

**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 (new Parent Governor)	DJ	Co-opted Vacancy	

Minutes of the Full GB meeting held on Thursday, 25 January 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, Jill Foster, Helen Cooper, Louise Lawson, Rob Jagger, Claire Gerrard, Dawn Mills, Andrea Cliff, Debbie Townsend, Christine Curtis, Peter Smith, Jon Lee and Cathy Sweet.		
1.2	The meeting was quorate with 14 governors present.		
1.3	Non-Governors Present: David Clark (Clerk) and Natalie Bates (NB), who had been invited to the meeting as an observer and is interested in the Co-opted Vacancy.		
1.4	Apologies for absence, with governors' consent, were accepted from Derren Jones (new Parent Governor) Jane Ainscow and David Varey.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. 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 consider item 6 (GB membership) at this point of the meeting.		
2.2	The GB has a new Parent Governor called Derren Jones (DJ), who was nominated to fill the vacancy created by Carolyn Jepson's resignation in December 2017. The Chair confirmed that he had written to Carolyn Jepson thanking her for her years of service to the school. It is hoped that DJ will join the Finance & Premises Committee.		
2.3	Natalie Bates, who is interested in the Co-opted Vacancy, was introduced to the GB. She is a financial consultant and would be a valuable asset to the Finance & Premises Committee should she join the GB. This would be discussed again under "Any Other Business" – see 17.1 below.		
3	Minutes, confidential minutes and action points of the last meeting		
3.1	The confidential minutes of the last meeting held on Thursday, 23 November 2017 were approved as correct and signed by the Chair. There were no other		

Thorndown Governing Body Meeting: 22 March 2018

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	action points to consider.		
3.2	The minutes and action points of the last meeting held on Thursday, 23 November 2017 were approved as correct and signed by the Chair.		
3.3	Seven of the 11 Action Points (APs 4, 5, 6, 7, 9, 10 & 11) from the last meeting had been completed prior to the meeting, or were agenda items. AP4, the production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress, and will be an agenda item at the Full GB meeting on Thursday, 22 March 2018.	Mar 18	Chair/ Clerk
3.4	The remaining four Action Points (APs 1, 2, 3 & 8) were marked as on-going or work in progress, including: <ul style="list-style-type: none"> • AP1 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement; • AP2 - An Energy Survey will be undertaken at a date to be arranged by JF and the Headteacher. JF to further email her colleague for a date; • AP3 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS; and • AP8 - The SBM has further investigated the new ASP dashboard, in order to set up access for the GB. However the new system is not operating at full capacity yet, and needs to be developed further. Current data is out of date on the system, except for the most recent dashboard which has already been circulated to the GB. 	Mar 18 Feb 18 Mar 18	SBM Head/JF Head/ SBM/CS
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: <ul style="list-style-type: none"> • Maintenance - Lunchtime UK have selected Thorndown as one of their flagship schools, as one of the biggest primary schools in the County; • Staffing Updates & Staff Meeting Schedule - The priorities for meetings are linked to Ofsted and TOP; • Learning Entitlement update - The Head visited an outstanding school as part of the LA-run "Getting to Outstanding" programme. A visit to another school to be arranged. Some of the actions that will be influencing practice back at Thorndown were outlined and include: <ul style="list-style-type: none"> ○ Develop our outside gardening space; ○ Develop staff training to run Forest Schools; ○ Decide upon a 'wheel of knowledge' to show our curriculum design; ○ Look at ways to promote and keep records/ evidence of pupils' previous learning and topics; and ○ Look at working with local schools to find their core of excellence. • Maths - In maths, the school continues to develop strategies for improving the children's fluency when calculating. The new Rainbow Recall programme is becoming embedded in KS2 and number sense games clubs are established in KS1; and • External Feedback – The school continues to host teachers from other schools in Cambridgeshire and neighbouring authorities. Some of these referrals are from recommendations made by Ofsted. 		

