

**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 | Parent Governor vacancy |       |
| Paul Bullough                                                 | PB   | Community vacancy       |       |
| Paul Mumford                                                  | PM   |                         |       |

| <b>Minutes of the Full GB meeting held on Thursday, 27 November 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: Vicci Godbold, Christine Curtis, Jane Ainscow, Stephen Mortimer, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Paul Bullough, Paul Mumford, Frank Newton, Matthew Sweeney, Andrea Cliff, Peter Smith and Rob Jagger. |               |             |
| 1.2                                                                                  | Non-Governors Present: David Clark (Clerk)                                                                                                                                                                                                              |               |             |
| 1.3                                                                                  | The meeting was quorate with 15 governors present.                                                                                                                                                                                                      |               |             |
| 1.4                                                                                  | Apologies for absence, with governor's consent, were accepted from Debbie Townsend and Yasmin Finch. It was noted that Carol Darnell has now resigned from the GB, and thanks were recorded for her services to the school.                             |               |             |
| 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 was at least one item 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, 2 October 2014 were approved as a correct record and signed by the Chair.                                                                                                                           |               |             |
| <b>4</b>                                                                             | <b>Matters Arising, not already covered in this agenda</b>                                                                                                                                                                                              |               |             |
| 4.1                                                                                  | All 12 Action Points from the last meeting were discussed.                                                                                                                                                                                              |               |             |
| 4.2                                                                                  | Seven items had been cleared before the meeting (AP 1, 2, 3, 4, 5, 6 and 10). AP 9 had also now been cleared.                                                                                                                                           |               |             |
| 4.3                                                                                  | APs 7 and 8 were taken together and the Headteacher agreed to circulate the document produced at the In-house training event.                                                                                                                           | Dec 14        | Head        |
| 4.4                                                                                  | For AP 11, FN/RJ/PM and the Headteacher had visited Over Primary and reviewed the work of their Parent Forum. The Forum has helped improve                                                                                                              |               |             |

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..... (CHAIR)

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| 4.5      | <p>communication between parents and school, but it was stressed that a good chair was needed. FOTS has a different focus as it a group that organises social events and raises funds. It was agreed that establishing a Parent Forum should be explored further but that it should not replace FOTS. The Terms of Reference from Over Primary had been requested, and a working party of governors, including HC/RJ/PM and the Headteacher would investigate this further.</p> <p>AP 12 was also cleared as the Headteacher has written again to the Road Safety team. The Headteacher explained that she had been in contact with the local bus companies to ask for their co-operation over the safety issues outside school. Parents are kept advised of this issue in the school newsletter.</p> | Dec 14           | HC/RJ/<br>PM Head |
| <b>5</b> | <b>Heads Report, including Raise On-line and SDP/ TOP 2014 reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                  |                   |
| 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 questioned the Headteacher about the new playground where there were concerns about flooding. HC has found a letter, which she will give to DT, which clarifies the ownership of a path outside school which also floods, and is the responsibility of Huntingdonshire District Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Dec 14           | HC                |
| 5.3      | <p>The Headteacher updated the Full GB on the Raise On-line Overview circulated prior to the meeting and focusing on key areas including:</p> <ul style="list-style-type: none"> <li>• Characteristics;</li> <li>• Absence;</li> <li>• KS1 Phonics;</li> <li>• KS1 Attainment;</li> <li>• KS2 Attainment; and</li> <li>• Value Added/Transition Matrix.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                   |
| 5.4      | <p>She confirmed that all the outcomes of the data analysis from the Raise On-line are being addressed. She also reported that the SIP has indicated that the school has made pleasing progress this term. A summary of the 60 page report from the SIP will be produced in January 2015. Other visiting officers from CCC have also indicated that the school is improving. The GB asked that the Headteacher thank all the staff for their hard work this term.</p>                                                                                                                                                                                                                                                                                                                                 | Jan 15<br>Dec 14 | Head<br>Head      |
| 5.5      | <p>The Headteacher updated the Full GB with the latest SDP and TOP circulated prior to the meeting and focusing on main areas of development including:</p> <ul style="list-style-type: none"> <li>• Pupils in Year 5 and 6 to make sufficiently rapid improvement in writing, reading and maths;</li> <li>• Improve the proportion of good and better teaching to 95% from September 2014;</li> <li>• To develop clear and defined differentiation in Literacy lessons to ensure that ensure pupils of all abilities make good progress;</li> </ul>                                                                                                                                                                                                                                                  |                  |                   |

