

**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
Parent vacancy 1		Parent vacancy 2	

Minutes of the Full GB meeting held on Thursday, 24 January 2019 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, Jon Lee, Dawn Mills, Frank Newton, Rob Jagger, Christine Curtis, Claire Gerrard, Cathy Sweet, Louise Lawson, Andrea Cliff, Derren Jones and Peter Smith.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from: Jane Ainscow and Jill Foster.		
1.4	Absent: Natalie Bates.		
1.5	The meeting was quorate with 13 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 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, 22 November 2018 were read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were nine action points from the last meeting.		
3.3	Five of the nine action points had been completed prior to the meeting (APs 4, 5, 7, 8 & 9).		
3.4	AP6 was an agenda item – see item 10 below.		
3.5	The remaining three action points were marked as on-going (APs 1, 2 & 3).	Feb 19	SBM/ Head
3.6	It was noted that for AP3 that the Head and SBM have almost finalised the re-branding of the school with a consultation due to be completed this week.		

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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	Update on Parent Governor Vacancies (2)		
5.1	The Chair confirmed that there had been three applications to fill the two vacant Parent Governor posts. An election would take place with voting slips being sent home this week. The closing date for voting is Friday, 1 February 2019, with votes to be counted by the Chair and the Clerk.	Feb 19	Chair/ Clerk
5.2	The GB agreed that the Chair should contact the two successful candidates to invite them to the next round of Committee meetings.	Feb 19	Chair
6	Heads Report, including Autumn 2018 & Spring 2019 TOPs		
6.1	A written Headteacher report was circulated to the GB prior to the meeting.		
6.2	Key points in the written Headteacher report were reported, including: <ul style="list-style-type: none"> • Maintenance; • Staff - up-to-date information about the current staffing situation, including a number of staff on Maternity Leave; • Spring 2019 Staff Meeting Schedule – including an emphasis on reading for pleasure; • Visit report; • Staff training (until February half term); • Learning Entitlement – The Head had attended an Ofsted briefing regarding their proposed New Inspection Framework September 2019 with a strong focus on the curriculum being taught in schools. The following points need to be thought about as we plan Governor Visits over the next few years and collect relevant information or evidence: <ol style="list-style-type: none"> 1. Our curriculum should reflect our local context and pupils backgrounds although also following the National Curriculum; 2. What is taught in the classrooms is our curriculum. Ofsted will test the quality of what is taught in it; 3. The teaching activities are how we teach the what (curriculum). A creative curriculum is how it is taught and not the curriculum itself; 4. Progress in the curriculum is what is learned and just part of the curriculum and not the reason for it; 5. Ofsted are looking for three areas- Intent (Curriculum as led by SMT, Team leaders and subject leaders) - Implementation (structure and narrative of the curriculum) and Impact (constant evaluation of it). We will need to be able to talk about our curriculum intent and design; 6. Cross curricular is good. Knowledge is transferable between contexts and needs to be planned for; 7. Lack of vocabulary can stop pupils from progressing their knowledge and learning “knowing more words makes you smarter;” 8. 90% of the vocabulary you need comes from reading; 9. Progress over time = how pupils gain knowledge over time; 10. Knowledge= skills= progress; 11. We also need to think about and understand the non-explicit curriculum we offer e.g. Pantomime, Bikeability, debating opinions, meeting and questioning visitors etc., which develop the whole child’s experiences and understanding of the world around them; 		

