20 classes in September 2019; and Reviewed several policies. 		
7.4	Finance & Premises – 2 May 2019 <ul style="list-style-type: none"> Discussed the financial set-back to the plan to move to a class structure of 21 classes in September 2019; Wished to record the thanks of the governors to the SBM and her colleagues for working so hard to ensure that the revised class structure would include 20 classes in September 2019; Noted that Pre-school and the After-school clubs were doing well; and Approved the budget for 2019/2020 but noted that the forecast for the next three years was grim. 		
7.5	Governor Challenge <ul style="list-style-type: none"> Governors discussed the issues with funding and understood that the balanced budget was only possible due to the savings from last year. Almost every school is experiencing difficulties in setting a balanced budget. Schools Forum were to discuss the issue in Cambridgeshire. The true cost of educating a child with SEND was felt to be much higher than £6K annually. The GB reviewed a list of suggestions to save money or increase the income of the school. (see attached confidential brainstorming notes from Finance & Premises Committee). The school is being pro-active and has arranged a meeting for Heads and Chairs of the St Ives Primary School cluster to discuss every possible option. 		
8	Standing item – Safeguarding		
8.1	The Head confirmed that Safeguarding issues would be reported at the next meeting on Thursday, 4 July 2019.	July 19	Head
9	Standing Item – Governor School Visits		
9.1	JA confirmed that emails had been sent to all those governors ready to undertake a visit this term.		

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10	Standing Item - Pre-School		
10.1	Pre-school is flourishing with waiting lists are in place.		
11	Standing item – Feedback from Training		
11.1	AD reported that she had attended the New Governor training day and found it very beneficial.		
11.2	FN attended the Governor Briefing on Wednesday, 15 May 2019 and he reported that it had been a very detailed 2 hr session covering several topics. The slides for each presentation have been circulated to all governors but significant issues were outlined.		
11.3	<p>Presentation by Jonathan Lewis</p> <ul style="list-style-type: none"> • County officer to visit each Maintained school during the coming year. It appears the visit will be like a SIP visit. More details to be sent direct to schools; • Advert for Head of Governance currently placed. It will be a joint post with Cambs. and Peterborough. The person appointed will come to a GB meeting to observe; • The slides go into detail regarding the shortfall in funding for Cambridgeshire schools. Jonathan Lewis is gathering evidence to mount a campaign for additional funding; and • A big drive on Phonics. 		
11.4	<p>Cambridgeshire Virtual School</p> <ul style="list-style-type: none"> • Concerned with Looked After Children. Having checked with the Business Manager regarding the special funding attached to the one pupil in school, it appears we are complying with the very strict rules on expenditure; and • No change and the item was just for information. 		
11.5	<p>School Complaints Procedure</p> <ul style="list-style-type: none"> • A new “Model” Policy to be issued by county in the next few days. 		
11.6	<p>New Ofsted Inspection Framework</p> <ul style="list-style-type: none"> • Final document issued by Ofsted today; • It appears to reduce to focus on data; • Judgement Areas and the Four Point Grading Scale to remain; and • A new “Quality of Education” judgement is being introduced. 		
11.7	<p>Educational Visits and Learning Outdoors</p> <ul style="list-style-type: none"> • Just information-based slides and presentation. 		
11.8	<p>School Governance Update</p> <ul style="list-style-type: none"> • Governor’s Conference on Saturday. 15 June – FN to attend; • Headteacher Appraisal training – Wood Green on Thursday,6 June 2019; and • Funding of Teachers Pension Scheme – it now appears that the central funding WILL NOT be as precise as first indicated by DfE. A more broad-brush approach is being taken to allocate this additional funding. County will undertake a costing exercise for each school to determine if any school qualifies for a “Top Up Grant”. 		
11.9	Governor Challenge Governors discussed the funding issues raised at the Briefing. It was		

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	agreed that there was a need for a letter to be sent to the Director of Learning, the local MP and the Secretary of State for Education regarding school funding Issues. FN to draft the letter and outline some of the specific examples showing where a lack of funding is having an impact on standards of education.	May 19	FN/Head /SBM
12	Standing item - Parent Forum		
12.1	RJ reported that the subject of the next Parent Forum meeting is to review all areas of development.		
13	Standing item - Before and After School Club		
13.1	The Before and After School Club is thriving with Summer holiday arrangements in hand. A one-day trip is planned to Shepreth. The club is open to non-Thorndown children but is already nearing full capacity.		
14	Proposed GB Meeting Dates 2019/2020		
14.1	The proposed GB Meeting Dates 2019/2020 had been circulated with the papers for the meeting. There was some discussion and it was agreed to move back all four meetings in the first half of the Spring Term 2020 by one week. The Clerk to amend and re-circulate the dates.	May 19	Clerk
15	Items from the GB Schedule of Work		
15.1	Items from the GB Schedule of Work were discussed including: <ul style="list-style-type: none"> • Review Governing Body Membership – now full; • Review TOP – ongoing; • Complete Annual Child Protection Monitoring Report - The Head confirmed that Monitoring Report has not yet been published and would form part of her report at the next meeting on Thursday, 4 July 2019; • Plan Dates of Meetings for next year – see item 14 above; • Complete GB Self-Evaluation (using new toolkit) – completed in Autumn term; and • Consider any findings Parental & Pupil Surveys – completed at Learning & Development. 	July 19	Head
16	Items from the GB Policy Schedule		
16.1	Items from the GB Policy Schedule were discussed, including <ul style="list-style-type: none"> • The Freedom of Information Policy - The Head to check if, following GDPR, that any amendments are needed and report to the next meeting on Thursday, 4 July 2019; • The Tackling Extremism and Radicalisation Policy (no changes) was approved for use in school. 	July 19	Head
17	Any Other Business		
17.1	As there was no other business the meeting closed after item 18 at 7.33 pm.		
18	Summary of Impact on Standards and Progress		
18.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • Discussed the severity of the financial position and agreed an action to raise its concerns where a lack of funding is having an impact on standards of education. 		

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Summary of Governing Body Action Points 16 May 2019

GB Meet 6 2018/2019	Action Point	By Whom	Outcome
AP1	3.3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM	
AP2	3.3 The SBM to finalise the draft Privacy Notice for the GB with the GDPR officer.	SBM	
AP3	6.3 A date for the interview to appoint a new Clerk to the GB was arranged for Friday, 24 May 2019 between 11:00 am and 1:00 pm.	FN/RJ/JF	
AP4	8.1 The Head confirmed that Safeguarding issues would be reported at the next meeting on Thursday, 4 July 2019.		
AP5	11.9 FN to draft a letter to be sent to the Director of Learning, the local MP and the Secretary of State for Education regarding school funding Issues. The letter to outline some of the specific examples showing where a lack of funding is having an impact on standards of education.	FN/Head/ SBM	
AP6	14.1 The Clerk to amend and re-circulate the agreed GB Meeting Dates 2019/2020, after moving back all four meetings in the first half of the Spring Term 2020 by one week.	Clerk	Completed
AP7	15.1 The Head to report on the completion of the Annual Child Protection Monitoring Report at the next meeting on Thursday, 4 July 2019.	Head	
AP8	16.1 The Head to check if, following GDPR, that any amendments are needed to the Freedom of Information Policy and report to the next meeting on Thursday, 4 July 2019.	Head	

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