



Full Governing Body Meeting – MINUTES

Date/Time	29/04/24 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	VACANCY		Parent	
Mrs K Slocombe		CS	Staff	15:45	VACANCY		Co-Opted	
Mrs L Bennett		LB	Co-Opted	AP	VACANCY		Co-Opted	
Mrs J Clarke		JC	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Lyn Bennett	LB	Personal Commitments
			Jon Gifford	JC	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	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
	Mrs Wilson – GoFundMe talk - discussed what were doing as a school & via FOMS to raise money for the running track to get the children, parents and wider community involved. A GoFundMe page has been set up and we already have money coming in – see here	
1	Welcome/apologies	
	AD welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	All Governors confirmed that they had read all documents and were able to access the folders on governor hub.	
2	Business interests	
	AD reminded Governors to declare an interest if any become apparent.	
3	Chair update	
	Thanked members for submitting questions on the agenda in advance and to carry on doing this for future meetings. Reminded members on the strategic vs operational responsibilities of the Governing Board. Monkleigh Church Project – the Chair is meeting with Rev Claire on 1 May 2024 to discuss this in more detail and will report back to the FGB.	
4	Clerks update	

SIGNED AS TRUE: _____ DATE: _____

Page 1 of 4

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>Running track update – The Bideford Bridge Trust has given us a grant of £1,000. This will be released once we have the full funding raised. Linda Hellyer of Torridge DC has given £1,000 we also have £1,000 that school council have raised. Track quotes were discussed and questions asked regarding which supplier was best. Discussed whether to go for rubber matting or concrete. Questions were asked if we could use capital funding or school budget share. Also discussed could we ask the suppliers some more questions: review feedback from previous customers, how long would it take to complete the track, when could they start, clarify what materials they would use, lifetime maintenance, crossing point (what is it? Is it needed?).</p> <p>Governor Vacancies to be advertised.</p> <p>GDPR Whole Staff Awareness online course everyone has completed the course – Clerk thanked everyone for completing this.</p>	Question / Challenge
5	Approval of minutes	
	March's minutes were approved.	AD to sign in GovHub
6	Update on actions	
	<p>Running track – all quotes are in. Discussed using capital funding for the track or school budget, agreed to put it in this year's budget but to try and raise as much as we can before the track is installed. Questions were raised about the materials used on the track, when it could be installed, how long it would take to completed and when the companies could start the project. All need to be looked into and reported back to governors.</p> <p>March's Minutes have been signed in Governor hub.</p> <p>All link subject visits have been completed and Child Protection policy doesn't need updating yet, this has been looked into.</p>	
7	Headteacher update (Verbal)	
	<p>Verbal update given on:</p> <p>Attendance this is good at 96.09 %.</p> <p>6 SEN children.</p> <p>IEP and notice and focus children have all been updated.</p> <p>Sept – we have a part time practitioner and admin assistant for FSU this has been recruited for and filled. Possible 2 children joining the school, waiting to hear final details.</p> <p>Kingsley School visited to learn about Read Write Inc and they have sent a letter saying how impressed they were about the staff teaching the RWI programme; the letter was passed to governors to read.</p> <p>Data increasing from year 6's 64% to 76% and across the school is 76%.</p> <p>15 Pupil premium and 4 EHCP children.</p>	
8	Finance update	
	<p>SFVS has been submitted.</p> <p>FRS reports everyone agreed they have seen this, governors had question and these were answered. Budget was shown again and governors had questions – most were clarified but some were unanswered and needed clarifying with the Finance officer. Agreed that we would ask DCC for an extension on submitting the budget so we could answer the remaining questions about the budget then ratify it. A meeting was held on Friday 2nd May - AD & LP via Teams and KR, LH, JC and TY in school. The budget was submitted again on GovHub for all to access and it was agreed at 3:45pm the all were in agreeance that we could publish and lock this budget.</p> <p>Catering costs & BT figures, questions were asked about the deficit in B&T and confirmed again that figures aren't true as playworker role has moved to FSU figures but have come out of B&T. These are correct going forward now as FSU are now a wrap around division and B&T run from Reception to year 6.</p> <p>The chair discussed benchmarking and shared information.</p>	Question / Challenge
9	Subject Link Visits	
	Completed and all Up to date.	
10	Staff Support	
	All support staff are doing well nothing to report.	

SIGNED AS TRUE: _____ DATE: _____

Page 2 of 4

Governing bodies' core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

11	Safeguarding	
	Headteacher and Safeguarding governor have meet and discussed any safeguarding issues.	
12	Health & Safety	
	Nothing to report and major accidents that happen are reported via DCC – Oshens (online safety management system).	
13	GDPR	
	Nothing to Report.	
14	Equality	
	Nothing to Report.	
15	Policies	
	All policies have been discussed and changed and updated and published on GovHub and website.	
16	SEND	
	4 EHCP. Need to chase the funding for 1 EHCP as it is due to reduce and needs to be extended.	KR
17	Governor Training	
	Please can all governors look at training and The Knowledge on GovHub to see which courses are most relevant to their needs and responsibilities.	ALL
18	Partnership	
	Nothing to discuss at this meeting.	KR / AD
19	Impact from Meeting	
	Budget look into questions and get an extension on submitting – a further meeting in the next few days to ratify the budget. Running track – fund raise and finalise which company we will use.	ALL ALL
20	Date of next Meeting	
	Tuesday 11 th June 2024, 15:45pm	

There being no further business, the meeting finished at 17:45pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
4	Running Track finalise who we will use for the track and carry on fund raising.	ALL	End May	
5	Minutes to be signed	AD	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	JC
Forest School	LB
GDPR	LP
Geography / History / MFL (Humanities)	AD
ICT / Computing	JG
Maths	JG
Music	TY

SIGNED AS TRUE: _____ DATE: _____

Page 3 of 4

Governing bodies' core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

PE	LB
Pupil Premium	LP
LHSE/RSE	TBC
RE	TBC
Safeguarding	LP
SEND	KS
Science	TBC
Health & Safety	JH
Wellbeing	LP

SIGNED AS TRUE: _____ DATE: _____

Page 4 of 4

Governing bodies' core functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- C. Overseeing the financial performance of the school and making sure its money is well spent.