

**THORNDOWN PRIMARY SCHOOL
Full Governing Body (FGB)**

Membership of the FGB of Thorndown Primary School:			
Lynda Williams	Head	Frank Newton	Chair
Christine Curtis	CC	Carol Darnell	CD
Jane Ainscow	JA	Sophie Dale	SD
Stephen Mortimer	SMO	Debbie Townsend (now LA governor)	DT
Carolyn Jepson	CJ	Andrea Cliff	AC
Helen Cooper	HC	Peter Smith	PS
Claire Gerrard	CG	Yasmin Finch	YF
Steve Mitchell	SMI	Rob Jagger (new community governor)	RJ
Paul Bullough	PB		
Paul Mumford	PM		

Minutes of the FGB meeting held on Thursday, 20 March 2014 at 6.15 pm			
Order	Item	Action	Lead
1	Apologies for absence, and any declarations of interest		
1.1	Governors Present: Lynda Williams, Christine Curtis, Stephen Mortimer, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Debbie Townsend, Andrea Cliff, Peter Smith, Yasmin Finch and Rob Jagger.		
1.2	Non-Governors Present: David Clark (Clerk)		
1.3	The meeting was quorate with 12 governors present. The FGB welcomed Rob Jagger, a new community governor, to the meeting.		
1.4	Apologies for absence, with governor's consent, were accepted from Sophie Dale, Carol Darnell, Paul Bullough, Jane Ainscow and Carolyn Jepson.		
1.5	Absent: Paul Mumford.		
1.6	For this meeting, there were no declarations of direct or indirect pecuniary interest by members of the FGB in respect of any item on the agenda.		
2	Business of the meeting		
2.1	The FGB agreed not to vary the order of business, as set out in the agenda, and that it would consider one additional item under "Any Other Business."		
3	Review of FGB membership and membership of Committees		
3.1	The Chair welcomed Rob Jagger to the FGB as a new community governor.		
3.2	The Chair also advised the FGB that Debbie Townsend has now become an LA governor.		
3.3	Following correspondence with Stuart Magee, regarding his lack of attendance at meetings, the Chair confirmed his resignation from the FGB. The Chair also confirmed that he has written and thanked him for his service. This means that there is now a parent governor vacancy on the FGB, which will be advertised after Easter.	April 14	Head/ Clerk
3.4	The committee list was reviewed, and the new parent governor would be asked to join the Premises Committee. Rob Jagger has joined the Finance Committee.		

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4	Minutes of last meeting		
4.1	The minutes of the last FGB meetings, held on Thursday, 30 January 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
5	Matters Arising, not already covered in this agenda		
5.1	Twelve of the fourteen action points from the FGB meeting on 30 January 2014 had been cleared.		
5.2	Action point 4 and action point 13 are noted as outstanding actions.	Outstanding	Head/ Chair
6	Heads Report, including SDP & TAPs update		
6.1	The Headteacher updated the FGB on the most recent activity in the school, in a written report, circulated before the meeting.		
6.2	Joint Practice Development (JPD) has taken place with other cluster schools. All teachers were involved in the two initial twilight training sessions to look at what makes a good lesson and how to measure progress. Three teachers from each school then held joint planning sessions, and delivered, and observed each other teaching. Feedback so far has been very positive but the full evaluation of the activity will not be completed until after Easter with Jen Reynolds (Adviser).		
6.3	In KS1 some team teaching has take place to develop effective strategies.		
6.4	Helen Curtis has been employed to work with Y6 pupils who need to make accelerated progress in mathematics. Other intervention work is also going well, with the new 'Easyread' activities having a very positive impact on raising standards.		
6.5	It was noted that the Y6 SATs test for Reading are in a new format this year which will make comparing data with previous results difficult.		
6.6	Specific information regarding attainment and progress at the end of the two key stages was presented at the meeting – see attached spreadsheets.		
6.7	Behaviour across the whole school is good but we do have some concerns about the impact of inappropriate behaviour of a few pupils on teaching and learning. This is mainly in Y5/6, and two pupils have been given fixed term exclusions this term.		
6.8	The average attendance figure currently stands at 95.6%. Authorised absence stands at 3.4% and unauthorised is 1% of pupils. Formal letters are sent home when the school has identified any issues.		
6.9	A breakdown of the spending of the Pupil Premium grant money was circulated to the FGB. Spending in many areas was on track, with the exception being that spent on ICT resources. The FGB need a breakdown of these figures to be able to ascertain the impact of this expenditure on raising standards. Concerns were voiced about the impact of the introduction of Universal Infant Free School Meals (UIFSM) in September 2014.		
6.10	Governors were reminded that they are most welcome to attend any of school performances before the end of term or the social events and activities for pupils being organised by FOTS.		

