

**THORNDOWN PRIMARY 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 | Co-opted vacancy | |

| Minutes of the Full GB meeting held on Thursday, 28 January 2016 at 6.15 pm. | | | |
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| Order | Item | Action | Lead |
| 1 | Apologies for absence, and any declarations of interest | | |
| 1.1 | Governors Present: Vicci Godbold, Christine Curtis, Jane Ainscow, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Sophie Dale, Debbie Townsend, Andrea Cliff, Peter Smith, Rob Jagger, Jill Foster, Louise Lawson and Cathy Sweet. | | |
| 1.2 | The meeting was quorate with 16 governors present. | | |
| 1.3 | David Varey was ratified as a new Co-opted Governor. | | |
| 1.4 | Jill Foster, Louise Lawson and Cathy Sweet were officially welcomed as new Parent Governors. | | |
| 1.5 | Non-Governors Present: David Clark (Clerk). | | |
| 1.6 | Apologies for absence, with governor's consent, were accepted from Yasmin Finch and David Varey. | | |
| 1.7 | Absent: None. | | |
| 1.8 | 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. There was also one item to be considered under "Any Other Business." | | |
| 3 | Minutes and action points of the last meeting | | |
| 3.1 | The minutes of the GB meeting held on the Thursday, 26 November 2015 were approved as a correct record and signed by the Chair. | | |
| 3.2 | Twelve of the 14 Action Points from the last meeting had been completed or were agenda items. The exceptions were AP10 and AP12. | | |
| 3.3 | The following points were noted in relation to the APs as follows: <ul style="list-style-type: none"> • Under AP 4, the follow-up Governor Visit by DT/FN has been re-arranged for Tuesday, 2 February 2016; | Feb 16 | DT/FN |

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| | <ul style="list-style-type: none"> For AP10, JA has reviewed SEND provision and a Governor Visit report will follow; and For AP12, some governors have still to return their reply slip to confirm receipt of the paper copies of a set of recently updated policies. The SBM to follow-up on those missing receipts. | Feb 16 | JA |
| | | Feb 16 | SBM |
| 4 | Matters Arising, not already covered in this agenda | | |
| 4.1 | There were no other matters arising. | | |
| 5 | Headteacher's Report | | |
| 5.1 | Headteacher's Report | | |
| 5.1.1 | The report had been circulated with four other reports to the GB prior to the meeting. Governors felt that the section in the Headteacher's Report with information about visits from other schools since September 2015 was helpful. | | |
| 5.1.2 | The visit from an HMI adviser about the new Ofsted Framework and how it affects Thorndown as an Requiring Improvement (RI) school was discussed fully. The HMI talked about the areas that Ofsted are increasingly focusing on at the moment. These are now all in the updated TOP for this term and will also be in next term's TOP, and include: <ul style="list-style-type: none"> Mastery in all subjects; Use of pupil premium money and impact of its use; Skills' development in all subjects by the pupils and subject leaders; Formative assessment; and Continual need to stretch more able pupils. | | |
| 5.1.3 | Innovative ideas – employing a full-time SENCO has seen a more professional approach to SEND. MF has developed very close links with outside agencies, parents and pupils, and has worked very closely with TAs linked to individual SEND pupils to ensure they receive high quality teaching. | | |
| 5.1.4 | Maintenance - a substantial water leak has occurred between the link corridor and the Reception classes. The area is safe but some repairs are needed. See Finance and Premises minutes in 8.4 below. | | |
| 5.2 | The Autumn 2015 TOP had been circulated to the GB prior to the meeting. Governors asked why 'Peer Mediators' was still 'amber' and the explanation was that this work had still to be completed. | | |
| 5.3 | Two versions of the Spring 2016 TOP had been circulated to the GB prior to the meeting. The latest version was reviewed and links to the Areas of Development was updated following the HMI visit. | | |
| 5.4 | The Headteacher and Deputy had visited Elmhurst Primary School in London to review their work on maths mastery in action, high quality writing in all subjects as well as Literacy. This is an 'outstanding' school with an inspirational Headteacher and there was a detailed discussion about assessment without levels. An implementation plan is being drawn to feedback some of the ideas seen at this school, including Read/Write and Ink, and a new Assessment Policy will go to Learning and Development Committee on Thursday, 3 March 2016. | Mar 16 | Head/ Clerk |
| 5.5 | Governors asked if the school could capture all the changes it was making and demonstrate that they were making a difference to the education of the children. The changes are already being made to new documentation and it will be made clear to Learning and Development Committee where the changes have created an impact. | Ongoing | Head |

