

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, 1 October 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: Frank Newton, Christine Curtis, Jane Ainscow, Stephen Mortimer, Carolyn Jepson, Claire Gerrard, Steve Mitchell, Peter Smith and Rob Jagger. | | |
| 1.2 | Non-Governors Present: David Clark (Clerk) | | |
| 1.3 | The meeting was quorate with nine governors present. | | |
| 1.4 | Apologies for absence, with governor's consent, were accepted from Vicci Godbold, Yasmin Finch, Helen Cooper, Paul Mumford, Sophie Dale, Debbie Townsend and Andrea Cliff. | | |
| 1.5 | Absent: Paul Bullough. | | |
| 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 | Business of the meeting | | |
| 2.1 | 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" | | |
| 3 | Review of Membership | | |
| 3.1 | A review of the GB's membership was undertaken. The GB needs to recruit a new Co-opted Governor and the Chair confirmed that he had written to the person who has expressed an interest in the post, explaining that this post would be held vacant until the situation regarding Parent Governors had been resolved. | | |
| 3.2 | The Clerk and the Headteacher have organised the process for advertising and recruiting for five Parent Governors, whose term of office end on 31 December 2015. The timeline for these parent elections was circulated prior to the meeting and letters are due to be published on Friday, 2 October 2015. | | |
| 4 | Minutes and action points of the last meeting | | |
| 4.1 | The minutes of the GB meeting held on the Thursday, 10 September 2015 were approved as a correct record and signed by the Chair. | | |

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| 4.2 | Seven of the 10 Action Points from the last meeting had been completed or were agenda items (APs 1, 2, 3, 5, 7, 8, & 10). | | |
| 4.3 | The three remaining APs were ongoing, as follows: <ul style="list-style-type: none"> • Under Action Point 4, a follow-up Governor Visit by DT/FN has been arranged for Tuesday, 3 November 2015; • For Action Point 6, the monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) has already met and have another meeting planned for January 2016; and • For Action Point 9, the new Safeguarding and Child Protection Policy will be discussed under item 14, and CC agreed to complete her annual monitoring Governor Visit before the GB meeting on Thursday, 26 November 2015. | Nov 15 | Dt/FN |
| | | Jan 16 | M&S/E |
| | | Nov 15 | CC |
| 5 | Matters Arising, not already covered in this agenda | | |
| 5.1 | There were no other matters arising. | | |
| 6 | Heads Report | | |
| 6.1 | The Headteacher had sent her apologies for the meeting but her report had been circulated prior to the meeting and CG (Deputy Head) agreed to answer questions from the GB. | | |
| 6.2 | Two new staff started at the school in September and both have settled in well. One member of staff is temporarily working on a reduced timetable, and the teaching is being covered by other staff. Personnel had been advised and will monitor the staffing situation. | | |
| 6.3 | Following the INSET day September there has been a Learning Walk with Pauline Ball (SIP) to observe progress and the impact of the training across the school. | | |
| 6.4 | All teaching staff are booked to have their Performance Management meetings by the end of October and TAs will have their reviews in the second half of this term. | | |
| 6.5 | A table outlining the focus for staff meetings for the Autumn Term 2015 was also included in the report. | | |
| 6.6 | Governors asked about the impact of the new Marking and Feedback Policy. This had been well received by parents and children and was observed on the Learning Walk. | | |
| 7 | Chairs Report | | |
| 7.1 | The Chair reported on his meeting with the School Business Manager (HC) to discuss the format of the Official Opening Ceremony held on Saturday, 26th September 2015. | | |
| 7.2 | The 'Open Day' was very successful, and the Chair will write a letter of thanks to Sebastian Kindersley from the County Council. He also praised the work of the School Business Manager (HC) in organising the event so well. Thanks were also recorded to all those staff and volunteers who made the day a success and to FOPS for their refreshments. | | |
| 7.3 | The Chair had also had a meeting with the Headteacher prior to the GB meeting to discuss the agenda, and matters arising from a recent Governor Briefing. | | |

