

**THORNDOWN PRIMARY SCHOOL**

**Minutes of the Governing Body Meeting  
Held on Thursday, 4 July 2013 at 6.15 p.m.**

<b>1.</b>	<b>Welcome and apologies for absence</b>	<b>Actions</b>
1.1	Governors Present: Christine Curtis (Vice-Chair – acting as Chair for this meeting) Lynda Williams (Headteacher) Jane Ainscow Stephen Mortimer Carolyn Jepson Helen Cooper Claire Gerrard Steve Mitchell Paul Bullough The meeting became quorate when Paul Mumford arrived at 6.28 pm.	
1.2	Non-Governors Present: David Clark (Clerk)	
1.3	Apologies for Absence: <ul style="list-style-type: none"> <li>a) With Governors Consent: Frank Newton, Stuart Magee, Carol Darnell, Sophie Dale, Debbie Townsend, Andrea Cliff and Steven Rogers.</li> <li>b) Absent: David Hodge.</li> </ul>	
<b>2.</b>	<b>Business of the meeting</b>	
2.1	The Governing Body agreed to a change in the order of the Agenda, making item 7: Ofsted Feedback, item 8: Chairs Report, and item 9: Headteacher’s Report.	
<b>3.</b>	<b>Declarations of Interest</b>	
3.1	For this meeting, there were no declarations of direct or indirect pecuniary interest by members of the Governing Body in respect of any item on the Agenda.	
<b>4.</b>	<b>Minutes of previous meeting held on 23 May 2013</b>	
4.1	The minutes of previous meeting held on 23 May 2013, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.	
<b>5.</b>	<b>Actions completed, and any matters arising, not already on the agenda</b>	
5.1	The ‘Summary of Governing Body Action Points’ circulated with the minutes of the meeting held on 23 May 2013 were considered. Discussion took place over four of the twenty-three action points.	
5.2	Action point 5 - Sue Wilson, Head of Service at the LA, has confirmed that the school can have a further additional day closure in 2013/2014, making three days in total (2 in 2013/14, and 1 in 2014/15), for staff to complete the move to the new building.	
5.3	Action point 9 - Update given to the last Personnel Committee by Frank Newton who has attended the training in regard to the national changes	Chair

5.4	to performance related pay. Frank Newton will prepare a draft policy for the end of September 2013/beginning of October 2013. Action point 14 – Governor Visits, will be an item for the first Governing Body meeting on Thursday, 12 September 2013.	Clerk
5.5	Action point 22 - The Clerk is preparing a new Work Schedule and Schedule of Policies for the full Governing Body.	Clerk
<b>6.</b>	<b>Review of Governing Body and Committee Membership</b>	
6.1	The Parent Governor vacancy will be advertised at the start of the Autumn term, which will enable parents from the new intake to be considered. The Clerk has prepared draft letters and will work with the school office should there be the need to organise an election.	Head/Clerk
6.2	All members of the Governing Body were asked to consider likely candidates for this vacant Community Governor post and nominate them for this meeting. One nomination to join the Governing Body had been received, via a contact from Debbie Townsend, from Peter Smith, a retired Headteacher.	
6.3	Erin Vos-Whitcomb, previously a Community Governor at the Junior School, had expressed an interest in joining the Governing Body, but is unable to commit to meetings on Thursdays at present.	
6.4	The Governing Body agreed that Peter Smith be confirmed as a new Community Governor for the school, and that Erin Vos-Whitcomb be considered as an Associate Governor when she is available.	
6.5	The Clerk will invite Peter Smith to the first meeting of the new academic year, and advise the Local Authority of his appointment to the Governing Body.	Clerk
<b>7.</b>	<b>Feedback from Ofsted Inspection - 12/13 June 2013</b>	
7.1	Christine Curtis expressed her thanks, and congratulated the Headteacher, and staff, on the outcome of the inspection, which contained many positive comments.	
7.2	The present Ofsted schedule is data driven and so a grade 3 was always the most likely outcome.	
7.3	It was clarified that grade 3 means that pupils are making progress in line with the national average. A grade 2 could only be obtained where pupils are progressing at a rate above the national average.	
7.4	Ofsted recognised that Thorndown Primary is a new school, following amalgamation, and that the new school has initiated new assessment processes to obtain more accurate and informative data.	
7.5	It was explained that as achievement in the school is in line with the national average, it is at grade 3, and so the grade for teaching and learning could only be at grade 3 too.	
7.6	Ofsted acknowledged that the school's own systems and self-assessments regarding teaching and learning were accurate.	
7.7	Ofsted also recognised the strengths of the school, especially the behaviour of pupils, health and safety, team building, leadership and the	

