

**MONKLEIGH PRIMARY SCHOOL**  
MEETING OF THE FULL GOVERNING BODY: Wednesday 6<sup>th</sup> July 2016 – 5:00pm  
**MINUTES**

date produced: 07/07/2016

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(s) (Pt 1 & Pt 2)
4	Matters Arising
5	Committee Reports
6	Upcoming vacancies
7	Finance / Audit
8	School Development Plan
9	SEF
10	Policy Adoption / Review
11	Headteacher's Appraisal / 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 Butler (ill) and Mrs Jones (ill). Governors unanimously accepted.

### 2 Declarations of Interest

None declared. Clerk reminded staff governors that they would need to leave the meeting for part of agenda item 11.

### 3 Minutes of previous meetings

03/02/2016 – retrospective approval - Part 1 (previously distributed to all governors). Mrs Pettifer proposed, Mrs Baxter seconded that they were a true and accurate record – unanimously approved.  
03/02/2016 – retrospective approval - Part 2 (8 copies distributed to non staff governors at the meeting – 7 returned and shredded). Mrs Pettifer proposed, Mrs Baxter seconded – unanimously approved.  
20/04/2016 (previously distributed to all governors). Mrs Pettifer proposed, Mrs Baxter seconded – unanimously approved

### 4 Matters arising from minutes

Mr McRoberts asked about 20/04/2016–9. This should have been added as an agenda item for this meeting. Mrs Beer and Mrs Reeves advised that it will be added to the agenda for the first meeting of the next academic year.

### 5 Committee Reports

**Teaching & Learning** - Mrs O'Donoghue advised that there is no data to discuss at present. At the most recent T&L meeting the committee had discussed how to share this year's SATs results with children.  
Mrs Reeves read a draft letter that has been drawn up, and proposed that it be sent out to parents of Yr 6 children tomorrow (07/07/2016)

*15:13 – Rev. Smith & Mrs Gierke arrived.*

Governors discussed the letter and suggested some slight amendments. Mrs Reeves explained that she and Mrs O'Donoghue have created an individual report for parents. Governors were informed that the school's results are above the National average in all subjects. Governors unanimously approved the amended letter being sent.  
Mrs Reeves thanked all Class 3 staff for their hard work in a difficult year.

**Resources** - Mrs Pettifer advised that a meeting of the committee had taken place. Nothing to report. Minutes and associated documents all distributed to governors via Dropbox.

### 6 Governing Body Vacancies

Mrs Beer reminded the FGB that there will be a Co-opted vacancy that will need filling as soon as possible. She also advised

Action  
/ Notes

LP

#### 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.

that Mrs O'Donoghue's term of office as staff governor will expire in Oct, and nominations will be sought for the position. A brief discussion was held regarding the recruitment of a co-opted governor. Mrs Paiano to assess the skills matrices that governors had completed earlier in the year to determine the skills that will be desirable.  
Mr Evans raised the subject of a 'no committee' structure found in an article from 'Better Governor'.

## 7 Finance / Audit

**Finance (FRS)** – (distributed via dropbox prior to meeting) Mrs Beer explained that the outturn FRS carry forwards for 2015-16 had been confirmed and were as expected. (G120 - £23,075)

She also explained that she had produced reports for 2016-17 to date (making a lot of assumptions), and at present carry forwards are anticipated to be: G120 - £24,581; G121 – 8,010; G122 – 5,975; CAPSCH – 11,609.

Mrs Pettifer proposed the reports, Mrs Paiano seconded – unanimously approved.

**Audit** – Mrs Beer informed governors that the final report had been received and made available for all governors to see. She explained that she, Mrs Reeves and Mrs Paiano had responded to the draft report prior to the final one becoming available.

## 8 School Development Plan

Mrs Reeves explained that the current SDP has been in Dropbox for some time. It will be updated for the end of this academic year. She informed governors that a rubber crumb area has been completed around the pre-school yurt. She advised that she is looking into the possibility of lottery funding for play equipment (for the younger children within the school). The SDP will be updated and uploaded to dropbox.

Governors kindly offered their help with the moving of pre-school and staffroom during the holidays.

## 9 SEF

Mrs Reeves advised that the SEF went out to governors quite a while ago. A new one will be created over the summer holidays and will be distributed to governors (with a copy to be retained in the governors' file). The current format will be used again, as this seems to work.

## 10 Policy Adoption / Review

### Emergency Plan / Contingency Plan

Audit had not been happy with current plans – to be re-written and brought to governors in Sept.

### Positive Handling Policy

Further to whole school PIPS training, this policy was re-written, and has already been put to use. Mrs Reeves explained that the school currently has an ongoing issue with a child. A healthy discussion ensued – Mrs Reeves to liaise with Mrs Gierke, and to update governors in due course. Policy unanimously approved and adopted.

### Keeping Children Safe in Education

The DfE has updated this document, to take effect from 05/09/2016. A template has been made available to clerks in advance – distributed to all governors via dropbox. Guidance unanimously approved. Mrs Reeves informed governors that a Child Protection issue is arising – she explained that correct procedures are being followed. Mrs Gierke stated that the process being followed is working, and that the social worker involved had spoken highly of the procedure taken by the school. Mrs Reeves and Mrs Gierke to continue to liaise as necessary.

## 11 Headteacher's Appraisal / Performance Management

### Formal appointment of external advisor

Mrs Reeves explained that governors need to formally appoint this position. The task is carried out by headteachers of the unofficial small school partnership with Langtree, Shebber, Horwood & Newton Tracey and Monkleigh (in rotation). Mrs Pettifer proposed that this arrangement continue, Mrs Baxter seconded. Unanimously appointed.

Mrs Paiano took the opportunity to thank Mrs Pettifer for the years of dedication that she has shown to the governing body. Mrs Pettifer returned the thanks.

Mrs O'Donoghue and Miss Beer retired from the meeting

**Performance Management** (see part 2 minutes)

**Support Staff – contracted hours** (see part 2 minutes)

## 12 Date and time of next meeting

The first meeting of the Full Governing Body for the next academic year – Weds 14<sup>th</sup> September 5:00pm

There being no further business, the meeting was declared closed at 18:50.

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

(Chair of Governing Body)

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

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