

# MONKLEIGH PRIMARY SCHOOL

GOVERNORS MEETING: Wednesday 25<sup>th</sup> Nov 2015 – 5:00pm

## MINUTES

date produced: 25/11/2015

CIRCULATED TO:

Name	Initials	Category	Name	Initials	Category
Mrs Marci Baxter	MB	* Parent	Mr David McRoberts	DMcR	* Co-opted
Miss Rosie Beer	RB	Co-opted	Mrs Bethany *O'Donoghue	BO'D	* Staff
Mr David Butler	DB	* Co-opted	Mrs Leah Paiano (Chair)	LP	* LA
Mr Brian Evans	BE	* Parent	Mrs Hannah Pettifer	HP	* Co-opted
Mrs Jess Gierke	JG	* Parent	Mrs Karen Reeves	KR	* Head
Mrs Marie Jones	MJ	Co-opted	Rev. Gwen Smith	GS	* Co-opted
*Denotes present			Mrs Di Beer (Clerk)	LDB	* Clerk

Agenda	
1	Welcome and Apologies
2	Governor appointments
3	Declarations of Interest
4	Minutes of previous meeting
5	Matters Arising from previous minutes
6	Partnership
7	Headteacher's report
8	Committee Structure
9	Teaching & Learning Committee
10	Ofsted
11	Finance
12	Policies
13	Time and Date of next FGB meeting

## MINUTES

### 1 Welcome and Apologies

The Chair welcomed those present to the meeting. Apologies had been received from RB (on sabbatical) & MJ (ill). Governors unanimously accepted the apologies.  
The clerk explained that JG had said that she would be late getting to the meeting due to work.

### 2 Governor Appointments

The Clerk informed the governors that LP has been accepted by the Local Authority as a LA governor – governors unanimously approved the appointment.  
The Clerk welcomed Brian Evans, to the governing body as the replacement parent governor (LP's previous category of governor).  
Clerk to submit appointment forms online.

### 3 Declarations of Interest

There were none declared. Business interest form was given to BE to complete. Eligibility form was given to LP to complete.

### 4 Minutes of Previous Meeting

Previously distributed minutes of the meeting held on 16/09/2015 were unanimously approved and signed as a true record.

### 5 Matters arising from previous meeting

None arising

Action /  
Notes

LDB

#### 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.

6	<b>Partnership</b>	<p>KR updated governors on the previously discussed informal partnership with 3 other local schools. She explained that a meeting has been held recently attended by Chairs and Heads of each school to discuss more details of the partnership. Lots of things, under various headings had been discussed at the meeting, and the other schools were keen to formalise the partnership.</p> <p>KR informed governors that she has held a meeting with staff to discuss the partnership, during which some concerns had been raised, which she relayed to the governors.</p> <p>DB asked if the agreement between schools could remain as informal at the moment. KR &amp; LP responded that they felt that the other schools were keen to formalise as soon as possible.</p> <p style="text-align: center;"><i>16:55 – JG arrived</i></p> <p>KR advised governors that it is predicted that all schools will <i>have</i> to form partnerships in the not too distant future, schools cannot simply ‘bury their heads’.</p> <p>HP – Is there a deadline?</p> <p>KR – No deadline, but schools need to be seen to be making moves towards partnerships.</p> <p>A healthy discussion ensued. Governors were keen that feedback should be given to the 4-school partnership that the Governing Body has some concerns, and is keen to explore other options.</p>	KR
		<p>KR advised that due to exploration of other options she felt if necessary to request that the school has another non-pupil / training at the beginning of the spring term – she proposed that the training day arranged for Thursday 21 July be rescheduled for Tuesday 5 Jan. Governors were in agreement that clerk contacts school closures team to change the date</p>	LDB
7	<b>Headteacher’s Report (previously distributed to governors)</b>	<p>KR briefly talked through the report.</p> <p>She asked JG to feedback to the Teaching &amp; Learning committee on future meetings held with KR.</p> <p>KR informed governors that the school’s School Improvement Officer, David Blower, has been in contact with her regarding a self assessment that has been submitted – he had wished to congratulate her on the assessment – data is good, and the school is in a strong place.</p> <p>LP stated that she feels that all school staff are working extremely hard and this should be acknowledged by the governing body.</p>	JG
8	<b>Committee Structure</b>	<p>Clerk advised that the current structure should be looked at, and this should be an ongoing exercise. It was suggested that JG should be on the T&amp;L committee as she is the SEN / Child Protection governor. Clerk to check if there can be an associate member of that committee rather than JG ‘replace’ a committee member.</p> <p>JG confirmed that she struggles to attend Resources committee meetings – after a short discussion it was agreed that she leave the Res committee and join T&amp;L, if that is possible (if necessary as associate) BE to take JG’s place on Res committee</p>	LDB
			JG
			BE
9	<b>Teaching &amp; Learning Committee (previously distributed to governors)</b>	<p>B O’D explained that data and the new method of assessment had been discussed at T&amp;L meeting. DB stated that he would like to see a copy of the Raise Online report. KR to let DB have a copy.</p>	KR
10	<b>Ofsted</b>	<p>LP had asked governors, prior to the meeting, to print and return answers to some examples of questions that Ofsted could ask governors. Additional copies of questions were made available to those who had not been able to access them. LP to collate responses.</p> <p>KR explained that the SIO had implied that the school was in a good position to try to obtain an outstanding inspection. She explained that an inspection will initially be a 1 day inspection, but would turn into a full inspection if the initial findings were that the school would go up to outstanding. Governors need to be ready!</p> <p>DB had attended a governor training course today, and it had been suggested that all governors should have safeguarding training.</p> <p>It was suggested that a ‘mock’ inspection (or part) could be beneficial. KR recommended that as many governors as possible should be involved when Ofsted carry out their inspection. She advised that the school is in a strong position, and that governors need to be able to be strong and positive. She requested that governors carry out visits, and carry out learning walks before spending time in class.</p>	All Govs
			All Govs

