



Full Governing Body Meeting – MINUTES

Date/Time	11/06/24 15:45	Location:		F2F in school	Prepared:	Mrs L Hobbs	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs K Reeves	KR	Head	15:45	Mr J Gifford	JG	Parent	15:45
Mr A Donnellan	AD	Chair	15:45	Mr T Yates	TY	Parent	15:45
Mrs L Paiano (V-C)	LP	LA	AP	VACANCY		Parent	
Mrs K Slocombe	CS	Staff	15:45	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	15:45	VACANCY		Co-Opted	
Mrs J Clarke	JC	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mrs L Paiano	LB	Family Commitments

	Agenda Item		Agenda Item		Agenda Item
1	Welcome/apologies	8	Finance update	16	SEND
1a	Meeting Documents	9	Link Subject Visits	17	Governor training
2	Business interests	10	Staff Support	18	Partnerships
3	Chair update	11	Safeguarding	19	Impact from Meeting
4	Clerk Update	12	Health & Safety	20	Date of the next meeting
5	Approval of minutes	13	GDPR		
6	Update on actions	14	Equality		
7	Head teachers update	15	Policies		

Question / Challenge

Decision

Action

Item	Details of Discussion	
	No Subject talk this month – we will agree the subjects at the Sept business AGM for the next academic year.	Action
1	Welcome/apologies	
	AD welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	All Governors confirmed they were able to access and read all the documents on Governor Hub.	
2	Business interests	
	AD reminded Governors to declare an interest if any become apparent during the meeting.	
3	Chair update	
	a. Shared information from the finance DAG forum – saved into GovHub here b. Monkleigh Church Project – Rev Claire shared an email this week to explain that she has asked the Diocese if they can give examples of Churches that have become Education/Community spaces as well as being places of Worship. Rev Claire will keep us updated on any developments her side. c. Asked everyone to look at the current strategic aims which he will share on GovHub – all to review and come to the next FGB in July with thoughts on our strategic aims for the next few years. d. Family Fun Run 21 st June and Sports Day 4 th July Governors to attend if able and chat to parents.	Action – all
4	Clerks update	
	a. Running track update – we have currently raised approx. £5,500. We reviewed and discussed all the supplier quotes, and all agreed to use EdSpace. As a final check, agreed that Tom would contact	TY

SIGNED AS TRUE: _____ DATE: _____

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Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
- E. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- F. Overseeing the financial performance of the school and making sure its money is well spent.

	<p>previous customers whom have had tracks installed by EdSpace. Once this is checked and done, all agreed to proceeding with EdSpace and book the track installation in from 5th August 2024.</p> <p>b. Feed back given from recent Clerks DAG forum.</p> <p>c. Governor vacancy no interest so far. Asked if Governors could write a couple of sentences to say why they became a governor and what the get from it. Clerk will send this out to parents on newsletter and Class Dojo.</p>	LH
5	Approval of minutes	
	April's minutes were approved.	AD to sign
6	Update on actions	
	<p>a. Running track discussed</p> <p>b. Minutes have been signed</p> <p>c. Governors reminded to keep looking at training and the knowledge, most training is in September</p>	
7	Headteacher update	
	<p>a. Written report – everyone confirmed they have accessed the file and this was discussed.</p> <p>b. Pupils' reports are being written by the teachers and will be sent out shortly.</p> <p>c. 1 x family on child protection register.</p> <p>d. Pupil Premium report on website Governor questioned figure as Pupil Premium report says a different figure to the Head Teacher Report.</p> <p>e. Had a Kitchen Manger come to visit and is currently filling out application form.</p> <p>f. London Residential was very successful – all staff and children had a great time. Parent of child with extreme allergies sent an email expressing how happy she was with how the trip went and thanked all staff for their diligence on her allergies.</p> <p>g. Class 1 extension is a permitted development so no planning needed. Official report is being sent from TDC shortly. 3 quotes obtained and discussed – all agreed to procure Phil Priest to do the work. Question were asked about materials and reusing doors and windows in the building.</p>	Approved
8	Finance update	
	<p>a. Discussed the FRS reports as need to reallocate money to different cost centres and allocate money to other cost codes, all agreed to the changes. Explained SBS figure has changed as there was an error from finance officer, but the figure was higher income and SEN extra money allocated not in the budget.</p> <p>b. Discussed that we are taking an extra 3 children into Reception in September FSU, so funding will change from due the reception intake.</p> <p>c. B&T – discussed Reception children paying the higher rate as FSU are now charging to start from September and Reception children to stay in FSU B & T. Governors agreed this made sense and the Reception children are more settled in the FSU environment.</p> <p>d. Catering costs & BT figures – these have March and April's expenditure in them and this is why it's a higher spend. Governor question if we only prepared 90 meals across all of April. Clerk to look at the figures in more detail but confirmed that we did have school holidays in April.</p>	LH
9	Subject Link Visits	
	Visits have been completed and reports uploaded to Governor hub.	
10	Staff Support	
	<p>All support staff are doing well and coped well in school whilst the Head Teacher was on the residential to London.</p> <p>All staff are very motivated.</p> <p>Training next week – social stories and LEGO therapy.</p> <p>New Class 2 teacher will be attending teacher meetings and transition day.</p>	
11	Safeguarding	
	1 family on child protection register but due to be deescalated soon.	
12	Health & Safety	
	1 incident reported to OSHENS as a child fell over at a club.	

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13	GDPR	
	Nothing to Report. Data protection officer will provide her annual report for next meeting.	
14	Equality	
	Nothing to Report.	
15	Policies	
	All policies are up to date.	
16	SEND	
	Head teacher attending SEND conference this week and will be sharing information with all staff next week. Then will report back to Governors at the next meeting and this will be implemented into the School Development Plan, which will be written over the summer.	KR
17	Governor Training	
	Please can all governors look at training and The Knowledge on GovHub – current training has been posted on the notice board.	ALL
18	Partnership	
	Nothing to discuss at this meeting. Head teacher and Administrator have a DISP meeting 26.06.24.	KR / AD
19	Impact from Meeting	
	Running track to be booked in once customers have been contacted for feedback. Class 1 extension approved. FRS to be updated with the changes. Successful residential trip to London. Governor Vacancy to receive a further push for nominations.	
20	Date of next Meeting	
	Tuesday 9 th July 2024, 15:45pm	ALL

There being no further business, the meeting finished at 17:45pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3	Strategic Aims – AD will post last one so everyone can review it.	ALL	Sept	
4	Running Track book in and ring EdSpace customers for feedback Update FRS with changes. Recruit new Governors.	TY LH ALL	ASAP ASAP ASAP	
7	Book in Class 1 extension	KR	ASAP	
5	Minutes to be signed	AD	ASAP	
17	Governors to look at training and book through The Knowledge	ALL	ASAP	

Governors' Link Subjects:

Subject	Whom	Subject	Whom	Subject	Whom
Art/DT	TY	Maths	JG	Safeguarding	LP
English	JC	Music	TY	SEND	KS
Early Years	JC	PE	LB	Science	TBC
Forest School	LB	Pupil Premium	LP	Health & Safety	JH
GDPR	LP	LHSE/RSE	TBC	Wellbeing	LP
Geography / History / MFL (Humanities)	AD	RE	TBC	ICT / Computing	JG

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