

**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	Matthew Sweeney	MS
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, 10 September 2015 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, Carolyn Jepson, Helen Cooper, Claire Gerrard, Steve Mitchell, Frank Newton, Paul Mumford, Sophie Dale, Debbie Townsend, Peter Smith and Yasmin Finch. Andrea Cliff arrived during the meeting		
1.2	Sophie Dale was welcomed back to the GB as Staff Governor following her spell on maternity leave.		
1.3	Non-Governors Present: David Clark (Clerk)		
1.4	The meeting was quorate with 15 governors present.		
1.5	Apologies for absence, with governor's consent, were accepted from Rob Jagger.		
1.6	Absent: Paul Bullough,		
1.7	For this meeting, 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	Election of Chair & Vice-Chair		
2.1	Chair of Governors: the Clerk advised that one person had been nominated by four different governors for the post of Chair of the GB, and it was agreed that Frank Newton should be elected Chair for the academic year 2015/2016. This had been proposed by Christine Curtis and was seconded by Steve Mitchell, Rob Jagger and Debbie Townsend.		
2.2	Vice-Chair of Governors: the Chair advised that one person had been nominated by four different governors for the post of Vice-Chair of the GB, and it was agreed that Christine Curtis should be elected Vice-Chair for the academic year 2015/2016. This had been proposed by Frank Newton and was seconded by Steve Mitchell, Rob Jagger and Debbie Townsend.		
3	Business of the meeting		
3.1	The GB agreed not to alter the order of business as set out in the agenda. There were no other items to be considered under "Any Other Business"		

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4	Annual review of GB documentation		
4.1	GB Membership		
4.1.1	A review of the GB's membership was undertaken. A revised membership and contact list had been circulated prior to the meeting. The Chair confirmed his intention to remain an LA Governor for another term of office.		
4.1.2	It was noted that the term of office for five Parent Governors end on 31 December 2015. The Clerk and The Headteacher to organise the process for advertising and recruiting to these posts at the earliest possible timescale.	Oct 15	Head/ Clerk
4.1.3	The GB needs to recruit a new Co-opted Governor and it was agreed that this post would be held vacant until the situation regarding Parent Governors had been resolved. The Chair would write to the person who has expressed an interest in the post.	Sept 15	Chair
4.2	GB Committees		
4.2.1	The committee structure, and membership, were agreed, as last year, with: <ul style="list-style-type: none"> • Learning and Development; • Finance and Premises; and • Personnel. 		
4.2.2	Each committee will elect their own Chair at their first meeting. Terms of Reference will be ratified by the GB at the next meeting in October 2015.	Oct 15	Clerk
4.3	Governors with specific responsibilities		
4.3.1	Governors with specific responsibilities include: <ul style="list-style-type: none"> • JA - Special Educational Needs (including LACs); • CC - Safeguarding and Child Protection; • YF – Early Years Foundation Stage (EYFS); • SMIT – Prejudicial Incidents monitoring; and • SM – Pupil Premium & Link Governor (for training). 		
4.3.2	It was noted that Health and Safety is dealt with through the Premises Committee, and curriculum areas are inspected in a focussed programme of governor visits.		
4.4	GB Standing Orders - a review of the Standing Orders (Operating Guidelines) was undertaken, and with a few minor changes the revised document was adopted.		
4.5	Governors Code of Practice - forms for the adoption of the Governors Code of Practice, which was circulated prior to the meeting for signing, were collected at this point.		
4.6	Governing Body Decision Planner – the Clerk had circulated the Governing Body Decision Planner prior to the meeting and a few amendments were made before the decision planner was adopted.		
4.7	Pecuniary Interests - forms for the register of pecuniary interests, which were circulated prior to the meeting for signing, were collected at this point.		

