

**THORNDOWN PRIMARY SCHOOL
Full Governing Body (Full GB)**

Membership of the Full GB of Thorndown Primary School:			
Vicci Godbold	Head	Frank Newton	Chair
Christine Curtis	CC	Carol Darnell	CD
Jane Ainscow	JA	Matthew Sweeney	MS
Stephen Mortimer	SMOR	(Covering Sophie Dale on m/leave)	
Carolyn Jepson	CJ	Debbie Townsend	DT
Helen Cooper	HC	Andrea Cliff	AC
Claire Gerrard	CG	Peter Smith	PS
Steve Mitchell	SMIT	Yasmin Finch	YF
Paul Bullough	PB	Rob Jagger	RJ
Paul Mumford	PM	Parent Governor vacancy	

Minutes of the Full GB meeting held on Thursday, 11 September 2014 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, Jane Ainscow, Stephen Mortimer, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Paul Mumford, Frank Newton, Debbie Townsend, Andrea Cliff, Peter Smith, Yasmin Finch, Rob Jagger and Matthew Sweeney.		
1.2	Matthew Sweeney was welcomed to the meeting as a Staff Governor while ophie dale is on maternity leave.		
1.3	Non-Governors Present: David Clark (Clerk)		
1.4	The meeting was quorate with 16 governors present.		
1.5	Apologies for absence, with governor's consent, were accepted from Paul Bullough.		
1.6	Absent: Carol Darnell.		
1.7	For this meeting, there were no other declarations of direct or indirect pecuniary interest by other members of the GB in respect of any item on the agenda.		
2	Election of Chair & Vice-Chair – nominations to be sent to the Clerk		
2.1	Chair of Governors: the Clerk advised that one nomination had been received for the post of Chair of the GB, and it was agreed that Frank Newton should be elected Chair for the academic year 2014/2015. This had been proposed by Christine Curtis and was seconded by Carolyn Jepson.		
2.2	Vice-Chair of Governors: the Clerk advised that one nomination had been received for the post of Vice-Chair of the GB, and it was agreed that Christine Curtis should be elected Vice-Chair for the academic year 2014/2015. This had been proposed by Frank Newton and was seconded by Steve Mitchell.		
3	Business of the meeting		
3.1	The GB agreed not to alter the order of business as set out in the agenda. There was one item to be considered under "Any Other Business"		

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4	Annual review of documentation		
4.1	GB Membership – a review of the GB’s membership was undertaken. A revised contact list had been circulated prior to the meeting. The GB needs to recruit a new Parent Governor and an election, if needed, would be organised by the Head and the Clerk. There is a requirement to re-constitute the GB by September 2015, and it was agreed that the Clerk would put this on the Work Schedule at a suitable date.	Sept 14 14/15	Head/ Clerk Clerk
4.2	GB Committees - the GB has reorganised its committee structure to include: <ul style="list-style-type: none"> • Learning and Development; • Finance and Premises; and • Personnel. <p>Rob Jagger was added to the membership of the Learning & Development Committee. Each committee will elect their own Chair at their first meeting. Terms of Reference will be ratified by the GB at the next meeting in October 2014.</p>		
4.3	Governors with specific responsibilities include: <ul style="list-style-type: none"> • JA - Special Educational Needs (including LACs); • CC - Safeguarding and Child Protection; • YF – Early Years Foundation Stage (EYFS); • SMIT – Prejudicial Incidents monitoring; and • SM - Link Governor (for training). <p>Health and Safety is dealt with through the Premises Committee, and curriculum areas are inspected in a focussed programme of governor visits.</p>		
4.4	GB Standing Orders - a review of the Standing Orders (Operating Guidelines) was undertaken, and with a few minor changes the revised document was adopted.		
4.5	Governors Code of Practice - forms for the adoption of the Governors Code of Practice, which was circulated prior to the meeting for signing, were collected at this point.		
4.6	Governing Body Decision Planner – the Clerk will check the need for the School Profile, and subject to this change, the decision planner was adopted.	Sept 14	Clerk
4.7	Pecuniary Interests - forms for the register of pecuniary interests, which were circulated prior to the meeting for signing, were collected at this point.		
4.8	Summary of updates & suggested agenda items – this document is used as a checklist to form agendas for committee meetings and the Full GB. The Headteacher informed the GB about Perspective Lite, a new data base being offered for use by CCC.		
5	Minutes of last meeting		
5.1	The minutes of the GB meeting held on the Thursday, 3 July 2014 were approved as a correct record and signed by the Chair.		
5.2	Action Point 1 and Action Point 2 have still to be completed but the rest of the action points were cleared.	Sept 14	HC/ Chair

