

**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
Debbie Townsend	DT	David Varey	DV
Derren Jones	DJ	Natalie Bates	NB

Minutes of the Full GB meeting held on Thursday, 22 March 2018 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Helen Cooper, Andrea Cliff, Debbie Townsend, Christine Curtis, Peter Smith, and Jon Lee.		
1.2	The first part of the meeting (items 1 – 6) was not quorate with only eight governors present (nine governors needed), and was used to share the latest information about the school.		
1.3	The second part of the meeting was quorate, from 6.55 pm, when Claire Gerrard joined the meeting. Louise Lawson (7.03 pm) and Jane Ainscow (7.11 pm) also arrived during the meeting, bringing the total present to 11 governors.		
1.4	Non-Governors Present: David Clark (Clerk).		
1.5	Apologies for absence, with governors' consent, were accepted from David Varey, Rob Jagger, Natalie Bates, Jill Foster, Derren Jones and Dawn Mills.		
1.6	Absent: Cathy Sweet.		
1.7	It was agreed that before the GB meeting dates for the next academic year are confirmed, contact should be made with St Ivo to obtain their meeting dates and calendar of events. The Head to email St Ivo and copy in the Clerk.	March 18	Head/ Clerk
1.8	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. 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 to vary the order of business set out in the agenda, as it could only make decisions when the GB was quorate.		
2.2	There was one additional matter to be considered under "Any Other Business."		
3	Minutes and action points of the last meeting		
3.1	The action points of the last meeting held on Thursday, 25 January 2018 were discussed.		
3.2	Three of the 12 Action Points (APs 6, 7 & 8) from the last meeting had been completed prior to the meeting.		

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3.3	AP3 was no longer required and energy savings initiatives are to be undertaken.		
3.4	Five of the 12 Action Points (APs 1, 5, 10, 11 & 12) were agenda items.		
3.5	The remaining three Action Points (APs 2, 4 & 9) were marked as on-going or work in progress, including: <ul style="list-style-type: none"> • AP2 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement; • AP4 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS; and • AP9 - DT had completed her Governor Visit in February 2018. Her written report to go to Learning & Development Committee. 	Apr 18	SBM
		Apr 18	Head/ SBM/CS
		Apr 18	DT
3.6	The minutes of the last meeting held on Thursday, 25 January 2018 were discussed later in the meeting. See item 3.6 continued below.		
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Heads Report		
5.1	The Headteacher's written report had been circulated to the GB prior to the meeting. The Headteacher received and answered questions about the contents in the different sections of her report, including:		
5.2	Impact of the Spring Termly Operational Plan (TOP) is being reviewed and will be published to the GB by the end of term.		
5.3	The latest attendance figures will be available in September 2018.		
5.4	The Headteacher received and answered questions about the contents in the different sections of her report, including: <ul style="list-style-type: none"> • Staffing - There are fewer NQTs and teachers moving schools at the moment and recruitment is very, very difficult; • Learning Entitlement update – The Head reported on a visit to another outstanding school as part of the “Getting to Outstanding” programme. Actions that will influence practice at Thorndown were recorded. The Head is arranging for an external SIP to visit the school and undertake a review, but the GB agreed to defer any direct involvement in this at this time. This should be considered again in 18 months’ time. A report will be circulated to the governors after the visit; • SIP visit - The INSET day in April will be focusing on how pupils can develop and direct questions to enhance their own understanding and to develop opportunities for pupils to drive some of their own curriculum through further enquiry based approaches. Staff will also have the opportunity to upskill their expertise in completing book audits as there will also be opportunities for subject book audits to be completed supported by an experienced SMT member; • Geography Week – This was well received and governors were thanked for their support; • Pupil Premium Cluster Middle Leader training - Cluster primary and secondary schools leadership teams met here to work on how to change the culture in schools for pupils who receive Pupil premium funding. This course was attended by all the SMT and team leaders, and a mini action 		

