

**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, 5 July 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, Debbie Townsend, Christine Curtis, Jon Lee, Jill Foster, Dawn Mills, Derren Jones, Peter Smith, Louise Lawson, Cathy Sweet, Natalie Bates and Frank Newton.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Apologies for absence, with governors' consent, were accepted from Andrea Cliff and Rob Jagger.		
1.4	Absent: David Varey.		
1.5	The meeting was quorate with 15 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. 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 there was no change to the order of the agenda.		
2.2	One matter suggested to be considered under "Any Other Business" would be discussed under Governor Visits – see item 11.3 below.		
3	Minutes and action points of the last meeting		
3.1	The minutes of the last meeting held on Thursday, 17 May 2018 read, approved and signed by the Chair as a correct record of the meeting.		
3.2	There were 18 action points from the last meeting. Ten of the 18 action points had been completed prior to the meeting (APs 1, 5, 6, 9, 10, 11, 12, 13, 15 & 16).		
3.3	The following points were noted for the remaining eight APs, 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 – ongoing; • AP3 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS – ongoing; • AP4 - DT has completed her Governor Visit written report for DM. When approved by the Head the report will go to Learning & Development Committee – see 11.1 below; • AP7 - The Headteacher has added a list of key points from a data review to the 	Sept 18 Sept 18	SBM Head/ SBM/CS

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	<p>2018/2019 TOP, which will be sent to the GB on the last day of term in July 2018 – see 5.11 below;</p> <ul style="list-style-type: none"> • AP8 – Four non-staff governors have responded to the Chair and are interested in shadowing the Review Committee next year. Further discussions to take place with FN; • AP14 - The Head to request that Jon Lewis (Director of Learning) comes to a meeting with the GB and/or the Academies Working Party to discuss the latest position regarding academisation – see 16.1 below; • AP17 - Mentors were supplied to each new governor, including DJ/CC, NB/JF and JL/FN; and • AP18 - The Head and SBM to pursue the idea of re-branding the school with a consultant. 	Sept 18	FN
		Sept 18	Head/ SBM
4	Matters Arising, not already covered in this agenda		
4.1	There were no other matters arising.		
5	Heads Report		
5.1	The Head outlined some of the main points relating to her written report, circulated to the GB prior to the meeting.		
5.2	<p>Assessment Results</p> <ul style="list-style-type: none"> • Year 1 Phonics were pleasing with 82% passing, which is an increase from 79.4% last year; • Year 2 End of year data is also rising and the 2018 Combined Result was 69% (Greater Depth 16%) compared to 2017 Combined Result 61% (GD 9%); • The school was externally moderated this year by the STA and the LA n writing; and the Year 6 maths and reading test results are not available until the middle of July. 		
5.3	<p>Maintenance</p> <ul style="list-style-type: none"> • The issues with Churchills and the cleaning are ongoing. A meeting will take place with one of the directors on Friday, 13 July 2018 at 1.00 pm. It is likely that the contract will be terminated and that either the school will revert to the alternative tender provider or take on the cleaning in-house; • The M & E contract has been agreed with Gowing and Hunt, who will provide essential maintenance work The GB has previously discussed the need for annual servicing of equipment, and the statutory requirements on the school, so this work is set to be completed over the summer holidays. The quote for this specialist contract work obtained from Gowing and Hunt was approved as there are a limited number of companies who are able to quote for all the tasks required to be completed, so further quotes have been difficult to obtain. The GB approved the budget spend for this essential maintenance work; • Routine maintenance, servicing and remedial work continues for those elements not covered in the Gowing and Hunt contract, such as: lightning protection, surface water pump, kiln, lift, kitchen equipment, automatic doors • The vehicle access gates had to be mended with a new PCB and the length of time that it takes for them to close was reduced (as previously requested by Governors). 	July 18	Head/ RJ
5.4	<p>Staff</p> <ul style="list-style-type: none"> • The school is now fully staffed with teachers for the next academic year. HLTA interviews and TA interviews have now been held, with some appointments made and further posts remain to be filled. 		
5.5	<p>Dates for your diary</p> <ul style="list-style-type: none"> • July 2 to 6: Arts Week (Arts exhibition 5 July); 		

