

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

<b>Membership of the Full GB of Thorndown Primary School:</b>			
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	David Varey	DV
		Natalie Bates	NB

<b>Minutes of the Full GB meeting held on Thursday, 20 September 2018 at 6.15 pm.</b>			
<b>Order</b>	<b>Item</b>	<b>Action</b>	<b>Lead</b>
<b>1</b>	<b>Apologies for absence and any declarations of interest</b>		
1.1	Governors Present: Vicci Godbold, Helen Cooper, Jane Ainscow, Jon Lee, Jill Foster, Dawn Mills, Derren Jones, Peter Smith, Louise Lawson, Cathy Sweet, Frank Newton, Andrea Cliff and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from Christine Curtis, Claire Gerrard, Natalie Bates and David Varey.		
1.4	Absent: None.		
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.		
<b>2</b>	<b>Election of Chair &amp; Vice Chair</b>		
2.1	<b>Chair of Governors:</b> The Clerk asked for nominations for the post of Chair of the GB, and it was agreed that Frank Newton should be elected Chair for the academic year 2018/2019. This had been proposed by Cathy Sweet and was seconded by Rob Jagger.		
2.2	<b>Vice-Chair of Governors:</b> The Clerk advised that one person had been nominated for the post of Vice-Chair and the Chair asked for any other nominations for the post of Vice-Chair of the GB. It was agreed that Christine Curtis should be elected Vice-Chair for the academic year 2018/2019. This had been proposed by Frank Newton and was seconded by Vicci Godbold.		
<b>3</b>	<b>Business of the meeting</b>		
3.1	The GB agreed no change to the order of business as set out in the agenda.		
3.2	There were no items of "Any Other Business."		
<b>4</b>	<b>Minutes and action points of the last meeting</b>		
4.1	The minutes of the last meeting held on Thursday, 5 July 2018 read, approved and signed by the Chair as a correct record of the meeting.		

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4.2	There were 14 action points from the last meeting. Four of the 14 action points had been completed prior to the meeting (APs 7,8, 13 & 14).		
4.3	<p>The following points were noted for the remaining eight APs, including:</p> <ul style="list-style-type: none"> <li>• AP1 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement - ongoing;</li> <li>• AP2 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS - ongoing;</li> <li>• AP3 - Four non-staff governors have responded to the Chair and are interested in shadowing the Review Committee. Following discussions with the Chair, Natalie Bates has taken on this role;</li> <li>• AP4 - The Head and SBM to pursue the idea of re-branding the school with a consultant - ongoing;</li> <li>• AP5 - The Head and RJ met with Churchills (Cleaning contractors) in July 2018. Despite re-assurances that matters would improve, there were no improvements made and the contract has now been terminated. The school has now taken on the cleaning in-house. The Chair thanked all those involved, particularly RJ and the SBM, for their work on behalf of the school;</li> <li>• AP6 - Innovative Practice in Year 1 will improve the curriculum offer with greater opportunities to learn through Play, and will be the subject of a Governor Visit;</li> <li>• AP9 - RE week invitations were circulated to the GB electronically today;</li> <li>• AP10 - Learning &amp; Development to review Pupil Premium spending documents on the school website for impact;</li> <li>• AP11 - DT has now left the GB but the Head will chase her Governor Visit written report, and when approved by the Head the report will go to Learning &amp; Development Committee; and</li> <li>• AP12 - CC's written report of her Maths Visit has been approved by the Head and has also to go to Learning &amp; Development Committee.</li> </ul>	Nov 18	SBM
		Nov 18	Head/ SBM/CS
		Nov 18	Head/ SBM
		Sept 18	L&D
		Sept 18	L&D
		Sept 18	Head
		Sept 18	L&D
<b>5</b>	<b>Matters Arising, not already covered in this agenda</b>		
5.1	There were no other matters arising.		
<b>6</b>	<b>Annual Review of Governing Body's Operating Guidelines</b>		
6.1	<p>The Annual Review of Governing Body's Operating Guidelines was undertaken and included the following:</p> <p>a) <b>GB Standing Orders</b> - A review of the Standing Orders (Operating Guidelines) was deferred to the next meeting on Thursday, 4 October 2018 as the LA are issuing an amended set of Standing Orders later this month.</p> <p>b) <b>GB Membership &amp; Confidential GB contact information</b> - There has been one Co-opted Governor resignation (DT) and the Chair would write to her to thank her formerly for her long years of service. The term of office for the remaining six Co-opted Governors ends on 4 January 2019 (RJ, AC, PS, CG, HC &amp; CC). Governors were asked to notify the Chair of any names interested in joining the GB. The confidential contact list had been circulated prior to the meeting, and the Clerk asked for the GB to notify him of any changes.</p> <p>c) <b>GB Website information &amp; appointment of governors with Specific Responsibilities</b> - 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. A new governor with specific responsibility</p>	Oct 18	Clerk

