

**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, 17 May 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, Claire Gerrard, Jane Ainscow, Andrea Cliff, Debbie Townsend, Christine Curtis, Jon Lee, Rob Jagger, Jill Foster and Dawn Mills.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from Derren Jones, Peter Smith, David Varey, Louise Lawson, Cathy Sweet and Frank Newton. With the Chair absent the Vice-Chair, Chris Curtis, chaired the meeting.		
1.4	Absent: Natalie Bates.		
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 to consider item 16 and 17 together, otherwise there was no change to the order of the agenda.		
2.2	The Clerk asked the GB to note that the Governor School Visits policy review (item 11) had already been undertaken at the last meeting.		
2.3	There were no matters to be considered under "Any Other Business."		
3	Minutes and action points of the last meeting		
3.1	The minutes of the last meeting held on Thursday, 22 March 2018 read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There was an incorrect date in the Learning and Development minutes that would be amended by the Clerk.	May 18	Clerk
3.3	The eight action points of the last meeting held on Thursday, 22 March 2018 were discussed.		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

3.4	Four of the eight Action Points (APs 5, 6, 7 & 8) from the last meeting had been completed prior to the meeting.		
3.5	AP1 was an agenda item, but the Clerk and Head had been involved in an email exchange with St Ivo to try and obtain their meeting dates and calendar of events before agreeing the GB meeting dates for the next academic year – see item 9 below.		
3.6	The remaining three Action Points (APs 2, 3 & 4) 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; • AP3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS; and • AP4 DT to complete her Governor Visit written report for Learning & Development Committee. 	July 18 July 18 July 18	SBM Head/ SBM DT
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Heads Report, including Summer 2018 TOP		
5.1	The Head thanked all those members of the GB who had attended and supported Year 6 pupils with their SATs this week. These are now complete and ready for return to be marked. See also 6.2 below.		
5.2	The school has also been selected for random testing for Year 6 Science SATs and this will take place later in the term.		
5.3	Key Stage One SATs are now underway and these results are used by staff as part of the overall assessment of these pupils.		
5.4	Moderation work is taking place through a LA moderation session for Foundation Stage pupils. The Phonics testing is in June 2018.		
5.5	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:		
5.5.1	Maintenance <ul style="list-style-type: none"> • Following a number of leaks in the roof, Voland Roofing has agreed that there are a number of areas that require remedial work. This is covered under the warranty for the roof as a latent defect. • Cleaning There have been some issues with Churchill Cleaning. The designated manager has left the company. A meeting was held with his line manager who has assured the school of improvements that will be made. There is no evidence of any improvements yet, and subject to the penalty clauses in the contract, it may mean that the school should approach the firm who were a close second in the tendering process. 		
5.5.2	Staff <ul style="list-style-type: none"> • The Head confirmed that the member of staff on sick leave was unlikely to return before September 2018 due to the death of his wife. A request to 		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	<p>reduce his teaching commitment to two days per week, and relinquish his leadership role was approved by the Personnel and Salaries Committee. The Chair has written a letter on behalf of the GB expressing our sympathy and support following the death of his wife. Arrangements have been made to cover his absence.</p> <ul style="list-style-type: none"> • With three teachers on maternity leave from September onwards and a team leader role vacancy, new teachers have been appointed. Kelly Paterson and Amina Haque will be covering maternity leave vacancies for a year. One Foundation Stage teacher vacancy is still being advertised. Emily Broadhurst will become a team leader in September. With so much staff movement, the final decision of the teams in which teachers will be working has yet to be finalised. Teaching staff will be informed after half term. • The school will also be advertising for a Kids Club manager, an HLTA and SEN linked TA positions after half term. 		
5.5.3	<p>Learning Entitlement Update</p> <p>Rebecca Dunston and Vicci visited an “Outstanding” Infant School in Luton during April. Other Headteacher colleagues had noted that they were different in their approach to Year 1 learning and so they went to investigate how they teach. It was found that their Year 1 teaching was the same as ours and, although they had tried something new for a term, they had returned to a tried and tested way, which mirrored ours! They had not invested in staff training and so were unable to cope with a much more play based learning curriculum. Therefore:</p> <ul style="list-style-type: none"> • We are currently booking some learning through play training through the LA for early June. This will be for the Year 1 teachers and TAs. • From that training, we will adapt planning, invest in key resources and then alter rooms ready for September. This has been budgeted for. • This will all be reflected in our School Development Plan/ Termly Operational Plan and the impact monitored carefully. This may prove a good area for a Governor Visit in the Autumn Term 2018. 		
5.5.4	<p>Inset days planned for 2018-2019</p> <ul style="list-style-type: none"> • Monday, 3 September 2018: This is about how to give structured conversations with parents to ensure that parents and pupils are fully supported and the school understands their needs, both socially or academically. This is open to all school staff, including Pre-school and Kids’ Club. • Tuesday, 9 October 2018: This is an all-day parents “evening” to allow the staff to have structured conversations with all parents. The day will run from 8.30am until 7pm and we will be asking Premier Sport to run a sporty crèche that day. • Thursday, 3 January 2019: This a whole school staff Child Protection update, run by the Local Authority. All staff from all areas of the school will be expected to attend and will be paid overtime if necessary. • Tuesday, 23 April 2019: This is a First Aid training session for teaching staff. • Friday, 24 May 2019: This is linked to the half term and will be used for assessment and moderation as we get ready to submit final data. <p>Pupil attendance – Current attendance figures are holding up well.</p>		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