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6	Matters Arising, not already covered in this agenda		
6.1	There were no other matters arising.		
7	Heads Report, including a presentation regarding the TOP Summer 2014, and the new TOP Autumn 2014.		
7.1	The Headteacher's written evaluation of the TOP Summer 2014 had been circulated with the agenda and the three points rated in RED were discussed at the meeting.		
7.2	The Headteacher asked that the minutes record her thanks to all staff, governors and parents who had helped pack and unpack equipment and books in the relocation to the new building.		
7.3	The Headteacher delivered a 12 page powerpoint presentation regarding the new TOP Autumn 2014, where she highlighted the ideas and thinking behind the plan. The TOP is divided into the four key areas covered by OfSTED: <ul style="list-style-type: none"> • Achievement of Pupils; • Quality of Teaching; • Behaviour & Safety; and • Leadership & Management. She re-iterated that the TOP is a working document and that it would form a substantive item at each GB meeting. While Learning & Development would monitor most of the work, the Full GB are expected to monitor its impact.		
7.4	Governors were asked to read the TOP and send questions to the Headteacher.	Sept 14	GB
8	Chairs Report		
8.1	The Chair reported that it had been a very busy summer. A new SMT was in place, with 10 new staff starting at the school. Everyone had worked tirelessly to set up the new building, and he added his thanks to all who had made it possible.		
8.2	School Crossing Patrol Update – Cllr Reynolds has been unable to change the decision of CCC in response to the issues around the School Crossing. Debbie Townsend's email to be discussed at Finance and Premises Committee.		
8.3	Learning and Development Committee will consider the three governor visit reports on Guided Reading, Maths, and on Peer Mediation.		
8.4	The GB were asked to consider attendance at any of the training events or briefings, which had been circulated by the Clerk.		
9	Proposed Work Schedule		
9.1	The proposed Work Schedule for 2014/2015 had been circulated prior to the meeting, and was adopted by the GB.		
10	New guidance		
10.1	All governors were asked to sign up to the eight-page 'Keeping Children Safe' summary, discussed at the last meeting,		
10.2	New rules on the administration and administering of medicine require the school to publish a new policy on administering medicines. This will be reviewed and monitored by the Learning and Development Committee. The policy and a new protocol were adopted by the GB, including revised forms, and will be implemented from October half-term, after the Headteacher has written to parents to explain the changes in current practice at the school.	Sept 14	Head

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11	Meetings plan for 2014/2015		
11.1	The GB and committees meetings plan for 2014/2015 was circulated prior to the meeting, and agreed by the GB.		
12	Any Other Business (AOB)		
12.1	The GB agreed that the school should part-fund the Clerk for his attendance on the National Clerks Development Programme (up to £80).		
12.2	The Headteacher explained that the date for the In-House training on the National Curriculum had been changed, and a further change of date had been suggested. The GB agreed that it wished to proceed with this training on Thursday, 16 October 2014.		
12.3	There being no other business the meeting closed at 7.34 p.m.		

Summary of Governing Body Action Points – 11 September 2014

AP No. GB	Action Point	By Whom	Outcome
1.14/15	4.1 The GB needs to recruit a new Parent Governor and an election, if needed, would be organised by the Head and the Clerk.	Head/ Clerk	
2.14/15	4.1 There is a requirement to re-constitute the GB by September 2015, and it was agreed that the Clerk would put this on the Work Schedule at a suitable date.	Clerk	
3.14/15	4.6 Governing Body Decision Planner – the Clerk will check the need for the School Profile, and subject to this change, the decision planner was adopted.	Clerk	
4.14/15	5.2 HC to notify Chair of address for a letter of thanks to be sent re: temporary parking for 2 cars.	HC	
5.14/15	5.2 Annual Audit of GB Effectiveness to be finalised by the Chair and the Headteacher, circulated to Chairs of committees for comment, before being submitted to the Local Authority	Chair	
6.14/15	7.4 Governors were asked to read the TOP and send questions to the Headteacher.	GB	
7.14/15	10.2 New rules on the administration and administering of medicine require the school to publish a new policy on administering medicines. The Headteacher to write to parents to explain the changes in current practice at the school.	Head	

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