

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Full Governing Body (Full GB)**

Membership of the Full GB of Thorndown Primary School:			
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

Minutes of the Full GB meeting held on Thursday, 26 January 2017 at 6.15 pm.			
Order	Item	Action	Lead
1	Apologies for absence and any declarations of interest		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Claire Gerrard, Steve Mitchell, Frank Newton, Debbie Townsend, Andrea Cliff, Peter Smith, Jill Foster, Jane Ainscow, Carolyn Jepson, Rob Jagger, Yasmin Finch, David Varey and Cathy Sweet.		
1.2	The meeting was quorate with 15 governors present.		
1.3	Non-Governors Present: David Clark (Clerk).		
1.4	Apologies for absence, with governors' consent, were accepted from Helen Cooper, Louise Lawson and Sophie Dale.		
1.5	Absent: None.		
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.		
2	Business of the meeting		
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."		
3	Minutes and action points of the last meeting		
3.1	The minutes, confidential minutes and action points of last meeting held on Thursday, 24 November 2016 were approved as correct and signed by the Chair.		
3.2	Five of the eight Action Points (APs 2, 3, 5, 7 & 8) 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"> • For AP1, is on-going as the Head will circulate information about the EPM Webinars to the GB; • For AP4, is on-going and a small working party will be formed to consider Opportunities for Grant Aid and enhanced Community Involvement; and • For AP6, the date for the in-house training session entitled 'Understanding Mastery in Mathematics' presented by CG will be Thursday, 9 March 2017 at 6.15 pm and will last 1.5 hours. 	Feb 17 Mar 17	SBM GB

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4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Headteacher's Report		
5.1	The Headteacher's Report had been circulated to the GB prior to the meeting. Also circulated for this meeting were the Autumn 2016 TOP and the new Spring 2017 TOP.		
5.2	The Headteacher received and answered questions about the contents of her report.		
5.3	Governors asked for clarity on the wording of one point in the section on the Curriculum, and it was explained that the guided reading sessions in Years 2 and 3 will be short daily sessions with whole class teaching of reading.		
5.4	The main agenda items at the last Parent Forum meeting held on Thursday, 19 January 2017 at 7.00 pm were Communication, School Meals and Uniform. The establishment of a school Twitter account has been successful.		
5.5	Governors asked about progress on the MLEI initiative, following the presentation by Miles Messenger (Bougyues) and Ron De Souza (CCC) to the Finance Committee. The SBM had held discussions with her counterpart at Queen Emma Primary School, but as the project would not enable the school to produce enough electricity for its own needs, it would not be proceeding with this initiative. Further ways to make energy savings would be investigated with JF and the company she works for in Peterborough.	Feb 17	JF
5.6	Governors asked about progress on the sculpture. It was reported that the work on the base has been started but has yet to be completed.		
5.7	The use of the Accelerated Reading scheme was discussed as a way of raising reading standards in the school. This is likely to be purchased from September and used with Year 3 and Year 4 initially budget allowing, and will cost £2k.		
5.8	Attendance levels are good generally, and it was explained that for all areas except SEN. Attendance is above national average.		
5.9	It was reported that the school now only has one LAC (Looked after Child).		
5.10	The Choir had spent a very enjoyable day and evening at the NEC in Birmingham as part of the Young Voices project.		
5.11	The Headteacher received and answered questions about progress on the Spring 2017 TOP, which only started at the beginning of the month, and is on-track.		
5.12	The Chair expressed his thanks on behalf of the GB to CG for all her efforts in leading the staff and TAs on the work with two maths teachers from Shanghai from 7-20 January 2017. This has been organised and paid for by the DfE and the local Maths Hub, and saw the school host nearly 200 teachers from all over Cambridgeshire and beyond who came to see the Shanghai teachers teach.		
5.13	He also expressed his thanks on behalf of the GB to those staff involved with the joint cluster INSET day which was very successful. The school hosted another 200 teachers from across the cluster, with a focus on Growth Mindset and Philosophy for Children. The impact of this training has seen staff try out new		