	capacity to improve.	
7.8	The Headteacher confirmed that a letter had been sent to parents, explaining the outcome of the inspection, and that the letter focussed on the many positives in the report. There has been little response so far, but parents are generally very supportive of the school.	
7.9	As a result of the inspection, and the comments by Ofsted, the school's SDP will focus on the actions identified. The school is likely to be contacted by HMI for a verbal update on progress, or to have a spot check visit. Ofsted will re-inspect the school within the next two years.	
7.10	Governors commented that the inspection report indicated good progress in Reception and Key Stage 1, and that it was in Years 5/6 where there appeared to be a lack of progress. The Headteacher responded that following the amalgamation the school was aware of the general inconsistencies in the data, and that the value added scores did not reflect the progress they should. This problem had been identified prior to the inspection and new assessment processes are showing more accurate results.	
7.11	The Ofsted report indicated only 42 parent responses which the Governing Body felt was rather disappointing. Ofsted found the parental feedback during the visit, in the playground, very impressive.	
<b>8.</b>	<b>Chair's Report &amp; Action</b>	
8.1	Christine Curtis was able to report that she and Frank Newton had attended a meeting with the Ofsted inspection team, Frank Newton had attended feedback, and there had been a meeting of Head and Deputy, Chairs of Committees and the Chair to discuss the outcomes and make initial plans for next steps.	
<b>9.</b>	<b>Headteacher's report – written</b>	
9.1	The Headteacher updated the Governing Body on the most recent activity in the school, in a written report, circulated prior to the meeting.	
9.2	The final scores for the testing of phonics are not yet available but results are expected to be good, with those having re-sat the test this year all passing.	
9.3	The Governing Body congratulated Claire Gerrard for her work in achieving 'The Green Heart Award' for 'The Best School.' The work with the pupils in the 'Eco' team has engaged the whole school in various projects to conserve energy, reduce waste and recycle.	
9.4	Governors asked for information about the SAT results. Whilst the papers have been returned to the school, the thresholds that indicate which level a child has achieved, will not be available for another week.	
9.5	Governors also asked for information regarding attendance which currently is at 95.1%, just below the target of 96%. This was also raised by Ofsted.	
9.6	The Headteacher's report also explained about the new staffing appointments, and provided the dates for the end-of-term productions. Displays showing the new build, and access points to the school for September, will be made available at the open evening.	

<b>10.</b>	<b>Committee Reports</b>	
10.1	<p>The minutes of the Premises committee meeting had been circulated prior to the meeting. The Personnel committee minutes were now also available. The key points included:</p> <ul style="list-style-type: none"> <li>• <b>Personnel &amp; Salary Committee – 10 June 2013</b> <ul style="list-style-type: none"> <li>○ Pay Policy - national changes for performance related pay, which come in to effect from September 2014, need a new policy to be in place from September 2013;</li> <li>○ The Chair of Governors has attended a course on the proposals. The Headteacher and Claire Gerrard are also due to attend training;</li> <li>○ EPM have provided a draft policy and Jane Ainscow will provide the Unions policy for consideration;</li> <li>○ The draft staffing structure was considered. To a question regarding the grading for EYFS leader, it was explained that this post also involved work with the pre-school groups, and would be kept under review. It was also explained that there is no single model for schools of this size, as every school is different, but that the model would be fully discussed with EPM;</li> <li>○ Governors also asked questions about the possibility of a role for an Assistant Caretaker, should the school decide to undertake its own Grounds maintenance, and the appointment of an Administrative Assistant should 20 hours per week be insufficient time for the Finance Administrator; and</li> <li>○ It was agreed the Headteacher and the Chair of Governors should proceed to the next stage, and engage in a consultation in relation to both the proposed staffing structure for the expansion of the school, and the pay policy.</li> </ul> </li> <li>• <b>Premises &amp; Health &amp; Safety Committee – 10 June 2013</b> <ul style="list-style-type: none"> <li>○ The minutes of this meeting show that the focus is on the new build, and planning for the Fete;</li> <li>○ The steering group of governors, staff and parents need to update the 'School Travel Plan;'</li> <li>○ Helen Cooper has sent home a letter to explain about access to the school from September, parking restrictions, and a response slip regarding the 'walking bus;'</li> <li>○ The issue of children arriving by taxi was raised; and it was confirmed that the Outdoor Centre is the 'drop-off' point for parents, and the parking point for staff and contractors.</li> </ul> </li> </ul>	<p>Jane Ainscow</p> <p>Head/Chair</p> <p>Steering Group</p>
10.2	The Finance Committee and Learning & Development Committee meetings, both due on Wednesday, 12 June 2013, were cancelled due to the Ofsted inspection.	
<b>11.</b>	<b>Audit of Governing Body Effectiveness</b>	
11.1	The draft response to the Audit of Governing Body Effectiveness was circulated to the Governing Body prior to this meeting.	
11.2	The Governing Body were asked to consider the RAG rating for five points before being asked to ratify the final version. The following RAG ratings were agreed:	

