



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

| Date/Time | 23/10/2024 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 | 15:50 | Mr L Stevens | LS | Staff | 15:45 |
| Mrs J Clarke (V-C) | JC | Co-Opted | 15:45 | Mr J Gifford | JG | Parent | 15:45 |
| Mrs K Slocombe | CS | Co-Opted | 15:45 | Mr T Yates | TY | Co-Opted | 15:45 |
| 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 | | | |
| | | | | | |
| | | | | | |

| | 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 15:45 | |
| 1 | Welcome/apologies | |
| | Everyone was present, so there were no apologies required. The chair confidently welcomed back Kate Slocombe as a co-opted member, along with new governor Amy Callebaut, also joining as a co-opted member. | Approved |
| 1a | Meeting Documents | |
| | Governors confirmed that all documents had been accessed. | |
| 2 | Business interests | |
| | LP reminded Governors to declare an interest if any become apparent. | |
| 3 | Chair update | |
| | The chair provided the Benchmarking Standards reports, and all members confirmed their access to these documents. The school is performing at an average level, placing us confidently in the middle range. Everyone has successfully completed the Skills Audit, with one exception that will be resolved promptly. Additionally, the compliance forms and notes of interest have been submitted on Governor Hub gain one exception but this with be | |

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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.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|--|------|-------------|------------------------|--|----------------------|---------------|------|----------|--------|----|--------------------------------------|----|------|------|---|---|-----|------|----------------|----|---------------------------|-----|------|----------------|----|---|----|------|------------------------|----|-------------------------|----|-------------|-----------------------|----|--------------------------|-----|------|--------------|----|------------------------|----|------|-----------|----|-------------------------|----|---------|---------|--|-----------------------|--|--|--|--|--|-----|---------|---------|--|-------------------|-----|---------|---------|--|
| | completed soon. For the focus of the first half-term, the head teacher will provide a comprehensive update during her verbal report. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Clerks update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | The Clerk was unable to attend the forum due to a prior commitment but proactively emailed to ask if the meeting was recorded. Unfortunately, there was no response from Jill Larcombe. We confidently reviewed the meetings scheduled for the year, and everyone expressed their satisfaction with the arrangements. It was decided to move the March meeting to March 26th and to forgo the meeting in April. Additionally, we established that subject briefings will take place as relevant issues arise, ensuring we stay on top of important matters. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Approval of minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | September’s minutes were approved and the chair will sign once uploaded to Governor hub. | | | | | LP 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>4a</td><td>Invite Amy Bannerman to next meeting</td><td>LH</td><td>ASAP</td><td>Done</td></tr><tr><td>6</td><td>Review/update Business Interests/complainces in GovernorHub</td><td>All</td><td>ASAP</td><td>1x to complete</td></tr><tr><td>10</td><td>Complete NGC skills audit</td><td>ALL</td><td>ASAP</td><td>1x to complete</td></tr><tr><td>11</td><td>Child Protection policy to be published</td><td>LH</td><td>ASAP</td><td>Complete and published</td></tr><tr><td>12</td><td>Update website and GIAS</td><td>LH</td><td>This ½ term</td><td>Needs to be completed</td></tr><tr><td>13</td><td>Book subject link visits</td><td>ALL</td><td>ASAP</td><td>To be booked</td></tr><tr><td>15</td><td>Send out Meeting dates</td><td>LH</td><td>ASAP</td><td>completed</td></tr><tr><td>17</td><td>Covenant investigations</td><td>KR</td><td>Ongoing</td><td>ongoing</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 GovernorHub</td><td>All</td><td>Ongoing</td><td>ongoing</td></tr><tr><td></td><td>Governor Training</td><td>All</td><td>Ongoing</td><td>ongoing</td></tr></table> | | | | | No. | ACTION POINTS | Who? | Deadline | Status | 4a | Invite Amy Bannerman to next meeting | LH | ASAP | Done | 6 | Review/update Business Interests/complainces in GovernorHub | All | ASAP | 1x to complete | 10 | Complete NGC skills audit | ALL | ASAP | 1x to complete | 11 | Child Protection policy to be published | LH | ASAP | Complete and published | 12 | Update website and GIAS | LH | This ½ term | Needs to be completed | 13 | Book subject link visits | ALL | ASAP | To be booked | 15 | Send out Meeting dates | LH | ASAP | completed | 17 | Covenant investigations | KR | Ongoing | ongoing | | Ongoing Action Points | | | | | Access / make use of “Governor Knowledge” within GovernorHub | All | Ongoing | ongoing | | Governor Training | All | Ongoing | ongoing | |
| No. | ACTION POINTS | Who? | Deadline | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 | Review/update Business Interests/complainces in GovernorHub | All | ASAP | 1x to complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Complete NGC skills audit | ALL | ASAP | 1x to complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Child Protection policy to be published | LH | ASAP | Complete and published | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Update website and GIAS | LH | This ½ term | Needs to be completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 15 | Send out Meeting dates | LH | ASAP | completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | Covenant investigations | KR | Ongoing | ongoing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Ongoing Action Points | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Access / make use of “Governor Knowledge” within GovernorHub | All | Ongoing | ongoing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Governor Training | All | Ongoing | ongoing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Headteacher update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The Head Teacher delivered a verbal report indicating that there is currently no new data available, as assessments for Year 6 students are ongoing. The Read Write Inc. (RWI) program is progressing positively, and all children are meeting performance targets. Furthermore, the students in Years 3 and 4 are demonstrating commendable academic performance.