

MONKLEIGH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY: Wednesday 20th April Mar 2016 – 5:00pm

MINUTES

date produced: 20/04/2016

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	Declarations of Interest
3	Minutes of previous meeting (Pt 1 & Pt 2)
4	Headteacher's Report
5	Committee Reports
6	Governor Visits
7	Policy adoption
8	Governing Body Self Review
9	Governor Effect on Outcomes
10	Upcoming Audit
11	Headteacher's Performance Management
12	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 Mr McRoberts (previously advised holiday) and Rev. G Smith (work commitments). Governors unanimously accepted.

2 Declarations of Interest

None declared

3 Minutes of previous meeting

Part 1 (previously distributed to all governors). Mrs Pettifer proposed, Mrs Reeves seconded that they were a true and accurate record of the meeting – unanimously approved.

Part 2 (10 copies distributed to non staff governors at the meeting – 9 returned and shredded). Mrs Paiano proposed, Mrs Baxter seconded – unanimously approved.

4 Headteacher's Report

Mrs Reeves briefly talked through the previously distributed report.

With reference to the section on assessment, Mr Butler asked if it would be possible for a gender breakdown in future.

Mrs Reeves explained that writing is a 'grey area' at the present time, and that there is a lot of conflicting advice on this. Governors raised no questions.

5 Committee Reports

Teaching & Learning - Mrs O'Donoghue stated that there was little to report as most info is incorporated into the Headteacher's Report. She confirmed that assessment is going well, and that Science has now been incorporated. The question was raised "Are we going to implement a way of reporting targets for SEN children to work towards in order to be able to show progress?" This is being worked on.

Mr Butler requested an appointment to see how the assessment progress is carried out.

Resources - Mrs Pettifer requested that the FGB ratify the budget that had been set at Resources. She explained that parts of the budget will be subject to change due to upcoming staffing changes, however it was felt that it would make little difference to the overall budget plan. Mrs Gierke proposed, Mrs Pettifer seconded ratification – unanimously approved. LDB to complete and submit. Governors thanked Mrs Beer.

Action /
Notes

BO'D/KR

BO'D

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 Governor Visits

Mrs Baxter briefly outlined visits:

Class R Library Trip – impressed with the level of safeguarding, also the engagement of the children

B&T Film Club – a good visit – impressed with the outstanding level of care shown by staff.

Class R Tennis Trip – “Amazing” – all classes will benefit. Expressed thanks to Mrs Wilson for organising.

Mrs Pettifer explained details of her visits are in dropbox:

Class 2 visit – Mr Sussex and Mrs Jones an excellent team (student also in class at the time). She advised that her report explains the ‘Building Learning Power’ characters and principle.

Mr Butler - E-Safety Briefing that Mr Sussex had delivered for parents (it was noted that attendance by parents had again been very poor). He felt that it was very well presented and a very important workshop.

Mrs Gierke – safeguarding with KR. Also to visit the office in the near future to check the status of the Single Central Record. She had, today, visited MASH (Multi Agency Safeguarding Hub) – particular emphasis had been placed on Internet Safety and Child Sexual Exploitation, which is a really important issue at present. She advised that parents need to be better informed. She explained that MASH are currently dealing with 1,200 – 1,500 referrals per month, and as a result there is always a backlog. She was able to recommend that the school pass on any concerns mid week and not wait until a Friday afternoon.

JG

Mrs Reeves left the room

- 11 Headteacher’s Performance Management** - Brought forward as Mrs Pettifer needed to leave the meeting Mrs Pettifer confirmed that the sub-committee (HP, JG & DMcR), along with Helen Mellody (Headteacher of Langtree Primary) had been involved in the process. Objectives had been met & Mrs Pettifer proposed that the recommendation made to the FGB that Mrs Reeves be awarded an increment and a vote of thanks be made, this was seconded by Mrs Gierke. Unanimously approved. Mrs Reeves returned to the room. Mrs Pettifer thanked Mrs Reeves on behalf of the governors.

7 Policies

Staff Leave and Absence – Devon County Council model template. Mrs Reeves asked governors to approve number of days absence that Headteacher can authorise at her discretion (paid or unpaid). After brief discussion 5 days were agreed. Unanimously adopted.

Fees Policy – Mrs Reeves explained that a family is slipping into a debt situation. The office has spent large amounts of time previously trying to sort debt problems. A revised policy has been produced. After a short discussion governors unanimously agreed that the policy be adopted. To be implemented at the discretion of the Headteacher.

8 Governing Body Self Review

Mrs Paiano informed governors that a letter has been received from Mrs Pettifer announcing her intention to resign from the governing body at the end of the academic year. Governors were asked to think about skills required in a future co-opted governor, and to consider the roles currently carried out by Mrs Pettifer and to think of which governors would be suitable to fill the vacancies that will arise on committees. Mrs Paiano asked governors to think of strengths required in advance of the next FGB meeting.

ALL
GOVS

9 Governor Effects on Outcome

Mrs Reeves asked governors to think about what impact the GB has had on outcomes for pupils, and to be prepared to be asked this in the future. Mrs Pettifer stated that governors had made big staffing decisions, and made important MAT and partnership decisions.

ALL
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To be added as an agenda item for the next FGB meeting as this will tie in more with end of academic year.

10 Upcoming Audit

Mrs Beer advised that the audit is taking place at beginning of May. She reported that a full inventory check has been carried out – the report was made available to view at the meeting.

A Control Risk Self-Assessment is in process which will need to be signed off by KR & LP and returned to auditor a week before he audits.

LDB, KR,
LP

11 Date and time of next meeting

22nd June 2016 – 17:00hrs

There being no further business, the meeting was declared closed at 18:10.

Signed as true: _____

(Chair of Governing Body)

Date: _____

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- Overseeing the financial performance of the school and making sure its money is well spent.