11.3	<ul style="list-style-type: none"> <li>Point 4 – Green, with addition evidence to include the recent Ofsted report;</li> <li>Point 5 – Green, with addition evidence to include the recent Ofsted report;</li> <li>Point 9 – Green, with addition evidence to include the recent Ofsted report, and remove the action point;</li> <li>Point 10 – Amber, with addition evidence to include the recent Ofsted report, and include Governor Visits; and</li> <li>Point 15 – Amber, with addition evidence to include the recent Ofsted report, and an action to review in September 2013.</li> </ul> <p>The Clerk agreed to circulate the amended version of the Audit of Governing Body Effectiveness for the Governing Body, who, subject to these amendments, ratified the audit for return to the Local Authority.</p>	Clerk
<b>12.</b>	<b>Annual Child Protection Report to Governors 2012/2013</b>	
12.1	It was agreed that the Headteacher would circulate the completed pro-forma for the 'Annual Child Protection Report to Governors 2012-13' by email before the end of term. She would then present her report to the next full Governing Body meeting on Thursday, 12 September 2013.	Head
<b>13.</b>	<b>Parent and Pupil Surveys</b>	
13.1	The Parental & Pupil Surveys have been completed, but the detailed analysis has still to be completed It was agreed that the Headteacher would present the findings to the next full Governing Body meeting on Thursday, 12 September 2013.	Head
13.2	A discussion took place on the different tools available to help with the data analysis. Paul Bullough agreed to investigate the use of 'survey monkey.'	Paul Bullough
<b>14.</b>	<b>Governors Training News - June 2013</b>	
14.1	The June 2013 edition of Governors Training News was circulated to the Governing Body prior to this meeting. The Clerk highlighted the first item relating to the availability of the new DfE Governors' Handbook.	
14.2	It was agreed that all governors should send the details of any training that they had undertaken to Stephen Mortimer, Link Governor for Training, for record keeping purposes.	All FGB /Stephen Mortimer
14.3	The next Governors' Termly Briefing at Wood Green is on Thursday, 19 September from 7.00 – 9.00 pm.	
<b>15.</b>	<b>Correspondence</b>	
15.1	<p>The Chair and Clerk updated the Governing Body on the most recent correspondence, including:</p> <ul style="list-style-type: none"> <li><b>Report from Standing Advisory Council on Religious Education (SACRE)</b> – circulated to the governing body prior to the meeting; and</li> <li><b>Schools Funding Reforms letter</b> – this will become an agenda item for the next meeting of the Finance committee on</li> </ul>	Clerk

	Wednesday, 18 September 2013.	
<b>16.</b>	<b>Review Work Schedule for 2012/13</b>	
16.1	The Work Schedule for the full Governing Body was reviewed. It was agreed that Safer Recruitment had been completed, and could be removed.	Clerk
16.2	The Clerk will be preparing a new Work Schedule, and a new Schedule of Policies, with the Chair, over the summer. It was suggested by the Vice-Chair that each Committee Chair look at the spread of items over the 6 meetings each year to ensure appropriate timing and balance; any suggested alterations should be sent to the Clerk.	See 5.5 All Chairs/Clerk
<b>17.</b>	<b>Proposed schedule of meetings for 2013/2014</b>	
17.1	The schedule of meetings for the next academic year has been discussed by the Chair, the Headteacher and the Chair of each committee. This schedule was circulated to the governing body prior to the meeting.	
17.2	It was confirmed that the Headteacher will normally provide a full written report at the second meeting of each term. (This will be the third meeting in the Autumn Term.)	
<b>18.</b>	<b>Any Other Business (AOB)</b>	
18.1	It was agreed that the social event, to be held to mark the end of service for two staff, would be on Thursday, 18 July 2013 at 6.00 pm. A buffet would be provided by the school, and governors could make a contribution towards the cost of providing drinks.	All FGB
18.2	It was confirmed that the planned development of the school site would begin on 24 July 2013, and that maps indicating access points to the school would be circulated by Helen Cooper.	Helen Cooper

