



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	27/02/24 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	Mr T Yates	TY	Parent	15:45
Mrs L Paiano (V-C)	LP	LA	15:45				
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	LP	Work commitments
			Mr T Yates	TY	

	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
	Subject Briefing – Humanities – Mrs K Slocombe and Karen Reeves	
1	Welcome/apologies	
	AD welcomed all to the meeting and welcomed new parent. Apologies for one governor who has work commitments - apologies were approved.	Approved
1a	Meeting Documents	
	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	
	DAG meeting has been attended and information passed on about staff wellbeing. Next meeting is all about how to challenge in meetings.	
4	Clerks update	

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.

		LH to submit to DCC / website and parents. LH to add to GovHub and AD to sign.
5	Approval of minutes	
	January's minutes have been approved just need to amend the date of the next meeting and be signed in Governor hub.	AD to sign in GovHub
6	Update on actions	
	Running Track – Has not been discussed with FOMS as yet. LH has agreed to take on getting more quotes and apply for funding for the running track. 2 new companies have been spoken to and requested quotes and awaiting emails. Policies have been checked and updated on governor hub. Governors are still looking at training, some governors are booked in on training this month.	
7	Headteacher update	
	Written report all conformed that they had read the document. Each item was discussed and no questions were raised.	
8	Finance update	
	FRS was discussed and informed all that FRS was in Jan folder but Februarys FRS has been done but having issues with the reports being pulled off and saved. This will be sorted and I will seek more training on how to complete this. SFVS – Booked in for Tuesday 5 th March 2024 B&T / catering figures B&T - Catering costs These were discussed and Clerk informed all that the B&T figures are not true figures at the moment as FSU are now invoicing fees which include B&T but all the money is going to Nursery and staff fees are still coming out of B&T figures. This needs to be changed going forward. Discussed if we could apply a fine to anyone not booking B&T sessions and just turning up? As it is now becoming an issue with regards to ratio's having the correct number of staff in and it being viable to run. All agreed to impose a £10 fine.	LH Termly LH/JG/AD
9	Link Subject Visits	
	Governors need to contact their staff members and book in their visits if this has not been done, most have booked in their visits. New governor needs to be allocated a subject lead.	ALL
10	Staff Support	
	Head teacher is in the process of completing support staff appraisals. Teacher KS2 interviews are being held on Tuesday 5 th March 2024 Vacancy for Outdoor learning TA for Forest school, this is needed as the Forest School needs someone to keep on top of the maintenance and help with the sessions. Class 2 TA has settled in very well. SEN team is working well and the children are not reliant on one person to be with them all the time.	
11	Safeguarding	
	Safeguarding team are meeting weekly to discuss and actions required on Cpoms. Attendance letters have been sent out to those who are under the attendance level.	
12	Health & Safety	
	Playground inspection has been booked and scheduled for 12/03/24. Awaiting a quote to install a toilet in the quiet room. FSU & Staff room roof is leaking – caretaker investigating this and getting quotes. Food and Hygiene inspection (Jan '24) work has been completed.	
13	GDPR	
	DPO carried out audit no issues were raised. Governor who couldn't access his emails has been resent password.	

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14	Equality	
	Nothing to Report	
15	Policies	
	School uniform policy supporting child with medical conditions policy These have been checked and updated.	
16	SEND	
	6 EHCPs EHCP to be reviewed when needed. IEP's have been updated Assessment Dyslexia 2 parts have been submitted and 3 rd started.	KR
17	Governor Training	
	All governors agreed they would look at the training and book what they need. DES current training list to be added to the Governor Hub. Safeguarding training has been booked for everyone to attend on Wednesday 4 th September 2024 – Monkleigh school 9.30am to 11.30am	ALL LH ALL
18	Impact from Meeting	
19	Date of next Meeting	
	Tuesday 26 th March 2024, 15:45pm	

There being no further business the meeting closed at 17:15

Actions:

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	
	Ongoing Action Points			
	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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