



## Full Governing Body Meeting – MINUTES

Date/Time	23/09/23 15:45		Location:		Face to face		Prepared:		
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	16:00
Mrs J Clarke		JC	Co-Opted	15:45	Mrs K Reeves		KR	Head	15:45
Rev. M Cockfield		MC	Co-Opted	15:57	Mrs K Slocombe		CS	Staff	15:45
Mr A Donnellan (Chair)		AD	Co-Opted	15:52	VACANCY			Co-Opted	
Mr J Gifford		JG	Parent	15:52	VACANCY			Co-Opted	

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs D Beer	LDB	Clerk	Mrs C Boundy	CB	Work commitment
Mrs L Hobbs	LH	Succeeding clerk	Mr J Hobbs	JH	Work commitment

	Agenda Item		Agenda Item		Agenda Item
1	Welcome/apologies	7	Delegation	15	Approval of minutes
1a	Meeting Documents	8	Lead / Link Governor	16	Actions arising from minutes
2	Business interests	9	Protocol for Meetings	17	Policies
3	Housekeeping (Pre-election)	10	Skills Audit / Recruitment	18	GDPR
4	Election	11	Safeguarding	19	Wellbeing
4a	Vacancies/recruitment	12	Website / Edubase	20	Impact from meeting
5	Further housekeeping	13	Governor Visits	21	Next meeting
6	Business Interests	14	Meeting Dates		

### Question / Challenge

### Decision

### Action

Item	Details of Discussion	Decision / Action	Timescale
	<i>The FGB meeting commenced at 15:55</i>		
<b>1</b>	<b>Welcome/apologies</b>		
	The clerk welcomed all to the meeting. Mrs Laura Hobbs was introduced to FGB.		
<b>1a</b>	<b>Meeting Documents</b>		
	Governors confirmed that all had been accessed.		
<b>2</b>	<b>Business interests</b>		
	Clerk reminded governors to declare an interest if any become apparent.		
<b>3</b>	<b>Housekeeping (Pre-election)</b>		
	a. Agree election procedure for chair & vice-chair - <b>Annually – at Business meeting</b> b. Agree Term of Office for Chair / V Chair - <b>1-year term</b>		
<b>4</b>	<b>Election</b>		
	a. Chair – <b>Mr Austin Donnellan unanimously approved</b>		

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### Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
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	b. Vice-Chair – <b>Mrs Leah Paiano unanimously approved</b>		
<b>4a</b>	<b>Vacancies/recruitment</b>		
	<p>a. Terms of office Governors were reminded of longevity of their terms of office. CB expires Nov 2023; LP expires Nov 2023; MC is intending to leave Feb 2024</p> <p>b. Clerk / administrator recruitment FGB was informed that DB has resigned from the roles of administrator and clerk to governors as she will be moving on to new job. KR advised that she has successfully recruited internally. Laura Hobbs has been appointed and is currently being trained. Governors expressed their thanks to DB for the past 15 years. Governors offered a warm welcome to LH. KR explained that the Devon Education Services Finance officer will come in to support LH, as well as LH being booked onto various Scomis courses, in addition to induction for new clerks training. LH's previous forest school role being run by a TA with support from forest school trained staff. LH being appointed as admin/clerk has resulted in a vacancy for a 1:1 teaching assistant role – this has been advertised.</p> <p>c. Forthcoming governor vacancies: Parent Governor vacancy - election process now to be carried out in October.</p> <p>d. Review procedures and resources for recruitment / induction Nothing to report</p>		
<b>5</b>	<b>Further housekeeping</b>		
	<p>a. Code of Conduct – <b>Agreed &amp; signed</b></p> <p>b. Confidentiality - Governors reminded of need of confidentiality – part 1 &amp; part 2 minutes explained (for confidential items)</p> <p>c. Succession planning – nothing to discuss</p> <p>d. Sharing of governor details – FGB agree that <b>details can be shared</b> on get Information About Schools, Governorhub, Website, Governors encouraged to use school email accounts</p> <p>e. Virtual attendance at meetings? <b>No, unless in case of exceptional circumstances.</b></p> <p>f. Procedure for dealing with apologies / sanctioning absences – currently 48hrs unless in emergency. Attendance is shown on website.</p>		
<b>6</b>	<b>Business Interests</b>		
	Unanimously decided that, ongoing, no paper copies of business interest would be retained – <b>Business Interests to be recorded in GovernorHub – all Governors to update for this year</b>	<i>All</i>	<i>ASAP</i>
<b>7</b>	<b>Delegation - Review and agree delegation of function to:</b>		
	<p>Governors agreed delegation as follows:</p> <p>a. Headteacher</p> <ul style="list-style-type: none"> <li>operational, day to day running of the school,</li> <li>staff deployment,</li> <li>policies etc. Finance policy lists individual spending limits etc.</li> </ul> <p>b. Lead Governors</p>		