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|          | <ul style="list-style-type: none"> <li>To embed differentiation in numeracy to ensure that pupils of all abilities make good progress;</li> <li>To greatly improve evidence of pupils' progress in their books, focusing on feedback, presentation, differentiation and attainment;</li> <li>To greatly improve the progress of pupil premium pupils in Year 5/6;</li> <li>Vulnerable groups including EAL make good to rapid progress throughout the school; and</li> <li>To engage all parents with their child's learning</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |       |
| 5.6      | A further updated TOP will be circulated with the minutes of this meeting by the Clerk, which Learning & Development Committee will review in January 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Dec 14 | Clerk |
| 5.7      | The Headteacher also reported that her inclusion in a project with HMI had impacted significantly on her work and how to measure the impact of the improvements being made in school. She is to establish a working group to repeat the tasks she has undertaken in other schools locally.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Jan 15 | Head  |
| <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      | <ul style="list-style-type: none"> <li><b>Learning &amp; Development – 6 November 2014</b> <ol style="list-style-type: none"> <li>Two governor visit reports were also circulated. A report on the visit to review Child Protection and a report on the visit to review Ethos and SMSC (Spiritual, Moral, Social and Cultural) Development. A visit to review differentiation is also to take place shortly;</li> <li>Mandy Fox (SENCO) had given a presentation outlining the major changes made to the SEND (Special Educational Needs and Disabilities) framework from September 2014; and</li> <li>A focus for work next term will be data analysis.</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                              | Dec 14 | CC    |
| 6.3      | <ul style="list-style-type: none"> <li><b>Finance &amp; Premises - 6 November 2014</b> <ol style="list-style-type: none"> <li>The budget is continuously monitored;</li> <li>The new perimeter fence is an on-going issue, with the possibility that the LA will have insufficient funding available. HC to advise the Chair is this is likely;</li> <li>The builders to complete work to improve acoustics in the Hall.</li> <li>DT has attended a meeting with County to bid for some funding for a crossing but the outcome is unknown;</li> <li>A new automated logging-in system will shortly be installed;</li> <li>BACS payments to be introduced;</li> <li>A Health and Safety Inspection of the Boiler Room was carried out;</li> <li>The Headteacher has a proposal for the next meeting regarding the tendering process re CCS and the catering contract; and</li> <li>Future arrangements for Health and Safety to be an agenda item at the next meeting.</li> </ol> </li> </ul> | Jan 15 | Clerk |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Jan 15 | HC    |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Jan 15 | DT    |
|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Jan 15 | Head  |
| 6.4      | <ul style="list-style-type: none"> <li><b>Personnel &amp; Salary – 12 November 2014</b> <ol style="list-style-type: none"> <li>The committee agreed to bring all TAs into line with the pay policy; and</li> <li>The Whole School Pay Policy has been changed again this year.</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Jan 15 | Clerk |

