

**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 | 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 | Co-opted vacancy | |
| Paul Bullough | PB | | |
| Paul Mumford | PM | | |

| Minutes of the Full GB meeting held on Thursday, 29 January 2015 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, Stephen Mortimer, Carolyn Jepson, Helen Cooper, Steve Mitchell, Paul Bullough, Paul Mumford, Frank Newton, Matthew Sweeney, Debbie Townsend, 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 Claire Gerrard and Yasmin Finch. | | |
| 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. | | |
| 2 | Business of the meeting | | |
| 2.1 | The GB agreed not to alter the order of business as set out in the agenda. There were no items to be considered under "Any Other Business." | | |
| 3 | Minutes and action points from the last meeting | | |
| 3.1 | The minutes of the GB meeting held on the Thursday, 27 November 2014 were approved as a correct record and signed by the Chair. | | |
| 3.2 | All 18 Action Points from the last meeting were discussed. Sixteen items were cleared, with Action Points 2 and 18 ongoing. | | |
| 3.3 | Action Point 2 - a working party of governors to initiate a new Parent Forum would meet next week to agree the constitution and terms of reference. A second meeting is planned later in February with the focus to be on school meals. | Feb 15 | PF Working Party |
| 3.4 | Action Point 4 - the report from the SIP is available from the Headteacher upon request, but the data included is the same as the data analysis from the Raise On-line report discussed at the last full GB meeting in November 2014. | | |
| 3.5 | Action Point 7 - a working party including the three senior leaders and the | | |

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| 3.6 | deputies has been formed to repeat the HMI tasks the Head has undertaken in other schools locally. This work will be completed in June 2015. Action Point 11 - DT reported that the bid for funding for new crossing lights had been successful, and that 'Zedbrite' lights should be installed in the new financial year. It was noted that the Parents petition had been helpful in securing this outcome. | Jun 15 | SL Working Party |
| 3.7 | Action Point 12 - the tendering process regarding the catering contract was discussed at the last Finance & Premises committee meeting. A group of governors, staff and children are needed to visit the tendering companies in the schools where they operate, to taste the meals currently being provided. PS/RJ were interested in helping. It was agreed that, if the timeline permits, the full GB should be asked to ratify the recommendation of the Finance & Premises committee. This may mean holding an extra-ordinary meeting before the next committee meeting. | Mar 15 | F&P |
| 3.8 | Action Point 18 – see agenda item 8 below. | | |
| 4 | Matters Arising, not already covered in this agenda | | |
| 4.1 | There were no other matters arising, not already covered in this agenda | | |
| 5 | Heads Report, including SDP/ TOP 2014, LAIG update, Raise On-line reports and summary of the SIP report | | |
| 5.1 | 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: <ul style="list-style-type: none"> • Maintenance; • Staffing; • Overview of courses this term; • Curriculum- from Half term; • Dates for your diary; • Other points of interest; and • Update on Exclusions, Prejudicial Incidents and Looked After Children. | | |
| 5.2 | The Headteacher then updated the Full GB on the most recent activity contained in the TOP. The Autumn 2014 TOP and Spring 2015 TOP had been circulated prior to the meeting, and a further update will be circulated with the minutes. Governors questioned the Headteacher about the current rate of progress and how different versions could be identified. It was suggested that the date be inserted in the footer in each version. | Feb 15 | Head |
| 5.3 | The Headteacher also updated the full GB on the most recent LAIG report, which is colour coded indicating outstanding (blue), good (green) and insufficient (red) progress. More areas have been identified as blue based on end of Autumn Term assessments, and any areas marked in red have been prioritised for action. Team Leaders challenge the staff at pupil progress meetings to demonstrate improvements. | | |
| 5.4 | It was agreed that the Chair would organise a representative group of governors to meet to ensure that they can respond in a timely and full fashion when Ofsted visits. The representative group of governors to include the Chair and Vice-chair of the GB, the Headteacher, the Chair of each committee (3), and at least one Parent Governor, either RJ, JA, PM or CJ depending on availability, together with the SLT. | Feb 15 | Chair |