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	<p>for Health &amp; Safety to be discussed at Finance &amp; Premises Committee.</p> <p>d) <b>Committee &amp; Working Party membership</b> – A couple of changes were agreed to the membership of each committee. 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 2018.</p> <p>e) <b>Adults Code of Conduct</b> – This new Adult Code replaces the previous GB Code of Conduct.</p> <p>f) <b>Pecuniary Interests</b> - Forms for the register of pecuniary interests, which were circulated prior to the meeting for signing, were collected at this point.</p> <p>g) <b>GB Decision Planner</b> – The Clerk had circulated the Governing Body Decision Planner prior to the meeting. This was amended in several places before being approved.</p> <p>h) <b>Schedule of Work</b> - The Clerk had circulated the Schedule of Work prior to the meeting and this was approved.</p> <p>i) <b>Revised Policy Schedule (to 2023)</b> - The Clerk had circulated the revised Policy Schedule prior to the meeting and this was approved.</p> <p>j) <b>Confirmed GB &amp; Committee meeting dates for 2018/19</b> - The Clerk had circulated the revised meeting dates prior to the meeting and subject to one change for Personnel &amp; Salaries Committee these were approved.</p> <p>k) <b>Completion of PE and Sports Premium Compliance Form</b> – This document has been completed and is on the school website.</p>	Sept 18	F&P
<b>7</b>	<b>Headteacher's report</b>		
7.1	The Headteacher presented a PowerPoint presentation outlining the key aspects of the School Development Plan and key priorities for the forthcoming academic year. A copy of this PowerPoint had been circulated to the GB prior to the meeting.		
7.2	The PowerPoint presentation covered areas of development across different strands of work in school, including science assessments, research and investigation, embedding pupil's knowledge and cognitive challenge. The school will strive to deliver expert teaching and learning in all subjects. Results show the school is closing the attainment gap. A new area of development will focus on the well-being of staff.		
7.3	The Chair observed that there had been continuous improvement in the school for several years and that the latest SDP is focussing on a number of small but important areas of development. He asked that the Governor Visits plan, to be agreed at Learning & Development Committee pick up on the key points in the presentation.	Sept 18	L&D
7.4	The Summer 2018 and Autumn 2018 TOP's had also been circulated to the GB prior to the meeting.		
7.5	A written Headteacher report will be submitted to the next GB meeting on Thursday, 4 October 2018.		