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	<p>plan has been developed to improve our relationship and provision for the most vulnerable families;</p> <ul style="list-style-type: none"> • Academy Visit – The Head reported on a visit to a newly appointed CEO of a new MAT in Peterborough. He shared the process of converting, including the consultations needed, the application process, ongoing relationships with the LA, joint buybacks, school to school support, the role of the CEO and how to build structures of trustees and directors. He is very open to meeting with governors; • Other points of interest - 542 children on roll; and • Exclusions - There had been one one-day exclusion this term. 		
6	Chairs Report		
6.1	<p>The Chair reported on three recent visits to meet with the Headteacher, including:</p> <ul style="list-style-type: none"> • To discuss confidential staffing matters with the Head; • To review the Full GB meeting agenda for Thursday, 22 March 2018; and • To meet with the Ray Byford (SFA) to discuss the budget for 2018/2019. 		
6.2	<p>There was a discussion about the new Budget toolkit (OROVIA) which the SBM found extremely difficult to use and very time-consuming. The work of the SFA was praised and he is highly valued by the school.</p>		
6.3	<p>The Chair reported that the new GB Self-evaluation toolkit had been completed and scrutinised by the Chair of each Committee. This had then been circulated to the GB prior to the meeting for comments. Some clarity was sought about 'key decisions' and reference was made to the Delegated Decision Planner and Committee Terms of Reference, both of which are reviewed annually in September. The Clerk to seek guidance from the LA on this matter. The draft response document to the toolkit was approved by the GB.</p>	Mar 18	Clerk
6.55 pm	<p>The meeting was quorate from this point as Claire Gerrard joined the meeting. Louise Lawson (7.03 pm) and Jane Ainscow (7.11 pm) also arrived during the meeting, bringing the total present to 11 governors.</p>		
9	Academic Term Dates 2018/2019		
9.1	<p>As the meeting was now quorate item 9 was discussed next. The proposed Academic Term Dates for 2018/2019, include starting on Tuesday, 4 September 2018 and ending on Wednesday, 24 July 2019. In order to fit in a training session on 'Structured Conversations' with a particular provider, the head proposed to start the school year a day early and finish a day early. The GB approved the proposal to start on Monday, 3 September 2018 and end on Tuesday, 23 July 2019. The Head to advise the LA.</p>	Mar 18	Head
3 contd	Minutes of the last meeting		
3.6 continued	<p>As the meeting was now quorate it was agreed that item 3.6 could be discussed next. The minutes of the last meeting held on Thursday, 25 January 2018 were to be amended in one place (point 7.4) before they would be signed by the Chair as a correct record of the meeting.</p>	Mar 16	Chair/ Clerk
18	GB Policy Schedule		
18.1	<p>As the meeting was now quorate item 18 was discussed next. Two policies from the GB Policy Schedule were discussed and approved for use in school, including:</p> <ul style="list-style-type: none"> • Freedom of Information Policy – to be updated in May 2018 when General Data Protection Regulations (GDPR) are in place – see 8.2 		

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	<ul style="list-style-type: none"> below; and Governor Visits Policy – as approved at Learning & Development Committee with a revised template for the visit report – see 11.1 below. 		
7	Committee Reports		
7.1	The minutes of the three Committee meetings held in March 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present. It was agreed that the dates of these meetings next year should be reviewed.		
7.2	Personnel & Salary – 14 March 2018 <ul style="list-style-type: none"> PS reported that the committee had received a detailed report on the current staffing situation from the Head; and A walkabout was completed after the meeting. 		
7.3	Learning & Development – 15 March 2018 <ul style="list-style-type: none"> Raised awareness of the latest changes to the teaching of History in school, and approved a new policy; Heard from the Head detailed reports on her latest visits to other schools; Were brought up to date on the latest developments in Maths; and Approved the Governor Visit Policy with a revised template for the visit report. 		
7.4	Finance & Premises – 15 March 2018 <ul style="list-style-type: none"> Received feedback on the Budget with the latest Budget Monitoring Forecast projections showing a carry forward next year, although around £10K needs to remain with Sports Premium Funding. Other items that are ring-fenced include money to replace kitchen equipment and upgrading ICT equipment; Heard about the success of Pre-school and the likelihood of a teacher being put in post for September 2018; and Discussed a number of ideas around the Changing rooms/Training facility. Options will be investigated with new funding streams sought. Each new room could also be used to generate future income. 		
8	General Data Protection Regulations (GDPR)		
8.1	A new duty on school comes in to place in May 2018 with the introduction of General Data Protection Regulations (GDPR). The GDPR toolkit had been circulated to the GB prior to the meeting.		
8.2	The Head proposed that the school use the ICT Service, who will ensure the school would be compliant with the new duty, at a cost of £500 per annum. The GB approved this spend for the use of the ICT Service for GDPR. A number of school policies will need amending in light of the new regulations – see 18.1 above.		
10	Standing item – Safeguarding		
10.1	There were no further updates on Safeguarding at this point in time.		
11	Standing Item – Governor School Visits		
11.1	The Governor Visits Policy was approved at Learning & Development Committee, with a revised template for the visit report – see 18.1 above. JA to re-circulate to the entire GB.	Mar 18	JA

