

**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
Co-opted vacancy		Co-opted vacancy	

Minutes of the Full GB meeting held on Thursday, 22 November 2018 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, Jon Lee, Dawn Mills, Frank Newton, Rob Jagger, Christine Curtis, Jill Foster, Claire Gerrard and Natalie Bates.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from: Cathy Sweet, Andrea Cliff, Derren Jones and Peter Smith.		
1.4	Absent: Louise Lawson. It was confirmed that David Varey has now left the GB.		
1.5	The meeting was quorate with 11 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, 4 October 2018 were read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were eight action points from the last meeting.		
3.3	Five of the eight action points had been completed prior to the meeting (APs 4, 5, 6, 7, & 8).		
3.4	The remaining three action points were marked as on-going (APs 1, 2 & 3).	Jan 19	Head/ SBM
3.5	For AP3, the Head reported that she and the SBM had received some proposals for the re-branding of the school from the consultant but added that these needed further development.		

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4	Matters Arising, not already covered in this agenda		
4.1	There were no matters arising that were not agenda items.		
5	Membership: Two Co-opted Vacancies		
5.1	It was confirmed that David Varey has now left the GB and that there were now two Co-opted Vacancies. The Chair will write to DV thanking him for his work as a Governor at the school.	Nov 18	Chair
5.2	In addition, the term of office six Co-opted Governors were due to end on 4 January 2019, including: RJ, AC, PS, CG, HC & CC.		
5.3	The GB discussed the membership situation and the following proposals were agreed: <ul style="list-style-type: none"> • Andrea Cliff, Peter Smith, Rob Jagger, and Christine Curtis to stand as Co-opted Governors for a further term of office until January 2023; • Claire Gerrard and Helen Cooper to also stand as Co-opted Governors for a further term of office until January 2023; • Cathy Sweet and Jane Ainscow, currently Parent Governors, to stand as Co-opted Governors until January 2023; • The Clerk to prepare the paperwork for the school to seek two new Parent Governors (to replace Cathy Sweet and Jane Ainscow) from January 2019; and • When two new Parent Governors are in post the GB would then be full, with 18 governors. 	Dec18	Clerk
6	Heads Report		
6.1	A written Headteacher report was circulated to the GB prior to the meeting.		
6.2	Key points in the written Headteacher report were reported, including: <ul style="list-style-type: none"> • Maintenance - Insurance Audit undertaken with the new LA insurers. The school is fully compliant with LA building and fire regulations; • Staff – Two staff have recently given birth, and other staff start/return from maternity leave. Parents have been informed. An experienced TA is leaving, and cover arrangements are in place. A midday supervisor, here for over 23 years, retired just before half term; • Learning Entitlement - Four Open Classrooms have been held. Seven ‘show arounds’ for new parents for 2019 have also been held at a variety of times/ days to maximise the people who can come. A Marvellous Maths Day and a Writing Day have both also taken place; • Early Help - One of the recommendations of the Safeguarding Audit was to update Governors on the role of the Early Help Hub. An explanation sheet highlighting the role of the Early Help Hub and Early Assessment was circulated with the papers for the meeting; • Governor Challenge: Governors were concerned at the number of children who were the subject of referrals. It was explained that this was the ‘norm’ in schools now and that there had been demographic changes too. • Data - A range of data has recently been circulated to the GB, including School on a Page. The chart below clearly shows progress in combined Reading, Writing and Maths scores over the last three years. 		

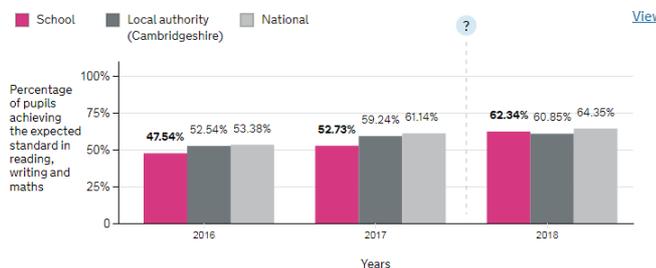
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Reading, writing and maths combined

Percentage of pupils achieving the expected standard or higher ?



