

**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, 4 October 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, Dawn Mills, Derren Jones, Peter Smith, Cathy Sweet, Frank Newton, Andrea Cliff, Rob Jagger, Christine Curtis and Claire Gerrard.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from Jill Foster.		
1.4	Absent: Louise Lawson, Natalie Bates and David Varey.		
1.5	The meeting was quorate with 14 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>Business of the meeting</b>		
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."		
<b>3</b>	<b>Minutes and action points of the last meeting</b>		
3.1	The minutes of the last meeting held on Thursday, 20 September 2018 were read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were 12 action points from the last meeting.		
3.3	Six of the 12 action points had been completed prior to the meeting (APs 4, 5, 6, 7, 9 & 11).		
3.4	Three of the 12 action points were marked as on-going (APs 1, 2 & 3) and the remaining three action points were agenda items (APs 8, 10 & 12).	Oct 18	Head/ SBM
3.5	<b>GB Standing Orders</b> - the LA had issued an amended set of Standing Orders (Operating Guidelines). <b>Governor Challenge: The rationale behind Full GB meetings not being public meetings was explained. This was because all GB meeting minutes are made available to the public once approved. This is in line with accepted</b>		

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	<b>good practice. The proposed standing orders were then approved for use in school.</b>		
<b>4</b>	<b>Matters Arising, not already covered in this agenda</b>		
4.1	There was one further matter arising which was the Co-opted Vacancy. In addition, the term of office for a number of Co-opted Governors ends on 4 January 2019. This includes RJ, AC, PS & CC. In addition, CG & HC terms of office also expire, and there will need to be Staff Governor Nominations/Elections in respect of these two vacancies. It was agreed that this matter would be an agenda item at the next GB meeting to be held on Thursday, 22 November 2018.	Nov 18	Clerk
<b>5</b>	<b>Heads Report</b>		
5.1	A written Headteacher report was circulated to the GB prior to the meeting. The End of Year Report, Narrowing the Gap (now called 'Diminishing the Difference') and Attendance paperwork had also been circulated to the GB prior to the meeting.		
5.2	Key points in the written Headteacher report were reported, including: <ul style="list-style-type: none"> <li>• Maintenance;</li> <li>• Staffing;</li> <li>• Staff Training;</li> <li>• Learning Entitlement Update</li> </ul> RE Week was taking place with a variety of experiences, visits, visitors and a general focus on sacred places and spaces. There had already been positive feedback from the children and positive comments regarding the good behaviour of the children on visits. The GB asked that the organiser (Judy Bralee) be thanked for organising such a successful week; <ul style="list-style-type: none"> <li>• Assessment data This included End of Foundation Stage Outcomes, Year 1 Phonic Check Results, End of Key Stage 1 Assessment Outcomes 2018, Percentage of children who have achieved the end of Key Stage One expectations, End of Key Stage 2 Assessment Outcomes 2018, Percentage of children who have achieved the end Key Stage Two expectations and measures of KS2 Progress;</li> <li>• Dates for your diary; and</li> <li>• Safeguarding data, including: <ul style="list-style-type: none"> <li>○ 533 children on roll;</li> <li>○ Exclusions - There have been no pupil exclusions this term;</li> <li>○ Prejudice incidents - There have been no incidents this term;</li> <li>○ Looked after children - We currently have two looked after child in school; and</li> <li>○ Attendance data – above national average. The Head confirmed that there is a rigorous monitoring process in place with the EWO.</li> </ul> </li> </ul>		
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported that he had written a thank-you letter to Debbie Townsend thanking her for her many years of service to the school, particularly as Health & Safety Governor, and for her work on the improvements to the school crossing.		
6.2	He also reported that he had held discussions with the Head regarding the Action Points from the last GB meeting and about the Co-opted Vacancy – see 4.1 above.		

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<b>7</b>	<b>Committee Reports</b>		
7.1	The minutes of the three Committee meetings held earlier in September 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
7.2	<p><b>Personnel &amp; Salary – 20 September 2018</b></p> <ul style="list-style-type: none"> <li>• Additional meeting to consider Staff Pay Award:</li> <li>• Meeting date moved to Friday, 5 October 2018 at 9.30 am; and</li> <li>• Elected a Chair but Terms of Reference to follow.</li> </ul>		
7.3	<p><b>Learning &amp; Development – 27 September 2018</b></p> <ul style="list-style-type: none"> <li>• Discussed the End of Year documentation;</li> <li>• Considered succession planning for the SENCO post; and</li> <li>• Consider the draft Governor Visits Plan; and</li> <li>• Received three Governor Visit Reports on Maths, SEND and SPAG,.</li> <li>• Elected a Chair and considered the Terms of Reference.</li> </ul>		
7.4	<p><b>Finance &amp; Premises – 27 September 2018</b></p> <ul style="list-style-type: none"> <li>• Elected a Chair;</li> <li>• Heard from the Chair that the budget was on track;</li> <li>• Discussed FSM, the Holiday Club and Pre-school;</li> <li>• Deferred the work of the establishment of a School Trust; and</li> <li>• Approved the Terms of Reference.</li> </ul> <p><b>Governor Challenge: Governors asked about the numbers in Reception (75) which were lower than anticipated. This was because some families are moving out of St Ives to find cheaper housing. The GB considered that this could have financial implications as this Year Group move through the school.</b></p>		
7.5	The proposed Terms of Reference for Learning & Development were considered and after two amendments were approved for use by the Committee.		
7.6	The proposed Terms of Reference for Finance & Premises were considered and after two amendments were approved for use by the Committee.		
7.7	The Terms of Reference for Personnel & Salary would be considered at their next meeting on Friday, 5 October 2018 and then be presented to the Full GB at the meeting on Thursday, 22 November 2018.		
<b>8</b>	<b>General Data Protection Regulation (GDPR)</b>		
8.1	The GB reviewed progress towards compliance with the new duty on schools from 1 May 2018 with the introduction of General Data Protection Regulations (GDPR). The SBM had received information form the appointed officer to update policies used in school.		
<b>9</b>	<b>Standing item – Safeguarding Review</b>		
9.1	The Head confirmed that that the school had been the subject of a Safeguarding Audit by the LA. The report had been circulated to the GB prior to the meeting.		
9.2	The Chair was pleased with the report which was very positive. One or two areas for minor improvement had already been actioned by the school. A job description for the Safeguarding Governor to be sourced by the Head and SBM.		

