

MONKLEIGH PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY: Wednesday 12th July 2017 – 15:45
MINUTES

date produced: 13/07/2017

Attendance:

Name	Gov Type	Term of office exp	*	Name	Gov Type	Term of office exp	*
Mrs Marci Baxter (<i>Vice-Chair of FGB</i>)	MB	Parent	19/11/18	Mrs Marie Jones	MJ	Co-opted	25/03/19
Rev. Lynne Burgon	LB	Co-opted	06/06/21	Mrs Martha Kingdon	MK	Co-opted	18/04/21
Mr David Butler	DB	Co-opted	16/06/19	Mrs Bethany O'Donoghue (<i>T&L Chair</i>)	BO'D	Staff	30/09/20
Mr Brian Evans (<i>Res Chair</i>)	BE	Parent	24/11/19	Mrs Leah Paiano (<i>Chair of FGB</i>)	LP	LA	24/11/19
Mrs Jess Gierke	JG	Parent	10/02/20	Mrs Karen Reeves	KR	Head	ongoing
Mr James Hogan	JH	Co-opted	06/06/21	VACANCY		Co-opted	

* P = Present; Ap = Absent, apologies received; A = Absent – no apologies received

Also present:

Mrs Di Beer	LDB	Clerk (& Administrator)			
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Agenda

1	Welcome and Apologies
2	Declarations of Interest
3	Minutes of previous meeting
4	Matters Arising from minutes
5	Terms of Office / Vacancies
6	Governing Body Self Review
7	Next Year's Chair / Vice Chair
8	Terms of Reference
9	School Improvement Plan
10	Headteacher's report
11	Resources Committee Report
	11a – Ratification of Budget (FRS reports)
	11b - Staffing
12	T & L Committee Report
	12a – Hearing Committee
13	LLC activities
14	Governor visits
15	Governor training
16	Governing Body Impact
17	Policy Adoption
18	Date & Time of Next Meeting(s)

MINUTES

Ref:	Item:	Action & Completion Date
1	<u>WELCOME AND APOLOGIES</u>	
	LP welcomed all to the meeting. Apologies received from MJ due to illness. Unanimously accepted.	
2	<u>DECLARATIONS OF INTEREST</u>	
	None declared	
3	<u>MINUTES OF PREVIOUS MEETINGS</u> (ALL PREVIOUSLY DISTRIBUTED)	
	Minutes of meetings 19/04/17; 03/05/17; 06/06/17 all unanimously approved and signed as true	
4	<u>MATTERS ARISING FROM MINUTES</u>	
	Minute ref: 2017_05_03-3d <i>Has the covered area been completed between the wooden building and the yurt?</i> KR explained that an area has been covered, however there is a need to investigate how to cover more of an area between the 2 structures (above the rubber crumb section)	KR / caretaker
5	<u>TERMS OF OFFICE / VACANCIES</u>	
	LP reminded governors that there is still a vacancy (Co-opted) on the governing body. KR recommended that the vacancy should not be filled by a parent or someone with close links to staff due to possible conflicts of interest. She advised that financial skills are useful, as is a background in	