6.3

Other points in the written Headteacher report included:

- **Dates for your diary** - Christmas Lunch is on Thursday, 13 December 2018. As last year, governors are invited to attend, and places must be booked by Friday, 7 December 2018 with the SBM;
- **Staff Training** – see list;
- **Other points of interest** - Currently have 533 children on roll;
- **Safeguarding data** - The updated Prevent Action Plan was circulated with the papers for the meeting, which has been amended to keep up with new Keeping Pupils Safe in Education regulations 2018. During the academic year 2017-2018, 24 pupils left the school during the year to move to other schools in and out of the county/ country. The school accepted 35 additional pupils in the same period;
Exclusions - There have been no pupil exclusions this term;
Prejudice incidents - There have been no incidents this term so far; and
Looked After Children (LAC) – There are currently two LACs on roll.

6.4

The Head explained that she was still investigating ways in which the school could develop and support Initial Teacher Training. She had visited a Teaching School in Peterborough and found out more about the process. The GB agreed that she should continue her investigations and prepare a proposal to be discussed at the next Full GB meeting to be held on Thursday, 24 January 2019. The Strategy Group (Chair & Vice-Chair of the GB and the three Committee Chairs) would be available should the Head need to discuss this matter further.

Jan 19

Head

6.5

The paperwork with the Heads Report also included a new LA document 'School on a Page' and an update of the TOP. Both documents indicate that the school is average but making progress.

7 Chairs Report

7.1

The Chair reported that he had visited the school on Monday, 5 November 2018 for a general update with the Headteacher.

7.2

The Chair reported that he had also visited the school on Monday, 19 November 2018 to discuss the GB agenda and two confidential staffing matters.

7.3

He also reported that he had attended an LA School Funding 2019/2020 consultation meeting on Tuesday, 20 November 2018. He outlined the key points from the briefing, including:

- Very small increase in pupil funding;
- Major problems (overspend) in the High Needs Block;

7.4	<ul style="list-style-type: none"> Regulations permitted a maximum transfer of 0.5% from General School Block to Special Needs Block (equating to £1.7M); and LA estimated overspend on Special Needs of £6.3M, which directly impacts on Thorndown; <p>The GB discussed some of the difficulties that this would cause the school and the LA and agreed to endorse the proposal for the transfer of funds for 2019/2020. The Chair to respond to the LA.</p>	Dec 18	Chair
8	Committee Reports		
8.1	The minutes of the three Committee meetings held earlier in October and November 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
8.2	<p>Personnel & Salary – 5 October 2018</p> <ul style="list-style-type: none"> Updated on the current staffing situation in the school; CC to meet with the new NQT to offer support and guidance; The Head has held an induction progress meeting with the four new teaching staff; Teacher's Performance Management includes each member of staff undertaking a research project before 31 October 2018; Approved the Pay Policy, and several other policies; and Approved the Terms of Reference. 		
8.3	The proposed Terms of Reference for Personnel & Salary were considered by the GB and were approved for use by the Committee.		
8.4	<p>Personnel & Salary – 7 November 2018</p> <ul style="list-style-type: none"> Approved three on-time applications from staff to move to the Upper Pay Spine (UPS) in September 2019; Discussed the Head's recommendations to the Committee for other staff changes in pay; and Approved four new GDPR policies 		
8.5	<p>Learning & Development – 8 November 2018</p> <ul style="list-style-type: none"> Received a presentation on the 'Mantle of the Expert'; Discussed the new format for parent meetings; Considered new data and School on a Page; Received one Governor Visit report on Teaching and Learning; and Approved several policies. 		
8.6	The Head proposal to amend the times of committee meetings was agreed by the GB. Future meetings of the Learning & Development Committee would end no later than 7:15 pm and that this be the new start time for the Finance & Premises Committee meeting. The Clerk to remind all the GB.	Jan 19	Clerk
8.7	<p>Finance & Premises – 8 November 2018</p> <ul style="list-style-type: none"> This meeting was not quorate; Heard from the SBM that there was a proposed change to the Management Information Systems (SIMS) and the Financial Management System provided through the LA. This provision will cease on 31 March 2019. The school must advise the LA of its decision by 31 December 2018. Many 		

