



## Full Governing Body Meeting – MINUTES

Date/Time	26/03/24 15:45	Location:		F2F in school + online	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	15:48
Mr A Donnellan	AD	Chair	15:45	Mr T Yates	TY	Parent	15:45
Mrs L Paiano (V-C)	LP	LA	15:45	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	N/A		

	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	Decision / Action
	No teaching lead talk this meeting =, one to be arranged for next meeting.	
<b>1</b>	<b>Welcome/apologies</b>	
	AD welcomed all to the meeting. One governor joined via teams with everyone else present.	Approved
<b>1a</b>	<b>Meeting Documents</b>	
	All Governors confirmed that they had read all documents.	
<b>2</b>	<b>Business interests</b>	
	AD reminded Governors to declare an interest if any become apparent.	
<b>3</b>	<b>Chair update</b>	
	Shared the main outcomes from the recent Heads, Chairs & Clerks Conference that will help shape our school strategy – we will look at this in detail during July's FGB.	
<b>4</b>	<b>Clerks update</b>	
	a. Running track quotes obtained, prices vary from £11,200 to £52,000; discussed keeping the topsoil for Forest School. All to look at the quotes in more detail and we will decide at the next meeting which one to go ahead with. Agreed the track should be 1.2 metres wide. b. Funding has been applied for from The Bideford Bridge Trust, this has passed the first meeting on 21.03.24 and a final decision on our application is expected in April.	ALL LH

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>c. Requested to Finance lead to go through the budget report sheets with Clerk. Clerk to provide in advance the previous report sheets.</p> <p>d. Safeguarding training booked for 4.9.24, 9:30 - 11:30 at Monkleigh School – all to attend.</p> <p>e. Allocated health &amp; safety check to Associated Governor who is happy with this.</p> <p>f. B&amp;T fines are working well, and parents are engaging more.</p> <p>g. Chair reminded all that questions on the agenda are to be submitted in advance of meetings.</p> <p>h. Governor Vacancy to be advertised for a parent governor after Easter.</p>	<p>LH/JG All LH  All LH</p>
<b>5</b>	<b>Approval of minutes</b>	
	February's minutes were approved.	AD to sign in GovHub
<b>6</b>	<b>Update on actions</b>	
	<p>a. Updated on running track and FOMS are supportive with fundraising, all future events are to raise money for the track.</p> <p>b. Asked if anyone is looking regularly at The Knowledge training resource. Explained we pay extra money for this service and so need to make more use out of this. Some training has been attended since last meeting and future training is booked. All others agreed to look and book training.</p>	All
<b>7</b>	<b>Headteacher update (Verbal)</b>	
	<p>Pupil data slips have gone out and parent's evenings have now been completed.</p> <p>Negotiations with Admissions Board regarding increasing Reception intake from 15 to 18 for Sept 2024, to allow for 3 children currently in FSU to have a place. It has been agreed to increase PAN to 18 for this one year and if necessary, create a mixed class of Yr 2,3 in two years' time in order to keep the year ½ class at 30. FSU staff to keep a close eye on numbers in FSU for Caterpillars and Sunflowers to ensure that ratios stay correct with this larger reception intake.</p> <p>Recruited Administrator part time to do FSU admin start in Sept.</p> <p>Safeguarding – Level 3 safeguarding leads have completed their refresher training this week.</p> <p>DTGS playground inspection has been completed.</p> <p>Obtaining quotes to extended class 1 classroom as this is a small space and rooms are split.</p>	
<b>8</b>	<b>Finance update</b>	
	<p>a. SFVS – all agreed they are happy with this, and it can be submitted.</p> <p>b. B&amp;T / catering figures will be looked at by Finance Officer to move over staffing costs to FSU cost centre to make the figures correct.</p> <p>c. Budget figures discussed and agreed budget is looking good, but as ever, there are challenging times ahead.</p> <p>d. FRS budgets discussed and the need finalising with Finance Officer to confirm the carry forward figure.</p>	<p>LH  LH  LH/HW</p>
<b>9</b>	<b>Subject Link Visits</b>	
	<p>a. Allocated ART/DT &amp; Music to TY, ask JH if he would consider taking on Science – see updated list at the end of these minutes for reference.</p> <p>b. FSU to be booked in.</p> <p>c. Maths Visit has been booked in.</p> <p>d. Forest School will be booked after Easter.</p> <p>e. Reminded all governors to contact the Subject Leads to arrange link visits – please contact the Clerk if you are unclear who the Subject Lead is.</p>	<p>TY/LH  All</p>
<b>10</b>	<b>Staff Support</b>	
	<p>All staff are happy, sickness is very low now.</p> <p>4 TAs have just completed Maths reasoning training which is having a very positive impact in the classroom, good upskilling.</p>	