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	education. LP asked all governors to think about suitable candidates over the summer break. DB informed the FGB that there is a new resident in the parish who is an accountant. KR asked DB to tentatively approach to see if interested.	All gobs DB
6	<u>GOVERNING BODY SELF REVIEW</u>	
	Training needs were discussed. Clerk to book the following governor training courses: 03/10/17 – BE – Finance for Maintained Schools 08/11/17 – LB & JH – Induction for New Governors 09/11/17 – DB – Governors’ Update	Clerk ASAP
7	<u>NEXT YEAR’S CHAIR & VICE-CHAIR</u>	
	Governors discussed the process for appointing next year’s chair and vice-chair. It was agreed that the term of office should be 1 year – to be appointed at first meeting in September.	All gobs (see action plan)
8	<u>TERMS OF REFERENCE</u>	
	Clerk reminded that models Terms of Reference are always to be found in Dropbox. Governors to give very careful thought to committee membership and try to ensure no future conflicts of interest occur.	All gobs
9	<u>SCHOOL IMPROVEMENT PLAN</u>	
	KR informed the governors that the SIP is pretty much up to date on all actions. The school was going to use iPads for observations, but this hasn’t happened – this will be looked at again next year. Moving forward and looking at the next SIP – things that have been highlighted in the most recent Ofsted report will be pulled into the plan e.g. Maths. LB – Is a new SIP produced every 12 months? KR confirmed that this is the case and explained that some things will roll on from year to year. KR will be working on it over the summer break.	KR – Sept
	MB – How do you show what’s been achieved? KR – The SEF (Self Evaluation Form)	
	JH – Does KR have an idea of what’s doing well and what will be on the plan? KR – ‘Growth Mindset’ has gone very well – it has been very successful and needs to be kept going. Assessment has also been going very well.	
	DB – Does this affect a child’s aspect of how they’re assessed? KR/B’OD – Children self-assess. It works well	
	JH – It’s great that benefits are being seen. LH – Which other schools are Monkleigh working with? KR – Langtree, Shebbear and Horwood & Newton Tracey schools. KR informed governors that she attends Maintained Schools Forums.	
	DB – Congratulations to the school and to all staff – a very dedicated team! LP – Will write a letter to all staff on behalf of the Governing Body	LP
	KR advised that staff and very forward thinking and enthusiastic about what the future holds. DB – Could publicity be obtained through newspapers? KR to investigate JG – suggested acknowledgement of staff who are leaving	KR
10	<u>HEADTEACHER’S REPORT</u>	
	Clerk confirmed that this was taken to FGB earlier in term. KR talked about SATs results, which have already been distributed to governors. She explained that although ‘combined’ results are below floor targets – individual subject results are really good this year. She felt that the combined results don’t reflect well, and governors should bear in mind that there is a high level of SEN in the cohort. It had been a challenging year group for Mr Sussex’s first year of preparing for SATs. MB commented that Mr Sussex obviously knows the children really well.	
11	<u>RESOURCES COMMITTEE REPORT</u>	
	BE briefly talked through the draft minutes (previously distributed to all governors), and outlined the main points of the meeting. The subject of the restrictive covenant at the rear of the school was brought up. KR informed the governors that someone from DCC had been to the school and had advised that no more development take place – he had recommended re-obtaining the covenant. LP confirmed that she had tried to establish who owns the covenant but has been unsuccessful to date.	

