

**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	Paul Mumford	PM
Jane Ainscow	JA	Matthew Sweeney	MS
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	Co-opted vacancy	

Minutes of the Full GB meeting held on Thursday, 2 July 2015 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, Steve Mitchell, Peter Smith, Carolyn Jepson, Andrea Cliff, Yasmin Finch, Rob Jagger, Matthew Sweeney and Paul Bullough.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 11 governors present.		
1.4	Apologies for absence, with governor's consent, were accepted from Frank Newton, Debbie Townsend, Claire Gerrard, Helen Cooper and Steve Mortimer. In the absence of the Chair, the Vice-Chair Christine Chris chaired the meeting.		
1.5	Absent: Paul Mumford.		
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.		
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 one item to be considered under "Any Other Business."		
3	Minutes and confidential minutes of the last meeting		
3.1	The minutes, and the confidential minutes, of the GB meeting held on the Thursday, 21 May 2015 were approved as correct records and signed by the Chair.		
4	Action Points & Matters Arising, not already covered in this agenda		
4.1	All nine Action Points from the last meeting were discussed.		
4.2	Four Action Points were on the agenda for the meeting (APs 3, 5, 7 & 8). The remaining Action Points (APs 1, 2, 4 & 6) were ongoing. It was noted that AP9 had been completed.	Sept 15	DT/ Chair/ Head
4.3	There were no other matters arising, not already covered in this agenda.		

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5	Heads Report		
5.1	<p>A written report from the Headteacher had been circulated prior to the meeting and focussed on key areas including:</p> <ul style="list-style-type: none"> • Maintenance; • Staffing; • Overview of courses for the Summer term; • Curriculum; • Dates for your diary; • Other points of interest; and • Update on Exclusions, Prejudicial Incidents and Looked After Children. 		
5.2	<p>The Headteacher was asked about the number of 'false alarms' and fire panel call outs that had been taking place. The Health & Safety committee have discussed the issue and the school is in discussion with Britannia and MJ Quinn to get this rectified as soon as possible.</p>		
5.3	<p>The Headteacher also reported that there had now been two exclusions this term, both for the same child, where there had been issues of violence towards members of staff. The LA and a multi-team of professionals are involved with this pupil.</p>		
5.4	<p>End of Year reports will be published on Friday, 3 July 2015, with an individual letter outlining the class and teacher for next year.</p>		
5.5	<p>The Head also reported that the issue of reduced hours for the TAs has now been resolved without the need to make a TA redundant.</p>		
5.6	<p>An official opening ceremony for the new building has been organised as a family fun day for Saturday, 26 September 2015.</p>		
5.7	<p>Year 1 Phonics results were discussed with 84% passing, up 5% on last year. KS2 SAT results are due in school on Tuesday, 7 July 2015, and will be published to parents later that week.</p>		
5.8	<p>The Headteacher will publish all the school results in a data package for the GB at the end of term. This will include the Ofsted Action Plan, and a new TOP, which incorporates all the issues raised by Ofsted.</p>	July 15	Head
5.9	<p>It was agreed that the date of the final GB meeting of the academic year was too early. Therefore the meeting planned for Thursday, 30 June 2016 will be moved back two weeks to Thursday, 14 July 2016.</p>	July 16	Clerk
6	Committee Reports		
6.1	<p>The minutes of the three committee meetings held in June had been circulated prior to the meeting. The Chair of each Committee highlighted some of the key points.</p>		
6.2	<p>Personnel & Salary – 17 June 2015</p> <p>i. The Chair advised that all staffing was in place for the next academic year.</p>		
6.3	<p>Learning & Development – 18 June 2015</p> <p>i. Mandy Fox gave a presentation outlining the Policy for Children with Long Term Medical Conditions;</p> <p>ii. A review of the latest TOP data was undertaken; and</p> <p>iii. The committee reviewed the Curriculum Policy, and the Home-school</p>		

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	agreement.		
6.4	<p>Finance & Premises – 18 June 2015</p> <ul style="list-style-type: none"> i. The budget for 2015/2016 is on track; ii. There had been no further meetings of the new Health & Safety sub-committee since the last committee meeting, but it has met since and discussed lone-working and a variety of risk assessments; iii. A new Accident Investigation Policy was approved; and iv. New User Agreements for both Playgroup and Play and Learn were approved. 		
7	Chairs Report		
7.1	There was nothing additional to report at this time.		
8	Follow-up on the recent Ofsted Inspection visit		
8.1	The outcome of the school appeal to Ofsted had been received. The response was long and detailed but did not overall uphold the appeal.		
8.2	Grades and outcomes remain unchanged, apart from one sentence, in the initial bullet point, which has been altered and reads better now.		
8.3	Two aspects of the complaint were found to have been of legitimate concern and these have been dealt with internally by Ofsted.		
8.4	The school can anticipate that it will be inspected again in about 18 months. In the meantime the LA has re-checked the school again and agrees with the self-evaluation judgement, that the school is a good school.		
8.5	It was agreed that the 16-page grid completed prior to the inspection should be used to help with the continuous monitoring and self-evaluation of the school. This may need adapting in light of the new Ofsted framework being introduced in September 2015.		
8.6	It was agreed that the monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) should meet at the start of the new academic year (September) and then at the end of each term (four meetings in total).	Sept 15	Chair
8.7	It was also agreed that the In-House training event for 2015/2016 should be on the new Ofsted framework being introduced in September 2015, and should be held in the Autumn Term (19 November 2015 or 3 December 2015). The Clerk to organise this event with Governor Services.	Nov 15	Clerk
9	Revised GB Work Schedule		
9.1	The revised Work Schedule for 2014/2015 had been circulated prior to the meeting. All actions had been completed.		
10	Revised Policy Schedule		
10.1	The Freedom of Information scheme needs to be reviewed and any changes made. The Headteacher to check this matter with the School Business Manager. References need to be made to the website when the schedule is agreed.	July 15	Head
10.2	The Governor Induction Policy was reviewed and needs reference to the Code of Conduct. The policy was approved and will be updated every three years.		
10.3	The Safeguarding & Child Protection Policy was reviewed. This is the latest version supplied by the LA and covers all current legislation as required. The		