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<b>8</b>	<b>Chairs Report</b>		
8.1	The Chair asked, on behalf of CC, for another governor to help in the mentoring process for new governors. RJ agreed to help mentor DJ, with the Chair mentoring JL and JF mentoring NB.		
8.2	The Chair reported that he had visited the school on the first day of term and discussed a confidential matter with her, which had now been resolved. They also discussed various items on the draft GB agenda for this meeting. The Chair also visited the improvements in the new area for Year 1.		
8.3	The Chair explained that he visited the Head to discuss the latest national pay proposals and confirmed that at a meeting of the Personnel & Salaries Committee, prior to this meeting, had approved a pay increase for all staff.		
<b>9</b>	<b>Standing item – Safeguarding - Updated Policy for 2018</b>		
9.1	The Head confirmed that there were changes that were needed to the Safeguarding Policy. A revised Safeguarding and Child Protection had been circulated to the GB for consideration prior to the meeting. The revised policy was approved subject to a couple of amendments regarding the website. The Clerk would re-circulate this policy with a revised version of part 1 of the Keeping Children Safe in Education (KCSIE) document that has also been amended centrally.	Sept 18	Clerk
9.2	The Head also confirmed that the school will be the subject of a Safeguarding Audit by the LA next week.		
<b>10</b>	<b>Standing Item – Governor School Visits</b>		
10.1	DT has now left the GB, but the Head will chase her Governor Visit written report, and when approved by the Head the report will go to Learning & Development Committee – see 4.3 AP11 above.		
10.2	The Chair reminded the GB that all Governor Visit reports should be reviewed by the Head before being reported on at Learning & Development Committee.		
10.3	JA confirmed that the first meeting of Learning & Development Committee will consider a new list of Governor Visits which will then be submitted to the next GB meeting on Thursday, 4 October 2018.	Oct 18	Clerk
<b>11</b>	<b>Standing Item - Pre-School</b>		
11.1	The Head confirmed that numbers are rising for Pre-School and that a teacher was in post in the setting from September 2018.		
<b>12</b>	<b>Standing item – Feedback from Training</b>		
12.1	The Chair confirmed that he had attended the most recent Autumn Term 2018 Governor Briefing, which he found most helpful. He informed that GB that the most recent results across the County were improving. Issues of communication were to be addressed by the County, and joint Governor Conference is planned with Peterborough.		
12.2	CS wished to attend the forthcoming training regarding Mental Health issues, and this was approved by the GB		
<b>13</b>	<b>Standing item - Report from Parent Forum meeting</b>		
13.1	The next Parent Forum meeting is in October 2018 and the topic for discussion will be Maths. These meetings will now be held termly (3 per year).		

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<b>14</b>	<b>Standing item - Before and After School Club</b>		
14.1	The Headteacher reported that the Before and After School Club is doing well. The Summer School was a big success and included a day-trip to Woburn. The SBM was thanked for all her hard work in this area.		
<b>15</b>	<b>Standing item – Report from Academies Working Party</b>		
15.1	The Headteacher has arranged for Jon Lewis (Director of Learning) will attend a meeting with the GB to discuss the latest position regarding academisation on Thursday, 1 November 2018, at 6.30 pm.		
<b>16</b>	<b>Any Other Business</b>		
16.1	There being no other business the meeting closed after item 21 at 7.45 pm.		
<b>17</b>	<b>Summary of Impact on Standards and Progress</b>		
17.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> <li>• Been fully informed about the key objectives of the SDP and noted how the school expects to move forward;</li> <li>• Agreed a new Safeguarding and Child Protection Policy in line with recent changes to legislation; and</li> <li>• Embedding good practice and developing innovative approaches.</li> </ul>		

#### Summary of Governing Body Action Points – 20 September 2018

GB Meet 1 2018/2019	Action Point	By Whom	Outcome
AP1	4.3 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP2	4.3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM/CS	
AP3	4.3 The Head and SBM to pursue the idea of re-branding the school with a consultant.	Head/SBM	
AP4	4.3 Innovative Practice in Year 1 will improve the curriculum offer with greater opportunities to learn through Play. This should be the subject of a Governor Visit next year.	L&D	
AP5	4.3 Learning & Development to review Pupil Premium spending documents on the school website for impact.	L&D	
AP6	4.3 DT has now left the GB but the Head will chase her Governor Visit written report, and when approved by the Head the report will go to Learning & Development Committee.	DT/DM/ Head	
AP7	4.3 CC's written report of her Maths Visit has been approved by the Head and has also to go to Learning & Development Committee..	L&D	
AP8	6.1 As the LA are issuing an amended set of Standing Orders later this month, the review of the Standing Orders was deferred to the next meeting on Thursday, 4 October 2018,	Clerk	Agenda item
AP9	6.1 c A new governor with specific responsibility for Health & Safety to be discussed at Finance & Premises Committee.	F&P	
AP10	7.3 The Chair asked that the Governor Visits plan, to be agreed at Learning & Development Committee pick up on the key points in the Head's presentation.	L&D	
AP11	9.1 The Clerk to circulate the Safeguarding policy with a revised version of part 1 of the Keeping Children Safe in Education (KCSIE) document that has also been amended centrally.	Clerk	Completed
AP12	10.3 JA confirmed that the first meeting of Learning & Development Committee will consider a new list of Governor Visits which will then be submitted to the next GB meeting on Thursday, 4 October 2018.	Clerk	Agenda item

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