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## 11 Finance

FRS Clerk explained that she had prepared the FRS as recommended by Devon County Council – the report was not what governors were used to seeing, but it showed the carry forward for the G120 fund. She explained that the report returned by DCC showed that same carry forward as the report run in school. A more detailed report of all funds to be taken to next Resources meeting.

LDB  
KR,HP

Photocopier Clerk explained that the school is looking at upgrading the photocopier with Clarity copiers – there would be an increase in the lease cost, but the copying cost would be lower – it is anticipated that there should be little difference in the overall cost to the school. LP suggested that LDB try to negotiate a better price if possible.

LDB

Classroom space KR explained that NPS have recently carried out a routine visit to the school. Whilst visiting, KR had been able to demonstrate the problems experienced daily with the lack of classroom space and the lack of a school hall. NPS have offered to carry out a feasibility study to explore a possible way of increasing class room space. This will cost no more than £900. Governors were unanimous that the study be carried out.

KR/LDB

KR informed governors that the yurt is being relocated nearer to the main school building, and that she is investigating changing the layout of her office space.

KR

## 12 Policies

A – Behaviour (review of existing)

B – Safeguarding (to include sections on ‘Prevent’; Child Sexual Exploitation & Female Genital Mutilation)

C – Capability (adoption of new)

D – Charging & Remissions Policy (adoption of re-written)

E – Data Protection (review of existing)

F – Finance Policy (recommendation from Resources)

G – Health & Safety Policy (review of existing)

H – Safer Working Practices (adoption of new guidance)

I – Staff Behaviour Policy / Code of Conduct (adoption of new)

J – Freedom of Information Publication Scheme (adoption of re-written)

Policies were discussed – updated policies had been distributed prior to meeting.

All were adopted / reviewed unanimously.

It was suggested that the website should show a list of the policies that are adopted by the school (in addition to the statutory ones on the website) with a statement that they can be see if requested. JG requested that the school provides evidence, maybe on a newsletter, that policies etc can be seen upon request – if someone doesn’t have access to the internet, they need to know where to access policies.

LDB

Some governors who have recently attended training asked about induction packs. DB offered to help put together a new ‘induction manual’ for governors.

DB

## 13 Time and Date of next meeting(s)

Teaching & Learning Committee

Monday 25<sup>th</sup> January 2016 – 15:30

Resource Committee

Thursday 28<sup>th</sup> January 2016 – 15:30

Full Governing Body

Wednesday 3<sup>rd</sup> February 2016 – 17:00

There being no further business, the meeting closed at 18:25

Signed as true: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair of Governing Body)

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