**There being no further business the meeting closed at 8.12 p.m.**

## Appendix A – Governing Body Action Points

### Outstanding Governing Body Action Points from 21 March 2013

AP No. GB	Action Point	By Whom	Outcome
9.12/13	An agenda item for the July 2013 FGB meeting should be to review governor's understanding of pupils' progress and to consider what further information/training is required.	Clerk	On-going – Sept 13
14.12/13	The Pavilion Pre-school to be approached and asked if there is any desire for them to become a responsibility of the Governing Body of the school.	JA/Head/ Chair of GB	On going

### Outstanding Governing Body Action Points from 23 May 2013

AP No. GB	Action Point	By Whom	Outcome
4.12/13	7.1 A letter to all school site users, requesting feedback about their use of the site, is still required.	Head	On-going – letter issued
7.12/13	10.1 Finance Committee: Headteacher to follow-up with LA request for additional growth funding.	Head	On-going – if required
12.12/13	10.1 Premises & Health & Safety Committee: The school is still awaiting a report on the costs from the LA.	Head	Outstanding

### Summary of Governing Body Action Points – 4 July 2013

AP No. GB	Action Point	By Whom	Outcome
1.12/13	5.3 Action point 9 - Frank Newton will prepare a draft policy for the end of September 2013/beginning of October 2013.	Chair	On-going – Sept 13
2.12/13	5.4 Action point 14 – Governor Visits, will be an item for the first Governing Body meeting on Thursday, 12 September 2013.	Clerk	On-going – Sept 13
3.12/13	5.5 Action point 22 - The Clerk is preparing a new Work Schedule and Schedule of Policies for the full Governing Body.	Clerk	On-going – Sept 13
4.12/13	6.1 The Parent Governor vacancy will be advertised at the start of the Autumn term. The Clerk has prepared draft letters and will work with the school office should there be the need to organise an election.	Head & Clerk	On-going – Sept 13
5.12/13	6.5 The Clerk will invite Peter Smith to the first meeting of the new academic year, and advise the Local Authority of his appointment to the Governing Body.	Clerk	

6.12/13	10.1 Jane Ainscow to provide a copy of the Unions draft pay policy for consideration.	Jane Ainscow	
7.12/13	10.1 It was agreed the Headteacher and the Chair of Governors should engage in a consultation in relation to both the proposed staffing structure for the expansion of the school, and the pay policy.	Head/Chair	
8.12/13	10.1 The steering group to update the 'School Travel Plan.'	Steering Group	On-going – Steering Group
9.12/13	11.3 The Clerk agreed to circulate the amended version of the Audit of Governing Body Effectiveness and return it to the Local Authority.	Clerk	
10.12/13	12.1 The Headteacher to circulate the completed pro-forma for the 'Annual Child Protection Report to Governors 2012-13' by email before the end of term. She would then present her report to the next full Governing Body meeting on Thursday, 12 September 2013.	Head	On-going – Sept 13
11.12/13	13.1 The Headteacher to present the Parental & Pupil Survey findings to the next full Governing Body meeting on Thursday, 12 September 2013.	Head	On-going – Sept 13
12.12/13	13.2 Paul Bullough to investigate the use of 'survey monkey.'	Paul Bullough	
13.12/13	14.2 All governors to send the details of any training that they had undertaken to Stephen Mortimer, Link Governor for Training, for record keeping purposes.	All FGB/ Stephen Mortimer	
14.12/13	15.1 Schools Funding Reforms letter – to be an agenda item for the next meeting of the Finance committee on Wednesday, 18 September 2013.	Clerk	
15.12/13	16.1 Safer Recruitment to be marked as completed on the Work Schedule.	Clerk	
16.12/13	Each Committee Chair to review the spread of items over the 6 meetings each year to ensure appropriate timing and balance; any suggested alterations should be sent to the Clerk.	All Chairs/Clerk	
17.12/13	18.1 A social event to be held on Thursday, 18 July 2013 at 6.00 pm.	All FGB	
18.12/13	18.2 The planned development of the school site begins on 24 July 2013, and maps indicating access points to the school to be circulated by Helen Cooper.	Helen Cooper	