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	<ul style="list-style-type: none"> • Reports out to parents: 6 July; • Year 5 and Year 6 production of Charlie and the Chocolate Factory 10/11 July; • Staff and Governor evening BBQ 13 July 6.30-9.30pm; • School Disco 20 July; • Last Day of term 24 July; and • Start of the Autumn Term, Tuesday, 3 September 2018. 		
5.6	Innovative Practice - Staff in Year 1 have started to receive training to improve the curriculum offer that will include greater opportunities to learn through Play. A visit has been made to a school in Essex to share good practice. Some slight changes to the playground areas around the school may be needed. This should be the subject of a Governor Visit next year.	Sept 18	JA
5.7	Other points of interest – The school currently has 540 children on roll.		
5.8	Exclusions - There have been two pupil exclusions this term.		
5.9	Prejudice incidents - There have now been four prejudicial incidents this term. Parents have been informed.		
5.10	SIP visit report (May 2018) – A copy of the written report from the external SIP visit in May 2018 was circulated to the GB prior to the meeting. The report supplements the LA SIP report and supports the observations made by Governors in their visits to school. The next TOP will focus on the ‘Next Steps’ in the report.		
5.11	2018/2019 TOP - The Headteacher has added a list of key points from a data review to the 2018/2019 TOP, which will be sent to the GB on the last day of term in July 2018 – see 3.3 above.	July 18	Head
6	Chairs Report		
6.1	The Chair reported that he had visited the school and met with the Head to discuss various items since the last GB meeting, including: <ul style="list-style-type: none"> • Interviews and appointments made; • Agenda items for this GB meeting; • Exclusions; and • On-going Personnel matters. 		
6.2	The Chair explained that the school had been asked to pay its annual subscription to the School Governance Team for its Support and Training Package for 2018-19. After discussion it was agreed that the school would purchase this support again this year and that the FN would inform the LA of its decision.	July 18	FN
7	Committee Reports		
7.1	The minutes of the three Committee meetings held earlier in June 2018 were circulated to the GB prior to the meeting and verbal reports were received from each Committee Chair present.		
7.2	Personnel & Salary – 13 June 2018 <ul style="list-style-type: none"> • The school is fully staffed with teachers for the next academic year; • Some TA posts remain to be filled; • Discussions over continuing support for the Office were held; and • Appointment of a Kids Club Manager is on-going. 		
7.3	Learning & Development – 14 June 2018 <ul style="list-style-type: none"> • Heard from the Head that the DfE would be visiting the school to moderate a Science SAT paper with five Year 6 pupils; 		

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7.4	<ul style="list-style-type: none"> Phonic tests were taking place; Science day had been successfully completed on 25 June 2018; and RE week to be planned for next year as part of a two-year rolling programme. <p>Finance & Premises – 14 June 2018</p> <ul style="list-style-type: none"> Discussed the premises issue with the roof. The Property Manager will continue to chase Voland on our behalf. The SBM advised that the costs of the repairs will be met by the company, or the school are covered by the warranty; The company bought in to clean the cold water tanks flooded the boiler room and caused other damage including creating airlocks in the pumps, damage to the boy's toilet and the need to replace lagging. The SBM advised that the costs of the repairs will be met by the company; Disappointment that Churchill Cleaners were still not meeting the terms of their contract – see 5.3 above; and The SBM explained that all LA schools were still finding the new Budget toolkit (OROVIA) extremely difficult to use and very time-consuming. Further OROVIA training is being sought; Pupil Premium spending documents are on the school website, which it was suggested could be further reviewed by Learning & Development for impact; and Discussed the quote from Qube for the proposed Changing rooms/Training facility which would be in excess of £250k The school would need to go out to tender for other bids and would need to contact local/national organisations regarding funding. 	Sept 18	Head
		Sept 18	JA
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).		
8.2	The SBM and the Data Protection Officer have completed a GDPR audit, and the school is well placed to meet all the GDPR regulations.		
9	Committee & GB meeting dates for 2018/2019		
9.1	The agreed Committee and GB meeting dates for 2018/2019 had been circulated prior to the meeting. The Clerk had also circulated the dates to St Ivo School but had received no further response.		
10	Standing item – Safeguarding and Child Protection, including Annual Child Protection Monitoring Report		
10.1	The Head had confirmed the following data in her report to the GB, including: <ul style="list-style-type: none"> No pupils are on the Social Services' Child Protection register; One family are at Child in Need level with Social Services' involvement; 191 pupils are on the school's Child Protection Register (this also includes Pre-School); and Three referrals to Social Services this term. 		
10.2	The Annual Child Protection Monitoring Report was published on Monday, 21 May 2018 for completion and had been completed on-line by the Headteacher.		
11	Standing Item – Governor School Visits		
11.1	DT has completed her Governor Visit written report for DM. When approved by the Head the report will go to Learning & Development Committee – see 3.3 above.	Sept 18	DT/DM/ Head
11.2	A Maths Visit has also been completed by CC. A written report will be completed and when approved by the Head the report will also go to Learning & Development Committee.	Sept 18	CC/ Head