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6.11	Governors were asked about their availability to attend the Assembly to be held on Friday, 4 April 2014, when the current Headteacher is retiring.		
6.12	The breakdown of pupil numbers emphasised the growth of the school from 386 pupils on roll in March 2013, to 428 on roll in March 2014.		
6.13	It was noted that industrial action on Wednesday, 26 March 2014, will see the school remain open for Year 5 and Year 6 pupils only. The incoming Headteacher, Vicc Godbold, will be in school that day to meet the builders.		
6.14	The FGB had received the evaluated Autumn Term Action Plan and the current Spring Term Action Plan. Both documents were discussed at length at Learning and Development Committee. The end of term review will add any evaluations and a new Action Plan for the Summer Term will be produced in April 2014.		
7	Chairs Report – Action taken		
7.1	The Chair reported that his actions would be covered under Any Other Business.		
8	Committee Reports		
8.1	<p>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:</p> <ul style="list-style-type: none"> • Finance - 5 March 2014 <ul style="list-style-type: none"> i. A long discussion had taken place over the purchase of furniture and equipment (FF & E) for the new building; ii. Formula Capital Funding had already been agreed for the folding doors. A further sum of £30k would be allocated towards the cost of (i.) above. Of the remaining balance, a provisional sum would be allocated to new changing rooms, leaving an estimated balance of £20k within the fund; and iii. Warranties, and the production of a snagging list, would be discussed with the LA. • Learning & Development - 5 March 2014 <ul style="list-style-type: none"> i. Long discussions had taken place over the TAPs; ii. It was noted that the Pupil Premium money should also include money for LACs; iii. The Governor Visits Policy was reviewed and ratified; and iv. A report on a governor visit focusing on EAL would be circulated to the FGB; and v. A governor visit focusing on Guided Reading was due to take place. • Personnel & Salary – 3 March 2014 <ul style="list-style-type: none"> i. The meeting discussed the proposed new staffing structure; ii. The incoming Headteacher has been fully involved in the proposal; and iii. A Staff Restructure consultation meeting has been arranged for Monday 24 March 2014, after which the consultation documents will be published. • Personnel & Salary – 10 March 2014 <ul style="list-style-type: none"> i. A number of policies were reviewed, and the necessary amendments were made, and then ratified. 		

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	<ul style="list-style-type: none"> • Premises & Health & Safety – 10 March 2014 <ol style="list-style-type: none"> i. The Health and Safety Policy document was reviewed and ratified; ii. The new build is on schedule; iii. The proposed new changing rooms were discussed. Services to the new building will be provided to the end of the building and ducting will be provided to link to the new changing rooms; and iv. A footpath has been closed which increases the importance of holding a fire-drill before the end of term. 		
9	Use of Pupil Premium funding		
9.1	This was covered in the Headteacher's Report – see item 6.9.		
10	Revised Work Schedule & Schedule of Policies		
10.1	The revised Work Schedule for 2013/2014, circulated prior to the meeting, was reviewed by the FGB and some further adjustments were made – see attached.		
10.2	The Clerk had also circulated the revised Schedule of Policies for each Committee prior to the meeting. Some further adjustments were needed to be made by the Clerk before the Schedule could be re-circulated – see attached.		
10.3	It was noted that at a recent Headteacher's meeting changes were being proposed to the Autumn KIT (Keeping in Touch) visit. The report is to be made into a more 'user friendly' document which could also be used as the school's Self Evaluation Form.		
11	Correspondence		
11.1	All items of correspondence are circulated by the Clerk by email. There were no further updates to: <ul style="list-style-type: none"> • Peer Review of School Improvement Services for Schools 'Requiring Improvement'; • Governor Services Traded News Letter - March 2014; • ICT flyer; and • Governor Services Traded News Letter - April 2014. 		
11.2	The Cambridgeshire County Council (CCC) response letter, regarding the issue of withdrawing the School Crossing Patrol, was discussed. The Headteacher and the FGB remained extremely concerned about the safety of the children outside the school gate, and the number of near-misses. The Chair agreed that he would respond to the CCC letter and express the concerns of the FGB. He would request 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. Drafts to be circulated to Chairs of each committee.	March 14	Chair
11.3	The FGB confirmed their availability to attend Professional Development Day on Tuesday, 22 April 2014.		
12	Date of the next FGB meeting		
12.1	The new Headteacher will advise further on items for the next FGB meeting to be held on Thursday, 22 May 2014.		
13	Any Other Business (AOB)		
13.1	With a new Headteacher starting in post after Easter the school needed to change the signatories on the School Bank Account. Following a proposal		

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	from Debbie Townsend, seconded by Paul Smith, the new signatories were agreed. This would include any two of the four staff agreed, including the Headteacher, Deputy Headteacher, SENCO and KS1 leader.		
13.2	The FGB approved the renewal of the subscription to the National Governors Association, at a cost of £75. The Clerk to forward the invoice to the Office.	March 14	Clerk
13.3	The FGB agreed the names of the governors to attend Safer Recruitment Training on 1 April 2014, being Yasmin Finch and Claire Gerrard with Mandy Fox (staff).	April 14	YF/CG
13.4	The Chair was in receipt of a letter from the Cambridgeshire School's Funding Forum regarding Fairer Funding. The letter explained that the County was still at the bottom of the table for funding and an additional £20.5 million was being awarded as an interim payment to the County from April 2015, until changes in the funding formula were resolved. The final details of any additional allocation to be made to schools has yet to be decided.		
13.5	As this was the Headteacher's last FGB meeting the Chair asked that the FGB thanks and best wishes be officially recorded for all her years of service to the school.		
13.6	The Headteacher took the opportunity to thank all the governors on the FGB for their continued support over many years.		
13.7	There being no other business the meeting closed at 8.20 p.m.		

Summary of Governing Body Action Points – 20 March 2014

AP No. GB	Action Point	By Whom	Outcome
1.13/14	3.3 Parent governor vacancy on the FGB to be advertised after Easter.	Head/Clerk	Letter/ timeline / forms all drafted
2.13/14	5.2 The FGB to review free In-house training session when the new Headteacher has taken up post after Easter.	Head	
3.13/14	5.2 The Chair agreed to check the Skills Audit, and determine if this was required again this year.	Chair	
4.13/14	11.2 The Chair to respond to the CCC letter regarding the issue of withdrawing the School Crossing Patrol. He would request that Councilor's visit the school. Drafts to be circulated to Chairs of each committee.	Chair	
5.13/14	13.2 The Clerk to forward the invoice for the renewal of the subscription to the National Governors Association, to the Office.	Clerk	Completed
6.13/14	13.3 Yasmin Finch and Claire Gerrard to attend Safer Recruitment Training on 1 April 2014.	YF/CG	

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