</p> <p>The School Development Plan (SDP) target, the High-Intensity Interval Training (HITT) sessions have been well-received, with students expressing eagerness to participate and inquiring about the schedule for upcoming sessions. The footwear policy has been revised to permit students to wear black trainers at all times, facilitating a more efficient footwear transition.</p> <p>The national thinking program has commenced, and all teachers are engaging in weekly training sessions every Tuesday. Each class assesses ten students with a focus on oracy, prompting peer questioning. Teachers are encouraging students to elaborately expand their responses and to articulate the reasoning behind their answers. The school is actively pursuing funding to expand nursery places in response to the Government’s announcement. Currently, school attendance stands at 94%, due to an increase in illness during this term.</p> <p>The Head Teacher has completed attendance training, which has proven to be beneficial and is in the process of implementing several strategies derived from this training.</p> <p>Parent meetings conducted in October yielded positive feedback.</p> <p>The school meal program is also thriving, with an increase in participation attributed to a more varied menu.</p> <p>The introduction of a therapy dog initiative is underway. Evidence indicates that the presence of therapy dogs can enhance students’ reading skills, improve behaviour, augment attendance, and foster academic confidence, as well as develop empathy and nurturing skills. Two therapy dogs, Masiy and Milo, owned by staff members, will begin visiting the school in November.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | Additionally, the caretaker will be departing after twelve years of dedicated service. Following discussions between the Head Teacher and the Chair, it was determined that an external company would be engaged to handle cleaning and maintenance services, specifically selecting Dart FM Services after obtaining three quotes. The Meal Time Assistant position has been successfully filled internally with existing staff. All governors expressed their sincere appreciation for the caretaker's contributions over the past twelve years. | |
| 8 | Finance update | |
| | FRS Report – All governors have accessed the report, and one governor raised an important point regarding the Early Years funding of £74,000.00. They inquired whether the figure should include a minus sign. The clerk confirmed that it should, as it was a typo that would be promptly corrected. Kitchen and B&T Figures – The new cook is actively working to reduce food costs and has taken the initiative to source produce from alternative suppliers, as the current ones are quite expensive. Governors acknowledged and appreciated his hard work. Additionally, another governor raised a valid question about the accuracy of the B&T income figures, particularly regarding the income recorded in August. The clerk assured the governors that the figures were accurate, as parents book their sessions for September during the summer holidays. | |
| 9 | Teaching + Learning | |
| | All governors have successfully accessed the OAP reports, and we had an insightful discussion about the findings. The data, collected in July, pertains to Year 6 and Reception children. One governor inquired about the possibility of analysing the data without including SEN children, emphasizing that we should also assess the progress made by these students. We anticipate more data will be available at Christmas, although it's important to note that the children will be assessed on work that they have not yet covered. School have conducted lesson observations and math learning walks, and we are now concentrating on students who are working at greater depth in maths. Furthermore, children have been actively engaging in pre-teach sessions and targeted interventions to effectively close any gaps in their learning. | |
| 10 | Link Subject Visits | |
| | a. No visits have happened yet, one governor has been talking to his subject lead on her focus with the oracy training they have been doing. Please can all visits be booked in for this term. | |
| 11 | Staff Support | |
| | a. Been a long time the head has provided all staff with treats to get them through the last week. 1 member of staff is receiving some support for well-being. Also, staff are joining in with the children to do the HITT session. | |
| 12 | Safeguarding | |
| | a. Level 3 safeguarding lead is taking on the overview of CPOMs to chase and close cases. b. No ongoing issues. c. Staff meetings every Wednesday to discuss any issues. | |
| 13 | Health & Safety | |
| | a. No health and safety issues. b. We are obtaining 3 quotes to refurbish the toilets in the school. We can use capital funding for this, as the has been checked with the finance officer. | |
| 14 | GDPR | |
| | Update. FOI request regarding Vapes survey has been completed. The children's commissioner school survey was completed - This survey of all schools and colleges in England aims to drive improvements in the support available to children. It asks about the support your school offers to pupils and their families, your staff roles and responsibilities, and the characteristics and vulnerabilities of your pupils. Awaiting a date from the Data protection officer for our audit which is due to happen in November. | |
| 15 | Equality | |
| | Nothing to report | |
| 16 | Policies | |
| | Admissions policy 26 – all confirmed they had accessed this. SEND policy - no changes needed this can be updated and published Teachers policy - DCC policy reviewed and found that no changes are needed. It can be updated and published as is. | |