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	<ul style="list-style-type: none"><li>as per terms of reference to be agreed later in meeting</li></ul> <p>c. Committees (Pay &amp; Performance, HT appraisal etc. as per terms of reference</p>																																				
8	<b>Lead / Link Governors</b>																																				
	<p><b>Link Governors:</b> <b>Why are we having subject leads? Why not go back to Class Governors plus statutory links?</b> A governor stated that their understanding the life of the school has happened since being a “subject” link, as opposed to being a link for a class. Good way to understand the school. Not all governors can take on subject commitments. <b>What if streamlined and governors had one subject (Maths, English, Science &amp; “The Arts” etc)?</b> Discussion ensued. Class links would lose the progression across the school. <b>How to streamline?</b> Discussion ensued:</p> <table><tr><td>English</td><td>J Clarke</td></tr><tr><td>Maths / ICT</td><td>J Gifford</td></tr><tr><td>Science</td><td>M Cockfield</td></tr><tr><td>Early Years / FSU</td><td>J Hobbs</td></tr><tr><td>The Arts (Art / DT / Music)</td><td>M Cockfield</td></tr><tr><td>Humanities</td><td>A Donnellan</td></tr><tr><td>PE/Forest School</td><td>L Bennett</td></tr><tr><td>Named Wellbeing Governor</td><td>L Paiano</td></tr></table> <p><b>Terms of Ref:</b></p> <table><tr><td>a. Behaviour / Attendance Lead</td><td>MC/LB</td></tr><tr><td>b. Community/Staff/Parental Links Lead</td><td>LP</td></tr><tr><td>c. Complaints Investigation Officer</td><td>To be determined if complaint has been made – follow the complaints policy</td></tr><tr><td>d. Curriculum Lead</td><td>AD/LP</td></tr><tr><td>e. Finance Lead</td><td>JG</td></tr><tr><td>f. First Committee</td><td>AD/MC+1</td></tr><tr><td>g. GDPR Lead</td><td>LP</td></tr><tr><td>h. H/T Appraisal Committee</td><td>AD/MC/external advisor from DISP</td></tr><tr><td>i. Inclusion/SEND Lead</td><td>CS</td></tr></table>	English	J Clarke	Maths / ICT	J Gifford	Science	M Cockfield	Early Years / FSU	J Hobbs	The Arts (Art / DT / Music)	M Cockfield	Humanities	A Donnellan	PE/Forest School	L Bennett	Named Wellbeing Governor	L Paiano	a. Behaviour / Attendance Lead	MC/LB	b. Community/Staff/Parental Links Lead	LP	c. Complaints Investigation Officer	To be determined if complaint has been made – follow the complaints policy	d. Curriculum Lead	AD/LP	e. Finance Lead	JG	f. First Committee	AD/MC+1	g. GDPR Lead	LP	h. H/T Appraisal Committee	AD/MC/external advisor from DISP	i. Inclusion/SEND Lead	CS		
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	j. Pay/Performance Committee	JG/AD/MC		
	k. Personnel Lead	AD		
	l. Premises/Security/H&S Lead	JH/MC		
	m. Pupil Premium Lead	LP		
	n. Safeguarding Lead	LP		
	o. School Improvement Lead	FGB		
	p. Second Committee	Any other 3 (not staff)		
9	Protocol for Meetings			
	<p>a. Open to Public? <b>No</b></p> <p>b. Virtual attendance? <b>Only in exceptional circumstances</b></p> <p>c. Practice &amp; timescales for circulation of minutes and papers – <b>7 days in advance (GovernorHub)</b></p> <p>d. Decide what should be published on website. <b>Approved minutes (not draft); Attendance; Governor Information; Board Diversity report in due course</b></p> <p>e. Procedure for governors requesting agenda items – <b>Email to chair or clerk 14 days in advance of meeting</b></p> <p>f. Quorum reminder – <b>50% rounded up</b></p> <p>g. Review procedure for dealing with apologies / sanctioning absence – <b>Apologies / absences 48 hrs in advance – to clerk by email or on GovernorHub</b></p> <p><b>Should meetings be paperless?</b> Think of the environment. Agendas contain links to relative documents etc. Minutes can be signed in GovernorHub.</p>			