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| 5.6 | The Ofsted Action Plan had also been circulated to the GB prior to the meeting, and the HMI had reviewed this plan during his visit. He had made some suggestions and these have been included in the latest version. | | |
| 6 | Chairs Report | | |
| 6.1 | The Chair reported on his meeting with the Headteacher on 14 December 2015, where a number of matters were discussed. This included the unofficial visit by an HMI/Ofsted inspector (see item 5.1.2), the possible integration of the Thorndown Playgroup, issues around an excluded child and a new Behaviour Policy. A graduated response has been added to the new Behaviour Policy, following new DfE guidance, and this has been added to the next Learning & Development Committee agenda on Thursday, 3 March 2016. | Mar 16 | Head/ Clerk |
| 6.2 | The Chair attended a further meeting on 6 January 2016, with the Headteacher and the LA, to discuss the options available relating to a possible transfer of responsibility for the day-to-day running of the Playgroup. The Chair also attended a meeting with the Headteacher, Vice-Chair, SBM and Reception Team Leader on 13 January 2016, at the request of the Playgroup Committee. | | |
| 6.3 | At a meeting with the Headteacher on 25 January 2016, the Chair discussed the agenda for the GB meeting, the outcomes from the school visit made by the Head and Deputy to London (see item 5.4), and heard about further developments regarding the Playgroup (see item 7). | | |
| 7 | Pavilion Playgroup | | |
| 7.1 | Please see the Confidential Minutes. | | |
| 8 | Committee Reports | | |
| 8.1 | The Chair of each committee outlined some of the key points from their meetings. | | |
| 8.2 | <p>Personnel & Salary – 13 January 2016</p> <ul style="list-style-type: none"> It had been reported that all the new staff, teachers and TAs had settled in well; The Headteacher reported that the school would next year be involved in SCITT training and that a TA would be working in school as part of their training to become a qualified teacher; and Class structure and levels of staffing for 2016/2017 were discussed with the need for two additional classes and two additional teachers. The proposal to increase from 17 to 19 classes in the school in September 2016 was agreed, subject to budget provision being available. | | |
| 8.3 | <p>Learning & Development – 14 January 2016</p> <ul style="list-style-type: none"> The Committee heard from the Head and Deputy Headteacher on the ways in which the school is using O-track for assessment purposes. The school is working on ways to ensure that all reports can show the correct percentages of pupils who have achieved ARE (Age-Related Expectation); The reports from two Governor Visits had been circulated prior to the meeting. The Child Protection Visit report will be discussed in Item 13 below. The Marking & Feedback Visit report had been circulated prior to the meeting. The visit had been undertaken soon after the implementation of this new policy and it was too soon to measure impact. Consequently a Governor Visit to review the impact of this new Marking & Feedback | | |

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| | <p>policy will be arranged for the summer term; and</p> <ul style="list-style-type: none"> An additional Governor Visit to review the impact of the new National Curriculum against SMSC and British Values was suggested for the Summer term. | June 16 | CC |
| 8.4 | <p>Finance & Premises – 14 January 2016</p> <ul style="list-style-type: none"> The committee discussed the damage caused by water leaking through the roof into the Reception building. The build-up of water was caused by water backing-up from the underground holding tank, and the pump being disabled. If it is a result of the lightning strike in July 2015 then a further insurance claim will be made for repairs; Budget Monitoring 2015/2016 - an additional £32,000 growth funding has been negotiated with the LA; Budget Preparation for 2016/2017 – income is set to rise as the school grows in size with additional funding of approximately £70,000; Health & Safety Committee meeting has had to be rescheduled; School crossing - the installation of a raised platform at the School Crossing should now be going ahead at half-term; and The LA Procurement Audit 2015 Summary document was discussed and clear audit trails are in place; | | |
| 8.5 | With regard to the School Travel Plan, the Headteacher confirmed that a Bronze Award had been achieved. | | |
| 8.6 | The Chair confirmed that based on current numbers and the need to set up two new classes in the next academic year, making 19 classes in total, the school was on track to become a 3FE (Forms of Entry) school in September 2017 with 21 classes. | | |
| 9 | Governors vision | | |
| 9.1 | The school vision document was discussed and it was proposed to amend the vision statement in this document. The wording below will also need to be updated on the school website and on the front of all the school policy documents. | | |
| 9.2 | <p>At Thorndown Primary, our aspiration is that the school will be an Outstanding school. We value and respect everyone in our community and work as a team to:</p> <ul style="list-style-type: none"> Provide learning experiences which support and inspire high achievement for all; Ensure a caring, safe and welcoming environment; Promote co-operative and responsible attitudes to make a positive contribution; and Actively encourage independence and confidence to thrive in a changing world. | | |
| 9.3 | The Clerk to amend the policy template and send this to RJ. He would agree a version for the school vision document with the Headteacher which the Clerk will circulate to the GB for comments/approval. | Feb 16 | RJ/ Head/ Clerk |
| 10 | Areas of Development 2015/2016 | | |
| 10.1 | The Heads Report will include the TOP and Areas of Development in future meetings. | | |