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	KR briefly explained the situation to the new governors.	
	DB informed the FGB that he has raised the issue of the corrugated iron on the derelict shed behind the school with the Parish Council, who seemed uninterested. BE advised that the possibility of asbestos in the derelict building should be investigated. DB – Is it possible to see the plans relating to the restrictive covenant? KR - Yes	Govs
a	Budget & projected End Of Year balances / Children on Roll DB asked for clarification of in-year positions and EOY balances. Clerk explained. The FGB formally ratified the balances as taken to Resources committee KR explained that, despite increasing the Planned Admission Number to 18, there are only 15 currently on the list for Class R in September. She told the governors that there are numerous enquiries for places in other year groups. She explained that she has asked for clarification from DCC Admissions regarding children on waiting lists, as the team has not been informing the school if children are put onto the waiting list. The numbers in the classes for September are currently : Class 3 – 27; Class 2 – 29; Class 1 – 28; Class R – 15 These figures are not taking recent enquiries into account. She explained that the school doesn't want to turn children away for budgetary reasons, but it is difficult to arrange the class structure. BE – If school needs to consider moving children into different classes, should further families be approached? KR – The children who have been highlighted a suitable to move up are already moving. LB – Does Devon County Council Admissions override school decisions? KR confirmed that they do. DB – Asked for clarification on when parents are informed which class their child will be in. Kr responded that some schools don't give a choice and simply move the children	
b	Staffing (Led initially by B O'D) B O'D informed the governors that a meeting had been held with all staff. She relayed to the FGB that the feeling of staff is that a role is needed to support children. Several children have been highlighted (26) that staff feel would benefit from additional support – whether academically, or socially / emotionally. The existing TAs are already busy enough in class. It was felt that a 'nurture group' type of situation would be beneficial. This sort of support is needed very early on in school life. A person (or people) fulfilling such a role would have a positive effect. LP – How is the school going to pay for such a role? KR – Staff had felt very strongly about this at the meeting. MJ will be the only TA in Class 3 in September, and will not be able to cover the demand for her 'Thrive' type of work. KR explained that she had informed staff that the school cannot afford a full time position, if anything at all. She had told them that money would need to be 'shaved off class budget' etc. If a role could be created the service could potentially be 'sold' to other schools in the LLC in future. KR initially suggested 1 ½ days per week. KR informed FGB that all requests for spending are going direct to her, and not to the school office. It is anticipated that the school will be able to afford it by cutting budgets and by applying for funding from Bridge Trust, Torrington Cavaliers and other locals.	
	LB – Could this be 2 days per week, split across the week rather than 2 full days? KR – Suggested that it could entail the person going into family homes to offer support if necessary. She suggested that the "Emotional Literacy Support Assistant" course be attended by the position holder.	
	LP – With 26 children highlighted that would benefit from the support this role would provide, is 2 days per week enough? LB – If enough funding applied for, it may be possible to increase the hours.	
	MB – Is someone identified within in the school, or is this a separate role? KR – The skill set for this role was discussed with existing TAs a long time ago – many of the skills required are already here, with 1 TA being particularly good at phonics, another being particularly good with 'Thrive' type support etc.	
	MB – Of the 26 children highlighted, how would they be separated? B O'D – some would benefit from small group support, some would need 1:1 support.	
	LP – Can some of the carry forward be allocated to the role? KR – There have been no redundancies. There is a 'no (or very little) overtime' situation at present. Staff are able to take Time Off In Lieu. No-one's hours have been reduced due to the main budget (G120) situation, 1 member of staff's hours reduced slightly due to 1:1 SEN funding.	
	JH – There is an obvious need. Given the amount of money the school is able to scrape together – is 1 ½ days per week going to make an impact?	

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	KR suggested that FOMS be approached.	
	JH – Are you confident that it will be worthwhile? B O'D – Yes	
	LP – What pay grade is being proposed? KR – Probably Scale B	
	MB – Would that level TA have the required skills? KR – There are already the required skill sets here and a new role could cover.	
	DB – Are the identified children formalised into groups? B O'D – Educationally yes. KR – Emotionally some have already been picked up, but more recent ones are not yet recorded on paper.	
	LP – Proposed to allocate some money from carry forward JH – Proposed to approach FOMS LB – Proposed to make it a project for existing staff with the skills set and to backfill the existing positions. Present to charities as “Piloting a Project over the next 12 months” and advertise to backfill. Governors to assess and monitor to determine if it could continue. FOMS to be approached along with other sources, to include Bideford Bridge Trust, Torrington Cavaliers, Torrington Rotary Club, The Police. LB proposed, DB seconded – unanimously approved.	
	LP – How much will suggested scenarios cost? KR – Aim for 3 day position.	
	BE – When is the position needed? KR – Varying times throughout the school day – probably academic am, emotional/social pm	
	LP – It could potentially be tied in with the casual position agreed at Resources meeting.	
	KR asked the governing body to decide if the position should be contracted or casual.	
	DB – Is there an associated trust for funding? LB to investigate. JH advised that Buckinghamshire held a list of charitable trusts.	LB
	LB – Are there any governors with fund application skills? MB confirmed that she has. MB to follow up Bridge Trust	MB
	JH suggested that the highlighted children be benchmarked regarding assessment	KR/BO'D
	KR asked for clarification on what to advertise (referring to casual position(s) discussed at Resources of 2 mornings (linked to SEN funding), and 2 afternoons (required in Class R)) After some discussion it was approved that 2 contracted fixed term positions be advertised: <ul style="list-style-type: none"> • 2 mornings – linked to SEN funding (end date as per confirmed funding) • 3 days plus 2 afternoons – level 1 TA – linked to project (end date 31/08/18) KR asked governors to decide if these should be internal or external advertisements. Governors were unanimous that it should be internal initially	KR
c	<u>Policy Ratification</u> The FGB formally ratified the following committee recommended policies <ul style="list-style-type: none"> • Code of Conduct for School Employees • Employee Code of Ethical Conduct • Recruitment and Selection Policy 	
12	<u>TEACHING & LEARNING COMMITTEE REPORT</u>	
	BO'D briefly talked through the previously distributed draft minutes. LDB provided current attendance information < 11/07/17 <ul style="list-style-type: none"> • Whole School – 96.36% • Free School Meals – 94.19% • In care – 97.25% • Pupil Premium – 94.72% • EHCP – 92.22%; SEN Support – 90.98% 	
12a	<u>HEARING COMMITTEE REPORT</u>	
	LP informed the FGB that there has been a staff issue. The issue was resolved, following correct procedures.	