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	Class 2 Teacher Recruited. Forest School interviews have been held today, two experienced candidates. Class 3 Teacher performing well, growing in confidence and good recent parent's evening.	
<b>11</b>	<b>Safeguarding</b>	
	Safeguarding case currently outstanding has been escalated down. CPOMS StaffSafe will be a great asset to the school to keep on top of the Single Central Record and informs us when the training is expiring or incomplete – this will make sure we are compliant and provide information easily to OFSTED.	
<b>12</b>	<b>Health &amp; Safety</b>	
	Playground inspection completed and caretaker has a list of maintenance jobs to complete over the Easter holidays. Only major incident recently related to the storing of equipment on top of cupboards. This fell over and hit a member of the teaching staff on head, requiring an ambulance to attend. All staff have been reminded to avoid putting items on top of cupboards.	
<b>13</b>	<b>GDPR</b>	
	Data protection audit has been completed no issues raised. Most governors are accessing their school emails	
<b>14</b>	<b>Equality</b>	
	Nothing to Report	
<b>15</b>	<b>Policies</b>	
	<a href="#">Anti-bullying policy</a> <a href="#">Behaviour policy</a> <a href="#">complaints procedure policy</a> <a href="#">Disciplinary Policy</a> <a href="#">Redundancy policy</a> <a href="#">Staff acceptable behaviour policy</a> <a href="#">Staff code of conduct policy</a> All policies above have been updated on governor hub and school website.  <a href="#">Child protection policy</a> Needs to be looked at by safeguarding governor as a new model on DCC website. Next meeting we will look at who is responsible for each policy.	LH/AD
<b>16</b>	<b>SEND</b>	
	1 x new EHCP. Reapply for funding for 1 x EHCP.	KR KR
<b>17</b>	<b>Governor Training</b>	
	Data protection training will be issued to all governors in the next 2 weeks to be completed and certificates emailed to the clerk. Safeguarding training has been booked for everyone to attend on Wednesday 4 <sup>th</sup> September 2024 – Monkleigh school 9.30am to 11.30am. Please can all governors look at training and the knowledge on governor hub. Finance lead to attend Finance bursar briefing in Oct with the Clerk.	LH / ALL  ALL ALL JG & LH
<b>18</b>	<b>Partnership</b>	
	There are further DISP meetings coming up and we will be sharing information with the Governing Board on partnership opportunities.	KR / AD
<b>19</b>	<b>Impact from Meeting</b>	
	Kitchen manager has been entered for Jamie Oliver school catering awards. Budget is good but still challenging times ahead. Lunches are working well with kitchen manager doing reduced hours and MTA helping to cover. Forest School TA role being recruited for.	

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	Admission of additional children to Monkleigh. Class 2 teacher has been recruited for September. Election process for a new parent governor after Easter.	
<b>20</b>	<b>Date of next Meeting</b>	
	Tuesday 30 <sup>th</sup> April 2024, 15:45pm	

There being no further business, the meeting finished at 17:20

### **Actions:**

No	ACTION POINTS	Who?	Deadline	Status
4	Running Track Off health & safety role to associate governor	AD / JG LH/JH	April ASAP	
5	Minutes to be signed	AD	ASAP	
9	Governors to contact Subject Leads to arrange Link Visits to school during the first half of Summer term – please contact the Clerk if you are unclear on whom the Subject Lead is.	ALL	ASAP	
15	Policies to be updated	LP	ASAP	
17	Governors to look at training and book through The Knowledge	ALL	ASAP	

### **Governors' Link Subjects:**

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

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