

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

<b>Membership of the Full GB of Thorndown Primary School:</b>			
Vicci Godbold	Head	Frank Newton	Chair
Christine Curtis	CC	Matthew Sweeney	MS
Jane Ainscow	JA	Debbie Townsend	DT
Stephen Mortimer	SMOR	Andrea Cliff	AC
Carolyn Jepson	CJ	Peter Smith	PS
Helen Cooper	HC	Yasmin Finch	YF
Claire Gerrard	CG	Rob Jagger	RJ
Steve Mitchell	SMIT	Co-opted vacancy	
Paul Bullough	PB		
Paul Mumford	PM		

<b>Minutes of the Full GB meeting held on Thursday, 19 March 2015 at 6.15 pm.</b>			
<b>Order</b>	<b>Item</b>	<b>Action</b>	<b>Lead</b>
<b>1</b>	<b>Apologies for absence, and any declarations of interest</b>		
1.1	Governors Present: Vicci Godbold, Christine Curtis, Jane Ainscow, Stephen Mortimer, Helen Cooper, Steve Mitchell, Paul Mumford, Frank Newton, Debbie Townsend, Peter Smith, Claire Gerrard, and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 12 governors present.		
1.4	Apologies for absence, with governor's consent, were accepted from Matthew Sweeney, Carolyn Jepson, Andrea Cliff, Yasmin Finch and Paul Bullough.		
1.5	Absent: None.		
1.6	Declarations of interest: There were no declarations of direct or indirect pecuniary interest by members of the GB in respect of any item on the agenda.		
<b>2</b>	<b>Business of the meeting</b>		
2.1	The GB agreed not to alter the order of business as set out in the agenda. There were no items to be considered under "Any Other Business."		
<b>3</b>	<b>Minutes of the last meeting</b>		
3.1	The minutes of the GB meeting held on the Thursday, 29 January 2015 were approved as a correct record and signed by the Chair.		
<b>4</b>	<b>Action Points &amp; Matters Arising, not already covered in this agenda</b>		
4.1	All 13 Action Points from the last meeting were discussed.		
4.2	Seven items were cleared (APs 1, 5, 6, 8, 9, 10 & 11) with four items marked as ongoing (APs 2, 3, 7 & 12).		
4.3	Action Point 4 was marked as an agenda item, and only Action Point 13 was outstanding.	April 15	GB working party
4.4	There were no other matters arising, not already covered in this agenda		

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5	Heads Report		
5.1	<p>The Headteacher updated the full GB on the most recent activity in the school, in a written report circulated prior to the meeting and focusing on key areas including:</p> <ul style="list-style-type: none"> <li>• Maintenance;</li> <li>• Staffing;</li> <li>• Overview of courses this term;</li> <li>• Curriculum - from Half term;</li> <li>• Dates for your diary;</li> <li>• Other points of interest; and</li> <li>• Update on Exclusions, Prejudicial Incidents and Looked After Children.</li> </ul>		
5.2	<p>Governors asked questions about the implications around two Team Leaders who no longer wanted this responsibility. The Headteacher explained that when she set up the staffing structure she had visited other Primary Schools of the same size in the County to gather ideas. Personnel Committee had discussed the matter in detail and held the Head to account for the situation. She was pleased that both members of staff wish to remain in the school and that both had felt well supported, but explained their roles had altered significantly since the amalgamation. Both staff wished to remain in school and devote their time to be outstanding teachers. One post is being advertised internally, and one post externally. No jobs are being put at risk under the proposed reorganisation. The GB was reminded that the KS2 Team Leaders and the KS1/Foundation Stage Team Leaders have been invited the next full GB meeting on Thursday, 21 May 2015.</p>		
5.3	<p>The Headteacher confirmed that there had been no exclusions this year but was concerned about the impact of a new child to the school, who was exhibiting some challenging behaviour. The Headteacher has already discussed this matter with Carol Way (LA School Inclusion).</p>		
5.4	<p>Governors asked questions about the Admissions process, and the Headteacher confirmed that this is undertaken for the school by the LA, following an Annual Consultation process.</p>		
5.5	<p>The Headteacher then updated the Full GB on the most recent activity contained in the TOP 2015, and promised that a further update will be completed by the end of term and circulated to the GB. Assessment continues to be an area needing further development, with the school continuing to use levels until the end of the year. A working party is to review how the school will measure progress without levels next year.</p>	April 15	Head
5.6	<p>The Chair and the Headteacher have met to review and update all the most recent Pupil Premium documents. When complete these will all be added to the school website. The number of children receiving additional Pupil Premium funding is set to fall by 10, which will mean there will be £20k less funding next year. Governor asked the school to try and confirm if all the children who were entitled to FSM in KS1 were registering with the school, or not.</p>		
5.7	<p>Governors wanted to know if the interventions for Pupil Premium children were making a difference. This was explained as only relating to two Year 6 children last year and these were recorded in the LAIG document as the disadvantaged group of children. As Pupil Premium is still relatively new there is no previous data available.</p>		

