

**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	Carol Darnell	CD
Jane Ainscow	JA	Matthew Sweeney	MS
Stephen Mortimer	SMOR	(Covering Sophie Dale on m/leave)	
Carolyn Jepson	CJ	Debbie Townsend	DT
Helen Cooper	HC	Andrea Cliff	AC
Claire Gerrard	CG	Peter Smith	PS
Steve Mitchell	SMIT	Yasmin Finch	YF
Paul Bullough	PB	Rob Jagger	RJ
Paul Mumford	PM	Parent Governor vacancy	

Minutes of the Full GB meeting held on Thursday, 2 October 2014 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, Stephen Mortimer, Helen Cooper, Claire Gerrard, Steve Mitchell, Paul Bullough, Paul Mumford, Frank Newton, Matthew Sweeney, 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 16 governors present.		
1.4	Apologies for absence, with governor's consent, were accepted from Carolyn Jepson and Carol Darnell.		
1.5	Absent: None.		
1.6	Declarations of interest: Rob Jagger reminded the committee that his wife was an employee of the school. Christine Curtis stated that her daughter was also now employed by the school. There were no other declarations of direct or indirect pecuniary interest by other 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 of last meeting		
3.1	The minutes of the GB meeting held on the Thursday, 11 September 2014 were approved as a correct record and signed by the Chair.		
4	Matters Arising, not already covered in this agenda		
4.1	All seven Action Points from the last meeting were discussed and cleared.		
4.2	Action Point 1 - It was noted that no responses had yet been received to the letter to recruit a new Parent Governor. The deadline was Friday, 3 October 2014. If there were no responses then the GB would continue operating with a vacancy for a Parent Governor.		

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4.3	Action Point 2 – The Clerk would send the Chair the guidance regarding the need to re-constitute the GB by September 2015.	Oct 14	Clerk
4.4	Action Point 4 – The Chair had followed up on his letter of thanks sent re: temporary parking for 2 cars, with a visit to the house.		
4.5	The Full GB agreed the Terms of Reference for all three committees, which had been discussed at each of the committees and had been circulated prior to the meeting.		
5	Heads Report		
5.1	The Headteacher gave a verbal report to the meeting, focusing on five key points:		
5.2	CCC/HMI project The school has been invited to join a project to help raise standards in nine schools in the County. Working in groups of three, the school will work with Eynesbury and St Mary's, to undertake mini-inspections with Ofsted and HMI to review data. A mock inspection will take place on 24 November 2014, and the results will be fed into the TOP.		
5.3	Assessment Schools show pupil progress by undertaking standardised tests and by the use of levels. Under the new National Curriculum levels are no longer required, but there is still a requirement to show pupil progress. At the moment the school is to continue using the current system of levels, and will await the outcome of further discussions regarding alternative systems of assessment.		
5.4	Team Leaders The roles of the four Team Leaders (FS, Y1/Y2, Y3/Y4, and Y5/Y6) are being reviewed. Action plans are being discussed to include a review of the impact of TLs on assessment and fed into the TOP. After much discussion it was agreed to trial the use of a Governor Visit (3 governors) to meet with the TLs in January 2015. This would be discussed further at Learning & Development in November 2014.	Nov 14	Clerk
5.5	Keeping in Touch (KIT) Visit The KIT visit has been arranged for Tuesday, 7 October 2014 at 10.30 am and will include a learning walk. Governors who were available at this time were invited to attend.		
5.6	Issues raised at recent Governor Briefing: <ul style="list-style-type: none"> • Safer Recruitment was raised as an area of concern. A new policy is being issued, with an audit for schools and refresher training. This item to be discussed at the next Personnel meeting in November 2014. FN is the named governor for Safer Recruitment; and • SEN – a new code has been issued, and the school SENCO is updating the school policy. She has been invited to the next Learning & Development in November 2014 to outline the changes. She has also started a national qualification to assist her work in this area. 	Nov 14	Clerk
5.7	Other updates included: <ul style="list-style-type: none"> • Harvest Festival – the school is planning to support the local homeless charities and the St Ives food-bank this year; • In-house Governor Training – a reminder that the training on the new National Curriculum has been arranged for Thursday, 16 October 2014 from 6.30 to 8.30 pm; 	Oct 14	GB

