



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	17/09/23 15:30	Location:		Face to face & teams	Prepared:	L Hobbs	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs L Bennett	LB	Co-Opted	15:30	Mrs K Reeves	KR	Head	15:30
Mr L Stevens	LS	Staff	15:30	Mrs L Paiano (V-C)	LP	LA	15:30
Mrs J Clarke	JC	Co-Opted	15:30	Mr T Yates	TY	Parent	15:45
Mr J Gifford	JG	Parent	15:30				
Mr A Donnellan (Chair)	AD	Co-Opted	15:35	VACANCY		Co-Opted	
				VACANCY		Co-Opted	

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk			

	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 / GIAS	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 15:40</i>		
1	Welcome/apologies		
	The clerk welcomed all to the meeting. KR joined the meeting via Teams due to illness.		
2	Meeting Documents		
	Governors confirmed that all information had been accessed.		
3	Housekeeping (Pre-election)		
	a. Agree election procedure for chair & vice-chair - Annually – at Business meeting b. Agree Term of Office for Chair / V Chair - 1-year term		
4	Election		

	<ul style="list-style-type: none"> a. Chair – Mr. Austin Donnellan has announced that he will not be seeking re-election this year. He has decided to step down from his role as Chair and will not continue serving on the Governing board. b. Leah Paiano has kindly agreed to serve as the interim chair, and Jane Clarke will act as the interim vice chair. We will revisit these positions in a few months to reassess and make any necessary adjustments. c. Chair – Mrs Leah Paiano unanimously approved d. Vice – Chair - Mrs Jane Clarke unanimously approved 		
4a	Vacancies/recruitment		
	<ul style="list-style-type: none"> a. Terms of office Karen Reeves - 16 January 2014 - Tom Yates - 16 January 2024 - 15 January 2028 Jamie Hobbs – Associate Governor Leah Paiano – 25 November 2023 – 24 November 2027 Kate Slocombe – 17 September 2024 – 16 September 2028 Ly Bennett - 13 September 2022 - 12 September 2026 Jane Clarke 13 September 2022 - 12 September 2026 Luke Stevens – 17 September 2024 – 16 September 2028 Jon Gifford - 18 November 2021 - 17 November 2025 b. We have decided to invite Amy Bannerman to attend the next meeting. We will appoint her as either a parent governor or a co-opted governor. We will also discuss with Fiona Collyer to determine the most suitable role for her, whether it's a parent governor or a co-opted governor. c. Welcomed Luke Stevens to the board as the new staff governor. d. The Head teacher confirmed that she had approached Kate Slocombe about continuing on the governing board as a co-opted member. Everyone agreed that we would invite her to the next meeting. 		
5	Further housekeeping		
	<ul style="list-style-type: none"> a. Code of Conduct – Agreed & all to sign in Govern Hun (GH) b. Confidentiality - Governors reminded of need of confidentiality – part 1 & part 2 minutes explained (for confidential items) c. Succession planning – nothing to discuss d. Sharing of governor details – FGB agree that details can be shared on get Information About Schools, Governorhub, Website, Governors encouraged to use school email accounts – All agreed e. Virtual attendance at meetings? No, unless in case of exceptional circumstances or sickness and use team meetings. f. Procedure for dealing with apologies / sanctioning absences – 48hrs unless in emergency. g. During the meeting, all participants confirmed that they had thoroughly reviewed the School Development Plan. The head emphasized the need to incorporate the "Close the Gap" program into the plan. A 		

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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

