

**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
Andrea Dollard	AD	Richard Boughey	RB

Minutes of the Full GB meeting held on Thursday, 21 March 2019 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence and any declarations of interest, including welcome to two new Parent Governors		
1.1	Governors Present: Vicci Godbold, Helen Cooper, Jane Ainscow, Dawn Mills, Frank Newton, Rob Jagger, Claire Gerrard, Cathy Sweet, Peter Smith, Andrea Dollard and Richard Boughey.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	New Parent Governors Andrea Dollard and Richard Boughey were welcomed to the meeting.		
1.4	Apologies for absence, with governors' consent, were accepted from: Andrea Cliff, Christine Curtis, Jon Lee and Jill Foster.		
1.5	Absent: Natalie Bates, Louise Lawson and Derren Jones.		
1.6	The meeting was quorate with 11 governors present.		
1.7	Declarations of Interest: There were no 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, 24 January 2019 were read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were 14 action points from the last meeting, with nine of the 14 action points having been completed prior to the meeting (APs 3, 4, 5, 6, 8, 11, 12, 13 & 14).		
3.3	There were five remaining action points, including APs 1, 2, 7, 9 & 10, and the following actions were noted: <ul style="list-style-type: none"> • AP1 to be removed; • AP2, AP7 & AP9 to be marked as on-going; and • AP10 would be covered in agenda item 6 below. 	May 19	Head/ SBM/CS /GB

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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	Heads Report		
5.1	A written Headteacher report, and the Spring Term 2019 TOP were circulated to the GB prior to the meeting.		
5.2	The Head asked for her thanks to be noted for Jill Foster who had worked with a group of grandparents in the allotment area to get them ready for planting.		
5.3	The Head also confirmed that the school had been approved by the DfE to become a lead ITT school. Rosemarie Sadler has been attended the school and was impressed. She agreed that the Local Authority would support our reapplication to become a Teaching School in the next round. Half termly meetings at the University of Bedford will be covered eventually by our ITT lead professional, when appointed. Vicci has contacted a Headteacher who has been suggested as a mentor for us, to help set up our ITT provision here at Thorndown. The Head remains on the Executive Committee of two teaching Schools – Hampton Hargate and Spring Common.		
5.4	<p>Other key points in the written Headteacher report were reported, included:</p> <ul style="list-style-type: none"> • Maintenance - The sudden death of our Caretaker, Mr Vyas, has had a substantial impact on the cleaning staff. Mrs Cooper and I, personally, would like to thank them all for stepping up and taking charge of additional duties without having to be asked. Lettings are continuing as normal with a locking up system in place. St Ivo School have kindly agreed to allow us to use their grounds staff to help in case of severe weather and odd jobs. ScholarPack (MIS) has now been installed and training for Admin and some SMT has taken place. Teaching staff are being trained during this week as to how to take registers and dinner registers. Access (finance package) – training will be undertaken on 14 and 15 March. There are now 6 schools that will be trained at Alconbury, therefore, splitting the training costs between us. • Staff - Two staff had recently given birth to baby girls. One member of staff is returning to work after her maternity leave in Year 1 on the 25 March to job share. A member of the office staff left at half term. She wanted/needed more hours than the 20 we had advertised. We advertised and have appointed a replacement for the next six weeks. Two further 1:1 TAs have been employed to cover two TAs, one who left before Christmas and one who is on maternity leave. • Staff training - Due to finances, we are unable to provide both cover for teacher/HTLA illness and cover for staff to attend courses. We have, therefore, chosen to fund cover for teacher illness first. Therefore, the staff training list is short for this half term. Staff are still receiving high quality training through weekly staff meetings and additional sessions within school. Lucy Hamilton is a Local Authority Early Years Lead Practitioner and she has she has provided support to others so far, this academic year. • Learning Entitlement - International Week: The school ran a successful International Week that was very cross-curricular and supported our Gold Artsmark plan. Pupils explored many countries, looking at their culture, food and geography landmarks. On the Friday before half term, we ran a parent drop-in session at the end of the day to display work the children 		