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| <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 urgent action since the last meeting.                                                                                                                                                                                                                                                                                                                                          |        |       |
| <b>8</b> | <b>Policy Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |        |       |
| 8.1      | The proposed Attendance Policy had been circulated to the GB prior to the meeting. This was devised based upon a number of recommendations from CCC.                                                                                                                                                                                                                                                                                        |        |       |
| 8.2      | The Headteacher to amend some of the times and subject to these amendments the policy was ratified for use. The Headteacher to send a copy to the Clerk to add to the policy schedule, place a copy on the website, and advise parents of the contents.                                                                                                                                                                                     | Dec 14 | Head  |
| <b>9</b> | <b>Re-constitution of the Governing Body</b>                                                                                                                                                                                                                                                                                                                                                                                                |        |       |
| 9.1      | The current Instrument of Government allows for a GB of 19 governors, with 7 Parents, 4 Community, 4 Staff and 4 Authority Governors. There are currently two vacancies, a parent vacancy and a community vacancy.                                                                                                                                                                                                                          |        |       |
| 9.2      | There is a requirement to re-constitute the GB by September 2015. The category of Community Governor is being replaced with Co-opted Governor.                                                                                                                                                                                                                                                                                              |        |       |
| 9.3      | The proposal to re-constitute the GB, to a new structure of 18 governors, has been checked by School Governance Team, and would be made up as follows: <ul style="list-style-type: none"> <li>• 1 Authority Governor;</li> <li>• 1 Headteacher;</li> <li>• 1 Elected Staff Governor;</li> <li>• 6 Elected Parent Governors; and</li> <li>• 9 Co-opted Governors, including 2 staff members.</li> </ul>                                      |        |       |
| 9.4      | The Chair explained that the GB had been operating with this size GB since the amalgamation, and needed a GB this size in order for the committee structure to work. He recommended that the GB make a slight reduction in size which mirrored the current existing GB and had proved to be effective. A full discussion of recent working arrangements took place, and moving to a larger GB of 20 governors was also considered.          |        |       |
| 9.5      | <b>Decision:</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |        |       |
| 9.5.1    | The GB agreed the following four decisions: <ul style="list-style-type: none"> <li>• Its composition would be: <ol style="list-style-type: none"> <li>1. 1 Authority Governor;</li> <li>2. 1 Headteacher;</li> <li>3. 1 Elected Staff Governor;</li> <li>4. 6 Elected Parent Governors; and</li> <li>5. 9 Co-opted Governors, including 2 staff members.</li> </ol> </li> </ul> <b>Please see the attached GB membership list for 2015.</b> |        |       |
| 9.5.2    | <ul style="list-style-type: none"> <li>• This is because this size of GB has proved to be effective in working strategically to drive up standards. The GB agreed it also allows for the right balance of experience and expertise.</li> </ul>                                                                                                                                                                                              |        |       |
| 9.5.3    | <ul style="list-style-type: none"> <li>• The Instrument of Government to come into force on 1 January 2015.</li> </ul>                                                                                                                                                                                                                                                                                                                      |        |       |
| 9.5.4    | <ul style="list-style-type: none"> <li>• The Clerk to confirm the start date with the School Governance Team and provide them with a copy of the minutes.</li> </ul>                                                                                                                                                                                                                                                                        | Dec 14 | Clerk |

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| <b>10</b> | <b>Annual Governance statement</b>                                                                                                                                                                                                                                                   |        |                   |
| 10.1      | The proposed Annual Governance statement for 2014/2015 had been circulated to the GB prior to the meeting. It was agreed that this should be sent to HC/Head by the Clerk and placed on the website.                                                                                 | Dec 14 | Clerk/<br>Head/HC |
|           |                                                                                                                                                                                                                                                                                      |        |                   |
| <b>11</b> | <b>Aims and Vision statement</b>                                                                                                                                                                                                                                                     |        |                   |
| 11.1      | The Aims and Vision statement was agreed in 2011 and is already on the website. HC/Head to amend the first paragraph.                                                                                                                                                                | Dec 14 | HC/Head           |
|           |                                                                                                                                                                                                                                                                                      |        |                   |
| <b>12</b> | <b>Safer Recruitment</b>                                                                                                                                                                                                                                                             |        |                   |
| 12.1      | The Safer Recruitment Policy to be circulated to the GB and to be an agenda item at the next Personnel Committee meeting and the next GB meeting.                                                                                                                                    | Dec 14 | Clerk             |
|           |                                                                                                                                                                                                                                                                                      |        |                   |
| <b>13</b> | <b>Revised GB Work Schedule</b>                                                                                                                                                                                                                                                      |        |                   |
| 13.1      | The revised Work Schedule for 2014/2015 had been circulated prior to the meeting. The only outstanding item is the review of the school Data Dashboard information. This data has yet to be circulated to the school but analysis of the Raise On-line data has already taken place. |        |                   |
|           |                                                                                                                                                                                                                                                                                      |        |                   |
| <b>14</b> | <b>Any Other Business (AOB), including correspondence</b>                                                                                                                                                                                                                            |        |                   |
| 14.1      | Governors were invited to Christmas dinner on 12 December 2014.                                                                                                                                                                                                                      |        |                   |
| 14.2      | All school events are publicised on the school website.                                                                                                                                                                                                                              |        |                   |
| 14.3      | A Governor Newsletter was circulated.                                                                                                                                                                                                                                                |        |                   |
| 14.4      | The Clerk today circulated by email the new Spring Term 2015 Governors Training and Development booklet                                                                                                                                                                              |        |                   |
| 14.5      | There being no other business the meeting closed at 8.02 p.m.                                                                                                                                                                                                                        |        |                   |
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### Summary of Governing Body Action Points – 27 November 2014