Thorndown Governing Body Meeting: 22 March 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

5.2	Pupil attendance A detailed review of attendance figures, compared to those in previous years, showed that the figures are in-line with other years. It was noted that there are a number of families who come to school late on a regular basis despite the intervention of the LA.		
5.3	Geography Week – In addition to the ‘dates for your diary’ members of the GB will be invited to this new event. Geography Week will be held from Monday, 26 February to Thursday, 1 March 2018.		
5.4	Other points of interest: <ul style="list-style-type: none"> • Our Pastoral Child and family worker, Sara Harris, started after Christmas and has already linked the school with local carers to invite members of the local community to events in school; • World Book Day - Friday, 2 March 2018; • 534 children on roll; • No exclusions so far this term. • No prejudicial incidents so far this term. • Looked after children – there are currently two looked after child in school. 		
5.5	Termly Operational Plans – Both the TOP for the Autumn Term 2017 (reviewed) and the TOP for the Spring Term 2018 were circulated prior to the meeting. The next version will be colour-coded to help governors pick out the Ofsted priorities more easily.		
6 Chairs Report			
6.1	GB membership update – see item 2.1 above.		
6.2	The Chair reported that he had visited every classroom on the last day of term and had witnessed a very enjoyable presentation by Year 5 in the Hall to a number of adult visitors. The Head confirmed that a letter of thanks had been received from the Chair of the Rotary Club praising the presentation and efforts of the children and the staff.		
7 Committee Reports			
7.1	The minutes of the three Committee meetings held in January 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
7.2	Personnel & Salary – 10 January 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; • FN had produced a report that reviewed all the SLT Salary Ranges since 2013. The report clarified some of the definitions used to explain the pay structure and how decisions were made in relation to the size of the school; • Four policies were reviewed and adopted for use in school, but the Personal Information Policy would need to be reviewed again later in the year, in light of new legislation in this area, and the subsequent issuing of new guidance from EPM. It was agreed the GB would need to appoint a governor to take responsibility for General Data Protection Regulations (GDPR) at this time and that this would be an agenda item at the Full GB meeting on Thursday, 22 March 2018; and • Governors asked about development opportunities for TAs in the School 	Mar 18	Clerk

Thorndown Governing Body Meeting: 22 March 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	<p>Office, where one member of staff is off on long-term sick and a TA continues to support the Office for two afternoons per week. The Head explained that this was only temporary cover, and as the number of TA hours has had to be reduced she would prefer that the TAs spend all their hours working with children.</p>		
7.3	<p>Learning & Development – 11 January 2018</p> <ul style="list-style-type: none"> • Raised awareness of the latest changes to the Ofsted Inspection framework and how it will impact on the school; • Discussed the latest data, focussing on Year 6, and the interventions and actions being undertaken to support these children; and • Assured that effective practice is taking place in Early Years, that there are appropriate safeguards and Child Protection procedures in place in school, and have assessed the impact of the merger of the pre-school on Teaching & Learning, through the Governor Visits programme. The Clerk to re-circulate the three visit reports discussed at Committee. 	Jan 18	Clerk
7.4	<p>Finance & Premises – 11 January 2018</p> <ul style="list-style-type: none"> • The cleaning contract has been awarded to Churchill Contract Services Ltd. The new contract began on 1 January 2018, and the school are monitoring the impact of the change for the school budget; • The Chair reported that he, VG and the SBM had held their telephone conference with Pebble Ltd re: the proposal to set up a separate charity account for school trips. The Committee discussed the benefits that the Trust could bring to the school, and the possible concerns that might be expressed by parents on being asked to contribute by standing order to the school. The idea will be raised at Parent Forum on Monday, 5 February 2018, with a draft letter, as used by a school that has set up a Trust, and any further information about how the school dealt with the issues raised; • Used best value regulations to ensure that the school obtained the best photocopying contract it could find; • The latest Budget Monitoring Forecast projections show a carry forward of £15,348 next year, although around £10K needs to remain with Sports Premium Funding; and • Questions were asked about the need for sufficient timing for the preparation meetings for the Budget for 2018/19 and the F&P meeting on Thursday, 3 May 2018 (with LA Budget deadline on Friday, 4 May 2018). The SFA is due in to school shortly and he will return again in March, and the budget will be ready for ratification by F&P as delegated under Standing Orders. 		
8	Standing item – Safeguarding		
8.1	CC confirmed that she will be visiting the school shortly to review Single Central Record (SCR), and that the Child Protection Report would be circulated to the GB.	Mar 18	CC
9	Standing Item – Governor School Visits		
9.1	CC confirmed that she and JA had discussed the Governor Visit planned for 20 March 2018, which JL will now join.	Mar 18	CC/JA/JL
9.2	DT confirmed that she would contact the Head regarding her Governor Visit due in February 2018, and that NB would shadow her on the visit.	Feb 18	DT

Thorndown Governing Body Meeting: 22 March 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