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| 8 | Committee Structure and adoption of Committee's Terms of Reference | | |
| 8.1 | The Terms of Reference for each of the three committees had been reviewed at each of the committee meetings held during September, when each committee elected their own Chair. The Terms of Reference for each of the three committees for the academic year 2015/2016 were ratified by the GB, following a proposal by CC which was seconded by SM. | | |
| 9 | Committee Reports | | |
| 9.1 | The Chair of each committee outlined some of the key points from their meetings. : | | |
| 9.2 | Personnel & Salary – 16 September 2015 <ul style="list-style-type: none"> The attendance of many Thorndown pupils and the Literacy Co-ordinator at the Cambridgeshire Library Book Challenge held during the summer holidays; and The composition of the panel that completes the Head's Performance Management to change so that the panel would be the same for two years and that in the second year of the cycle a new recruit shadows the panel before joining the following year. | | |
| 9.3 | Learning & Development – 17 September 2015 <ul style="list-style-type: none"> The meeting focused on an explanation by the Headteacher of the new assessment bands that the school is introducing this year in order that progress across the age-related expectations can be shown; As a result of the changes in assessing pupils a Parent's Guide to this new system was discussed at Parent Forum; A new marking and feedback system will be the focus of a Governor visit (see 12.1 below); and Governors remain concerned that they will not have the same clarity, as in previous years, to track pupils progress, particularly those in vulnerable groups, such as FSM & SEND. | | |
| 9.4 | Finance & Premises – 17 September 2015 <ul style="list-style-type: none"> Budget monitoring shows that the school is on track, but is still waiting for income from Teachers Sickness claims, and the lightning strike; Benchmarking data was reviewed against a school of similar size (3FE) in Huntingdon. A lot of the costs were very similar and any spending differences could be explained by the amount of money each school allocates to different cost centres. One area of significant difference was in Cleaning And Caretaking, and the meeting agreed that the school should consider going out to tender for cleaning; Another area of significant difference was in Water and Sewerage, where currently the school is being over-charged. This matter is being dealt with by the School Business Manager; and Governors asked questions about late night lighting in classrooms, and the School Business Manager (HC) would be asked to investigate this matter. | Oct 15 | HC |
| 10 | Audit of GB Effectiveness 2015 | | |
| 10.1 | The annual Audit of Governing Body Effectiveness 2015 was finalised by the Chair and Headteacher and submitted in July 2015. | | |
| 10.2 | Four questions remained at Amber in the final document, and these were all discussed, as follows: | | |

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| 10.3 | <ul style="list-style-type: none"> 6. The GB knows who the vulnerable groups are in the school and discusses their progress at Learning & Development Committee; 8. Further work is required to ensure that the Foundation subjects are delivered to the same high standard as Core Subjects. Subjects should be broad and balanced and prepares pupils for life in modern Britain. 18. Clear expectations for the GB have been discussed, including training, monitoring visits to school and coming prepared to meetings. There is a need for further clarification; and 20. After attending individual training or briefings feedback on useful key points is required. <p>The Audit would be kept under review at least once each term.</p> | | |
| 11 | Ofsted Training evening – Thursday, 19 November 2015 (6.00 – 8.00 pm) | | |
| 11.1 | The In-house training session this year will be held on Thursday, 19 November 2015 (6.00 – 8.00 pm), and will focus on the new Ofsted framework. The Clerk to advise the tutor of the size of the GB and numbers attending training. | Oct 15 | Clerk |
| 12 | Governor Visits | | |
| 12.1 | The provisional Governor Visits Programme for 2015/2016 had been circulated prior to the meeting, and was agreed as follows: <ul style="list-style-type: none"> The effectiveness of the current middle and senior management structure (FN / DT booked for 3 November 15); The new feedback and marking policy in action (November 15); How the school is monitoring the quality of teaching and learning in foundation subjects (January 16 - through an afternoon learning walk); How the school is monitoring the progress of individuals and groups (Including attending a pupil progress meeting - after February half term on a Tuesday morning); How literacy is being embedded across the curriculum (to include handwriting and presentation through a book scrutiny in March with Natalie); and Our provision for our more able pupils in maths and if we are catering for them with greater depth (Summer Term 2016). | | |
| 12.2 | The Governing Body approved the programme of visits as set out at 12.1 above and CC agreed to formalise the programme. | Oct 15 | CC |
| 13 | Work Schedule for 2015/2016, including updated Freedom of Information Policy and Publication Scheme | | |
| 13.1 | The updated Work Schedule for 2015/2016 had been circulated prior to the meeting. The Clerk to add items from the LA summary of updates and suggested agenda items to the schedule and from the latest Governor Briefing. | Oct 15 | Clerk |
| 13.2 | The Chair reported that there were significant changes to the way in which Ofsted will inspect schools, with lots more one-day inspections. He has already discussed this with the Headteacher, as well as Safeguarding issues, and the new requirements to publish more information about the GB on the school website. A new template is being prepared by Governor Services to help schools meet this requirement. | | |
| 13.3 | An updated Publication Scheme had been circulated prior to the meeting, and this was approved for use in school. | | |