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| 11 | Policy Schedule & Work Schedule for 2015/2016 | | |
| 11.1 | The updated Policy Schedule for 2015/2016 had been circulated prior to the meeting and is up to date, see Freedom of Information Policy in Item 12. | | |
| 11.2 | The updated Work Schedule for 2015/2016 had also been circulated prior to the meeting and is up to date following the addition of the item 'Review of the size of the GB.' | | |
| | | | |
| 12 | Freedom of Information Policy | | |
| 12.1 | After discussion the Freedom of Information Policy was ratified for use in school, subject to the deletion of the reference to an Appendix, which had been removed. This was now covered in the Publication Scheme approved last term. | | |
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| 13 | Child Protection Report | | |
| 13.1 | The Vice-Chair (CC) is the designated governor for Child Protection and Safeguarding, which includes Safer Recruitment as well. The Child Protection Visit report (see Item 8.3 above) had been circulated prior to the meeting, and identified some positive ways in which the school could reach 'full assurance.' | | |
| 13.2 | This included ensuring that addresses are updated in all documents, including the SCR. New person specifications for Mid-day Supervisors will be obtained to provide consistency and to ensure safeguarding is a matter of routine. The Chair will forward to the SBM a paragraph on safeguarding for addition to all job descriptions. | Feb 16 | Chair |
| 13.3 | Another action will involve the SBM obtaining a DBS check for each member of the GB, as each governor now has a key-fob that allows access to the school at any time. Governors were asked to provide the original documentation of three forms of identification. CC thanked all staff for their hard work in this area. | Feb 16 | SBM |
| | | | |
| 14 | Any Other Business (AOB) | | |
| 14.1 | Parent Forum | | |
| 14.1.1 | RJ reported back on the latest meeting of the Parent Forum. He reported that the meeting had been poorly attended but that communications had been the main theme for the evening. Those present thought that the new strategy which included general items being circulated on Wednesdays (email or paper documents) and specific items and newsletters on Fridays by email was more successful. | | |
| 14.1.2 | Sex Education is the topic for the next Parent Forum meeting to be held on Thursday, 10 March 2016 at 7.30 pm. Parents will also be asked about Residential Trips, as numbers taking up these options having been falling. The latest Newsletter was used to highlight the achievements of the Forum, and one issue about parents attending for their child's birthday lunch has been resolved. | | |
| 14.2 | The Chair also reported on a letter from Pauline Ball (LA) concerning the excellent results achieved last year and commended the staff concerned for all their hard work. | | |
| 14.3 | There being no other business the meeting closed at 7.58 p.m. | | |
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Summary of Impact on Standards and Progress from the meeting

Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.

The GB agreed that, at this meeting, it had:

- Explored and understood new innovations and activities being undertaken in school;
- Discussed the issues contained within the TOP and the Headteacher's report; and
- Been fully briefed on the Governor Visit relating to Child Protection.

Summary of Governing Body Action Points – 28 January 2016

| GB Meet 4 2015/2016 AP No: | Action Point | By Whom | Outcome |
|----------------------------------|--|--------------------|-----------------|
| 1. | 3.3 Follow-up Governor Visit by DT/FN to take place on Tuesday, 2 February 2016. | DT/FN | |
| 2. | 3.3 JA to provide a SEND Governor Visit report. | JA | |
| 3. | 3.3 The SBM to follow-up with governors who have still to return their reply slip to confirm receipt of the paper copies of a set of recently updated policies. | SBM | |
| 4. | 5.4 A new Assessment Policy will go to Learning and Development Committee on 3 March 2016 | Head/Clerk | Added to agenda |
| 5. | 5.5 Learning and Development Committee to monitor the impact of changes being made and the difference to the education of the children. | Head | On-going |
| 6. | 6.1 A new Behaviour Policy to be added to the next Learning & Development Committee agenda on 3 March 2016. | Head/Clerk | Added to agenda |
| 7. | 8.3 An additional Governor Visit to review the impact of the new National Curriculum against SMSC and British Values to be arranged in the Summer term. | CC | |
| 8. | 9.3 The Clerk to amend the policy template and send this to RJ. He would agree a version for the school vision document with the Headteacher which the Clerk will circulate to the GB for comments/approval. | RJ/ Head/ Clerk | |
| 9. | 13.2 The Chair will forward to the SBM a paragraph on safeguarding for addition to all job descriptions. | Chair | |
| 10. | 13.3 The SBM to organise a DBS check for each member of the GB. Governors were asked to provide the original documentation of three forms of identification. | SBM | |

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