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13	<u>LLC ACTIVITIES</u>	
	Nothing further to discuss. Covered earlier in meeting.	
14	<u>GOVERNOR VISITS</u>	
	MB – Has visited the pre-school and Class 1 in their new locations. Very positive visit. The toilet is a great benefit to the pre-school. Class 1 in the yurt – the area is light and airy. Own child is very happy in the new area. Very positive	
	DB – Not really a visit, but has borrowed the curriculum folder. He pointed out that he had noticed that there is a lack of Islam in the folder. However when he was shown the RE resources, he was satisfied that Islam is covered. KR to update folder.	KR
	BE – Has visited Class 1 on the day of The Big Write. He feels that the facility needs to improve, but it is working. He had had a very nice day. He thinks that it could be tricky in the yurt when cold. It was interesting seeing the children partaking in their activities. KR responded that Class 1 has seemed unsettled in recent years, but is now feeling settled.	
15	<u>GOVERNOR TRAINING</u>	
	MK reported that she had attended New Governor training and had found it very useful. She was glad to have attended. BE reported that he had attended Headteacher Appraisal training.	
16	<u>GOVERNING BODY IMPACT</u>	
	KR thanked the FGB for being so pro-active. The creation of the new role mentioned earlier in the minutes will be something to report upon in future, as it is hoped that it will have a very positive impact.	
17	<u>POLICY ADOPTION</u>	
	No new to adopt at this FGB meeting <i>BE – The existing Child Protection Policy mentions “Allegations or Abuse Against Staff Policy”. Does this exist?</i>	
	Clerk informed the FGB that it is not on the statutory list of HR policies. Clerk to investigate.	LDB
18	<u>DATE AND TIME OF NEXT FGB MEETING</u>	
	Wednesday 20 th September 2017 – 15:45	

There being no further business, the meeting was declared closed at 17:48.

Signed as true: _____

Date: _____

(Chair of Governing Body)

ACTION PLAN

Ref:	Action:	Who:	By When:	Date completed:
4	Investigate further covered area (Class 1)	KR & Caretaker	ASAP	
5	Co-opted vacancy – who to fill New Monkleigh resident (accountant) to approach	All Govs DB	ASAP ASAP	
6	Book governor training	Clerk	ASAP	18/07/17
7	Nominations for both positions to Clerk	All govts	11/09/17	
8	Think carefully about committee membership	All govts	Sept. 17	
9	Writing of new SIP Letter of congratulations to school staff Investigate newspaper publicity	KR LP KR	Sept. 17 ?	
11	Restrictive covenant – obtain info on	All govts	ASAP	
11b	Find out about associated trust for funding Bridge Trust funding application Benchmark children re assessment Advertise for pilot project back-filling role	LB MB KR/BO'D KR	ASAP ASAP Ongoing ASAP	
14	Update curriculum folder to include Islam	KR		
17	Find out about Allegations policy	LDB	ASAP	13/07/17

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