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| 13.4 | An updated Freedom of Information Policy had been circulated prior to the meeting and this was also approved for use, subject to the circulation of Appendix One to the GB. The Clerk to follow this up with the School Business Manager. | Oct 15 | Clerk/HC |
| 14 | Any Other Business (AOB) | | |
| 14.1 | An updated Safeguarding & Child Protection Policy had been circulated prior to the meeting, and following a proposal by SMIT which was seconded by CJ, the policy was adopted. The Clerk to add a cover and noted that the policy would be reviewed annually. | Oct 15 | Clerk |
| 14.2 | The GB was pleased to hear that the school had been awarded the Sainsbury's School Games Silver Award. | | |
| 14.3 | The school was in receipt of a letter from the LA, praising the success of the school in the most recent SATs, but an error needs to be corrected. CG to contact the LA to ask for a revised copy of the letter. | Oct 15 | CG |
| 14.4 | RJ reported back on a meeting of the Parent Forum. He reported that the meeting was well attended and that some time was spent selecting class representatives who would be used as a means of communication. The Headteacher had reported on the changes in assessing pupils, the changes to the tracking system, and the Parent's Guide to the new system. Parents also raised issues such as differentiation within classes, and the Head will arrange for some observations to take place. There were concerns about assessment without levels as parents were interested to know what was expected of their children and their targets. Changes to the homework policy, and responses to the new caterers were both positive. | | |
| 14.5 | There being no other business the meeting closed at 7.41 p.m. | | |

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Summary of Governing Body Action Points – 1 October 2015

| GB Meet 2 2015/2016 AP No: | Action Point | By Whom | Outcome |
|----------------------------------|---|----------|--|
| 1. | 4.3 A follow-up Governor Visit by DT/FN has been arranged for Tuesday, 3 November 2015. | DT/FN | On-going |
| 2. | 4.3 The monitoring and self-evaluation group to meet in January 2016. | M&S/E | On-going |
| 3. | 4.3 CC to complete her annual monitoring Governor Visit on Safeguarding and Child Protection before the GB meeting on Thursday, 26 November 2015. | CC | |
| 4. | 9.4 HC to investigate late night lighting in classrooms. | HC | |
| 5. | 11.1 The Clerk to advise the tutor for the In-house training session this year of the size of the GB and numbers attending training. | Clerk | The tutor will be Maria Uragallo, an external adviser, who works for Interface Enterprises. Email sent advising numbers (5 Oct 15) |
| 6. | 12.2 CC to formalise dates and email the GB to ask for volunteers and availability for Governor Visits. | CC | Completed |
| 7. | 13.1 The Clerk to add items from the LA summary of updates and suggested agenda items to the schedule and from the latest Governor Briefing. | Clerk | On-going |
| 8. | 13.4 The Clerk to follow up with the School Business Manager on the missing Appendix in the updated Freedom of Information Policy, for circulation to the GB. | Clerk/HC | Email to HC – to follow-up |
| 9. | 14.1 The Clerk to add a cover to the updated Safeguarding & Child Protection Policy. | Clerk | Completed |
| 10. | 14.3 CG to contact the LA to ask for a revised copy of the letter praising the success of the school in the most recent SATs. | CG | Completed |

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