

**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	Carol Darnell	CD
Jane Ainscow	JA	Sophie Dale	SD
Stephen Mortimer	SMOR	Debbie Townsend	DT
Carolyn Jepson	CJ	Andrea Cliff	AC
Helen Cooper	HC	Peter Smith	PS
Claire Gerrard	CG	Yasmin Finch	YF
Steve Mitchell	SMIT	Rob Jagger	RJ
Paul Bullough	PB		
Paul Mumford	PM	Parent Governor vacancy	

<b>Minutes of the Full GB meeting held on Thursday, 22 May 2014 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: Frank Newton, Vicci Godbold, Christine Curtis, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Paul Bullough, Paul Mumford, Sophie Dale, Debbie Townsend, Andrea Cliff, Peter Smith, Yasmin Finch, and Rob Jagger,		
1.2	As this was the Headteacher's first Full GB meeting the Chair officially welcomed her to the meeting, and to the school.		
1.3	Non-Governors Present: David Clark (Clerk)		
1.4	The meeting was quorate with 15 governors present.		
1.5	Apologies for absence, with governor's consent, were accepted from Jane Ainscow, Stephen Mortimer and Carol Darnell.		
1.6	Absent: None.		
1.7	Rob Jagger reminded the GB that his wife was an employee of the school. 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.		
<b>2</b>	<b>Business of the meeting</b>		
2.1	The GB agreed not to vary the order of business, as set out in the agenda, and that it there were no other items to consider under "Any Other Business."		
<b>3</b>	<b>Review of FGB membership</b>		
3.1	The Chair advised the GB that the Parent Governor vacancy will now be advertised in September 2014. This enables parents of the new intake to have an opportunity to stand for a place on the GB.		
3.2	The Clerk also advised that the GB will need to consider re-constituting by September 2015 as the regulations are set to change.		
3.3	Sophie Dale (Staff Governor) is to take maternity leave from June 2014. As she wishes to remain a governor, staff will be asked, in September, for a representative to attend GB meetings as an observer. The GB wished Sophie well for the forthcoming arrival.		

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<b>4</b>	<b>Minutes of last meeting</b>		
4.1	The minutes of the last FGB meetings, held on Thursday, 20 March 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
<b>5</b>	<b>Matters Arising, not already covered in this agenda</b>		
5.1	Five of the six action points from the GB meeting on 30 January 2014 had been cleared.		
5.2	For action point 2, Stephen Mortimer, the Link Governor, will be asked to organise the free In-house training session on the new National Curriculum during the Autumn term 2014.	June 14	Head/SM
<b>6</b>	<b>Heads Report</b>		
6.1	The Headteacher updated the GB on the most recent activity in the school, in a written report, circulated prior to the meeting.		
6.2	Issues around the inconsiderate parking by parents at school times have arisen following complaints by the Dryden Close Residents Committee. The school is taking this matter very seriously and plans for a walking bus are being investigated, with a new travel plan to go on-line by half term. An investigation of where these parents are driving from will be undertaken to help identify the walking bus route.	June 14	HC
6.3	The Headteacher is reviewing the new updated Termly Operational Plan (TOP). A TOP Steering Group of governors, including Christine Curtis, Paul Mumford and Rob Jagger, to be introduced to review next half-term's focus and the impact of the work at the end of the summer term.	June 14	Head/ CC/PM/ RJ
6.4	The Headteacher also wants the GB to consider the introduction of a Parent Forum, as used in other schools. The Headteacher to organise a visit for some governors to Over Primary School to observe good practice.	June 14	Head
6.5	Governors agreed that while they liked the new format of the Headteacher's Report it needed to demonstrate the impact of the TOP on school improvement.		
6.6	Governors also questioned if different groups of staff fully understood what a good lesson would look like, and if there was consistency across the school in the teaching that has already been observed. It was explained that there had been training already to improve things in this area. More training would be undertaken, especially with TAs.		
<b>7</b>	<b>Chairs Report on any action taken</b>		
7.1	The Chair reported that he had not been required to take any additional actions,		
<b>8</b>	<b>Committee Reports</b>		
8.1	The minutes of five Committee meetings had been circulated prior to the meeting, and the Chair of each Committee highlighted some of the key points: <ul style="list-style-type: none"> <li>• <b>Finance - 7 May 2014</b> <ul style="list-style-type: none"> <li>i. The main item was the approval of the School Budget for the financial year 2013/2014;</li> <li>ii. The introduction of the use of the Computershare Childcare Voucher Scheme was agreed;</li> <li>iii. Benchmarking data was reviewed;</li> <li>iv. The Best Value Statement was reviewed and some amendments were needed. The policy was then ratified by the committee;</li> </ul> </li> </ul>		