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<p>5.5</p>	<p>had produced. One of the school's learning focuses this year has been to continue to develop strategies to boost the number of pupils achieving Greater Depth in all subjects. GD is different than the 'higher standard' attained in a SATs test, which reflects that a child has gained more marks, rather than their attitudes towards learning. We have completed a range of work including GD focused joint Team Leader observations in English and maths, GD moderation of writing with our cluster schools, staff meeting training and targeted intervention groups. An E-safety parent meeting held on 20 March was well received with 13 parents in attendance. Discussion took place about the timing of these events and the possible need for a creche. The meeting covered new technology and will support parents to be one step ahead of children's skills, in order to ensure their safety. NSPCC are visiting to look at personal safety with our KS2 pupils this half term. Book Week: We have run a book week based on the book "Lost Words". This book uses poems, descriptions and art to chronical the words no longer in the English Dictionary for children. Words included acorn, kingfisher and ash. We also ran the Book Fair, and all dressed up as an animal character from a book.</p> <ul style="list-style-type: none"> • Artsmark update - Our Statement of Commitment was accepted, and we have until 2021 to submit our case study for the Gold award. An audit of staff confidence in the teaching of music has been completed. A team of people to support the Co-ordinator during arts week has been agreed, which will have a music focus this year, in line with our action plan. We have been fortunate, as an Artsmark school, to qualify for a free workshop from Britten Sinfonia, which KS1 will enjoy later this term. There is also the possibility of some free training from Charanga, if we can act as a hub supporting local schools, which we are currently looking into. Mrs Patrick has been providing personalised CPD for developing confidence in drawing, in response to a staff skills audit for visual arts. This has already impacted on classroom practice, when children visualised a setting through the creation of a perspective drawing. Mrs Patrick and Mrs Setchell are taking part in free training at the Fitzwilliam Museum later next month. This explores links between arts and the wider curriculum and will also enable Thorndown children to take part in exhibitions within the Museum. • Dates for your diary <ul style="list-style-type: none"> ○ FOTS Easter Disco: 29 March; ○ Year 4 production: 2 April 9.15am and 2pm; ○ Year 3 production: 4 April 9.15am and 2pm; ○ Last day of term: 5 April; and ○ INSET Day: 23 April - Staff first aid one day refresher. • Safeguarding - There are currently 534 children on roll. This includes one looked after child. There have been two pupil exclusions this term for the same child, each for one day. This child has not been excluded prior to these two days. We are working closely with the parents and the child to prevent further exclusions. There have been seven prejudicial incidents this term. Six involved racist comments (four from one pupil) and one was for the use of a homophobic comment from a pupil to another pupil. All pupils were spoken to, parents were informed, and circle time carried out. 		
	<p>Governors asked about clarity on some of the acronyms in the TOP. A detailed TOP will be published on the last day of term as usual.</p>		

5.6	The Head reported on a recent Conference that she had attended where the new Ofsted framework Section 8 pilot to be introduced in September 2019 was discussed. The focus will include conversations with children and the depth and breadth of the curriculum will be the subject of greater investigation.		
6	Chairs Report		
6.1	<p>The Chair reported that he had held several meetings and conversations with the Headteacher and made numerous visits to school at various times since the last meeting of the Governing Body, including:</p> <ul style="list-style-type: none"> • 12 February 2019 - Head rang and informed him of the sudden death of Pradip, our School Caretaker; • 14 February 2019 - Called at school to discuss any issues regarding Pradip's death. Also visited classes with Jill to examine work on International Week; • 15 February 2019 - Discussed with the Head, the possible half day closure of school. Later informed the funeral would be on Friday 22 February, so closure of school was not necessary. Also visited the school to look at the students work on International week displayed in the hall. Talked to the Head about the support being offered by St Ivo' Site Team; • 17 February 2019 - Discussed the tragic events of the week with CC; • 22 February 2019 - Attended Pradip's funeral with CC; • 25 February 2019 - Called into school to visit Mrs Cook; • 7 March 2019 - Called in to see Mrs Cook with CC to discuss the tenancy of the bungalow; • 11 March 2019 - Met with the Head to discuss School Funding and to arrange a meeting of the Governor's Steering Group; • 14 March 2019 - Met with the Head to discuss Agenda items for the Full GB meeting, and the contents of an email received from a parent (complaint); • 19 March 2019 - Met with Vice Chair to discuss Clerk to the Governing Body Job Description; • The Chair sought agreement to his proposal that CS be added to the membership of the Personnel & Salary Committee and this proposal was agreed by the meeting; and • Other topics that have been discussed at various times included the need for Safer Recruitment training (JL, CS & JF to undertake training with Chair & Vice-chair to undertake the Refresher course). 		
7	Caretaker Arrangements		
7.1	The sudden and tragic death of the Caretaker, Pradip Vyas, has had a substantial impact on the school. The post will be advertised after Easter with a view to appoint before the Summer holidays.	April 19	Head
7.2	The Chair to formally write to thank St Ivo who have offered practical assistance during this time.	April 19	Chair
8	Clerk to the GB		
8.1	The Job Description for the post of Clerk to the GB has been updated and will be advertised after Easter on the school website and via EPM, with a view to appoint as soon as possible.	April 19	Head/ SBM
8.2	CS has informed the Chair that she knows someone interested in the post.		
9	Committee Reports		

