

**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	Debbie Townsend	DT
Christine Curtis	CC	Andrea Cliff	AC
Jane Ainscow	JA	Peter Smith	PS
Carolyn Jepson	CJ	Yasmin Finch	YF
Helen Cooper	HC	Rob Jagger	RJ
Claire Gerrard	CG	Jill Foster	JF
Steve Mitchell	SM	Louise Lawson	LL
Frank Newton	Chair	Cathy Sweet	CS
Sophie Dale	SD	David Varey	DV

<b>Minutes of the Full GB meeting held on Thursday, 6 October 2016 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, Christine Curtis, Claire Gerrard, Steve Mitchell, Frank Newton, Debbie Townsend, Rob Jagger, Louise Lawson, Cathy Sweet, Andrea Cliff (late) and, Peter Smith (late).		
1.2	The meeting was quorate with 11 governors present. It was noted that the meeting clashed with an Open Evening at the Secondary School which is to be avoided if possible in future.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Carolyn Jepson, Jill Foster, Jane Ainscow, Sophie Dale, Helen Cooper and David Varey.		
1.5	Absent: Yasmin Finch.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other 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 not to alter 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, confidential minutes and action points of last meeting held on Thursday, 15 September 2016 were approved as correct and signed by the Chair.		
3.2	All eight Action Points (APs) from the last meeting had been completed prior to the meeting.		
3.3	The following actions were noted, including: <ul style="list-style-type: none"> <li>• For AP4, LL/CS to monitor EYFS; and</li> <li>• For AP6, the Clerk to re-circulate the Pupil Premium Governor Visit Report by PS/DV, with the minutes of this meeting.</li> </ul>	Oct 16 Oct 16	LL/CS Clerk

Thorndown Governing Body Meeting: 24 November 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

<b>4</b>	<b>Matters Arising, not already covered in this agenda</b>		
4.1	<b>National Database of Governors</b> - Under section 538 of the Education Act 1996, maintained school governing bodies are, from September 2016, under a duty to provide certain information on Edubase and keep it up to date as those involved in governance change.		
4.2	The Clerk proposed sending an individual record sheet to each governor, which will be pre-populated with the information he currently holds. The individual sheet to be checked, and any missing information added, and returned to the Clerk. He would then provide the information to the member of staff in school who has access to the secure Edubase website (password protected) for uploading.	Oct 16	Clerk
4.3	The GB is very unhappy about the need for additional information to be collected and added to Edubase. The Head to write to the LA to express the concerns of the GB.	Oct 16	Head
<b>5</b>	<b>Headteacher's Report</b>		
5.1	The Headteacher's Report had been circulated to the GB prior to the meeting and the FFT/Aspire Data Dashboard.		
5.2	The Headteacher outlined some of the key points in her report, including: <ul style="list-style-type: none"> <li>• The vast majority of the maintenance servicing took place over the summer holidays;</li> <li>• A list if teaching staff – see also the non-teaching staff sent separately;</li> <li>• The staff meeting focus for the Autumn Term 2016;</li> <li>• Pupil attendance figures, which are above the national average;</li> <li>• Science - a downward trend in our KS2 science assessments in the last three years, from 96% to 84%, has been noted. Although this trend is replicated nationally the school remains above national averages. A list of measures to stop this downward trend is being implemented;</li> <li>• Diary dates;</li> <li>• Currently 520 children on roll;</li> <li>• Exclusions- there has been one exclusion this term, and the child is now being educated off-site;</li> <li>• Prejudice incidents – none this term. From September 2015 to Sept 2016, 93% of all recorded prejudicial incidents at school have involved the use of racist language or comments. 7% involved homophobic name calling. This equates to nine different children in nine separate incidents in 2016.</li> <li>• Looked After Children - currently have one LAC in school; and</li> <li>• Child Protection data – the school has: <ul style="list-style-type: none"> <li>○ One pupil on Social Services' Child Protection register;;</li> <li>○ 27 pupils with involvement from Social Services (Sept 15- July 16);</li> <li>○ One referral to Social Services (Sept 15-July 16);</li> <li>○ 155 pupils on the school's Child Protection Register; and</li> <li>○ Five pupils involved in 'Team around the Family' meetings.</li> </ul> </li> </ul>		
5.3	In addition the future funding of Playgroup was discussed.		
<b>6</b>	<b>Chairs Report</b>		
6.1	The Chair reported on his visit to the school and his meeting with the Headteacher, on Wednesday, 4 October 2016 to discuss the exclusion, and the Full GB Agenda for Thursday, 6 October 2016.		
<b>7</b>	<b>Committee Reports:</b>		
7.1	The Chair of each committee outlined some of the key points from their meetings.		