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6.3	<p>12. They now think there will be four judgements in the new framework in September 2019:</p> <ul style="list-style-type: none"> • Quality of Education including curriculum taught/ design, teaching outcomes and progress; • Personal development; • Behaviour; and • Leadership and Management. <p>13. Data will be just a signpost.</p> <ul style="list-style-type: none"> • Artsmark update – Due to submitting our statement of commitment in order to start the next part of our journey to Gold; • Dates for your diary; • On Roll - 534 children; • Safeguarding <ol style="list-style-type: none"> 1. Attendance for Autumn 2018 was very good; 2. Exclusions - no pupil exclusions this term; 3. Prejudice incidents - two incidents this term; and 4. Looked after children - two looked after child in school. <p>The Autumn 2018 & Spring 2019 TOPs were also circulated with the paperwork for the meeting. The Head referred to the work being undertaken in schools to train staff to deal with issues of Mental Health and Wellbeing. She agreed to circulate St Ives information about being a CALM town which links in to Mental Health in school and beyond.</p>	Feb 19	Head
7	Chairs Report		
7.1	<p>The Chair reported that he had visited the school on two occasions in December 2018. Firstly, he attended the Christmas Lunch on Thursday, 13 December 2018 and then visited each teaching area, including Pre-school on the last day of term on Wednesday, 19 December 2018.</p> <p>7.2 The Chair reported that he and the Vice-chair had attended Kids Club, prior to the Learning & Development Committee meeting on Thursday, 10 January 2019.</p> <p>7.3 The Chair reported that he had also visited the school on Tuesday, 22 January 2019 to discuss the GB agenda and paperwork.</p> <p>7.4 The Chair also reported that the Clerk had advised him of his intention to resign at the end of the current academic year. He asked that should any governor know of any party who might be interested in the post to contact him as soon as possible. The Clerk agreed to seek out interest from other Clerks at the next Briefing.</p>	Feb 19 Feb 19	GB Clerk
8	Committee Reports		
8.1	<p>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.</p> <p>8.2 Personnel & Salary – 9 January 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; • Were appraised of potential future budget issues around the move to a 21-class structure; and • Agreed that the school is up-to-date with the new requirements for GDPR. 		

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8.3	<p>Learning & Development – 10 January 2019</p> <ul style="list-style-type: none"> • Gained an in-depth understanding of innovative practice in school, where all staff have been undertaking Research Projects; • Reviewed the content of Parental & Pupil Surveys; • 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 • Were appraised of potential future budget issues around the move to a 21-class structure. 		
8.4	<p>Finance & Premises – 10 January 2019</p> <ul style="list-style-type: none"> • Agreed a change from the Management Information Systems (SIMS) and the Financial Management System (Capita) provided through the LA, to new providers called Scholarpack; • Budget Monitoring for 2018/2019 suggest that the school will have a carry-forward of about £18,000; • Reviewed the number of pupils at Out of School Club, Breakfast Club, After School and Pre-School. 		
9	General Data Protection Regulation (GDPR)		
9.1	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). The SBM reported that she is currently drafting a Privacy Notice for the GB.	Feb 19	SBM
10	Head's proposal for the school to develop and support Initial Teacher Training		
10.1	The Head explained the rationale behind her proposal for the school to develop and support Initial Teacher Training (ITT). This would involve providing training opportunities for graduates wishing to obtain Qualified Teacher Status (QTS). She explained the process, and the financial implications for the school were outlined in a spreadsheet circulated at the meeting. The scheme would supplement any future bid from Thorndown to become a Teaching School when the window of opportunity re-opens		
10.2	Successful candidates would work in different local schools and then be awarded their Post-Graduate Certificate in Education (PGCE) from the University of Bedford, which has a well-established high reputation for this type of work.		
10.3	Governor Challenge: The Head responded to several questions from governors about the recruitment process for likely candidates, the suitability of placements, any impact on Thorndown and its staff, and the likely need for recruitment for school posts.		
10.4	The GB unanimously agreed to the resolution proposed by the Chair, and seconded by RJ, that the school become an ITT Lead School from September 2020, as outlined by the Headteacher, in association with the University of Bedford.		
11	Safer Recruitment Training		
11.1	The Chair explained about the requirement to have at least one member of any recruitment panel with up-to-date Safer Recruitment training. While several governors have in the past attended the training and obtained the necessary certification, only the Chair and Vice-chair currently hold up-to-date certification.		

