



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	10/12/2024 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 Hobbs	JH	Associate	
Mrs L Paiano (Ch)	LP	Chair/LA	15:45 Teams	Mr L Stevens	LS	Staff	15:45
Mrs J Clarke (V-C)	JC	Co-Opted	15:45	Mr J Gifford	JG	Parent	AP
Mrs K Slocombe	CS	Co-Opted	AP	Mr T Yates	TY	Co-Opted	15:48
Mrs A Callebaut	AC	Co-Opted	15:45	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mrs K Slocombe		Family Commitments
			Mr J Gifford	JG	Work Commitments

	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
	Subject Briefing – None	
	The FGB Commenced at 15:50	
1	Welcome/apologies	
	JC welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	Governors confirmed that all documents had been accessed.	
2	Business interests	
	JC reminded Governors to declare an interest if any become apparent.	
3	Chair update	

SIGNED AS TRUE: _____ DATE: _____

Page 1 of

4

Governing bodies' core functions:

Ensuring clarity of vision, ethos and strategic direction;

- C. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- D. Overseeing the financial performance of the school and making sure its money is well spent.

	Nothing needed updating.																																																	
4	Clerks update																																																	
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5	Approval of minutes																																																	
	November’s minutes were approved and the Vice-chair will sign once uploaded to Governor hub.					JC to sign in GovHub																																												
6	Update on actions																																																	
		<table><tr><td>No</td><td>ACTION POINTS</td><td>Who?</td><td>Deadline</td><td>Status</td></tr><tr><td>5</td><td>October minutes to be signed</td><td>JC</td><td>Completed</td><td></td></tr><tr><td>6</td><td>NGA skills audit to be completed and compliances and business interests</td><td>TY</td><td>Completed</td><td></td></tr><tr><td>10</td><td>Book link subject visits</td><td>ALL</td><td>New Year</td><td></td></tr><tr><td>13</td><td>Quotes for the toilets</td><td>LH</td><td>Decision made to go with C W Priest</td><td></td></tr><tr><td></td><td>Ongoing Action Points</td><td></td><td></td><td></td></tr><tr><td></td><td>Access / make use of “Governor Knowledge” within GovHub</td><td>All</td><td>Ongoing</td><td></td></tr><tr><td></td><td>Governor Training – please book directly on DES training site</td><td>All</td><td>Ongoing</td><td></td></tr><tr><td></td><td>Arrange / Carry out / Report on – Link/Lead Governor visits</td><td>All</td><td>Ongoing</td><td></td></tr></table>	No	ACTION POINTS	Who?	Deadline	Status	5	October minutes to be signed	JC	Completed		6	NGA skills audit to be completed and compliances and business interests	TY	Completed		10	Book link subject visits	ALL	New Year		13	Quotes for the toilets	LH	Decision made to go with C W Priest			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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	The Christmas performance was a tremendous success, and we received excellent feedback from parents. Holding the event at St. Mary’s Church in Bideford proved to be an outstanding choice. We are actively pursuing additional funding options to expand nursery places, as one initial idea did not yield the results we hoped for. The Head Teacher will reach out via email to gather more insights and will include relevant stakeholders in the conversation. Our current attendance stands at an impressive 91.91%. When we exclude the children currently unable to attend, the figure rises to 93.13%. We have already scheduled an extension for Class 1 during the summer holidays, and the same company is also assessing renovation options for the Class 2 cloakroom. Data slips will be distributed to parents next week, and we will share the overall data in January. We are pleased to have additional support in Class 3, including targeted interventions for children who require extra assistance. A former staff member will re-join our team in January, enhancing our support capabilities. In the Foundation Stage Unit (FSU), we are conducting a proactive recruitment drive for a Level 3 qualified staff member, with interviews planned for the end of January. The cleaning company has completed a thorough deep clean of the school following the recent sickness bug, using advanced chemical foggers to ensure a safe environment. Our kitchen numbers are looking very promising, and the Kitchen Manager is successfully collaborating with local suppliers for our food provisions.																																																	
8	Finance update																																																	

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Page 2 of

4

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	We confidently addressed the questions from one of the governors and clarified all relevant points. The governors are scheduled for training in March, which will enhance their understanding of the FRS-related inquiries. The finance lead is invited to join us during the finance officer's next visit on January 20, 2025 to clarify any other questions and gain a better understanding of the FRS	
9	Teaching + Learning	
	Data slips out next week.	
10	Link Subject Visits	
	To be booked in the new year	
11	Staff Support	
	School morale is high, but we are currently dealing with a sickness bug that has impacted several staff members. The Head Teacher will be undergoing an operation in January and will need time for recovery. During the recent appraisal, it was addressed the importance of succession planning to ensure smooth operations in her absence. Mrs. Emptage has been appointed to take on these responsibilities, and we are also planning to train additional staff in the coming years to support various functions. This proactive approach will strengthen our team and ensure continuity.	
12	Safeguarding	
	One case has been investigated and closed after the review. All CPOMS cases have been checked, and any that do not require further action have been closed.	
13	Health & Safety	
	A playground inspection was successfully conducted on November 21, 2024, and the report came back with excellent feedback. The team responsible for addressing the previous concerns has made significant improvements, and we have formally recognised the maintenance staff member who left us in November for their efforts. On November 22, 2024, we completed a Health and Safety walkaround, identifying a few minor tasks that we will promptly address. We are also in the process of finalising a grab pack, and all related paperwork has been completed and securely scanned into our records. The storm has damaged the fence along side of class 1, this situation has created an opportunity to access the area and install a storage container behind Class 1. This will enable us to efficiently remove some of the small wooden sheds that are cluttering the school grounds.	
14	GDPR	
	Nothing to update	
15	Equality	
	Nothing to report	
16	Policies	
	The outdoor education policy has been updated by Torbay, and we are moving forward with its publication as agreed. No changes will be made to this policy.	
17	SEND	
	All reviews have been completed.	
18	Governor Training	
	Booked training for all governor for the budget planning. Booked safeguarding training for 3 governors.	KS/TC/AC
19	Impact from Meeting	
	Ensure that all necessary capital is utilised before the "DCC" claim this back. We will implement a solid succession plan for the head teacher over the next few years. Gratitude to all staff for their exceptional dedication and remarkable efforts in delivering the Christmas performance. The previous chair conveyed deep appreciation for the leaving gift.	
20	Date of next Meeting	
	Wednesday 22 nd January 2024 at 3:45pm	

SIGNED AS TRUE: _____ DATE: _____

Page 3 of

4

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There being no further business the meeting closed at 16:40pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
19	Capital to be used before DCC claim this back.	LH / KR		
13	Grab pack to be prepared.	KR		
16	Outdoor Education policy to be updated Look into a policy for school trips, who is trained etc	KR / TW		
	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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Page 4 of

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