

**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	Sophie Dale	SD
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, 26 November 2015 at 6.15 pm.			
Order	Item	Action	Lead
1	Welcome/Apologies for absence, and any declarations of interest		
1.1	Governors Present: Frank Newton, Christine Curtis, Vicci Godbold, Paul Mumford, Sophie Dale, Debbie Townsend, Andrea Cliff, Jane Ainscow, Stephen Mortimer, Carolyn Jepson, Steve Mitchell, Peter Smith, Rob Jagger and Paul Bullough.		
1.2	Non-Governors Present: Louise Lawson and Cathy Sweet (both new governors for January 2016), David Clark (Clerk) and Nathalie Watkins (trainee Camclerk).		
1.3	The meeting was quorate with 14 governors present.		
1.4	Apologies for absence, with governor's consent, were accepted from Claire Gerrard, Yasmin Finch, Helen Cooper and new governor Jill Foster.		
1.5	Absent: None.		
1.6	Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the GB in respect of any item on the agenda.		
2	Review of membership of GB		
2.1	Local Authority Governor Re-appointment - The GB considered the nomination and agreed to the re-appointment of Frank Newton as LA Governor to the GB. The Clerk to send an appointment letter to FN and forward a copy of the letter to the School Governance Team. A copy to also be sent to the SBM for the Single Central Record (SCR).	Nov 15	Clerk
2.2	There were five successful candidates in the recent election for Parent Governors, to be appointed from 1 January 2016. Jane Ainscow and Carolyn Jepson were re-elected. New governors are Louise Lawson, Cathy Sweet and Jill Foster, who will be mentored by PS, CJ and JA respectively. Louise Lawson and Jill Foster will join the Learning & Development Committee and Cathy Sweet will join Finance & Premises Committee. The Clerk to arrange for passes and new email addresses with the SBM, and the GB requested that all governors be given new email addresses with names in them (not numbers).	Dec 15	Clerk/ SBM
2.3	Co-opted Vacancy - The GB needs to recruit a new Co-opted Governor and the Chair confirmed that he had approached the SLT at St Ivo with a view to recruiting an interested person who could gain valuable experience in governance and will help establish stronger links between the schools.	Dec 15	Chair

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3	Business of the meeting		
3.1	The GB agreed not to alter the order of business as set out in the agenda. There was also one item to be considered under "Any Other Business."		
4	Minutes and action points of the last meeting		
4.1	The minutes of the GB meeting held on the Thursday, 1 October 2015 were approved as a correct record and signed by the Chair.		
4.2	All 10 Action Points from the last meeting had been completed or were agenda items.		
4.3	The following points were noted in relation to APs that were on-going, as follows: <ul style="list-style-type: none"> • Under AP 1, a follow-up Governor Visit by DT/FN has been re-arranged for Tuesday, 8 December 2015; • For AP2, the monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) has already met and have another meeting planned for Wednesday, 6 January 2016; • For AP 3, CC has completed her annual monitoring Governor Visit on Safeguarding and Child Protection and her report will be discussed at the next Learning & Development Committee on Thursday, 14 January 2016 before being circulated the Full GB; • Under AP 4, HC has investigated late night lighting in classrooms, and has confirmed that all the lights are functioning and are turned off when not in use; • For AP7, the Clerk confirmed that he does add items from the LA summary of updates and suggested agenda items to the schedule and from the latest Termly Governor Briefing; and • For AP 8, the SBM has investigated the missing Appendix in the Freedom of Information Policy, and new wording is to be suggested before the GB meeting on Thursday, 28 January 2016. The Clerk/SBM to follow up. 	Dec 15 Jan 16 Jan 16 Jan 16	DT/FN MSE Clerk Clerk/ SBM
5	Matters Arising, not already covered in this agenda		
5.1	There were no other matters arising.		
6	Heads Report		
6.1	The Headteacher's report had been circulated to the GB prior to the meeting. Governors asked questions about the following points: <ul style="list-style-type: none"> • SCITT Mentor training refers to the introduction of trainee teachers and will be discussed at Personnel Committee; • SIP data visit will take place on Monday, 30 November; • Exclusions & Prejudicial incidents - There has been one half-day exclusion this term. An action plan is in place and the situation has improved. There have been two prejudicial incidents this term and these were reported to the LA. 	Jan 16	Clerk
6.2	The SDP/TOP had been circulated to the GB prior to the meeting. This plan is not only an annual plan, or a termly plan, but also includes weekly plans. It was praised at the last Ofsted visit. Additionally a 'Further actions from impact' box has been added as well as the GB Visits Programme for 2015/16.		
6.3	In addition the LA has asked the school to support another local Primary School using the Raiseonline data summary, to show a school moves from 'Requiring Improvement' to Good.' The staff from the school have visited to observe the good practice that is taking place at Thorndown.		
6.4	Other schools are also making regular visits, and include Y6 staff to observe the		