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	governor raised a question about whether SEN should be referred to as SEN or SEND, the head confidently stated that it should be referred to as SEND, and assured that this correction will be made. Another governor inquired about the plan's communication with parents, and the head confidently explained that only the key highlights are shared.																
6	Business Interests																
	All governor will check their business interests in GH and update or add if necessary.	All	ASAP														
7	Delegation - Review and agree delegation of function to:																
	Governors agreed delegation as follows: a. Headteacher <ul style="list-style-type: none">operational, day to day running of the school,Staff deployment,policies etc. Finance policy lists individual spending limits etc. b. Lead Governors Committees Pay & Performance – LP/TY/JG HT appraisal – LB/LP/JN (Julie Norman) LB to book and complete the training.																
8	Lead / Link Governors																
	After thorough discussion, we have decided to move forward with the following plan: Visits will be conducted on a termly basis and directly scheduled with the teachers via email. Link Governors: <table><tr><td>Maths/Humanities Mrs Beth O'Donoghue</td><td>JG</td></tr><tr><td>Science/PSHE Mrs Helen Hinchliffe</td><td>LS</td></tr><tr><td>Early Years / FSU Mrs Kate Emptage</td><td>JC</td></tr><tr><td>The Arts (Art / DT / Music) Miss Madeline Lewis</td><td>KS</td></tr><tr><td>PE/Forest School Mrs Wilson & Mrs Hannah Craxton</td><td>TY</td></tr><tr><td>Named Wellbeing Governor</td><td>LP</td></tr></table> Terms of reference <table><tr><td>Finance Lead</td><td>JG</td></tr></table>	Maths/Humanities Mrs Beth O'Donoghue	JG	Science/PSHE Mrs Helen Hinchliffe	LS	Early Years / FSU Mrs Kate Emptage	JC	The Arts (Art / DT / Music) Miss Madeline Lewis	KS	PE/Forest School Mrs Wilson & Mrs Hannah Craxton	TY	Named Wellbeing Governor	LP	Finance Lead	JG		
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	<table><tr><td>Personnel Lead</td><td>LP</td></tr><tr><td>Premises/Security/H&S Lead</td><td>JH</td></tr><tr><td>Inclusion/SEND Lead</td><td>KS</td></tr><tr><td>Curriculum Lead</td><td>Remove</td></tr><tr><td>School Improvement Lead</td><td>ALL</td></tr><tr><td>Comm/staff/parent Link Lead</td><td>Remove</td></tr><tr><td>Safeguarding Lead</td><td>LP</td></tr><tr><td>Pupil Premium Lead</td><td>LP</td></tr><tr><td>GDPR Lead</td><td>LP/LH?</td></tr><tr><td>First Committee</td><td>3 governors</td></tr><tr><td>Second Committee</td><td>3 other governors</td></tr><tr><td>H/T Appraisal Committee</td><td>LP/LB</td></tr><tr><td>Pay/Performance committee</td><td>LP/TY/JG</td></tr><tr><td>Behaviour attendance Lead</td><td>LB</td></tr></table>	Personnel Lead	LP	Premises/Security/H&S Lead	JH	Inclusion/SEND Lead	KS	Curriculum Lead	Remove	School Improvement Lead	ALL	Comm/staff/parent Link Lead	Remove	Safeguarding Lead	LP	Pupil Premium Lead	LP	GDPR Lead	LP/LH?	First Committee	3 governors	Second Committee	3 other governors	H/T Appraisal Committee	LP/LB	Pay/Performance committee	LP/TY/JG	Behaviour attendance Lead	LB		
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Behaviour attendance Lead	LB																														
9	Protocol for meting																														
	<ul style="list-style-type: none">a. All governors discussed if we should open meetings to public – it was unanimously decided not to open to the public.b. Virtual attendance – already discussedc. Review practice & timescales for circulation of minutes and papers 7 daysd. Decide what should be published on website Approved minutes and attendance registerse. Procedure for governors requesting agenda items – emailed 14 days prior to the meetingf. Quorum reminder – 50% rounded up is 5 governorsg. Review procedure for dealing with apologies/ sanctioning absence – already discussed																														
10	Skills Audit / Recruitment																														
	<ul style="list-style-type: none">a. Skills audit will be sent out for all governor to complete and return to the Clerk ASAP – within 2 weeks. Then the information can be used to recruit future governors.b. All governor to book training on GH and use the code to remove the fee.c. Procedures/resources for recruitment/induction- Will be kept the same.	ALL	2 weeks																												
11	Safeguarding																														
	The board has confirmed that they have thoroughly reviewed the updated KCSiE and policy. The child protection policy has been updated, and all members have given their approval for its publication.	LH	ASAP																												
12	Website / GIAS																														
	<ul style="list-style-type: none">a. Governor information will appear on Website and Get information About Schools (GIAS)b. We will publish approved minutes and attendance registers on both	LH																													

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13	Governor Visits		
	As already disused 1 per term by link governors	ALL	ASAP
14	Ofsted		
	Everyone confirmed that they had read the Leadership and school effectiveness team briefing – no questions were raised.		
15	Meeting Dates		
	Wednesday's in Class 3 23.10.2024 13.11.2024 (FRS to county) 11.12.2024 (short meeting – main item SFVS) 22.01.2025 12.02.2025 12.03.2025 (Budget planning) 02.04.2025 (Budget ratification) 14.05.2025 11.06.2025 (FRS to county) 09.07.2025		
16	Approval of minutes		
	None as no meeting in July due to absence.		
17	Actions arising from minutes		
	The running track was installed over the summer, is now in full use by all children. We have successfully obtained permission from DCC for the Class 1 extension, and local builders have submitted quotes. We are eagerly awaiting the start dates for the work. The Cox family is actively addressing covenant issues with the support of their solicitor.		
18	GDPR		
	Deep dive in November by DPO		
19	Wellbeing		
	It has been an excellent start to the term. The School Development Plan has been thoroughly discussed with all staff, and we are pleased to report that standards remain high. The new teacher and chef are settling in exceptionally well.		
20	Impact from meeting <ul style="list-style-type: none"> Leah has stepped into the Chair role and Jane is now the Vice Chair. Meeting dates will be shared imminently. The school has reported a positive situation. The running track is actively being used by all. 		

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21	Next meeting		
	Wednesday 23 rd October 3:45pm		

	<ul style="list-style-type: none"> HITT workouts and classroom devices (chair swings) have been initiated, and we are closely monitoring their impact. - Julie Norman will be visiting the school to conduct a learning walk. A remarkable total of £10800.00 was raised for the running track, and the ASDA money will be allocated once it comes in. The newsletter will be prominently displayed on the notice board outside the school. A leaflet will be distributed to parents and carers about becoming a governor, and parents are encouraged to pass this information on to grandparents. We will make contact Rev Claire about attending Governor meetings. 		
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There being no further business the meeting closed at 17:05

Actions:

No	ACTION POINTS	Who?	Deadline	Status
4a	Invite Amy Bannerman to next meeting	LH	ASAP	
6	Review/update Business Interests/complainces in GovernorHub	All	ASAP	
10	Complete NGC skills audit	ALL	ASAP	
11	Child Protection policy to be published	LH	ASAP	
12	Update website and GIAS	LH	This ½ term	
13	Book subject link visits	ALL	ASAP	
15	Send out Meeting dates	LH	ASAP	
17	Covenant investigations	KR	Ongoing	
	Ongoing Action Points			
	Access / make use of "Governor Knowledge" within GovernorHub	All	Ongoing	
	Governor Training	All	Ongoing	

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