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	<p>v. The School Fund was reviewed, and good practice is to include these figures in the School Budget on a separate heading; and</p> <p>vi. The committee agreed that the school should investigate changing its current working practices, to include making all payments by BACS, rather than by individual cheques.</p> <p>The Finance Committee Terms of Reference had been reviewed at committee and these were ratified by the Full GB.</p> <ul style="list-style-type: none"> <li>• <b>Learning &amp; Development - 7 May 2014</b> <ul style="list-style-type: none"> <li>i. A new spreadsheet for monitoring the progress of the children has been introduced;</li> <li>ii. Lesson observations are being undertaken and all staff will have been observed by half term;</li> <li>iii. Governor Visits are to take place during a seven week action plan, prioritising school improvement activities each week. Christine Curtis to circulate the new plan of visits; and</li> <li>iv. The Safeguarding &amp; Child Protection Policy was reviewed and ratified by the committee.</li> </ul> </li> <li>• <b>Personnel &amp; Salary – 28 April 2014</b> <ul style="list-style-type: none"> <li>i. This special meeting was called to consider responses to the proposed staffing re-structure ended; and</li> <li>ii. There were no written or verbal responses received during the consultation, so as a result the Personnel Committee agreed to adopt the proposals contained within the document.</li> </ul> </li> <li>• <b>Personnel &amp; Salary – 14 May 2014</b> <ul style="list-style-type: none"> <li>i. The ‘Cover for Teacher Absence’ Policy was ratified for use by the committee;</li> <li>ii. Staffing issues for 2014/15 were discussed and additional staffing posts are being advertised as required;</li> <li>iii. Additional TA support also required, including support for two SEN children due to enter Reception; and</li> <li>iv. There will be 17 classes in the school in September 2014.</li> </ul> </li> <li>• <b>Premises &amp; Health &amp; Safety – 12 May 2014</b> <ul style="list-style-type: none"> <li>i. Residents of Dryden Close have complained about parents who are obstructing the highway when they drop off children at school. See 6.2 above;</li> <li>ii. The new build is progressing well and is on-track;</li> <li>iii. All governors were asked to offer any spare time to assist staff in packing for the move (21 to 23 July 2014) or unpacking after the move (1 to 5 September 2014); and</li> <li>iv. There will be an inspection of the new buildings at 4.30 pm on Monday, 16 June 2014. Any interested governors would be welcome to join the inspection tour. Tours will be organised for teachers, parents and neighbours.</li> </ul> </li> </ul>	June 14	CC
		June 14	All GB
<b>9</b>	<b>Skills Audit - for new governors</b>		
9.1	The two new governors were asked to complete the Skills Audit and return it to Helen Cooper.	June 14	YF/RJ
<b>10</b>	<b>Revised Schedule of Policies &amp; Work Schedule</b>		
10.1	The Clerk had circulated the model Governor Induction Policy, which was ratified for use by the GB.		

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10.2	The Annual Child Protection Monitoring Report would be completed by the Headteacher. Christine Curtis would visit the school to review the outcomes and report back to the next GB meeting on Thursday, 3 July 2014.	June 14	Head/CC
10.3	The Whole School Pupil Survey had been circulated to the GB prior to the meeting. Thanks were to be given to Angie Cook for compiling the data. A wider analysis for each year group and the parental survey results will be considered at the next Learning and Development Committee meeting in June. Governors were disappointed with the response to question 7 regarding behaviour, and were unsure why the question about school dinners was being asked.	June 14	Clerk
10.4	The Chair proposed that he begin to complete the Annual Audit of GB Effectiveness, and that he would then circulate this to the Headteacher and Chair of each Committee for their comments. He would then report back to the next GB meeting on Thursday, 3 July 2014.	June 14	Chair/ Chairs
10.5	The review of the Critical Incident Plan will take place when the school has moved into the new building during the new academic year.	Sept 14	Clerk
<b>11 Committee Structure and proposed meeting dates for 2014/2015</b>			
11.1	The Chair asked that all governors should consider carefully which committee they could attend, and if they could attend more than one. Some governors are finding day time meetings difficult to attend. As a result of discussion it was agreed that Premises Committee and Finance Committee would merge together.	June 14	Chairs
11.2	The terms of reference would need to be reviewed to carefully to ensure all duties are undertaken, particularly in relation to Health and Safety.		
11.3	It was also agreed that Premises and Finance Committee would now meet at 7.30 pm, and that these meeting, along with Learning and Development Committee would be moved to Thursdays.		
11.4	Personnel Committee meetings would remain at 1.00 pm but would be moved to Wednesdays.		
11.5	The Clerk to produce a revised set of meeting dates.	June 14	Clerk
<b>12 Correspondence</b>			
12.1	Correspondence had been received regarding the Leading Parent Partnership Award, but the GB decided not to pursue this at this moment in time.	June 14	Chair
12.2	The Chair had responded to the Cambridgeshire County Council (CCC) response letter, regarding the issue of withdrawing the School Crossing Patrol. He had requested that Councilor's visit the school to discuss the ways in which the school could support its children better, and consider the costs of any viable options to mitigate the difficulties. The reply from the Council was not very helpful. The matter has also been raised by the Town Council who asked to be kept informed of the outcome.		
12.3	The Chair agreed to contact the Chairman of the Council, following an informal discussion held previously, which had indicated a more favourable response would be forthcoming.		
12.4	Governors questioned if the position of the crossing was correct.		