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	The Chair asked that any governor who would like to attend this training contact him by email as soon as possible.	Feb 19	GB
12	Standing item – Safeguarding		
12.1	The Head confirmed that the Designated Governor for Child Protection/ Safeguarding (CC) would in future be invited to attend the monthly school Child Protection (minuted) meetings.		
12.2	CC reported that she had attended the recent Child Protection update for all staff on the INSET day on Thursday, 3 January 2019.		
13	Standing Item – Governor School Visits		
13.1	The 2018/2019 Governor School Visits plan is underway. A SPAG visit is due next week. The Head to contact JA about future visits this term to agree dates.	Feb 19	Head
14	Standing Item - Pre-School		
14.1	This was discussed in 8.4 above.		
15	Standing item – Feedback from Training		
15.1	The Clerk and DJ to attend the next Governor Briefing on Monday, 28 January 2019.	Jan 19	Clerk/ DJ
15.2	The SBM and JF have attended a recent Health & Safety Briefing.		
16	Standing item - Parent Forum		
16.1	RJ reported that the subject of the next Parent Forum meeting on Thursday, 7 February 2019 will be the 'Mantle of the Expert.'		
17	Standing item - Before and After School Club		
17.1	This was discussed in 8.4 above.		
18	Standing item - Academies Working Party		
18.1	The Chair gave feedback from the Academies meeting with Director of Learning (Jon Lewis) on Thursday, 17 January 2019. The key issues of concern for the GB were resolved, as there is no longer any pressure for school to become Academies, and single schools cannot now open an empty MAT (minimum is three schools)		
18.2	The current approach of the school, to work collaboratively with cluster schools, and to become an ITT Lead School, is seen as good practice.		
18.3	The GB agreed that it has taken the best advice available, and unless the current educational climate changes, it would NOT move forward to Academisation.		
18.4	The Clerk to remove the standing item 'Academies Working Party' from future agendas.	Mar 19	Clerk
19	School Term Dates 2019/2020		
19.1	As a maintained LA school, term dates are provided by the LA.		
19.2	St Ivo School is an Academy and has the independence to choose its own Term Dates.		
19.3	For the next academic year (2019/2020) St Ivo School has chosen dates which are different to the LA.		
19.4	The Head proposed that the school adopt the same dates as St Ivo School, and the		

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19.5	cluster schools, in order to minimise any impact on attendance. The GB agreed to this proposal but ask that parents be made fully aware that the dates are different from those of the LA. This to also be mentioned at Parent Forum.	Feb 19	Head
20	Items from the GB Schedule of Work		
20.1	There were no items from the GB Schedule of Work to be discussed.		
21	Items from the GB Policy Schedule		
21.1	There were no policies outstanding from the GB Policy Schedule to be discussed.		
22	Any Other Business		
22.1	As there was no other business the meeting closed after item 23 at 7.40 pm.		
23	Summary of Impact on Standards and Progress		
23.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • Responded to the national shortage of teachers by agreeing to the resolution that the school become an ITT Lead School from September 2020, in association with the University of Bedford; • Agreed that it had taken the best advice available, and would NOT move forward to Academisation, while continuing to work collaboratively with cluster schools; and • Had become better acquainted with the new OFSTED format and how it will shape our Governor Visits Plan for 2019/2020. 		

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Summary of Governing Body Action Points 24 January 2019

GB Meet 4 2018/2019	Action Point	By Whom	Outcome
AP1	3.5 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP2	3.5 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM/ CS	
AP3	3.5 - The Head and SBM to pursue the idea of re-branding the school with a consultant.	Head/ SBM	
AP4	5.1 The Chair and the Chair to count the votes for the two vacant Parent Governor posts on Friday, 1 February 2019.	Clerk/ Chair	
AP5	5.2 The Chair to contact the two successful Parent Governor candidates to invite them to the next round of Committee meetings.	Chair	
AP6	6.3 The Head to circulate St Ives information about being a CALM town which links in to Mental Health in school and beyond by email.	Head	Completed
AP7	7.4 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	
AP8	7.4 The Clerk to seek out interest from other Clerks at the next Briefing.	Clerk	
AP9	9.1 The SBM to finalise the draft Privacy Notice for the GB.	SBM	
AP10	11.1 The Chair asked that any governor who would like to attend Safer Recruitment training contact him by email as soon as possible.	GB	
AP11	13.1 The Head to contact JA about future Governor School Visits to agree dates.	Head	
AP12	15.1 The Clerk and DJ to attend the next Governor Briefing on Monday, 28 January 2019.	Clerk/ DJ	
AP13	18.4 The Clerk to remove the standing item 'Academies Working Party' from future agendas.	Clerk	
AP14	19.5 The Head to publicise the fact that term dates for 2019/2020 will be different from those of the LA. This to also be mentioned at Parent Forum.	Head	

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