



Full Governing Body Meeting – MINUTES

Date/Time	17/10/23 15:45	Location:		F2F + virtual	Prepared:	Mrs L Hobbs	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs L Bennett	LB	Co-Opted	15:45	Mr J Hobbs	JH	Parent	Ap
Mrs C Boundy	CB	Parent	AP	Mrs L Paiano (V-C)	LP	LA	Virtual
Mrs J Clarke	JC	Co-Opted	15:45	Mrs K Reeves	KR	Head	15:45
Rev. M Cockfield	MC	Co-Opted	15:45	Mrs K Slocombe	CS	Staff	15:45
Mr A Donnellan (Chair)	AD	Co-Opted	15:45	VACANCY		Co-Opted	
Mr J Gifford	JG	Parent	AP	VACANCY		Co-Opted	

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mrs C Boundy	CB	Work
			Mr J Hobbs	JH	Childcare
			Mr J Gifford	JG	Holiday

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

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	The FGB meeting commenced at 15:50pm		
	Subject Briefing – Foundation School Unit (FSU) - KE & HH Overview presentation from KE and KH - FSU information FSU current curriculum goals, focus and building activities around skills; spotlight children; 2 yrs. funding (Sunflowers). KE said FSU is over subscribed for 2024. JC asked what happens when the children move into Class 1. It was explained that a close eye is kept on numbers and parents are told there is no guarantee they will get a school place at Monkleigh. We have had two years of low numbers in Butterflies which means we can take more numbers next year. The FSU can take up to 30 on roll.		
1	Welcome/apologies		
	AD welcomed all to the meeting. Apologies received from JH, CB and JG – all apologies approved. LP attended virtually.	Approved	
1a	Meeting Documents		

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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.

	Governors confirmed that all documents had been accessed.						
2	Business interests						
	AD reminded Governors to declare an interest if any become apparent.						
3	Chair update						
	Discussed JH email regarding stepping down from Governors; JH willing to support school but cannot attend meetings due to childcare needs & wife's new role. All agreed to seek advice from Fiona Collier regarding JH to become an Associate Governor. CB term has come to an end and agreed to start recruitment process to find 2 new parent Governors. AD is attending DAG community Network Chairs' Forum which is taking place on the 17th October 2023 (tonight) at 6pm on Zoom.					LH to get clarification LH to start recruiting AD to report back.	Immediately
4	Clerks update						
	Explained that Helen Wright is coming in to support LH & show FRS reporting, petty cash, Census changes & payroll. Reports will be shared on GovHub as soon as possible. LH new user Sims training 31.10.23 & Bursar meeting 19.10.23. Explained petty cash limit has been increased as advised by HW due to how catering supplies are purchased (shops around to get better deals) and this will stop us from going overdrawn as we only had a £500 limit. All Governors agreed to the petty cash being increased to £2,000.					LH to share FRS report	November
5	Approval of minutes						
	Minutes approved by all.					AD to sign in GovHub	Immediately
6	Update on actions						
	No.	ACTION POINTS	Who?	Deadline	Status		
	6	Review/update Business Interests in GovHub	All	ASAP	Completed		
	9	Paperless meeting	Clerk/all	Ongoing	Completed		
	11a	KR/LP safeguarding meeting	LP/KR	Oct '23	KR & LP to arrange a date to meet		
	11b	Access KCSiE & update GovHub confirmations	All	This ½ term	Completed		
	16	Carry out GDPR training if still outstanding	All	ASAP	Completed		
	16	Covenant investigation	KR/MC	Q1 2024	Ongoing		
		Access / make use of "Governor Knowledge" within GovHub	All	Ongoing	Ongoing LP has accessed		
		Governor Training – to request LH to book	All	Ongoing	Governors to access themselves. Provide training voucher code to all Governors - LH		
		Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	Lead Governors to action and arrange visits.		
7	Headteacher update						
	a. Attendance and Projected Numbers of 2-year-old as in the report shared. b. All up to date data shared – see HT report c.1:1 TA needs upskilling but settled in very well. d. SDP Targets – as shared in July meeting e. Running track continue to get more quotes as all quotes received are around £50k and revisit an old quote from Billy Bounce.						