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9.1	The minutes of the three Committee meetings held earlier in January 2019 had been circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
9.2	<p>Personnel & Salary – 27 February 2019</p> <ul style="list-style-type: none"> Received up-to-date information about the current staffing situation, including a number of staff on Maternity Leave; and Discussed the Clerk to the GB post. 		
9.3	<p>Learning & Development – 28 February 2019</p> <ul style="list-style-type: none"> Gained an in-depth understanding of RE and Art following presentations by the staff with responsibility for these subjects; Reviewed several policies, making minor amendments to some and proposed several amendments to others which would be re-considered at the next Committee meeting; and Reviewed the comments on the Parental Survey and agreed that the new format of parental consultations would continue next year. 		
9.4	<p>Finance & Premises – 28 February 2019</p> <ul style="list-style-type: none"> Discussed the Caretaking situation; Heard that ScholarPack was in place and working well and that training was in place; Budget Monitoring for 2018/2019 suggest that the school will have a carry-forward of about £22,000; Completed some activities regarding Benchmarking with other schools; Undertook a Financial Management Review; Confirmed that the Health & Safety Visit had taken place; and SBM confirmed that the damaged signage is to be replaced. 		
10	General Data Protection Regulation (GDPR)		
10.1	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).		
10.2	The SBM reported that she is currently updating the database of companies used by the school for Scholarpack.		
10.3	The Clerk to remove this item from future agendas.	May 19	Clerk
11	Standing item – Safeguarding		
11.1	The Head confirmed that in future all Safeguarding reporting would be on-line and stored securely, for ease of transfer. Existing files would remain in use while applicable to existing cases.		
12	Standing Item – Governor School Visits		
12.1	A Governor School Visit on SPAG has taken place with the report to be written and forwarded to Learning & Development Committee.	May 19	CC
13	Standing Item - Pre-School		
13.1	Pre-school is flourishing with waiting lists are in place.		

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14	Standing item – Feedback from Training		
14.1	DJ attended the Governor Briefing on Monday 28 January 2019 and his report was circulated with the papers for the meeting. The Head confirmed that the Workload Toolkit discussed in the Briefing had been reviewed by the staff.		
14.2	Governor Challenge: Governors asked about the impact of undertaking the review of the Workload Toolkit. The Toolkit identified the three most time-consuming areas were planning and resources, data management and marking and feedback. Staff have shared any items that they felt were adding to or slowing down their work. The school has then been slowly talking through the requests made at staff meetings with a 10-minute starter, and activities have changed accordingly.		
14.3	The Clerk to email the Training programme to both new governors.	March 19	Clerk
15	Standing item - Parent Forum		
15.1	RJ reported that the subject of the Parent Forum meeting on Thursday, 7 February 2019 was the 'Mantle of the Expert.' This was well received by those present. The format of the meeting is now once a term, and the next meeting in May is to review all areas of development.		
16	Standing item - Before and After School Club		
16.1	New resources have been purchased and the Club is working well now. Summer holiday arrangements are in hand.		
17	Proposed GB Meeting Dates 2019/2020		
17.1	Proposed GB Meeting Dates 2019/2020 were circulated with the papers for the meeting. There was some discussion about possible changes, and suggestions to be sent the Head and the Clerk before the next GB meeting on Thursday, 16 May 2019 where this will be discussed again.	May 19	Clerk
18	Items from the GB Schedule of Work		
18.1	There were no items from the GB Schedule of Work to be discussed.		
19	Items from the GB Policy Schedule		
19.1	There were no policies outstanding from the GB Policy Schedule to be discussed.		
20	Any Other Business		
20.1	As there was no other business the meeting closed after item 21 at 7.22 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"> Received information that the school had been approved as an ITT Lead School from September 2020, in association with the University of Bedford, as the school moves forward in order to achieve its strategic aims. 		

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Summary of Governing Body Action Points 21 March 2019

GB Meet 5 2018/2019	Action Point	By Whom	Outcome
AP1	3.3 The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM/CS	
AP2	3.3 The Chair asked that should any governor know of any party who might be interested in the Clerk post to contact him as soon as possible.	GB	
AP3	3.3 The SBM to finalise the draft Privacy Notice for the GB with the GDPR officer.	SBM	
AP4	7.1 The Caretaker post will be advertised after Easter with a view to appoint before the Summer holidays.	Head	
AP5	7.2 The Chair to formally write to thank St Ivo who have offered practical assistance during this time.	Chair	
AP6	8.1 The post of Clerk to the GB to be advertised after Easter on the school website and via EPM, with a view to appoint as soon as possible.	Head/ SBM	
AP7	10.3 The Clerk to remove GDPR from future agendas.	Clerk	Completed
AP8	12.1 A Governor School Visit report on SPAG to be written and forwarded to Learning & Development Committee.	CC	
AP9	14.3 The Clerk to email the Training programme to both new governors.	Clerk	Completed
AP10	17.1 Any changes, and suggestions, regarding the proposed GB Meeting Dates 2019/2020 to be sent the Head and the Clerk before the next GB meeting on Thursday, 16 May 2019.	Clerk	Added to agenda

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