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	<p>questions, and costings for replacement systems are not available. Procurement/tendering processes need to be followed and a waiver may be required;</p> <ul style="list-style-type: none"> No budget figures were available for the Committee to review as the new budget toolkit (OROVIA) does not produce relevant reports for Thorndown; Governor Challenge: Governors were concerned that the financial tool offered by the LA (OROVIA) is not fit for purpose and this puts the school in a difficult position given the current financial situation. The SBM agreed to try again to produce a relevant financial report by the end of November 2018; and Heard from the Head that there may be insufficient funds in the budget to organise, as planned, 21 classes for the academic year 2019/2020. The Head was exploring the possibility of requesting additional funding from the LA in 2019 and has discussed this with the SFA and a member of the Pupil Place Planning Team. 		
9	General Data Protection Regulation (GDPR)		
9.1	The school is on-track with progress towards compliance with the new duty on schools from 1 May 2018 with the introduction of General Data Protection Regulations (GDPR). The Clerk to send the latest GDPR policies approved at Committee to the SBM for the school website.	Dec 19	Clerk
9.2	Governor Challenge: Governors asked the SBM to explain what happens with the individual data on children, and she confirmed that this is sent to the relevant secondary school. She also confirmed that emails are cleared automatically after three months, unless they have been archived.		
10	Standing item – Safeguarding		
10.1	The Annual Report to the Governing Body from the Designated Governors for Child Protection/ Safeguarding was circulated to the GB with the papers for the meeting, and followed the report and Safeguarding Audit by the LA. The report was approved by the GB.		
11	Standing Item – Governor School Visits		
11.1	One Governor Visit report, on Teaching and Learning, had been discussed at Learning & Development Committee and had been circulated to the GB prior to the meeting (see 8.5 above).		
11.2	The 2018/2019 Governor School Visits plan was discussed further and amended.		
12	Standing Item - Pre-School		
12.1	The Head confirmed that numbers for Pre-School are very good, with only two vacant places.		
13	Standing item – Feedback from Training		
13.1	The Chair had attended an LA School Funding 2019/2020 consultation meeting on Tuesday, 20 November 2018 – see 7.3 above.		
13.2	The latest schedule of courses had been circulated and bookings should be made through the SBM.		
13.3	A Future Leadership course was circulated by the Clerk today.		
13.4	The next Governor Briefings will take place at the end of January 2019.		

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14	Standing item - Report from Parent Forum meeting		
14.1	RJ reported on the Parent Forum meeting held on Thursday, 11 October 2018, when the topic for discussion was Maths. This was very positively received by those parents present.		
14.2	The next Parent Forum meeting in the Spring Term 2019 will be on the 'Mantle of the Expert.'		
14.3	A new Chair of Parent Forum may be needed for 2019/2020.		
15	Standing item - Before and After School Club		
15.1	The Headteacher reported that the Before and After School Club is at full capacity, and waiting lists are in place.		
16	Standing item – Report from Academies Working Party		
16.1	The GB were reminded that the Headteacher has re-arranged for Jon Lewis (Director of Learning) to discuss the latest position regarding academisation on Thursday, 17 January 2019 at 6:30 pm.		
17	Items from the GB Schedule of Work		
17.1	There were no items from the GB Schedule of Work to be discussed.		
18	Items from the GB Policy Schedule		
18.1	There were no policies outstanding from the GB Policy Schedule to be discussed.		
19	Any Other Business		
19.1	The Head/Chair wished everyone the compliments of the season and as there was no other business the meeting closed after item 20 at 7.35 pm.		
20	Summary of Impact on Standards and Progress		
20.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> • Been fully informed of the latest issues around funding for 2019/2020, and the likely impact on the school; • Had agreed a response to the funding consultation; • Expressed its concerns about the current situation regarding monitoring arrangements for the school budget, and the impact this is having on planning; and • Reviewed GB membership to fill all the Co-opted vacancies for January 2019, and the need to recruit two new Parents Governors. 		

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Summary of Governing Body Action Points – 22 November 2018

GB Meet 3 2018/2019	Action Point	By Whom	Outcome
AP1	3.4 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	Ongoing
AP2	3.4 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/SBM/ CS	Ongoing
AP3	3.4 - The Head and SBM to pursue the idea of re-branding the school with a consultant.	Head/SBM	Ongoing
AP4	5.1 - The Chair to write to David Varey thanking him for his work as a Governor at the school.	Chair	Completed
AP5	5.3 - The Clerk to prepare the paperwork for the school to seek two new Parent Governors for January 2019.	Clerk	
AP6	6.4 - The Head to prepare a proposal for ways in which the school could develop and support Initial Teacher Training. This to be discussed at the next Full GB meeting to be held on Thursday, 24 January 2019.	Head	
AP7	7.4 The GB agreed to endorse the proposal for the transfer of funds for 2019/2020. The Chair to respond to the LA.	Chair	
AP8	8.6 - The Clerk to remind all the GB of the amended start time for the Finance & Premises Committee meeting of 7.15 pm.	Clerk	
AP9	9.1 - The Clerk to send the latest GDPR policies approved at Committee to the SBM for the school website.	Clerk	

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