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	<ul style="list-style-type: none"> School website – has been updated to include the aims and topics to be covered by new curriculum. Overviews will be completed by half-term; The TOP was distributed, with RAG ratings completed for the last four weeks work. Governors were asked to email in any questions; and There was a great deal of positive feedback about the work of the staff and the start to the term in the new building. Some parents have felt intimidated about the size of the new building, comparing it to a secondary school. Parents are being welcomed in to the new building to help ease these concerns and to understand the move from a small open plan building into the new space. 		
6	Committee Reports		
6.1	<p>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:</p> <ul style="list-style-type: none"> Personnel & Salary – 17 September 2014 <ol style="list-style-type: none"> The Chair hoped that all governors had been able to make arrangements to have their photograph taken; Appraisal and Performance Related Pay were the key agenda items discussed; and A short committee meeting was required after the GB meeting. Finance & Premises - 18 September 2014 <ol style="list-style-type: none"> A discussion had taken place over the new perimeter fence with contractors. HC confirmed that this was part of the new build, and work will commence shortly, following the receipt of quotes; The BCR report was circulated to the committee prior to the meeting and fully discussed; The school is waiting for the LA before making all payments by BACS; On-going attainment priorities and costings are outlined in the TOP for the academic year; and The issue of the School Crossing Patrol is to be added to the next committee meeting agenda – see also AOB. Learning & Development - 18 September 2014 <ol style="list-style-type: none"> The provisional Governor Visits Plan was discussed, and CC asked for support before half term to review of Ethos/SMSC; The Spring and Summer Term 2015 visits were outlined; The review of the impact and effectiveness of new senior and middle management structures would begin in January 2015 with an information gathering visit; CC to prepare a list of visits for governor to volunteer, for circulation by the Clerk; and SM to circulate the training document regarding school visits; and VG to contact the LA (Nigel Batty) for the document produced at the In-house training event undertaken, and circulate. 	<p>Oct 14 Oct 14 Oct 14</p>	<p>CC/Clerk SM Head</p>
7	Chairs Report on any action taken		
7.1	The Chair reported that he had not been required to take any urgent action since the last meeting.		
8	Appraisal & Performance Related Pay		
8.1	Personnel and Salary Committee will review this policy at the next meeting in November 2014.		

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9	Critical Incident Plan		
9.1	HC had completed an update of the Critical Incident Plan (CIP) for the school. The previous document was reviewed and phone numbers and personnel have been updated.		
9.2	Subject to the removal of governors personal contact details, the CIP was approved for use by the GB. Hard copies were given to the Chair, Vice-Chair and Chair of Finance. Any governor wishing to view a copy should contact HC.		
9.3	Team Leaders to be advised of the CIP at their next meeting.	Oct 14	Head
9.4	School closures are placed on the school website and the CCC website.		
10	Revised GB Work Schedule		
10.1	The revised Work Schedule for 2014/2015 had been circulated prior to the meeting, and the Clerk to make further updates.	Oct 14	Clerk
11	Any Other Business (AOB), including correspondence		
11.1	The Chair informed the GB of the correspondence he had received from the LA in regard to Basic Needs Funding (Capital), which informed schools that the budget had been significantly reduced.		
11.2	A group of governors (FN/RJ/PM) & the Headteacher to visit Over Primary to review the work of their Parent Forum, on Wednesday, 15 October 2014.	Oct 14	FN/RJ/ PM/Head
11.3	The school website has been updated following the receipt of an audit document from Ofsted.		
11.4	Copies of a variety of publications were made available, including the Training and Development Programme, and Governor Matters.		
11.5	School Crossing		
11.5.1	Following earlier discussion there was an update on work undertaken around the issues of the School Crossing. Since the crossing patrol had been removed the GB has been actively trying to find a solution to the issues. Cllr Reynolds had been unable to change the decision of CCC, and DT had raised concerns with the Town Council. The installation of a new crossing would cost £50k. An alternative was investigated, and the installation of 'Halo Lighting' instead was a cheaper option (£5k). The Town Council would contribute £1k towards this, with CCC to be asked for the balance. The school would like to contribute to this as well, but school funds cannot directly be used in this way.		
11.5.2	Governors were concerned that large numbers of parents and pupils were crossing Hill Rise by the pathway to the side entrance and not using the crossing. This may change when the main entrance is re-opened.		
11.5.3	It was agreed that the school needed to continue to monitor the situation and if possible to seek a long-term solution with CCC. The Headteacher confirmed that there was a Road safety Week in school in November 2014, and that she would advise parents about all the issues in the school newsletter. She also agreed to write again to CCC.	Oct 14	Head
11.6	There being no other business the meeting closed at 7.53 p.m.		

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Summary of Governing Body Action Points – 2 October 2014

AP No. GB	Action Point	By Whom	Outcome
1.14/15	4.3 The Clerk to send the Chair the guidance regarding the need to re-constitute the GB by September 2015.	Clerk	Completed
2.14/15	5.4 A Governor Visit to meet with the TLs, in January 2015, to be discussed further at Learning & Development in November 2014.	Clerk	Completed
3.14/15	5.6 Safer Recruitment to be discussed at the next Personnel meeting in November 2014.	Clerk	Completed
4.14/15	5.6 SENCO to attend the next Learning & Development in November 2014 to outline the changes to the SEN policy.	SENCO	
5.14/15	5.7 In-house Governor Training – the training on the new National Curriculum is on Thursday, 16 October 2014 from 6.30 to 8.30 pm.	GB	
6.14/15	6.1 L&D CC to prepare a list of visits for governor to volunteer, for circulation by the Clerk	CC/Clerk	Completed
7.14/15	6.1 L&D SM to circulate the training document regarding school visits	SM	
8.14/15	6.1 L&D Head to contact the LA (Nigel Batty) for the document produced at the In-house training event undertaken, and circulate.	Head	
9.14/15	9.3 Team Leaders to be advised of the CIP at their next meeting.	Head	
10.14/15	10.1 The Clerk to make further updates to the Work Schedule for 2014/2015.	Clerk	Completed
11.14/15	11.2 FN/RJ/PM & the Headteacher to visit Over Primary to review the work of their Parent Forum.	FN/RJ/PM/ Head	
12.14/15	11.5.3 The Headteacher to advise parents about all the issues regarding the use of the School Crossing in the school newsletter. She would also write again to CCC.	Head	

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