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9.3	The Chair asked that a job description for the Safeguarding Governor be an agenda item at the next Full GB on Thursday, 22 November 2018, and thanked all staff for their excellent work in this area.	Nov 18	Clerk
<b>10</b>	<b>Standing Item – Governor Visits Reports</b>		
10.1	Three Governor Visit reports, on Maths, SEND and SPAG, had been discussed at Learning & Development Committee and were circulated to the GB prior to the meeting (see 7.3 above)		
10.2	The draft 2018/2019 Governor School Visits plan had also been discussed at Learning & Development Committee and updated. This was circulated to the GB prior to the meeting, and JA asked for governors to send her their preferences for visits by Thursday, 11 October 2018.	Oct 18	GB
<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. There had also been positive feedback from another setting who had visited the school to gather ideas.		
<b>12</b>	<b>Standing item – Feedback from Training</b>		
12.1	No feedback available.		
<b>13</b>	<b>Standing item - Report from Parent Forum meeting</b>		
13.1	The next Parent Forum meeting is on Thursday, 11 October 2018 at 6:30 pm and the topic for discussion will be Maths. These meetings will now be held termly (3 per year).		
<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. A more detailed discussion took place at the Finance & Premises Committee meeting.		
<b>15</b>	<b>Standing item – Report from Academies Working Party</b>		
15.1	The GB were reminded that the Headteacher has arranged for Jon Lewis (Director of Learning) to discuss the latest position regarding academisation on Thursday, 1 November 2018, at 6.30 pm.		
<b>16</b>	<b>Items from the GB Schedule of Work</b>		
16.1	There were three items to be discussed from the GB Schedule of Work, including: <ul style="list-style-type: none"> <li>• Adopt Committee's Terms of Reference – see item 7 above;</li> <li>• Review SATS results – see item 5 above; and</li> <li>• Agree In-House Training Requirements – The SIP is able to offer training tailored to the needs of the GB. A link to the County Governor Training Annual Programme had been circulated to the GB by the Clerk. It was agreed that the Chair would investigate opportunities for governors to undertake Safer Recruitment refresher courses.</li> </ul>	Oct 18	Chair
<b>17</b>	<b>Items from the GB Policy Schedule</b>		
17.1	There were no policies outstanding from the GB Policy Schedule for the Summer term to be discussed.		
<b>18</b>	<b>Any Other Business</b>		
18.1	The Clerk to circulate a glossary of educational terms to help new governors.	Oct 18	Clerk
18.2	There being no other business the meeting closed after item 19 at 7.24 pm.		

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<b>19</b>	<b>Summary of Impact on Standards and Progress</b>		
19.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> <li>• Been fully informed of the latest school data by the Head in her report which gave governors a full understanding of the areas in the school needing development;</li> <li>• Agreed that the Safeguarding Audit gave governors full confidence in school practices and understand that the school is compliant in this area;</li> <li>• Analysed the detailed End of Year Report from the SIP;</li> <li>• Organised a new Governor Visits Plan that is based on the SDP; and</li> <li>• Updates from RE week demonstrate the school's understanding of diversity and community cohesion.</li> </ul>		

#### Summary of Governing Body Action Points – 4 October 2018

GB Meet 2 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	
AP2	3.4 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/SBM/ CS	
AP3	3.4 - The Head and SBM to pursue the idea of re-branding the school with a consultant.	Head/SBM	
AP4	4.1 The Co-opted Vacancy would be an agenda item at the next GB meeting to be held on Thursday, 22 November 2018.	Clerk	Completed
AP5	9.3 A job description for the Safeguarding Governor be an agenda item at the next Full GB on Thursday, 22 November 2018.	Clerk	Completed
AP6	10.2 The GB to send JA their preferences for the 2018/2019 Governor School Visits plan by Thursday, 11 October 2018.	GB	
AP7	16.1 The Chair would investigate opportunities for governors to undertake Safer Recruitment refresher courses.	Chair	
AP8	18.1 The Clerk to circulate a glossary of educational terms to help new governors.	Clerk	Completed

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