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	ideas and techniques in the classroom. This experience, coupled with the visits from other teachers, has changed the teaching practice in the school, and Pupil Voice has already given the school positive feedback too.		
6	Chairs Report		
6.1	The Chair reported on his visit to the school and his meeting with the Headteacher, on Tuesday, 24 January 2017 to discuss the Full GB Agenda.		
6.2	The Chair also reported he had written a letter to the School Admissions Team asking for clarification about the school's catchment area and for a map of the catchment area. The LA has acknowledged receipt of this letter and the school awaits this clarification. Concerns were expressed about the issue of insufficient primary school places in St Ives, across Reception and for all Year groups, given the number of new housing developments in the town.	Feb 17	Chair
7	Committee Reports		
7.1	The Chair of each committee outlined some of the key points from their meetings.		
7.2	Personnel & Salary – 11 January 2017 <ul style="list-style-type: none"> • The Clerk had checked with Governor Services how other schools record the award of TLR3's in confidential minutes; • The Chair had asked EPM for the pay range of three equivalent size maintained primary schools for benchmarking purposes, and the appropriateness of the current pay range for SLT salaries; • The Committee viewed the School and the Pre-school and seen staff in action with a walkabout following the meeting; and • Discussed concerns about the behaviour of adults at the Christmas productions and the taking of photographs. 		
7.3	Learning & Development – 12 January 2017 <ul style="list-style-type: none"> • Reported that two teachers from China had arrived on their DfE funded MathsHub trip; • Heard about the new national Year 6 pilot scheme to help review and moderate standards in Writing; • Discussed a new spreadsheet to help the GB understand the school data, and agreed that a context box and a box for Reading/Writing/Maths combined scores would help; • Considered and approved a number of policies; • Heard about a meeting of the Chair with the Science Co-ordinator to help her prepare for any future Ofsted inspection, and to discuss new developments in the Science Curriculum; and • Discussed the annual Safeguarding & Child Protection Governor Visit report. 		
7.4	Finance & Premises – 12 January 2017 <ul style="list-style-type: none"> • The Committee considered the presentation outlining the energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative; • The Committee were pleased that the Formula Carry Forward forecast was now £22k when a zero budget had been set; • The new National (Fairer) Funding Formula to be introduced from April 2018; and • Approved the Community Use Policy. 		

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8	Standing item - Report from Parent Forum meeting		
8.1	The main agenda items at the last Parent Forum meeting held on Thursday, 19 January 2017 at 7.00 pm were Communication, School Meals and Uniform. This included establishment of a school Twitter account – see 5.4 above.		
8.2	It was confirmed that a letter about School Uniform had been re-issued and that school lunches had been discussed. The next Parent Forum meeting will have a focus on Growth Mindset.		
9	Standing item - Academy status		
9.1	There was nothing further to report on Academy status at the moment.		
10	Standing item – Feedback from Training & Governor Briefing (January 2017)		
10.1	Feedback from Training - CS had attended training on Early Years which highlighted that a lack of sufficient Pre-school provision is as an area of concern in St Ives.		
10.2	The Chair and the Clerk had both attended the latest Governor Briefing (January 2017) and the topics discussed were summarised, including: <ul style="list-style-type: none"> • County Strategy for School Improvement – one copy per school; • Key Stage Performance data; • Safer Recruitment; • Fairer Funding arrangements for April 2018; • Learn Together Hub; • Teacher Recruitment; • National Governors Database – the Clerk to collect all the necessary data for uploading to Edubase; and • Link Governor Training - the need for more careful practices in the monitoring and recording of governor training was identified. The Ofsted Group to discuss this further. 		
10.3	The Clerk to circulate the presentations given to the meeting.	Jan 17	Clerk
11	Standing item - Safeguarding		
11.1	Safeguarding and Child Protection - The Governor Visit report on Safeguarding and Child Protection, was discussed at the Learning & Development Committee – see 7.3 above. CC to conduct a further visit to re- check the Single Central Record (SCR).	Feb 17	CC
12	Standing Item – Governor School Visits		
12.1	The Governor School Visits Programme is on-track. The Inference in Reading Governor Visit report to be circulated by the Clerk and added as an agenda item to the next Learning & Development Committee meeting on Thursday, 16 March 2017.	Mar 17	Clerk
13	Standing Item – Pre-School		
13.1	The Head reported that Pre-School numbers are beginning to rise and that the school is focusing on the number of 2-year olds. There then followed a discussion on the possible financial position of the Playgroup.		
13.2	The new Charitable Trust Governing Instrument has been drafted and sent to the Pre-School Learning Alliance (PLA) to ensure it is legally compliant. The new Trustees are proposed as the Headteacher, the Foundation Stage Leader, two members of the GB and two members of the existing Playgroup Committee		