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11.3	CG reported that the school had entered a number of Maths Challenges this year. A Year 6 team had obtained a Bronze Certificate in a Maths Assertion Challenge. A Year 5 team had won a heat in the LA Maths Challenge and reached the final for 31 schools, but had not been placed.		
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. She expects more parents will be making use of their full 30 hours entitlement next year. Parents have been reminded that a place in Pre-school does not guarantee a place in Reception, and that parents must apply for a school place.	Sept 18	Head
13	Standing item – Feedback from Training		
13.1	New governors were reminded that training needs should be discussed with mentors, and that all training undertaken should be recorded with the SBM.		
14	Standing item - Report from Parent Forum meeting		
14.1	The Parent Forum meeting on Monday, 21 May 2018 was cancelled and the next meeting to discuss Maths is in October 2018. The GB agreed that these meetings could be held termly (3 per year) and not every half term.		
15	Standing item - Before and After School Club		
15.1	The Headteacher reported that the Before and After School Club is doing well. More staff are being sought for the Club. A Summer School will be held for the first 2.5 weeks of the holiday, and will include a day-trip to Woburn. The SBM was thanked for all her hard work in this area.		
16	Standing item – Report from Academies Working Party		
16.1	As discussed in 3.3 above, the Head to request that Jon Lewis (Director of Learning) comes to a meeting with the GB to discuss the latest position regarding academisation.	July 18	Head
17	Standing item – Report from Teaching School Working Party		
17.1	All five schools in the County have had their application to become a Teaching School declined by the DfE. The school can however still become an ITT (training school) without this accreditation. The Head to continue making contacts with school interested in this work.		
17.2	It was agreed that the Teaching School Working Party would remain in place and would only meet if required by the Headteacher.		
17.3	The Clerk to remove Teaching School Working Party as a standing item from future agendas.	Sept 18	Clerk
18	Items from the GB Schedule of Work for the Summer term		
18.1	There were no items outstanding from the GB Schedule of Work for the Summer term to be discussed.		
19	Items from the GB Policy Schedule		
19.1	There were no policies outstanding from the GB Policy Schedule for the Summer term to be discussed.		
20	Any Other Business		
20.1	The Headteacher asked that her thanks be recorded for all the hard work and support of the GB. 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).		

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20.2	The Chair asked that his thanks be recorded for all the hard work of the GB. He also wanted all staff to be thanked for their work this year, particularly the Office staff.		
20.3	JA asked that those involved in the recent musical events be praised for such fantastic work.		
20.4	There being no other business the meeting closed after item 21 at 7.34 pm.		
21	Summary of Impact on Standards and Progress		
21.1	<p>The GB agreed that, to further school improvement, the meeting had achieved the following:</p> <ul style="list-style-type: none"> • Been updated on the successful completion of the tasks and developments planned for this year, including the setting up of two working parties, and the management take-over of both the Pre-School and Before and After School Clubs; • Heard about concerns regarding the state of the building and considered the impact on standards; and • Were looking forward as a school with plans and activities already in place for the next academic year. 		

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Summary of Governing Body Action Points – 5 July 2018

GB Meet 7 2017/2018	Action Point	By Whom	Outcome
AP1	3.3 - A small working party to be formed by the SBM to consider Opportunities for Grant Aid and enhanced Community Involvement.	SBM	
AP2	3.3 - The Head and the SBM to organise the first meeting of the Charitable Trust, to include CS.	Head/ SBM/CS	
AP3	3.3 - Four non-staff governors have responded to the Chair and are interested in shadowing the Review Committee next year. Further discussions to take place with FN.	FN	
AP4	3.3 The Head and SBM to pursue the idea of re-branding the school with a consultant.	Head/SBM	
AP5	5.3 The Head and RJ to meet Churchills on Friday, 13 July 2018 at 1.00 am. It is likely that the contract will be terminated and that either the school will revert to the alternative tender provider or take on the cleaning in-house.	Head/RJ	
AP6	5.6 Innovative Practice in Year 1 will improve the curriculum offer with greater opportunities to learn through Play. This should be the subject of a Governor Visit next year.	JA	
AP7	5.11 - The Headteacher has added a list of key points from a data review to the 2018/2019 TOP, which will be sent to the GB on the last day of term in July 2018.	Head	
AP8	6.2 FN to inform the LA of its decision to pay its annual subscription to the School Governance Team for its Support and Training Package for 2018-19.	FN	Completed
AP9	7.3 - RE week to be planned for next year as part of a two-year rolling programme.	Head	
AP10	7.4 - Learning & Development to review Pupil Premium spending documents on the school website for impact.	JA	
AP11	11.1 - DT has completed her Governor Visit written report for DM. When approved by the Head the report will go to Learning & Development Committee.	DT/DM/ Head	
AP12	11.2 The written report completed by CC of her Maths Visit to be approved by the Head and also go to Learning & Development Committee.	CC/Head	
AP13	16.1 - The Head to request that Jon Lewis (Director of Learning) comes to a meeting with the GB and/or the Academies Working Party to discuss the latest position regarding academisation.	Head	
AP14	17.3 The Clerk to remove Teaching School Working Party as a standing item from future agendas.	Clerk	Completed

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