| AP No. GB | Action Point                                                                                                                                                                | By Whom       | Outcome                  |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|
| 1.14/15   | 4.3 Head to circulate the document produced at the In-house training event undertaken                                                                                       | Head          | Completed                |
| 2.14/15   | 4.4 Parent Forum - a working party of governors, including HC/RJ/PM and the Headteacher would investigate this further.                                                     | HC/RJ/PM/Head |                          |
| 3.14/15   | 5.2 HC to give letter to DT, which clarifies the ownership of a path outside school which floods, and is the responsibility of Huntingdonshire DC.                          | HC            |                          |
| 4.14/15   | 5.4 A summary of the 60 page report from the SIP will be produced in January 2015.                                                                                          | Head          |                          |
| 5.14/15   | 5.4 The GB asked that the Headteacher thank all the staff for their hard work this term.                                                                                    | Head          |                          |
| 6.14/15   | 5.6 A further updated TOP will be circulated with the minutes by the Clerk, which Learning & Development Committee will review in Jan 2015.                                 | Clerk         |                          |
| 7.14/15   | 5.7 The Headteacher to establish a working group to repeat the HMI tasks she has undertaken in other schools locally.                                                       | Head          |                          |
| 8.14/15   | 6.2 i L&D visit to review differentiation to take place.                                                                                                                    | CC            |                          |
| 9.14/15   | 6.2 iii L&D focus for work next term will be data analysis                                                                                                                  | Clerk         |                          |
| 10.14/15  | 6.3 ii F&P HC to advise the Chair if the LA have insufficient funding available for fencing.                                                                                | HC            |                          |
| 11.14/15  | 6.3 iv F&P DT to advise outcome of bid for some funding for a crossing.                                                                                                     | DT            |                          |
| 12.14/15  | 6.3 viii F&P The Headteacher has a proposal for the next meeting regarding the tendering process re CCS and the catering contract.                                          | Head          |                          |
| 13.14/15  | 6.3 ix F&P Future arrangements for Health and Safety to be an agenda item at the next meeting.                                                                              | Clerk         |                          |
| 14.14/15  | 8.2 Attendance Policy - the Headteacher to amend & send a copy to the Clerk to add to the policy schedule, place a copy on the website, and advise parents of the contents. | Head          | Completed                |
| 15.14/15  | 9.5.4 Requirement to re-constitute the GB – the Clerk to confirm the start date with the School Governance Team and provide them with a copy of the minutes.                | Clerk         | Completed                |
| 16.14/15  | 10.1 The Clerk to send the Annual Governance statement for 2014/2015 to HC/Head for the website.                                                                            | Clerk/Head/HC | Completed                |
| 17.14/15  | 11.1 HC/Head to amend the first paragraph of the Aims and Vision statement on the website.                                                                                  | Head/HC       | Completed                |
| 18.14/15  | 12.1 The Safer Recruitment Policy to be circulated to the GB and to be an agenda item at the next Personnel Committee meeting and the next GB meeting.                      | Clerk         | Clerk received from Head |

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