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<b>6</b>	<b>Committee Reports</b>		
6.1	The minutes of the three committee meetings had been circulated prior to the meeting, and the Chair of each Committee highlighted some of the key points:		
6.2	<b>Personnel &amp; Salary – 4 March 2015</b>  i. The Chair reported that through his connection with a uniformed organisation he had received extremely positive feedback from pupils on the new building, the staff and the school; ii. In September 2015, Reception will have three classes with a minimum of 69 pupils expected; iii. Playgroup and the Kids Club had moved into the refurbished buildings. The Headteacher had attended the last meeting and offered the group the support of the school, and will attend the next meeting too.		
6.3	<b>Learning &amp; Development – 5 March 2015</b>  i. Matthew Sweeney gave a PowerPoint presentation outlining the way that the school spends its Sports Premium grant money. The background to the introduction of the Sports Premium grant was explained, as well as details of the spending undertaken this year; ii. The Autumn Term 2014 TOP report indicated significant progress was being made and the committee spent a lot of time asking the Headteacher to account for the data; and iii. The proposed Class Structure for 2015/2016 of 17 classes was ratified.		
6.4	<b>Finance &amp; Premises - 5 March 2015</b>  i. Preparation of the Budget for 2015/2016 has started with a visit from Ray Byford, the Schools Financial Adviser; ii. Discussions took place over the audit trail for invoices, and the introduction of BACS. It was agreed that any expenses incurred by the Headteacher would be paid by cheque and signed by two other signatories; iii. The new perimeter fencing was discussed, and is now being erected, with additional landscaping; iv. DT to follow-up with the engineers for a date for the new crossing lights to be installed; v. There are six companies interested in tendering for catering at the school. More information will be circulated after 20 March 2015 when all the companies entering the tendering process will be known; and vi. A new Health & Safety sub-committee which includes the Headteacher, Deputy, SBM (HC), Caretaker, and DT, has met and begun to form a list of action points as part of a review of Health & Safety. This will be discussed at the next committee meeting in May 2015.		
<b>7</b>	<b>Chairs Report</b>		
7.1	The Chair reported the contents of a letter from St Ivo regarding the appointment of a new Headteacher and the desire to forge stronger links between the schools.		
<b>8</b>	<b>GB Skills Audit</b>		
8.1	The Chair has been collating responses to the GB Skills Audit, and he asked that all governors complete and return the audit to him as soon as possible.	April 15	All GB