10	Standing Item - Pre-School		
10.1	The Head confirmed that there is huge demand for places at Pre-School. New staff have been recruited and the aim is to put a teacher back in the setting in September 2018, funding permitting. There was a discussion about the difficulties of attracting new high quality staff when only offering short-term contracts.		
11	Standing item – Feedback from Training		
11.1	The Chair confirmed that any training opportunity undertaken, should be recorded and either a verbal or written report made to the GB. This should include feedback from Governor Briefings or Induction training for new governors.		
12	Standing item - Report from Parent Forum meeting		
12.1	The next meeting of Parent Forum takes place on Monday, 5 February 2018, when the topic is 'Developing the Learning Environment.'		
13	Standing item - Before and After School Club		
13.1	The Head and SBM have met with the Owner of the Before and After-School Club. He has informed his staff of the decision of the school to take over the management of the Club and TUPE can now be started. The staff are likely to be better paid under the management of the school, with improved terms and conditions.		
13.2	The Head to undertake review of staffing in the Before and After-School Club. The school may need to appoint a Manager to oversee the facility.	May 18	Head
13.3	The Head is planning to take staff involved with the Before and After-School Club to see an outstanding facility in action on a training day in May 2018.	May 18	Head
14	Standing item – Report from Academies Working Party		
14.1	There was nothing further to report from the Academies Working Party.		
14.2	NB informed the GB that she has previous experience in this area and would be interested in being involved with this working party if she joined the GB. She issued a word of caution about getting involved with Universities who were selecting schools to become involved in large MATs. The Head would keep abreast of the latest developments in the area, in case there were opportunities for the school to sponsor a new school.	Mar 18	NB
15	Standing item – Report from Teaching School Working Party		
15.1	The application to become a Teaching School has been made to the DfE. The deadline for notification is Easter 2018. Plans are being made for the future developments of the school regardless of the outcome. If successful a job description for a Co-ordinator will be sourced for a new appointment.		
15.2	FN reported that there have been a number of positive comments about the school by LA officers.		
16	Items from Schedule of Work or GB Policy Schedule		
16.1	Items from the GB Schedule of Work included: <ul style="list-style-type: none"> • Review of the size of the GB and membership – see item 6; and • Review TOP – see item 5. • There were no items from the GB Policy Schedule to consider at this meeting. 		

Thorndown Governing Body Meeting: 22 March 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

17	Any Other Business		
17.1	The GB unanimously agreed that Natalie Bates be appointed to the GB as a new Co-opted Governor, and that she join Finance & Premises Committee.		
17.2	There was a further question seeking clarity about the funds held by Pre-school. It was confirmed that the money referred to was only to be spent on children in the facility and could not be used elsewhere in the school.		
17.3	There being no other business the meeting closed after item 18 at 7.25 pm.		
18	Summary of Impact on Standards and Progress		
18.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> • Received positive feedback regarding the school from the wider community and officers of the LA; • Been updated on the application to become a Teaching School; • Been updated on the current position regarding taking responsibility for the management of the Before and After-School Club; • Reviewed the latest attendance figures; and • Reviewed the size of the GB and its membership, and successfully recruited new governors so that the GB is up to full compliment. 		

Summary of Governing Body Action Points – 25 January 2018

GB Meet 4 2017/2018	Action Point	By Whom	Outcome
AP1	3.3 The production of a draft of the new GB Self-Evaluation toolkit, by the Chair, is a work in progress, and will be an agenda item at the Full GB meeting on Thursday, 22 March 2018.	Chair Clerk	Completed
AP2	3.4 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP3	3.4 An Energy Survey will be undertaken at a date to be arranged by JF and the Headteacher. JF to further email her colleague for a date.	Head/JF	
AP4	3.4 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/SBM/ CS	
AP5	7.2 The GB to appoint a governor to take responsibility for General Data Protection Regulations (GDPR). This would be an agenda item at the Full GB meeting on Thursday, 22 March 2018.	Clerk	Completed
AP6	7.3 The Clerk to re-circulate the three visit reports discussed at L&D Committee.	Clerk	Completed
AP7	8.1 CC to review the Single Central Record (SCR), and the Child Protection Report to be circulated to the GB.	CC	
AP8	9.1 CC/JA/JL to complete a Governor Visit on 20 March 2018.	CC/JA/JL	
AP9	9.2 DT to contact the Head regarding her Governor Visit due in February 2018. NB to shadow DT on this visit.	DT/NB	
AP10	13.2 The Head to undertake review of staffing in the Before and After-School Club. The school may need to appoint a Manager to oversee the facility.	Head	
AP11	13.3 The Head to take staff involved with the Before and After-School Club to see an outstanding facility in action on a training day in May 2018.	Head	
AP12	14.2 NB to joined the Academies Working Party	NB	

Thorndown Governing Body Meeting: 22 March 2018

READ & AGREED AS A TRUE RECORD

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