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6.5	huge progress shown in books. The completed Autumn Term SDP/TOP would be circulated on the last day of term in December 2015, with plans for next term.	Dec 15	Head
7	Chairs Report		
7.1	The Chair reported on his meeting with the Headteacher on 19 October 2015, where a number of staffing matters were discussed. Also discussed was a new way of teaching maths, and the Parent Governor elections.		
7.2	The Chair attended a meeting with the Clerk on 6 November 2015, to verify the votes counted in the Parent Governor elections.		
7.3	The Chair had also had a meeting with the Headteacher on 24 November 2015, prior to the GB meeting to discuss the agenda, and other matters including a pending visit from an HMI Inspector (due on 11 December 2015), Primary School support, a visit from the Director of Learning for CCC (Keith Grimwade), and a spate of recent break-ins locally.		
7.4	The Chair also reported on two letters of correspondence that he had received: <ul style="list-style-type: none"> Letter of thanks from the SEND Co-ordinator, for supporting her to her enable her to obtain her National SENCO award. JA to review and discuss her Research Project in the annual Governor Visit; and Letter from CCC stating that it was considering the withdrawal of all funding for all school crossing patrols across the County. CCC would consider the schools response to two suggested options. Finance & Premises Committee should consider these options at their next meeting on Thursday, 14 January 2016, which are: Option 1 – Locally funded scheme, which CCC would provide (£5k per annum), or Option 2 – CCC management scheme, providing training and equipment for the school (£800 per annum). 	TBA Jan 16	JA Clerk
7.5	Governors suggested that the crossing should be discussed as part of an overall review of travel to and from school. The Headteacher was concerned about the impact of any additional spending on the budget when the school is expanding and two new classes are likely to be needed next year.		
7.6	The installation of a raised platform at the School Crossing has been delayed due to an objection by Stagecoach, but the installation of the new 'Zedbrite' crossing lights, funded by the Town Council, had gone ahead.		
8	Committee Reports		
8.1	The Chair of each committee outlined some of the key points from their meetings.		
8.2	Personnel & Salary – 11 November 2015 <ul style="list-style-type: none"> The meeting focussed on two key areas: Salaries and Staffing, and actions careful consideration was given to every member of staff and some salary changes were agreed; and The Chair had agreed to join the interview panel on Friday, 27 November 2015 for new member of the teaching staff. 		
8.3	The GB asked questions about the Committee decision not to award a 2% increase in pay for the four staff on M6. It was explained that the Committee had fully discussed and agreed a proposal to increase the salaries of all staff by 1%, backdated to 1 September 2015. The school has the flexibility to award 2% based on performance and hopes that the staff concerned will move to UP1 in two year's		

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	time, given good performance.		
8.4	<p>Learning & Development – 12 November 2015</p> <ul style="list-style-type: none"> • The Committee reviewed the Raiseonline data summary, and asked about the progress of children who would be in the SEN/FSM group, who are a focus for both the LA and Ofsted; • A new system to monitor progress has been introduced, and this was reviewed as part of the book scrutiny process. The Committee split into two groups and were led by the Head and Deputy through a review of the process, which was a very useful exercise; • The Committee approved a statement on the 'Prevent' Duty prepared by the Cluster Heads for use on the school website; and • The Committee also discussed issues around Monitoring of Attendance & Absence Data. 		
8.5	<p>Finance & Premises – 12 November 2015</p> <ul style="list-style-type: none"> • A meeting with the Schools Financial Adviser indicated a concern about the Teachers Sickness claims of £13k, and £12k from insurance claims relating to the lightning strike, which have still not been received; • Staff training has reduced now that all staff have undertaken the required training in their priority areas; • An embargo has been put in place on the general curriculum spending; • HC has reached agreement with Cambridge Water about the issue of excessive water charges and the builders are being sent a bill; and • Feedback from the latest Health & Safety Committee meeting in October 		
9	The distribution of confidential minutes		
9.1	The distribution of confidential minutes was raised in a previous meeting, and largely relates to matters arising out of Personnel Committee meetings. The Clerk had checked with Governor Services, whose response was that the distribution of confidential minutes was a matter for the GB to decide.		
9.2	The Chair was concerned that if the GB receives the confidential minutes then the GB would not be able to organise its own Appeal Committee should there be the need for hearing in a capability/dismissal case, as all the governors would be aware of the issues, and would not be eligible to hear such a case.		
9.3	There was much discussion relating to the distribution of confidential minutes, and the option to circulate these minutes, or not. Following a proposal by the Chair it was agreed that confidential minutes for any committee would only be circulated to those members of the relevant committee, unless the committee specifically requested the subject is discussed by the Full GB. This proposal was seconded by RJ, and passed unanimously.		
10	Feedback from Ofsted Training evening - 19 November 2015		
10.1	The In-house training session this year was held on Thursday, 19 November 2015, and focussed on the new Ofsted framework. The training was felt to have been a very successful event as it was well presented and asked some challenging questions.		
11	Policy Schedule & Work Schedule for 2015/2016		
11.1	The updated Policy Schedule for 2015/2016 had also been circulated prior to the meeting and is up to date. The SBM has investigated the missing Appendix in the Freedom of Information Policy, and new wording is to be suggested before the GB meeting on Thursday, 28 January 2016. The Clerk/SBM to follow up - see 4.3.		
11.2	In addition, paper copies of a set of recently updated policies were made available		