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<b>9</b>	<b>How does Thorndown Primary prepare its children positively for life in Modern Britain?</b>		
9.1	A new page of the school website explains how the school prepares the children positively for life in Modern Britain. This had been circulated to the GB prior to the meeting. The TOP will be amended to include a week of activities on British Values to coincide with the General Election in May 2015. A Governor Visit on SMSC will need to look for examples of this in practice.		
9.2	As part of its work with CREDS on Equality and Diversity, the school is one of two schools in the County that have been asked to establish links with a school in Greece. An application has been made for EU funding before this can go ahead.		
<b>10</b>	<b>Revised GB Work Schedule</b>		
10.1	The revised Work Schedule for 2014/2015 had been circulated prior to the meeting. There were no listed items to consider this term.		
<b>11</b>	<b>Revised Policy Schedule</b>		
11.1	There were no policies listed for action for the GB to consider for this term, but Governor Induction was discussed. It is expected that new training will be required following the GB Skills Audit which should identify gaps in knowledge. This will also assist in helping to recruit a new governor for the vacant Co-opted position.		
<b>12</b>	<b>Standing item: Report from Parent Forum meeting</b>		
12.1	It was agreed at Learning & Development Committee on 5 March 2015, that a standing item for the Full GB would be a report back from the new Parent Forum meetings.		
12.2	The Parent Forum discussed Catering at its first meeting, and other issues to be discussed include Homework and the use of the Home to School booklets. The minutes of the first meeting are now on the school website.		
12.3	It was reported that the attendance of the Headteacher at these meetings was very helpful, as many questions could be immediately resolved. Other matters could be discussed and these matters could then be taken to the staff, or to a GB committee, or to the full GB. A parental questionnaire will be issued shortly.		
<b>13</b>	<b>Governor Visit</b>		
13.1	Two reports from Governor Visits were circulated with the papers for the meeting. The Team Leader report was discussed at a previous GB meeting. The Pupil Premium report was discussed at Learning & Development Committee on 5 March 2015. Further Governor Visits to include reports on Maths and Literacy.		
<b>14</b>	<b>Any Other Business (AOB)</b>		
14.1	An NGA document '20 Key questions every governing board should ask itself' had been circulated for consideration prior to the meeting. FN/RJ/Head to meet to discuss how best to use this document.	April 15	FN/RJ/ Head
14.2	A document that could be used to analyse the strengths and weaknesses of the school had also been circulated for consideration prior to the meeting. This document will be used to collect evidence and to help the school and the GB to prepare for its next steps The Strategy Steering Group formed after the last meeting, including the Chair, Vice-chair, Head, Chairs of Committees, JA and RJ to meet and develop their responses to each section of the document and feedback to the full GB. Questions from any member of the GB about this		FN/

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14.3	document should be sent as soon as possible. The Chair to circulate a list of meeting dates for the Strategy Steering Group to meet as soon after Easter as possible.  There being no other business the meeting closed at 7.48 p.m.	April 15	Strategy Steering Group
<b>15</b>	<b>Reflections</b>		
15.1	The key elements discussed at the meeting included: <ul style="list-style-type: none"> <li>• Team Leadership vacancies;</li> <li>• Pupil Premium spend and impact;</li> <li>• Development of Governor's knowledge and understanding; and</li> <li>• British Value Statement at Thorndown.</li> </ul>		

#### Summary of Governing Body Action Points – 19 March 2015

AP No. GB	Action Point	By Whom	Outcome
1.14/15	4.3 The GB working party to arrange a visit to observe a GB considered to be outstanding with Governor Services, and arrange for the next In-house training session on 'Getting to Outstanding'	GB Working Party	
2.14/15	5.5 The Head to circulate the updated TOP.	Head	Completed
3.14/15	8.1 The Chair has been collating responses to the GB Skills Audit, and he asked that all governors complete and return the audit to him as soon as possible.	All GB	
4.14/15	14.1 FN/RJ/Head to meet to discuss how best to use the '20 Key questions every governing board should ask itself' document.	FN/RJ/Head	
5. 14/15	14.2 The Strategy Steering Group to complete an analysis of the strengths and weaknesses of the school. The Chair to circulate a list of meeting dates for the group to meet as soon after Easter as possible.	FN/ Strategy Steering Group	

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