Thorndown Governing Body Meeting: 24 November 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

7.2	<p><b>Personnel &amp; Salary – 28 September 2016</b></p> <ul style="list-style-type: none"> <li>Staffing for 2017/2018 – the school would need to increase the number of classes by one class for the academic year 2017/2018, making 20 classes in total;</li> <li>The Committee approved a teaching staff pay increase of 1% from 1 September 2016; and</li> <li>As part of the review of the Pay Policy, it had also been previously decided to review SLT salaries to ascertain if the pay range was still appropriate for a school that is undertaking rapid growth.</li> <li>As the school now has over 500 pupils it has become a Group 4 school, and PS will check with EPM regarding the appropriateness of the current pay range, and see if there was an opportunity to change them.</li> </ul>		
7.3	The proposed terms of reference for Personnel & Salary Committee were ratified by the GB for use for 2016/2017.		
7.4	<p><b>Learning &amp; Development – 29 September 2016</b></p> <ul style="list-style-type: none"> <li>Improved governors understanding of issues around school data, including closing the gap;</li> <li>Were better informed on the innovative work in Maths and reviewed some of the new resources;</li> <li>Received and finalised the Governor Visits programme; and</li> <li>Received and agreed a number of policies.</li> </ul>		
7.5	The proposed terms of reference for Learning & Development Committee were ratified by the GB for use for 2016/2017.		
7.6	<p><b>Finance &amp; Premises – 29 September 2016</b></p> <ul style="list-style-type: none"> <li>Considered all aspects of the Budget, and the effect it will have on the school over the next three years;</li> <li>Agreed all the recommendations of the LA Financial Audit Report;</li> <li>Challenged the Headteacher and the SBM on how to make savings;</li> <li>Understood the financial situation of the Pre-school; and</li> <li>Discussed a recent Health &amp; Safety Committee inspection which concentrated on grounds maintenance issues, but also there had been a review of Risk Assessments and a discussion on Lock-down procedures.</li> </ul>		
7.7	The revised terms of reference for Finance & Premises Committee, as amended in two places, were ratified by the GB for use for 2016/2017.		
<b>8</b>	<b>Financial Audit LA Report – GB approval</b>		
8.1	The Finance & Premises Committee had discussed the LA Financial Audit Report at its meeting on 29 September 2016.		
8.2	The Committee agreed with all the recommendations of the LA Financial Audit Report, and actions were recorded on an annotated version of the document which had been circulated to the GB prior to the meeting.		
8.3	The Chair signed the final audit report as confirmation that the report had been presented to Governors and that the GB had approved the action plan to implement the recommendations. The signed report to be returned to the LA.	Oct 16	Chair
<b>9</b>	<b>Standing item - Report from Parent Forum meeting</b>		
9.1	A report from Parent Forum meeting is a standing item for Full GB meetings.		
9.2	The main item on the agenda was an update on progress and assessment and the introduction of new initiatives in school.		

Thorndown Governing Body Meeting: 24 November 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