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| 6 | Committee Reports | | |
| 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 | <p>Personnel & Salary – 14 January 2015</p> <ul style="list-style-type: none"> i. The latest staffing position was discussed and reported on in the confidential minutes; ii. A Whole School Pay Policy was approved; iii. Safeguarding Checks have been updated to DBS status; iv. A Safer Employment (Recruitment) Policy was approved; v. The Administration of Medicines Policy will be added as an appendix to the new ‘Policy for the Long Term Care of Children,’ which will be monitored by Learning and Development; vi. The Managing Sickness Absence Policy, the Whistle Blowing Policy and the Equality & Diversity Policy were all approved; and vii. Future agenda items include the need for a discussion regarding a TLR structure for Literacy and Numeracy, and support for playgroup. <p>Governors asked questions about the issues around Safeguarding, and it was confirmed that the Safer Recruitment Audit had been completed and returned to the LA last term. It was also confirmed that all relevant information has been included in the Single Central Record (SCR).</p> | | |
| 6.3 | <p>Learning & Development – 15 January 2015</p> <ul style="list-style-type: none"> i. Andrea Murphy gave a presentation outlining the major changes made to the Sex & Relationships Policy; ii. The latest LAIG report was the subject of a detailed discussion; iii. The Autumn Term 2014 TOP report indicated significant progress was being made; iv. A report on a Governor Visit to review differentiation was discussed, and dates for other visits were needed; v. The committee ratified the Positive Behaviour Policy, the Sex & Relationships Policy, the Intimate Care Policy; and a Foundation Stage Policy; and vi. The Headteacher will check the status of the Mobile Phone Use Policy and will rewrite the Curriculum Policy. <p>Following a short discussion a ‘Preparing Governors for Ofsted’ handout will be issued to all the GB by the Clerk.</p> | Feb 15 | Clerk |
| 6.4 | <p>Finance & Premises - 15 January 2015</p> <ul style="list-style-type: none"> i. The main overspends in the budget were discussed, which included Teachers Pay, Supply Pay and Agency staff costs. There are also ongoing Staff Training and Development costs; ii. Concerns over utility bills, particularly electricity, were discussed with HC , who is in contact with Faithful and Gould over the size of these bills; and iii. A Health & Safety sub-committee has been formed, including the Headteacher, Deputy, SBM, Caretaker, and DT. Phil Hill (LA) is to tour the new buildings to outline any issues and suggest changes. | | |
| 7 | Chairs Report on any action taken | | |
| 7.1 | The Chair reported his concerns about the conduct of a member of staff from the LA, at a recent meeting with staff in school about the playgroup and the inclusion of under 2s. A follow-up meeting was called by the Headteacher where the attitude and dialogue of the LA was more appropriate. | | |

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| 7.2 | The Chair and the Headteacher want to develop links with the playgroup, and are considering a number of ways to support the group. They will report back to the GB when options have been discussed. | Mar 15 | Chair/ Head |
| 7.3 | A Governor visit to meet Team Leaders, by the Chair and DT took place this week. Instead of the KS2 Team Leaders and the KS1/Foundation Stage Team Leaders attending the next two meetings of the Learning and Development committee, it was agreed that they would be invited to the full GB meeting on Thursday, 21 May 2015. | May 15 | Head/ Clerk |
| 7.4 | The Chair reported that he had visited Mrs Waites and thanked her for help by providing parking space near to the school, and that she was being invited in to view the school play. | | |
| 8 | Policy Review | | |
| 8.1 | The Personnel & Salary committee approved a Safer Employment (Recruitment) Policy at their meeting on 14 January 2015 – see item 6.2 above. However EPM have advised that due to a national dispute about the wording of one part of the policy, it needs to be further reviewed. | | |
| 8.2 | Under current legislation any member of staff employed by a school, who has contact with children up to the age of 8 years of age, cannot reside with any person with a criminal conviction, unless approved by Ofsted. This legislation, known as ‘disqualification by association’ is currently being challenged. | | |
| 8.3 | It is proposed that the Safer Employment (Recruitment) Policy should explain that all staff are to be required to sign a waiver to confirm that they do not reside with any person with a criminal conviction. The Clerk to add this as an agenda item for the next Personnel & Salary committee meeting on 4 March 2015. | Mar 15 | Clerk |
| 9 | Approved Instrument of Government for the re-constituted Governing Body | | |
| 9.1 | The approved Instrument of Government for the re-constituted Governing Body, with a new structure of 18 Governors had been circulated prior to the meeting The new GB is made up as follows: <ul style="list-style-type: none"> • 1 Authority Governor; • 1 Headteacher; • 1 Elected Staff Governor; • 6 Elected Parent Governors; and • 9 Co-opted Governors, including 2 staff members. | | |
| 9.2 | It was noted that there is one co-opted vacancy and the GB needed to consider undertaking a skills audit before it advertises for candidates. The Clerk to add this as an agenda item for the next GB meeting on 19 March 2015. | Mar 15 | Clerk |
| 10 | Perimeter Fencing | | |
| 10.1 | The last Finance & Premises committee meeting raised its concerns over the LA decision not to include new perimeter fencing in the new school building project. | | |
| 10.2 | Following discussions over this matter the LA had agreed to consider funding the new fencing by using up the contingency fund. However this fund is being eaten into by additional costs to remove asbestos from the old buildings. | | |
| 10.3 | The LA has asked the school about prior investment in fencing, but has now agreed to purchase new perimeter mesh fencing, at a cost of £46k, and this is due to be erected at Easter. | | |