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12.5	A Road Safety week will be organised by the school in September 2014.	Sept 14	Head
12.6	Governor Services Traded Newsletters are circulated by the Clerk by email.		
12.7	A flyer regarding 'Getting to Good and Staying Good for Governors Sessions' had been circulated. The Headteacher and Christine Curtis are planning to attend the event on 10 June 2014, and the Chair asked the Clerk to enrol him on this course as well.	June 14	Clerk
12.8	A flyer regarding 'Pupil Exclusion' had also been circulated.		
12.9	A letter of thanks from Lynda Williams had been circulated to all governors.		
12.10	The Clerk advised the GB of the link to the updated DfE 2014 Governors' Handbook at: <a href="https://www.gov.uk/government/publications/governors-handbook">https://www.gov.uk/government/publications/governors-handbook</a>		
<b>13</b>	<b>Date of the next Full GB meeting</b>		
13.1	The date of the next Full GB meeting is Thursday, 3 July 2014. Agenda items to include: <ul style="list-style-type: none"> <li>• Annual Child Protection Monitoring Report;</li> <li>• Parental &amp; Pupil Surveys; and</li> <li>• Annual Audit of GB Effectiveness.</li> </ul>		
<b>14</b>	<b>Any Other Business (AOB)</b>		
14.1	One additional item was raised about a request from Social Services, for a LAC child, for funding from the Pupil Premium grant for a trip organised by a Scout Group. The GB considered the request very carefully but did not believe that it was an appropriate use of this funding, as it would be unable to measure the educational benefits to the child. The meeting reluctantly agreed that the request for funding could not be supported. Helen Cooper had requested a response from the funding team at the LA in this regard, and would advise the Chair of the outcome.	June 14	HC
14.2	There being no other business the meeting closed at 8.04 p.m.		

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### Summary of Governing Body Action Points – 22 May 2014

AP No. GB	Action Point	By Whom	Outcome
1.13/14	5.2 Stephen Mortimer (Link Governor) & Head to organise the training session on the new National Curriculum during the Autumn term 2014.	Head/SM	
2.13/14	6.2 An investigation of where these parents who park in Dryden Close are driving from will be undertaken to help identify the walking bus route.	HC	
3.13/14	6.3 Termly Operational Plan Steering Group of governors, including Christine Curtis, Paul Mumford and Rob Jagger, to be introduced	Head/ CC/ PM/ RJ	
4.13/14	6.4 The Headteacher to organise a visit for some governors to Over Primary School to observe good practice re Parent Forum	Head	
5.13/14	8.1 Christine Curtis to circulate the new plan of Governor Visits.	CC	
6.13/14	8.1 Inspection of the new buildings at 4.30 pm on Monday, 16 June 2014.	All GB	
7.13/14	9.1 Two new governors to complete the Skills Audit and return it to Helen Cooper.	YF/RJ	
8.13/14	10.2 The Annual Child Protection Monitoring Report would be completed by the Headteacher. Christine Curtis would visit the school to review the outcomes and report back to the next GB meeting on Thursday, 3 July 2014.	Head/CC	
9.13/14	10.3 Parent & Pupil Survey to be considered at the next Learning and Development Committee meeting in June.	Clerk	Completed
10.13/14	10.4 The Chair to complete the Annual Audit of GB Effectiveness, and circulate to the Headteacher and Chair of each Committee for their comments. He would then report back to the next GB meeting on Thursday, 3 July 2014.	Chair/Chairs	
11.13/14	10.5 Critical Incident Plan to be reviewed during the new academic year.	Clerk	
12.13/14	11.2 Premises Committee and Finance Committee terms of reference to be reviewed.	Chairs	
13.13/14	11.5 The Clerk to produce a revised set of meeting dates.	Clerk	Completed
14.13/14	12.3 The Chair agreed to contact the Chairman of the Council re crossing response.	Chair	
15.13/14	12.5 A Road Safety week will be organised by the school in September 2014.	Head	
16.13/14	12.7 The Clerk to enrol Chair on the 'Getting to Good and Staying Good for Governors' session.	Clerk	Completed
17.13/14	14.1 Helen Cooper to provide response to Chair from LA on a request from Social Services, for a LAC child, for funding from the Pupil Premium grant for a trip organised by a Scout Group.	HC	

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