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5	Minutes and action points of the last meeting		
5.1	The minutes of the GB meeting held on the Thursday, 2 July 2015 were approved as a correct record and signed by the Chair.		
5.2	Eleven of the 13 Action Points from the last meeting had been completed or were agenda items. Of the remaining APs, Action Point 1, a follow-up Governor Visit by DT/FN is to be arranged with the four KS2 Team Leaders / KS1/Foundation Stage Team Leaders in October 2015, and for Action Point 8, the Head and the School Business Manager are finalising work on the Freedom of Information scheme.	Oct 15 Sept 15	DT/FN Head/ HC
6	Matters Arising, not already covered in this agenda		
6.1	There were no other matters arising.		
7	Heads Report		
7.1	The Headteacher delivered a PowerPoint presentation regarding the TOP Summer 2015, the new TOP Autumn 2015, and the latest Post Ofsted Action Plan. She highlighted the ideas and thinking behind the PowerPoint.		
7.2	The TOP is divided into the four key areas covered by OfSTED, and the key points are summarised below.		
7.3	<p>Achievement of Pupils</p> <ul style="list-style-type: none"> Pupil's progress has greatly improved throughout the school. This is illustrated in End of Key Stage data as well as all class overviews, in their books and during pupil interviews. The quality of teaching has been raised with more "good" teaching in the school as measured in observations and drop ins, up from 75% around 87% good or outstanding on a regular bases for core subjects; and The aim is for 85%, or more, Year 6 pupils to meet age related expectations in their end of year tests. Attainment and progress to continue to improve throughout the school. 85% or more of all pupils in each class to reach their age related potential. Monitoring of new assessment recording methods will aim to increase the accuracy of assessment, and ensure that all stakeholders understand how the new assessment procedure. 		
7.4	<p>Quality of Teaching</p> <ul style="list-style-type: none"> The school is aiming for 95% of teaching being "good" with 20% being judged "outstanding" CPD for all school staff of whole school and individual targets. There will continued monitoring of the pupils progress and more effective use by teachers and TAs of formative and summative assessment both using "O" track and the updated feedback policy. The school aims to develop higher expectations and standards in writing both in core and non-core subjects, and to develop pupils presentation through cursive writing and consistent use of rules throughout the school. 		
7.5	<p>Leadership and Management</p> <ul style="list-style-type: none"> The development of team leaders has ensured team teaching is being closely monitored, with pupils progress analysed and interventions quickly put into place; The successes of the last academic year have been embedded. The introduction of new initiatives and monitoring in everyday teaching include improved feedback to pupils, cursive handwriting, new assessment systems and more Growth Mind-set ideas. The SMT and team leaders 		

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	<p>continue to closely monitor the work of their teams; and</p> <ul style="list-style-type: none"> • In EYFS the aim is for a higher amount of “outstanding” teaching taking place on a regular basis, with the development of the outside area. The school wished to improve pupils writing and handwriting throughout the year and increase the amount of pupils getting an exceeded result in technology. 		
7.6	<p>Behaviour and Safety</p> <ul style="list-style-type: none"> • Pupils are being rewarded by staff and their achievements are publically recognised. The school is aiming for will focus on; <ul style="list-style-type: none"> ○ Internet safety; ○ Prevention of radicalisation of families; and ○ Introducing more work on pupils “Growth Mind-set” in lessons. 		
7.7	<p>Governors asked a number of questions in relation to new assessment methods, and the need for all children to be undertaking age-related work. This was a concern for the GB particularly where the school is operating with mixed-age classes. The Headteacher explained that children would be expected to have a deeper understanding and knowledge of the curriculum for the age, and that staff had been working hard to help children develop their skills. She was concerned that some less-able children will always be thought of as working below their age-related expectations.</p>		
7.8	<p>It was agreed that the monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) should continue to meet, with a meeting to be planned as soon as possible (September) and then at the end of each term (four meetings in total). It was agreed at the last GB meeting in July 2015 that the 16-page grid completed prior to the inspection should be used to help with the continuous monitoring and self-evaluation of the school. This may need adapting in light of the new Ofsted framework.</p>	Sept 15	M & SE group
7.9	<p>The Head and Chair also reported on a letter received from Keith Grimwade (LA Director of Learning) that recognised the progress that the school has been making.</p>		
8	Chairs Report		
8.1	<p>The Chair reported on a number of meetings that he had held with the Headteacher prior to the start of term.</p>		
8.2	<p>On 2 September 2015, the Chair met with two new staff and the operational manager from the new catering company. Matters and issues discussed with the Head included the Y4 child excluded for a day during the summer term, long term staff sickness and use of a County/External Adviser.</p>		
8.3	<p>On 4 September 2015, the Chair met with the Head and discussed with the Full GB meeting agenda, changes to the timing of Personnel Committee meetings, and the proposals for the Official Opening Ceremony on Saturday, 26 September 2015 – see item 14 below.</p>		
8.4	<p>The new catering arrangements were discussed and so far this term the food produced has been very impressive.</p>		
9	Pupil Surveys		
9.1	<p>The Headteacher reported that the results from the Pupil Surveys collected last term have now been collated, and she would send the PowerPoint of the findings</p>	Sept 15	Head