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11.2	All visit reports to go to Learning & Development Committee and then to be circulated to the GB by the Clerk.		
12	Standing Item - Pre-School		
12.1	The Head confirmed that there is huge demand for places at Pre-School. The school are looking at ways to offer more places.		
12.2	New staff have been recruited with a teacher in post for three days per week after Easter. The aim is to put a teacher back in the setting in September 2018, funding permitting.		
13	Standing item – Feedback from Training		
13.1	The Chair reported that the Annual Governors Conference is to be held on Saturday, 24 March 2018 at Swavesey Village College (09.30 -13.00).		
13.2	JA reported that she had attended a recent training session for new Chairs.		
14	Standing item - Report from Parent Forum meeting		
14.1	JL reported on the last meeting of Parent Forum which took place on Monday, 5 February 2018, when the topic was 'Developing the Learning Environment.' The Head confirmed that a spider chart outlining some of the activities undertaken by the school is on the website.		
14.2	The idea of establishing an 'Enrichment Trust' was raised at Parent Forum and generally there was support for the idea, but greater clarity was needed. The Head/SBM had obtained a draft letter, as used by a school that has set up a Trust, and will need to amend this for use at Thorndown. This matter to be an agenda item at the next Parent Forum on Monday, 21 May 2018.		
15	Standing item - Before and After School Club		
15.1	The Headteacher reported that she had only received one application for the post of Manager of the Before and After School Club. She will make this appointment on a temporary basis and re-advertise the post for September 2018. Parents have been informed of the new arrangements to start after Easter and can now book and pay on-line. Parents with vouchers will need to pay a top-up fee only, and can also do this on-line.		
16	Standing item – Report from Academies Working Party		
16.1	See 5.4 above which outlined the Headteacher's visit to an Academy in Peterborough.		
17	Standing item – Report from Teaching School Working Party		
17.1	The application to become a Teaching School has been made to the DfE. The deadline for notification is Easter 2018. The Head contacted the Teaching School Hotline and her request for an update on the situation was noted but a further response is awaited.		
19	Any Other Business		
19.1	The Chair informed the GB of a meeting he had attended with the Heads of Eastfield Infant and Westfield Junior Schools who are about to embark on an amalgamation and re-build process similar to the development of Thorndown.		
19.2	There being no other business the meeting closed after item 20 at 7.43 pm.		
20	Summary of Impact on Standards and Progress		
20.1	The GB agreed that, to further school improvement, the meeting had achieved the following:		

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	<ul style="list-style-type: none"> Received the document compiled in response to the Self Evaluation toolkit, which provided a review of the work of the GB; Been updated on the new duty on school from May 2018, with the introduction of General Data Protection Regulations(GDPR), and agreed to use the ICT Service to ensure compliance; and Been updated on the current position regarding taking responsibility for the management of the Before and After-School Club, with secured leadership in place for next term and beyond. 		

Summary of Governing Body Action Points – 22 March 2018

GB Meet 5 2017/2018	Action Point	By Whom	Outcome
AP1	1.7 The Head to email St Ivo to obtain their meeting dates and calendar of events before agreeing the GB meeting dates for the next academic year. The Head to advise the Clerk.	Head/Clerk	
AP2	3.5 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP3	3.5 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/SBM/ CS	
AP4	3.5 DT to complete her Governor Visit written report for Learning & Development Committee.	DT	
AP5	6.3 The Clerk to seek guidance from the LA about 'key decisions' for a GB.	Clerk	Completed
AP6	9.1 The Head to advise the LA that the GB had approved the proposal to start on Monday, 3 September 2018 and end on Tuesday, 23 July 2019 in the next academic year	Head	
AP7	3.6 The minutes of the last meeting held on Thursday, 25 January 2018 to be amended in one place (point 7.4) before they would be signed by the Chair as a correct record of the meeting.	Chair/ Clerk	Completed
AP8	11.1 JA to re-circulate theGovernor Visits Policy with a revised template for the visit report to the entire GB.	JA	Completed

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