5.5.5	School Roll - We currently have 540 children on roll.		
5.5.6	Exclusion - Since publishing the written report there has now been a second one-day exclusion this term.		
5.5.7	Looked after children - We currently have three looked after child in school.		
5.5.8	The Head reported that she had arranged for an external SIP to visit the school on Friday, 4 May 2018 to undertake a review. The SIP interviewed staff and visited every teacher during the day as well as meeting with the Student Council. She agreed with Head and Deputy's findings about teaching and advised that consistency was the key to becoming an 'outstanding' school. A written report will follow and be shared with governors.	June 18	Head
5.6			
5.7	The Head reported that she and selected year 5 children have received a special invitation to attend a meal at the Rotary Club in St Ives, following their visit to the school.		
5.8	A Social Event for the GB and staff, similar to the one held last year, is being planned for Friday, 13 July 2018 (6.30 start).	July 18	GB
5.9	Year 1 and Year 2 Topic Books were circulated for the GB to make comments.		
5.10	The Headteacher had circulated the latest Termly Operational Plan (TOP) prior to the meeting. The Headteacher received and answered questions about the contents in the different sections of her report, including clarification of the colours used in the TOP. She also explained that next year following a data review in July, a list of key points about key data will be added.	Sept 18	Head
6 Chairs Report			
6.1	The Chair had sent a report for the meeting which outlined the following topics that had been discussed with the Headteacher at various times since the last GB meeting, including: <ul style="list-style-type: none"> • Exclusion of a pupil from school for one day; • Discussion with the Headteacher followed by a meeting with two members of the office staff to discuss the current pressures resulting from the long term sickness absence of a member of staff; and • A discussion prior to the Budget meeting regarding general staff movement and vacancies. 		
6.2	CC stated that all those members of the GB who had attended and supported Year 6 pupils with their SATs this week had ensured that the GB had complied with its responsibility to oversee the completion of this task according to regulations. Feedback from the children about the SATs was mixed.		
7 Committee Reports			
7.1	The minutes of the three Committee meetings held earlier in May 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