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	<p><b>Clerk to aim to go paperless in future.</b></p> <p>Governors need to attend meetings prepared, having accessed and read documents in advance. Documents received too late for a meeting will need to be dealt with at the following meeting. Interactive screens to be used during a meeting if required. Gobs to bring own laptop etc.</p>	LH	Ongoing
10	<b>Skills Audit / Recruitment</b>		
	<p>a. Results of the recently submitted audit were discussed. Generally positive responses. To think about when succession planning in coming months/years. <b>Do Gobs have good understanding of what their training requirements are?</b> Not many obvious gaps.</p> <p>b. LH booked onto Induction for New Clerks. FGB to ensure that Child protection training is kept up to date (Directors in a MAT expected to do it annually). Retiring clerk reminded FGB that all courses with Devon Education Services are included in the service level agreement.</p> <p>c. Skills needed for recruitment – discussed earlier in meeting</p> <p>d. Procedures/resources for recruitment/induction – not discussed at this point</p>		
11	<b>Safeguarding</b>		
	<p>a. <b>LP &amp; KR to hold safeguarding meeting</b></p> <p>b. Ensure all governors have read KCSiE - <b>All gobs to update Governor confirmations in GovHub</b></p>	<p>LP/KR</p> <p>All</p>	This ½ term
12	<b>Website / Edubase</b>		
	Covered earlier in meeting		
13	<b>Governor Visits</b>		
	Covered earlier in meeting		
14	<b>Meeting Dates</b>		
	<p>Tuesdays:</p> <ul style="list-style-type: none"> <li>17 Oct 2023</li> <li>14 Nov 2023 (FRS to county)</li> <li>12 Dec 2023 (short meeting – main item SFVS)</li> <li>16 Jan 2024</li> <li>27 Feb 2024</li> <li>26 Mar 2024 (Budget planning)</li> <li>30 Apr 2024 (Budget ratification)</li> <li>11 Jun 2024 (FRS to county)</li> <li>09 Jul 2024</li> </ul> <p><i>(note from retiring clerk – these are just a few of the deadlines – there are others to consider in addition)</i></p>		
15	<b>Approval of minutes</b>		
	No questions – <b>unanimously approved. AD to sign in GovernorHub</b>	AD	ASAP
16	<b>Actions arising from minutes</b>		

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	<p>Action items confirmed completed / carried out – apart from:</p> <ul style="list-style-type: none"> <li>● <b>5b-b – Governors to complete GDPR training – remains outstanding for some</b></li> <li>● 5b-c - <b>Covenant</b> – a parent keen to take on – unsure if qualified to do so. <b>What is timescale for resolving?</b> MC is law barrister, could donate some post retirement time to produce a report before starting to pay a solicitor. Happy to do it voluntarily, but not whilst still working. Governors thanked MC.</li> <li>● 5b-g <b>Equality Impact Assessments</b> (from May / July) – EIAs are required in law – would like to discuss with Fiona Collier to determine what is required. <b>MC to contact F Collier</b>. Now all questionnaires have been completed by all – <b>MC will produce a report to go out to parents</b>.</li> <li>● 8a <b>Running track</b> – quote received for the track - £50K approx. More quotes required. A lot of money – could apply for lottery funding or others.</li> <li>● 10 - <b>Ethos and vision</b> – “This is Monkleigh” – fit for purpose. Embedding the This is Monkleigh ethos. Across the school.</li> <li>● 15 – <b>Carry out H&amp;S recommendations</b> – mostly carried out. Door window required to photocopying area. Glass in door will ruin integrity due to being a fire door. Builder coming in tomorrow -to seek advice from him.</li> </ul>	<i>All outstanding</i>	ASAP
		MC	ASAP
17	<b>Policies</b>		
	<p>a. <b>SEND Policy - Updated this week – formally adopted</b></p> <p>b. <b>Teachers’ Pay Policy - To go to next meeting</b></p> <p>c. <b>Data protection policy – approved</b></p> <p>d. <b>Staff capability policy – no changes – reviewed</b></p>	Clerk	Oct '23
18	<b>GDPR</b>		
	Nothing to report		
19	<b>Wellbeing</b>		
	<p>There have been some major changes, but staff are coping well with them. <b>Governors should have been communicated with regarding clerk/administrator resignation</b>. Apology by KR, explaining that the agenda showed recruitment for the positions, and that the information had been sent out in the first newsletter of the academic year. Clerk confirmed that resignation had been sent on 31<sup>st</sup> August.</p> <p>Aside from the required recruitment, it has been positive start to term SDP points discussed with all staff at staff meeting – dealing with things that will help the children more, now that Ofsted no longer looming. Standards remain high. New teacher settling in really well. Previous teacher settling into new job – Governors send best wishes to all staff.</p> <p><b>Is ECT support in place for new teacher?</b> Confirmed yes.</p>		
20	<p><b>Impact from meeting</b></p> <ul style="list-style-type: none"> <li>● Streamlined governor link visits etc</li> <li>● Dates for coming year</li> <li>● Need to support new clerk</li> <li>● New admin/clerk – to be lots of support</li> </ul>		

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21	Next meeting		
	Tues Oct 17 <sup>th</sup> 3:45 (LP may need to attend virtually)		

There being no further business the meeting closed at 17:55

### **Actions:**

No	ACTION POINTS	Who?	Deadline	Status
6	Review/update Business Interests in GovernorHub	All	ASAP	
9	Paperless meetings	Clerk/all	ongoing	
11a	KR/LP safeguarding meeting	LP/KR	Oct '23	
11b	Access KCSiE & update GovernorHub confirmations	All	This ½ term	
16	Carry out GDPR training if still outstanding	All	ASAP	
16	Covenant investigations	KR	Ongoing	
	<b>Ongoing Action Points</b>			
	Access / make use of "Governor Knowledge" within GovernorHub	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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