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10.4	policy was approved and training will take place for all staff in September 2015. A new Tackling Extremism and Radicalisation Policy was reviewed. It was adopted for use for one year initially. The Headteacher to attend the relevant training in September 2015 and advise on any changes.	Sept 15	Head
11	Standing item - Report from Parent Forum meeting		
11.1	There has been no meeting of the Parent Forum since the last GB meeting. Ofsted is the subject of the next Parent Forum meeting which is on Monday, 6 July 2015.		
12	Audit of GB Effectiveness		
12.1	The annual Audit of Governing Body Effectiveness 2015 has been emailed to all schools. The audit is a self-audit questionnaire from the School Governance Team, and includes the annual review of the GBs performance to check its effectiveness in working to support children's learning and school improvement. The aim of the audit is to aid governing bodies in evaluating its practice and to provide County wide information on governance.		
12.2	A draft response prepared by the Chair and the Headteacher was circulated to GB meeting. A number of questions were discussed, with some changes and additions made to the document. The Chair and Headteacher to finalise this document before the deadline which is Friday, 10 July 2015.	July 15	Head
13	Child Protection Monitoring Report		
13.1	The GB must have regard to 'Keeping Children Safe in Education, 2015' to ensure that the policies, procedures and training in the school complies with the law at all times. The Education Child Protection Service (ECPS) provide an Annual Child Protection Report pro-forma for schools to aid the review and reporting process.		
13.2	The Head has completed the Annual Child Protection Report audit for the school. The date and designated governors need to be added before it is signed by the Chair, for return to ECPS by the closing date which is Friday, 18 September 2015.	Sept 15	Chair/ Head
14	Governor Newsletter		
14.1	The Governors Newsletter had already been circulated to the Chairs of each committee. Results will also be added to the final version before it is circulated to the GB for final comments.	July 15	Chair/ Head
15	Consider the findings of the Parental & Pupil Surveys		
15.1	The Parent Survey results were discussed at the last meeting. The Pupil Surveys are all in apart from one class. The findings to be discussed at the first GB meeting of the new academic year on Thursday, 10 September 2015.	Sept 15	Clerk
16	Any Other Business (AOB)		
16.1	PB expressed his concern about a recent letter sent to the school, and copied to the GB, regarding Academy status. The Headteacher explained that there was a process that had to be followed before a school could become an Academy and that any decision would be that of the GB.		
16.2	There being no other business the meeting closed at 7.27 p.m.		
17	Governor Reflection		
17.1	The key elements discussed at the meeting included:		

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	<ul style="list-style-type: none"> • Review of strengths and weaknesses of the school; • Need to carry on with focussed monitoring on a termly basis, and obtain evidence to support the judgements; • Plans to integrate the TOP and the Ofsted Action Plan; • Agreed aspects of the Audit of Governing Body Effectiveness 2015; • Awareness of the Annual Child Protection Report audit; and • Discussed training needs focussed on current needs. 		

Summary of Governing Body Action Points – 2 July 2015

AP No. GB	Action Point	By Whom	Outcome
1.14/15	4.2 A follow-up Governor Visit by DT/FN to be arranged with the four KS2 Team Leaders / KS1/Foundation Stage Team Leaders in Sept 15	DT/FN	
2.14/15	4.2 The Chair to re-advertise the Co-opted Governor vacancy	Chair	
3.14/15	4.2 The Chair to arrange a meeting with interested parties, including both local County Councillors, an LA Road Safety officer, the police, the school and parent representatives.	Chair	
4.14/15	5.8 The Headteacher to send the GB a data package with the Ofsted Action Plan, and a new TOP.	Head	
5. 14/15	5.9 The date of the final GB meeting of the academic year to be Thursday, 14 July 2016.	Clerk	Amended meetings plan
6. 14/15	8.6 A monitoring and self-evaluation group to meet in Sept 15 and then at the end of each term.	Chair	
7. 14/15	8.7 The Clerk to organise the In-House training event on the new Ofsted framework in the Autumn Term 2015.	Clerk	Applied to Governor Training on 3/7/15
8. 14/15	10.1 The Head to check the Freedom of Information scheme with the School Business Manager.	Head/HC	
9. 14/15	10.4 The Headteacher to attend the training and advise on any changes to the new Tackling Extremism and Radicalisation Policy	Head	
10. 14/15	12.2 The Chair and Headteacher to finalise the Audit of Governing Body Effectiveness 2015 before the deadline which is Friday, 10 July 2015.	Chair/ Head	
11. 14/15	13.2 The Chair and Headteacher to finalise the Annual Child Protection Report audit for the deadline of Friday, 18 September 2015.	Chair/ Head	
12. 14/15	14.1 The Governors Newsletter to be circulated to the GB for final comments.	Chair	
13. 14/15	15.1 The Pupil Surveys to be discussed at the first GB meeting of the new academic year on Thursday, 10 September 2015.	Clerk	Agenda item

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