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11.3	<p>to the GB. This included:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education (Update July 2015); • Safeguarding & Child Protection Policy; • Whistleblowing Policy; and • Managing Sickness Absence Policy. <p>Governors to return the reply slip to the SBM to confirm receipt, and this will be kept in the Single Central Record (SCR).</p> <p>The updated Work Schedule for 2015/2016 had been circulated prior to the meeting and is up to date. The Clerk continues to add items from the LA summary of updates and suggested agenda items to the schedule and from the latest Governor Briefing.</p>	Dec 15	All
12	How we communicate with Parents		
12.1	See Item 13 below.		
13	Standing item - Report from Parent Forum meeting		
13.1	<p>RJ reported back on the latest meeting of the Parent Forum. He reported on the main items that had been discussed at the meeting, including:</p> <ul style="list-style-type: none"> • Parents Evening – with clear and well-presented progress reports; • Uniform – the school to start selling the uniform again, following concerns about quality; and • FOTS – discussions centred on the future role of FOTS and future events. 		
13.2	There were concerns about how we communicate with Parents, but the school has already agreed a new strategy which will include general items being circulated on Wednesdays (email or paper documents) and specific items and newsletters on Fridays by email. The use of Facebook or Twitter was also raised, but the Headteacher was concerned about overstretching the office staff.		
13.3	The GB agreed that the new communication system should be given time, and that this matter should be reviewed again at a later date. Communication is a topic on the next Parent Forum agenda.		
14	Updated standing orders and information for school website		
14.1	The Clerk explained about the new requirements to publish information about the governing body, pecuniary interests and relationships on the school website. He had prepared the template from Governor Services which had been circulated for information prior to the meeting. Governors were asked to check their entry and email any amendment to the Clerk by Friday, 4 December 2015 at the latest.	Dec 15	All
14.2	The Clerk also explained that a revised version of the Standing Orders was also required, and several additional decisions were taken by the GB. It was agreed that a review of the size of the GB should be added to the work schedule.	Nov 15	Clerk
15	Main topic/Outcome of the meeting		
15.1	Full GB meetings now end by reflecting on what the meeting has achieved to further school improvement.		
15.2	<p>At this meeting the GB had discussed:</p> <ul style="list-style-type: none"> • Results of Governor elections; • Heads Report and SDP/TOP; • Reports from Committees including monitoring of pupil progress; • Circulation of Confidential Minutes; • Feedback from Ofsted Training event; and 		

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	<ul style="list-style-type: none"> Communications with parents. 		
16	Any Other Business (AOB)		
16.1	The Chair personally thanked Stephen Mortimer, Paul Bullough and Paul Mumford (outgoing Parent Governors) for their work on the GB. He noted that they had all been heavily involved in helping set up the new Primary School in 2011, following the closure of the Infant and Junior Schools. The Headteacher added her thanks on behalf of the school and the rest of the GB.		
16.2	There being no other business the meeting closed at 8.00 p.m.		

Summary of Governing Body Action Points – 26 November 2015

GB Meet 3 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	2.1 The Clerk to send an appointment letter to FN as the LA governor and forward a copy of the letter to the School Governance Team. A copy to also be sent to the SBM for the Single Central Record (SCR).	Clerk	Completed
2.	2.2 The Clerk to arrange for passes and new email addresses with the SBM for the three new governors. The GB to be given new email addresses with names.	Clerk/SBM	
3.	2.3 The Chair confirmed that he had approached the SLT at St Ivo to recruit a new Co-opted Governor.	Chair	Completed
4.	4.3 A follow-up Governor Visit by DT/FN has been re-arranged for Tuesday, 8 December 2015	DT/FN	
5.	4.3 The monitoring and self-evaluation group to meet on Wednesday, 6 January 2016	MSE	
6.	4.3 The annual monitoring Governor Visit on Safeguarding and Child Protection to be discussed at the next Learning & Development Committee on Thursday, 14 January 2016 before being circulated the Full GB.	Clerk	Completed
7.	4.3 New wording is needed in the Freedom of Information Policy, the GB meeting on Thursday, 28 January 2016. The Clerk to follow this up with the SBM.	Clerk/SBM	
8.	6.1 SCITT Mentor training to be discussed at Personnel Committee.	Clerk	
9.	6.5 The completed Autumn Term SDP/TOP would be circulated on the last day of term in December 2015, with plans for next term.	Head	
10.	7.4 JA to review and discuss the SENCO Research Project in the annual Governor Visit.	JA	
11.	7.4 Finance & Premises Committee should consider the CCC letter regarding the school crossing options at their next meeting on Thursday, 14 January 2016,	Clerk	Completed
12.	11.2 Governors to return the reply slip to the SBM to confirm receipt of paper copies of a set of recently updated policies.	All	
13.	14.1 Governors to check their information about the governing body, and email any amendment to the Clerk by Friday, 4 December 2015 at the latest.	All	
14.	14.2 A review of the size of the GB should be added to the work schedule by the Clerk.	Clerk	

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