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	out to the GB. The overall picture is that the children like school, are happy to come to school, are achieving good results and they receive interesting lessons.		
10	Proposed Work Schedule for 2015/2016		
10.1	The proposed Work Schedule for 2015/2016 had been circulated prior to the meeting, and was adopted by the GB. The Clerk to add items from the LA summary of updates and suggested agenda items to the schedule to help form agendas for committee meetings and the Full GB.	Sept 15	Clerk
11	Meetings plan for 2015/2016		
11.1	The GB and committees meetings plan for 2015/2016 was circulated prior to the meeting, and agreed by the GB. It was agreed that after the first Personnel meeting at 1.00 pm on Wednesday, 16 September 2015, the regular start time for these meetings would become 10.00 am.		
12	New guidance, including Keeping Children Safe in Education		
12.1	All governors were asked to sign up to the eight-page 'Keeping Children Safe' summary, circulated during the meeting. A report on Safeguarding and Child Protection in the school will be prepared for the GB meeting on Thursday, 26 November 2015.	Nov 15	Head/ Clerk
13	Hill Rise Crossing Improvements		
13.1	There has still been no response to the letter by the Chair to Cllr Reynolds regarding the concerns of the GB about the School Crossing. The installation of the new 'Zedbrite' crossing lights is currently the subject of public consultation, which ends on 18 September 2015. Assuming there are no objections the proposed installation should then proceed. The Chair to write a letter in support of the proposal to the District Council.	Sept 15	Chair
14	Arrangements for Official Opening Ceremony		
14.1	Arrangements for the Official Opening Ceremony at the school on an informal family day to be held on Saturday, 26th September 2015 were discussed. All governors were asked to attend if possible.		
14.2	The 'Open Day' will take place between 1.00 pm and 4.00 pm, with an official ceremony at 1.30 pm where the Chair will be presented with a ceremonial key by Sebastian Kindersley from the County Council.		
14.3	The timetable of events will be circulated to the GB and includes the following: <ul style="list-style-type: none"> • Worm Charming; • Climbing Wall; • Under Pressure; • Crazy Golf; • BBQ; • Refreshments; • Ball Pool (under 3's); • Soft Play roundabout (under 6's); • 5 a-side Space Hooper Football; and • Batak Wall. 		
14.4	Tours of the school would be available every 30 minutes.		

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15	Any Other Business (AOB)		
15.1	The Clerk confirmed that the agendas for each of the three committee meetings next week had been circulated to the entire GB today.		
15.2	There being no other business the meeting closed at 7.30 p.m.		

Summary of Governing Body Action Points – 10 September 2015

GB Meet 1 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	4.1.2 The Clerk and The Headteacher to organise the process for advertising and recruiting for five Parent Governors by 31 December 2015.	Clerk/Head	
2.	4.1.3 The Chair to write to the person who has expressed an interest in the Co-opted Governor to be held vacant until the situation regarding Parent Governors had been resolved.	Chair	
3.	4.2.2 Each committee will elect their own Chair at their first meeting. Terms of Reference will be ratified by the GB at the next meeting in October 2015.	Clerk	
4.	5.2 A follow-up Governor Visit by DT/FN is to be arranged with the four KS2 Team Leaders / KS1/Foundation Stage Team Leaders in October 2015.	DT/FN	
5.	5.2, The Head and the School Business Manager to finalise work on the Freedom of Information scheme.	Head/HC	
6.	7.8 The monitoring and self-evaluation group (Chairs, Head, Senior Staff and members of the GB) should meet as soon as possible.	M & S/E group	
7.	9.1 The Headteacher to circulate the PowerPoint of the findings from the Pupil Survey.	Head	Completed
8.	10.1 The Clerk to add items from the LA summary of updates and suggested agenda items to the proposed Work Schedule.	Clerk	
9.	12.1 A report on Safeguarding and Child Protection in the school will be prepared for the GB meeting on Thursday, 26 November 2015.	Head/Clerk	
10.	13.1 The Chair to write a letter in support of the installation of the new 'Zedbrite' crossing lights to the District Council.	Chair	

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