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| 10.4 | The GB agreed that it is important to ensure that the school site is secure, and that if absolutely necessary, the school could make a financial contribution to the cost of the fencing, up to a maximum of £10k. | | |
| 11 | Revised GB Work Schedule | | |
| 11.1 | The revised Work Schedule for 2014/2015 had been circulated prior to the meeting. The only listed item was to consider the 'Keeping in Touch' (KIT) visit report. This visit was completed in September 2014 and all outstanding actions have been addressed. This item to be moved to the Autumn Term in the schedule. | Mar 15 | Clerk |
| 12 | Revised Policy Schedule | | |
| 12.1 | There were no policies listed for action for the GB to consider for this term. | | |
| 13 | Discussion – what does the GB need to do to become 'outstanding' | | |
| 13.1 | A discussion was held to establish what the GB needs to do to become 'outstanding.' | | |
| 13.2 | The 'Preparing Governors for Ofsted' handout discussed in item 6.3 could be a good starting point, and the NGA have paperwork that could also be useful. The working party of governors discussed in item 5.4 will prepare a plan of action. | Feb 15 | GB Working Party |
| 13.3 | Governors want to establish how they can contribute further to improve leadership and management in the school. It was suggested that a visit could be made to observe a GB considered to be outstanding. This could be arranged by the working party with Governor Services. 'Getting to Outstanding' could be made the subject of the next In-house training session after Easter. | May 15 | GB Working Party |
| 13.4 | The working party of governors would need to be involved in thinking strategically to initiate new ideas such as the new Parent Forum, discussed in item 3.3. | | |
| 14 | Reflection | | |
| 14.1 | Full GB meetings will now end by reflecting what the meeting has achieved to further school improvement. The GB agreed that, at this meeting, it had been able to hold a full and frank discussion on the future development of the GB and as a result a working party had been formed to undertake this task. | | |
| 15 | Any Other Business (AOB) | | |
| 15.1 | There being no other business the meeting closed at 8.18 p.m. | | |

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Summary of Governing Body Action Points – 29 January 2015

| AP No. GB | Action Point | By Whom | Outcome |
|-----------|--|------------------|-----------|
| 1.14/15 | 3.3 A working party of governors to initiate a new Parent Forum & meet to agree the constitution and terms of reference. A second meeting will focus on school meals. | PF Working Party | |
| 2.14/15 | 3.5 A working group including 3 senior leaders and the deputies to repeat the HMI tasks in June 2015. | SL Working Party | |
| 3.14/15 | 3.7 Finance & Premises to undertake tendering for the catering contract. Full GB should be asked to ratify the recommendation of the Finance & Premises committee before the next committee meeting. | F&P | |
| 4.14/15 | 5.2 The Head to provide a further update of the Spring Term 2015 TOP with the minutes, with the date inserted in the footer in each version. | Head | |
| 5.14/15 | 5.4 The Chair to organise a working party of governors to help the Headteacher and the GB prepare for Ofsted. | Chair | |
| 6.14/15 | 6.3 The Clerk to issue the 'Preparing Governors for Ofsted' handout. | Clerk | Completed |
| 7.14/15 | 7.2 The Chair and the Headteacher to develop ways to support the playgroup. | Chair/Head | |
| 8.14/15 | 7.3 KS2 Team Leaders and the KS1/Foundation Stage Team Leaders to be invited to the full GB meeting on Thursday, 21 May 2015. | Head Clerk | Completed |
| 9.14/15 | 8.3 Safer Employment (Recruitment) Policy to be an agenda item for the next Personnel & Salary committee meeting on 4 March 2015. | Clerk | Completed |
| 10.14/15 | 9.2 The Clerk to add GB skills audit as an agenda item for the next GB meeting on 19 March 2015. | Clerk | Completed |
| 11.14/15 | 11.1 The Clerk to move the 'Keeping in Touch' (KIT) visit report to the Autumn Term of the work schedule. | Clerk | Completed |
| 12.14/15 | 13.2 The GB working party to prepare a plan of action to preparing the GB for Ofsted. | GB Working Party | |
| 13.14/15 | 13.3 The GB working party to arrange a visit to observe a GB considered to be outstanding with Governor Services, and arrange for the next In-house training session on 'Getting to Outstanding' | GB Working Party | |

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