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	f. Focus on reading & children not Ofsted.		
8	Finance update		
	a. SDP Forecast – next meeting b. FRS Report – next meeting c. B&T Club / catering – reviewed figures & discussed the menu changes coming in after half term; staff are encouraging children to try school dinners. We have already had 4 children change from packed lunches to school dinners. Will be reviewed again in November B&T & Food costs d. Number on roll = 125 (Pupil Premium = 18; Free School Meals = 17) e. SFVS – set date / time – LH to arrange with JG	To follow LH to confirm with JG/AD	November
9	Teaching + Learning		
	a. Data above national average for year 6 SATs, above national average for year 2 except reading which is a focus of our SDP. b. Challenging cohorts within one year group with a wide spread of abilities; no longer year 2 SATs, just baseline assessment in Reception, so progress will be measured in Year 6; phonics screening and multiplication tests still continue		
10	Link Subject Visits		
	All Governors to schedule a link visit to the school and once booked these need to be posted on Gov Hub to give visibility to all Governors.	All	W/C 30 Oct
11	Staff Support		
	a. Everyone settled back into work after the Summer. We did have a tricky start with sickness at the beginning of the term. b. Wellbeing – ECT progress has been very positive, being supported by KE and KR; 1:1 support working well; Casual staff in FSU but may need to do an internal vacancy once final decision made in December regarding FSU; well-being support role will be back to full time early 2024		
12	Safeguarding		
	a. 1x MASH referral & all staff L2 & L3 trained b. KCSiE – all confirmed		
13	Health & Safety		
	a. Class 3 door came off in the wind 18.10.23 which is a fire door – being repaired by builder tonight (18.10.23). Heaters are temperamental at the moment as just been turned on. Fire door in the meeting room is having a glass panel installed in the door. A sliding door will be put into class 1 over half term. Also getting a quote to have a door put in Class 1 to enable access to the back-garden area - an unused space at the moment and could be an extra outdoor space for the children to use. LP questioned fire regulations and was it wide enough pathway. Ask JH Governor to look at and advise. b. No building or maintenance and improvements currently needed.		
14	GDPR		
	Nothing to report		
15	Equality		
	MC to meet with AD to put the report together.	MC & AD	W/C 31 Oct '23
16	Policies		
	Governors agreed that KR & LH can check DCC policies and amend if necessary & approve. Link Governors to check their lead policies. LP reminded that finance policy will need figures changing in the DCC Finance due to the limit changing.		

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	<p>Link Governors to check these and update.</p> <p>Attendance Policy Outdoor Education, Visits & Off-Site Activities Policy Mental Health Policy</p> <p>These are DCC policies LH/KR to check and update</p> <p>Governor Allowances Expenses Policy Lettings Policy Online Safety Policy Capability Policy Child Protection Policy Finance Policy Teachers Appraisal Policy Whistleblowing Policy</p> <p>Review for the next meeting</p> <p>Remote Learning Policy Curriculum statement/Home school agreement Policy</p>	<p>M/C & LB LB CS</p> <p>LH/KR</p> <p>CS CS</p>	<p>Nov 23 Nov 23 Nov 23</p> <p>Nov 23</p> <p>NOV 23 NOV 23</p>
17	SEND		
	<p>EHCP appeal was confirmed but not heard anything so need to re-chase. Lampard's x1 but has said no Hearing & impairment team x 1 High level SEN at this current time. Autism training part 1 completed by whole school. Part 2 on 31.10.23.</p>		
18	Governor Training		
	<p>a. AD discussed all Governors can book their own training Latest training available Any training done needs to be fed back to clerk so it can be logged. b. No training attended lately. c. GDPR Training has all been completed.</p>		
19	<p>Impact from Meeting</p> <ul style="list-style-type: none"> • Subject Briefing – Ask Louise to attend next meeting to talk about the catering. • LP term of office ending & is following up to extend another year • Increasing the school dinner numbers • LH doing a good job in her new role • School data is very positive • FSU expansion is great • Forest School – shortlisted for an award 1st Dec at Devon County Hall – Local nature partnership (Wild About Devon) • JH change to Associated Governor 		
20	Date of next Meeting		
	Tuesday 14 November 2023, 15:45 to include pay & performance afterwards		

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

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3	JH associated member	LH		
	LP Term of office renewal	LP		

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4	FRS Report	LH		
3	Recruit new Governors	LH		
3	Report back from DAG meeting	AD		
10	Link subject visits	All		
16	Update policies	All		
	Ongoing Action Points			
	Access / make use of “Governor Knowledge” within GovHub	All	Ongoing	
	Governor Training – to request DB to book	All	Ongoing	
	Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	

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