



# MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	16/01/24 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	AP
Mr A Donnellan	AD	Chair	15:45	Mrs L Bennett	LB	Co-Opted	15:45
Mrs L Paiano (V-C)	LP	LA	15:45	Mr T Yates	TY	Parent	15:45
Mrs K Slocombe	CS	Staff	15:45	VACANCY		Co-Opted	
Rev. M Cockfield	MC	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	Mr J Gifford	JG	Work 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	Impact from Meeting
3	Chair update	11	Safeguarding	19	Date of the next meeting
4	Clerk Update	12	Health & Safety		
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	Decision / Action
	<b>Subject Briefing – No Subject briefing this meeting</b>	
1	<b>Welcome/apologies</b>	
	AD welcomed all to the meeting and welcomed new parent. Apologies for one governor who has work commitments - apologies were approved.	Approved
1a	<b>Meeting Documents</b>	
	Governors confirmed that all documents had been accessed.	
2	<b>Business interests</b>	
	AD reminded Governors to declare an interest if any become apparent.	

<b>3</b>	<b>Chair update</b>	
	<p>a. Letter received on a proposed new Multiple Academy Trust for Devon; this was discussed in detail and unanimously decided not to take this any further.</p> <p>b. Covenant next steps – Head teacher informed all that parents with children at the school have acquired the land and have put in a new planning application. This changes the school's situation with regards to taking legal recourse to lift the covenant, as the parents would be willing to work with us and we would be able to discuss matters with them as they would own the covenant. School to write to the council and support the application for planning.</p>	

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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.

<b>4</b>	<b>Clerks update</b>	
	<p>FRS reports have been completed twice seen last meeting. Once with the finance officer and she has said that the school is in a good position and the second one has been completed by LH and KR. Academic diary 24/25 dates put forward and all agreed. Need to submit to DCC and then publish on website and send to parents/careers.</p> <p>Pay and performance minutes are completed and agreed, need to be added to governor hub and signed off.</p>	<p><b>LH to submit to DCC / website and parents. LH to add to GovHub and AD to sign.</b></p>
<b>5</b>	<b>Approval of minutes</b>	
	<p>November meets have been approved just need to be signed in Governor hub  <a href="#">Approved Nov minutes</a></p>	<p><b>AD to sign in GovHub</b></p>
<b>6</b>	<b>Update on actions</b>	
	<p>Running track quote received from Billy Bounce at £24k, the best quote so far.  Plans to be discussed with FOMS and seek national lottery funding as well.  New governor has attended his first FGB meeting today, he told us about himself and his skills.  Most link subject visits have happened, some follow up visits to be booked and also conduct Pupil's Voice sessions.  LH to contact JG and arrange meeting to complete the SFVS.  Equality report is on the website.  Pay and performance policy has been reviewed and no amendments needed, now updated on the Governor Hub.</p>	<p><b>AD / FOMS</b></p> <p><b>LH to arrange SFVS</b></p>
<b>7</b>	<b>Headteacher update</b>	

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	<p>a. Verbal update – Autumn term data discussed for each year group. NFER &amp; White Rose maths assessments have been completed and school reports have gone out to parents.  Year 1 - 100% reading at expected and 60% expected. The is due to Read Write Inc programme and all staff are working to high standards. 80% Writing and 90% Maths.  Year 2 – 81% Writing, Reading and Maths  Year 3 – 50% Reading, 30% Writing and 64% Maths (3 x EHCPs) support is in place and interventions are happening.  Year 4 - 80% Writing, Reading and Maths  Year 5 – 80% Writing, Reading and Maths  Year6 – 65% reading, 70% Writing and 53% Maths.  Mrs Bennett is returning to assist with SATs boosters, TA in class 3 is a qualified teacher and will help with boosters and Head teacher will assist too.  Governor asked if we could take 3-year data out and look at the figures without these in and look at year 3 data by its self. Also look at their data from previous year to see their progress in that year.</p> <p>b. Attendance is at a good level and Kate Wilson visited the school in November and was happy with everything the school are doing and we are in the top 4 for attendance.</p> <p>c. Re-shuffle this year for all subject leads at staff meeting.</p> <p>d. Class 2 teacher is retiring the end of this academic year and has given a long notice to help with replacement. Advert will be going out next week. Internal options looked at but need to advertise to fill as all teachers are happy with their hours.</p> <p>e. Progression maps have been changed to an overview as this is more streamlined.</p> <p>f. After school clubs are starting this week – calming, running, drawing, football and high five.</p>	
<b>8</b>	<b>Finance update</b>	