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	(Chair and Treasurer initially).		
13.3	It was agreed that CS and CJ would be the two members from the GB of the Charitable Trust and that the Head and the SBM would organise the first meeting.	Feb 17	CS/ Head/ CJ/SBM
14	'Sweets & Birthday treats'		
14.1	An issue around 'Sweets & Birthday treats' was raised at Learning & Development at its last meeting on Thursday, 12 January 2017.		
14.2	The GB discussed the issue of sugary sweets in school, and agreed with the Headteacher's proposed action which would see her develop the awareness of the future implementation of the Voluntary Healthy Rating Scheme for Primary Schools, by stopping them coming into school from April 2017.	Feb 17	Head
15	Review of Work Schedule		
15.1	The GB undertook a review of its membership and size. The GB is full with 18 members and is operating with no vacancies. The size of the GB and the committee structure were also considered but it was felt that no changes were needed at this point in time.		
16	Policy Schedule		
16.1	There were no outstanding tasks in the Policy Schedule, but the LA had published a revised Complaints Policy which was sent to schools in December 2016, replacing the one previously published in 2012. This had been circulated prior to the meeting.		
16.2	After discussion the Clerk was asked to contact the LA in relation to point 2.10 which the GB believe should read sufficient (and not insufficient) in the section marked False. The GB also wished to confirm it could adopt 3.7 and remove 3.8 and Appendix 5. Subject to the answers to these questions the Complaints Policy was approved by the GB for use in school.	Jan 17	Clerk
16.3	The word version of the new Complaints Policy to be personalised for the school by the Clerk and published on the website. Parents are informed of all changes and new policies added to the website. Paper copies of the new Complaints Policy would also be made available in school.	Jan 17	Clerk
17	Any Other Business		
17.1	There being no other business the meeting closed after item 18 at 8.03 pm.		
18	Summary of Impact on Standards and Progress		
18.1	The GB agreed that, to further school improvement, the meeting had achieved the following: <ul style="list-style-type: none"> • Had received and questioned the Head on her report and the Spring 2017 TOP; • Discussed the annual Safeguarding & Child Protection Governor Visit report; • Identified the need for more careful practices in the monitoring and recording of governor training; • Raised awareness of the future implementation of the Voluntary Healthy Rating Scheme for Primary Schools; and • Further considered the risks and the implications of funding changes involved in taking responsibility for the Pre-school. 		

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Summary of Governing Body Action Points – 26 January 2017

GB Meet 4 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 A small working party will be formed to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
2.	3.3 GB in-house training session entitled 'Understanding Mastery in Mathematics' presented by CG will be Thursday, 9 March 2017 at 6.15 pm (1.5 hours).	GB	
3.	5.5 Further ways to make energy savings would be investigated with JF and the company she works for in Peterborough.	JF	
4.	6.2 The Chair to report on progress with the LA on the school's catchment area.	Chair	
5.	10.3 The Clerk to circulate the presentations given at the latest Governor Briefing (January 2017).	Clerk	Completed
6.	11.1 Safeguarding and Child Protection - CC to conduct a further visit to re- check the Single Central Record (SCR).	CC	
7.	12.1 The Inference in Reading Governor Visit report to be circulated by the Clerk and added as an agenda item to the next Learning & Development Committee meeting on Thursday, 16 March 2017.	Clerk	Completed Completed
8.	13.3 The Head and the SBM to organise the first meeting of the Charitable Trust, which would include CS and CJ.	CS/CJ/ Head/ SBM	
9.	16.2 The Clerk to contact the LA re amendments to the new Complaints Policy.	Clerk	Completed
10.	16.3 The word version of the new Complaints Policy to be personalised for the school by the Clerk and published on the website.	Clerk	Completed

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