9.3	A recent survey aimed at trying to find out how to improve attendance at these meetings produced 79 responses from Parents. Responses varied with the largest group citing issues around the timing of the meeting. Other parents felt they were happy and did not need to attend, some responded that they were not aware, and some parents were worried about the subject presentations.		
9.4	The next meeting is on Thursday, 17 November 2016 (7.00 – 8.30 pm) where the agenda item will be Sport.		
<b>10</b>	<b>Standing item - Academy status</b>		
10.1	There was nothing further to report on Academy status at the moment.		
<b>11</b>	<b>Standing item – Feedback from Training, including agreement of In-House Training Requirements</b>		
11.1	Feedback from Training is now a standing item for Full GB meetings.		
11.2	The Clerk had circulated the presentations from the recent Governor Briefing held at Wood Green, which he had attended with the Chair.		
11.3	An in-house training session entitled 'Understanding Mastery in Mathematics' will be organised by CG during the Spring Term 2017.	Feb 17	CG
11.4	CS confirmed that she had completed some GEL On-line training, and that she and LL were on the waiting list for an EYFS seminar that is oversubscribed.		
11.5	The Chair recommended the EPM Webinars which can be viewed at times suitable to governors. The Head to circulate information about these Webinars to the GB.	Oct 16	Head
<b>12</b>	<b>Standing item - Safeguarding</b>		
12.1	Safeguarding and Child Protection - see the Headteacher's Report, item 5.2 above.		
12.2	It was noted that the responsibility for the Safeguarding and Child Protection Policy, which was revised at Full GB meeting on 15 September 2016, has been moved to the Full GB, from Learning & Development Committee.		
<b>13</b>	<b>Standing Item – Governor School Visits</b>		
13.1	Governor School Visits Reports were fully discussed in the report from Learning & Development Committee – see 7.4 above.		
13.2	CC had circulated and agreed the programme with members of the GB. She asked that Lead Governors agree dates of visits with the Subject Lead and the Headteacher.	Oct 16	GB
13.3	In addition, CC had also held a meeting with the NQT's to ensure that support is in place and that all the correct procedures have been followed.		
13.4	The Clerk to re-circulate the Visits Programme and the template report with the Pupil Premium Governor Visit Report and the minutes of this meeting.	Oct 16	Clerk
<b>14</b>	<b>Standing Item - Playgroup</b>		
14.1	See the Headteacher's Report, item 5.3 above.		

Thorndown Governing Body Meeting: 24 November 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

<b>15</b>	<b>Work Schedule &amp; Policy Schedule</b>		
15.1	There were no outstanding tasks in either the Work Schedule or on the Policy Schedule.		
<b>16</b>	<b>Any Other Business</b>		
16.1	There being no other business the meeting closed after item 17 at 7.20 pm.		
<b>17</b>	<b>Summary of Impact on Standards and Progress</b>		
17.1	<p>Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.</p> <p>The GB agreed that, at this meeting, it had covered:</p> <ul style="list-style-type: none"> <li>• Had been fully appraised through the Heads Report of the progress being made by the school, including performance against national standards, and monitoring of specific areas such as attendance and prejudicial incidents;</li> <li>• Approved the more detailed Governor Visits Programme; and</li> <li>• Agreed an In-House training session for the Spring Term 2017.</li> </ul>		

### Summary of Governing Body Action Points – 6 October 2016

<b>GB Meet 2 2016/2017 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	3.3 LL/CS to monitor EYFS.	LL/CS	
2.	3.3 The Clerk to re-circulate the Pupil Premium Governor Visit Report by PS/DV, with the minutes of this meeting.	Clerk	Completed
3.	4.2 The Clerk to prepare individual record sheets for each governor, which will be pre-populated with the information he currently holds. The individual sheet to be checked, and any missing information added, and returned to the Clerk.	Clerk	
4.	4.3 The Head to write to the LA to express the concerns of the GB about the need for additional information to be collected and added to Edubase.	Head	Completed
5.	8.3 The Chair to return the signed Financial Audit Report to the LA.	Chair	
6.	11.3 An in-house training session entitled 'Understanding Mastery in Mathematics' will be organised by CG during the Spring Term 2017.	CG	
7.	11.5 The Head to circulate information about the EPM Webinars to the GB.	Head	
8.	13.2 Governor Visits - Lead Governors to agree dates of visits with the Subject Lead and the Headteacher.	GB	
9.	13.4 The Clerk to re-circulate the Visits Programme and the template report with the Pupil Premium Governor Visit Report and the minutes of this meeting.	Clerk	Completed

Thorndown Governing Body Meeting: 24 November 2016

READ & AGREED AS A TRUE RECORD

..... (CHAIR)