7.2	<p>Personnel & Salary – 2 May 2018</p> <ul style="list-style-type: none"> • CC (in absence of PS) reported that the committee had received a detailed report on the current staffing situation from the Head, with an HLTA advert being placed, a post for Kids Club being re-advertised, and a post to help with Office cover being advertised; • Planning for TAs for next year is in hand; • Policies were reviewed; and • New governors for Heads PM Review Committee - Any (non-staff) governor interested in shadowing the Review Committee next year should contact the Chair in writing by 10 June 2018. They must be willing to attend the appropriate training and attend termly meetings. 	June 18	GB
7.3	<p>Learning & Development – 3 May 2018</p> <ul style="list-style-type: none"> • Heard from the Head detailed reports on her latest visits to other schools; • Undertook a practical activity in pairs reviewing progress in books; and • Policies were reviewed. 		
7.4	<p>Finance & Premises – 3 May 2018</p> <ul style="list-style-type: none"> • Approved the School Budget Plan for the financial year 2018/2019, with a total budget spend of £2,404,700, including the cost of an HLTA, with Budget savings from a new Cleaning Contract and a new Photocopier Contract. High staffing costs are down to maternity leave and the class structure agreed by the GB; • Discussed the difficulty of setting a three-year budget given the new funding formula; • Confirmed Pupil Premium money is being spent appropriately; and • Heard about the success of Pre-school and the Before and After School Club. 		
8	General Data Protection Regulation (GDPR)		
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).	June 18	SBM
8.2	The SBM confirmed that the school will use the ICT Service, to ensure the school would be compliant with the new duty, at a cost of £500 per annum, but that at the moment it is waiting for the Data Protection Officer to visit and complete an audit.		
8.3	The SBM confirmed that a draft page is ready for the website, a privacy statement has been prepared and the Data Asset Register is ready. A staff meeting is planned to discuss the data kept on staff laptops and the GB discussed the issues raised by this duty that they had experienced at their workplace or as part of training.		
9	Proposed Committee & GB meeting dates for 2018/2019		
9.1	The proposed Committee and GB meeting dates for 2018/2019 had been circulated prior to the meeting. The Clerk and Head had been involved in an email exchange with St Ivo to try and obtain their meeting dates and calendar of events before agreeing the GB meeting dates – see item 3.5 above.		
9.2	<p>There were four dates that were different from the pattern of meetings used in previous years, and the following changes were agreed:</p> <ul style="list-style-type: none"> • First Full GB meeting to be held on Thursday, 20 September 2018 at 6.15pm; • Personnel & Salary Committee – Wednesday, 27 February 2019 at 10.00 		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

	<ul style="list-style-type: none"> a.m; • Learning & Development Committee – Thursday, 28 February 2019 at 6.00 p.m; and • Finance & Premises Committee – Thursday, 28 February 2019 at 7.30 p.m. 		
9.3	The Clerk to circulate the revised dates and add this item to the agenda for the next GB meeting on Thursday, 5 July 2018, when we hope to have dates from St Ivo School.	July 18	Clerk
10	Standing item – Safeguarding and Child Protection		
10.1	There were no further updates on Safeguarding at this point in time. The Annual Child Protection Monitoring Report is due to be published on Monday, 21 May 2018 for completion and return by Friday, 19 October 2018. This will be discussed at the next GB meeting on Thursday, 5 July 2018.	July 18	CC/ Head
11	Standing Item – Governor School Visits		
11.1	The Clerk to circulate the ARE Governor School Visits report to the entire GB. All visit reports should be circulated to all governors after they have been discussed at L & D.	May 18	Clerk
11.2	Further visits to review Maths and SEN are due this term as well as a follow-up visit on Geography/History/Science.		
12	Standing Item - Pre-School		
12.1	The Head confirmed that numbers are rising for Pre-School and that a teacher will be placed in the setting in September 2018.		
13	Standing item – Feedback from Training		
13.1	The Chair and the Clerk attended the Annual Governors Conference held on Saturday, 24 March 2018 at Swavesey Village College. Presentations made at the Conference were circulated by the Clerk.		
13.2	The Chair and the Clerk attended the Governor Briefing session for the Summer Term last week, and DJ is attending a similar briefing tonight. Presentations made at the Briefing will be circulated by the Clerk when he has access to the Portal.	June 18	Clerk
14	Standing item - Report from Parent Forum meeting		
14.1	The next Parent Forum meeting is on Monday, 21 May 2018, when PE is being discussed.		
15	Standing item - Before and After School Club		
15.1	The Headteacher reported that the Temporary Manager of the Before and After School Club is doing well. The SBM will be publishing details of the Summer School shortly.		
16	Standing item – Report from Academies Working Party		
16.1	See item 17 below.		
17	Standing item – Report from Teaching School Working Party		
17.1	The application to become a Teaching School has been declined by the DfE. The school therefore will continue to strive to become an 'outstanding' school, and will seek to strengthen its portfolio for possible reapplication in 18 months' time. This opens up the possibility of exploring possible academisation		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