	<p>a. FRS Reports are in Governor hub.</p> <p>b Reminded that B&amp;T Club / catering figures – termly to show a more accurate figure. c. SFVS needs to be rebooked and completed.</p> <p>d. Bench marking reports supplied and looked at.</p>	<b>LH Termly LH/JG/AD</b>
<b>9</b>	<b>Link Subject Visits</b>	
	Governors have booked in and attended visits some reports to be added to governor Hub and follow up visits to get pupil voice.	<b>ALL</b>
<b>10</b>	<b>Staff Support</b>	
	<p>Welfare role has been shared with 2 staff who have completed drawing and talking training. They have started to work with the children.</p> <p>All staff are very positive and on board with all the changes.</p> <p>Class 2 TA has been filled with a 1:1 Support Assistant</p> <p>Other 1:1 TA have formed a team to support all the EHCP children.</p> <p>Level 3 safeguarding training completed by class 3 TA.</p>	
<b>11</b>	<b>Safeguarding</b>	
	Head Teacher and Safeguarding Governor meet to discuss safeguarding – 1 case pending.	
<b>12</b>	<b>Health &amp; Safety</b>	
	<p>Unscheduled food and hygiene inspection today (16.01.24), inspector maintained our 5 stars and gave us some kitchen improvements to make – splash back behind cooker and remove some disused pipes, before he had left the school the caretaker had booked in the electrician and ordered the splash back.</p> <p>The inspector was impressed! Governors passed on their thanks to Louise for maintaining her 5 stars.</p> <p>Class 1 Lights need to be changed.</p>	

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<b>13</b>	<b>GDPR</b>	
	DPO is doing the audit in February. Governor unable to access his emails – needs to be reissued as needs to use his school email for all school Governor business.	<b>LH to reset password and give information how to access.</b>
<b>14</b>	<b>Equality</b>	
	Report has been published on the website and next Equality survey will take place by June 24 and follow the same structure to track progress.	<b>KR</b>
<b>15</b>	<b>Policies</b>	
	<a href="#">Governor allowance &amp; expenses</a> to be reviewed. <a href="#">Collective Worship Policy</a> to be reviewed. <a href="#">Policy for managing unreasonable behaviour</a> check for updates. <a href="#">Grievance Policy and Procedure</a> check for updates. <a href="#">Parent code of conduct Policy</a> check for updates. <a href="#">Remote Learning Policy</a> check for updates.	<b>LH / KR</b>
<b>16</b>	<b>SEND</b>	
	6 EHCPs currently. Melissa from the SEND team visiting end Feb 24. IEP to be redone at the end of half term. Assessment Dyslexia 2 parts have been submitted and 3 <sup>rd</sup> started.	<b>KR</b>
<b>17</b>	<b>Governor Training</b>	
	All governors to look at training and book in. Safeguarding training to be booked in for all. <a href="#">DES training for governors</a> please click on the link to access the training.	<b>ALL LH ALL</b>
<b>18</b>	<b>Impact from Meeting</b>	
	Data is good and RWI impact is showing, external validation as RWI visit. Rev Marissa leaving will be a big loss to the school - she has given her heart and soul to Monkleigh School and will be very much missed by everyone. Covenant – positive development to have this lifted. Running Track – FOMS & Fundraising options needs to be started. Class 2 teacher retiring – Has safer recruitment and will need someone to replace her. Another governor already has this and willing to step into the role. Welcoming new parent governor and he is doing his new governor induction training this week.	
<b>19</b>	<b>Date of next Meeting</b>	
	27 <sup>th</sup> February 2024, 15:45pm	

There being no further business the meeting closed at 17:10

## **Actions:**

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No	ACTION POINTS	Who?	Deadline	Status
5	Minutes to be signed	AD	ASAP	
6	Running Track – discuss with FOMS and look into funding / grant options	AD / JG	Feb update	
15	Policies to be updated	LH / KR	ASAP	
17	Governors to look at training and book	ALL	ASAP	
	<b>Ongoing Action Points</b>			
	Access / make use of “Governor Knowledge” within GovHub	All	Ongoing	
	Governor Training – please book directly on DES training site	All	Ongoing	
	Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	

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