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| | Whistleblowing Policy - DCC policy was reviewed and found that no changes are needed. It can be updated and published as is. Data Protection Policy checked by KR & LH no changes needed confirm this is agreed by governors – all governors confirmed they had read this and is ok to publish. Home School agreement - no changes needed this can be updated and published Lettings Policy - no changes needed this can be updated and published Mental Health Policy – changed mental health lead name to new person and updated and published. Privacy notice Policy - no changes needed this can be updated and published reviewed the DCC policy and found that no changes are needed. It can be updated and published as is. Staff Privacy notice policy - no changes needed this can be updated and published Online safety policy - no changes needed this can be updated and published | |
| 17 | SEND | KS/KR |
| | Meeting to discuss SEND booked in. EHCP reviews are happening currently. | |
| 18 | Governor Training | |
| | Some governors have booked and attended training please can we ensure we all book and attend any relevant training | |
| 19 | Impact from Meeting | |
| | Julie Norman School improvement officer visiting the school for keeping in touch day and head teachers appraisal. The MIS system and finance system need to be finalised and approved by governors. We need to appoint a new supplier before December or stay with the current supplier. New governor Amy joining the team book her in for induction/ DBS and training. Funding for to increase nursery places. The National Thinking Programme. New chair and Vice-chair Kate Slocombe re-joined the board. | |
| 20 | Date of next Meeting | |
| | Wednesday 13 th November 2024 at 15:45pm | |

There being no further business the meeting closed at 17:10

Actions:

| No | ACTION POINTS | Who? | Deadline | Status |
|----|---|------|----------|--------|
| 4 | Update meeting changes on Governor hub | LH | ASAP | |
| 5 | September minutes to be signed | LP | ASAP | |
| 6 | NGA skills audit to be completed and compliances and business interests | TY | ASAP | |
| 8 | Update FRS with correct figure Update website and GIAS | LH | ASAP | |
| 10 | Book link subject visits | ALL | ASAP | |
| 13 | Quotes for the toilets | LH | 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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