17.2	The GB agreed that it wanted to understand better the latest position regarding becoming an academy in order to make an informed decision about academisation. The Head would request an update from Jon Lewis (Director of Learning) when he visits the school in June and ask for an extra-ordinary meeting, probably next term, to hear from a relevant expert the options now available to the governors.	June 18	Head
18	Items from the GB Schedule of Work for the Summer term		
18.1	Items from the GB Schedule of Work for the Summer term were discussed, including: <ul style="list-style-type: none"> • Governing Body Membership – Termly Review – GB is currently full; • Review Termly Operational Plan (TOP) – see item 5; • Annual Child Protection Monitoring Report – see item 10; • Plan Dates of Meetings for next year– see item 9; • Complete GB Self-Evaluation toolkit – discussed at last meeting; and • Consider Findings Parental & Pupil Surveys – to be added to the next Learning & Development Committee meeting agenda. 	June 18	Clerk
19	Items from the GB Policy Schedule		
19.1	The Governing Body Induction Policy was circulated to the GB prior to the meeting. The policy was approved for use in school. However it seems there has been some slippage in its usage recently.	June 18	Clerk
19.2	The Clerk to add the policy to the list of paperwork to be circulated to new governors.		
19.3	The Chair to ensure that mentors are supplied to each new governors	July 18	Chair
20	Any Other Business		
20.1	Governors asked about the damage to the school sign, caused by a C&G Coach, which led to a discussion about re-branding the school. The Head and SBM to pursue the idea of re-branding the school.	July 18	Head/ SBM
20.2	There being no other business the meeting closed after item 21 at 7.32 pm.		
21	Summary of Impact on Standards and Progress		
21.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • Been updated on progress to comply with the introduction of General Data Protection Regulations(GDPR); • Were satisfied that the KS2 SATs had been administered according to the regulations; and • Been updated on the current position regarding the application to become a Teaching School and agreed to a meeting to help understand better the latest position in order to make an informed decision about academisation. 		

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)

Summary of Governing Body Action Points – 17 May 2018

GB Meet 6 2017/2018	Action Point	By Whom	Outcome
AP1	3.2 The incorrect date in the Learning and Development minutes would be amended by the Clerk.	Clerk	Completed
AP2	3.6 A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP3	3.6 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM	
AP4	3.6 DT to complete her Governor Visit written report for Learning & Development Committee.	DT	
AP5	5.6 The Head to share the written report from an external SIP visit with governors.	Head	
AP6	5.8 A Social Event for the GB and staff, similar to the one held last year, is being planned for Friday, 13 July 2018 (6.30 start).	GB	
AP7	5.10 The Headteacher to add a list of key points from a data review to the TOP next year.	Head	
AP8	7.2 Any (non-staff) governor interested in shadowing the Review Committee next year should contact the Chair by 10 June 2018.	GB	
AP9	8.2 The SBM and the Data Protection Officer to complete a GDPR audit.	SBM	
AP10	9.3 The Clerk to circulate the revised meeting dates and add this item to the agenda for the next GB meeting on Thursday, 5 July 2018.	Clerk	Completed
AP11	10.1 The Annual Child Protection Monitoring Report to be discussed at the next GB meeting on Thursday, 5 July 2018.	CC/Head	
AP12	11.1 The Clerk to circulate the ARE Governor School Visits report to the entire GB.	Clerk	Completed, sent with L&D agenda papers
AP13	13.2 Presentations made at the Summer Term Briefing will be circulated by the Clerk when he has access to the Portal.	Clerk	
AP14	17.2 The Head to request an update from Jon Lewis (Director of Learning) to understand better the latest position in order to make an informed decision about academisation.	Head	
AP15	18.1 The findings of the Parental & Pupil Surveys to be added to the next Learning & Development Committee meeting agenda.	Clerk	Completed
AP16	19.2 The Clerk to add the Governing Body Induction Policy to the list of paperwork to be circulated to new governors.	Clerk	
AP17	19.3 The Chair to ensure that mentors are supplied to each new governor.	Chair	
AP18	20.1 The Head and SBM to pursue the idea of re-branding the school.	Head / SBM	

Thorndown Governing Body Meeting: 5 July 2018

READ & AGREED AS A TRUE RECORD

..... (CHAIR)