



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	14/11/23 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	AP
Mr A Donnellan	AD	Chair	15:50	Mr J Gifford	JG	Parent	15:45
Mrs L Paiano (V-C)	LP	LA	AP	Mrs L Bennett	LB	Co-Opted	15:45
Mrs K Slocombe	CS	Staff	15:45	VACANCY		Co-Opted	
Rev. M Cockfield	MC	Co-Opted	15:45	VACANCY		Co-Opted	
Mrs J Clarke	JC	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mr J Hobbs	JH	Childcare/Resigned
			Mrs L Paiano	LP	Work commitments

	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 – School Dinners	
	Subject briefing talk from Kitchen Manager who talked about her passion for food and ambitions for all children to eat a healthy school dinner, as only 1% of packed lunches meet the nutritional requirement. Governors asked questions on what the biggest challenges are to increase the number of pupils having school dinners.	
	The FGB Commenced at 16:05	
1	Welcome/apologies	
	AD welcomed all to the meeting. Apologies received from LP. JH has resigned and now become an Associate Governor. Apologies approved.	Approved
1a	Meeting Documents	
	Governors confirmed that all documents had been accessed.	
2	Business interests	
	AD reminded Governors to declare an interest if any become apparent.	
3	Chair update	

SIGNED AS TRUE: _____ DATE: _____

Page 1 of 3

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.

	Running track – we are waiting for more quotes to be returned, specification is still the same.	JG to update
4	Clerks update	
	All training is up to date for the time being, lots of information to take onboard. Parent keen to become a Governor – all agreed to invite to join the next FGB meeting. Health & Safety Governor has looked at the access behind Class 1 and it will be ok as we already have a fire exit and will have another door installed into the courtyard.	LH to sort out paperwork & DBS
5	Approval of minutes	
	Couple of amendments to make, then they can be approved.	AD to sign in GovHub
6	Update on actions	
	JH to become an Associate Governor and continue with Health & Safety. Maths Link Visit to be booked. MFL, Geography & History Link Visit – has emailed to be booked in. LP term of office has been renewed. AD – reported no feedback from DAG meeting as unable to log in	JG AD
7	Headteacher update	
	a. Verbal update more data in December as NFER & White Rose maths assessments will be completed in the next few weeks. School reports to parents before Christmas. Attendance is at a good level and Kate Wilson attendance officer is visiting 21 st November. 1:1 vacancy has been appointed but only part time at the moment as low funding. Sent costings to the SEN team to increase the funding for the 1:1 role. b. SDP Targets on track and focusing on reading with all children.	
8	Finance update	
	a. FRS Reports will be available in December b. B&T Club / catering figures – have agreed to provide these termly to show a more accurate figure. c. SFVS – 13 th December as Finance officer to help with access to the portal. d. Maintenance and repair costs – nothing to report	LH DEC LH Termly LH/JG/AD
9	Teaching + Learning	
	All data now updated on the website.	
10	Link Subject Visits	
	Governors have booked in and attended visits.	ALL
11	Staff Support	
	All staff are happy and new staff meeting their targets set.	
12	Safeguarding	
	Nothing to report	
13	Health & Safety	
	Nothing to report	
14	GDPR	
	Nothing to report	
15	Equality	
	2023 Report now completed and will be published on the website. Next Equality survey will take place by June 24 and follow the same structure to track progress.	KR
16	Policies	
	All policies been updated apart from Home School policy and ECT Policy which will be shared on Governor Hub for all to view. Governor Allowance Policy needs to be reviewed and updated if necessary.	LH JG
17	SEND	

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Page 2 of 3

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	1:1 has been appointed but funding amount not agreed in full, so 1:1 only provigin part-time support until this is resolved. All staff have updated their lowest 20% registers and put support and interventions in place for these children either on notice and focus or IEP's. All IEP' have been updated and sent out to parents. All staff members have attended 2 days training on Autism awareness – part 1 Making sense of Autism and Part 2 practical strategies.	KR
18	Governor Training	
	A Governor said that they had been reading the Knowledge Section on Governor Hub and has found this a very useful tool and recommends this as some very useful information. The chair handed out current training available for everyone to review – all training to be booked through DES training portal – details pinned to the top of Governor Hub message board.	ALL
19	Impact from Meeting	
	Specialist Dyslexia Course – KR has passed the first part; Assessment Dyslexia part to be completed in Q1 2024. School Dinners – lots of passion from the Kitchen Manager, making pragmatic changes to step change the whole approach to nutrition. Tuck shop is back up and running everyday at break time. Covenant on the adjacent land will be looked at in February 2024. December meeting has been cancelled as all items can be covered in January 2024.	
20	Date of next Meeting	
	16 January 2024, 15:45pm	

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

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3	Obtain further running track quotes	JG	Jan '24	
4	Invite new governor to Jan meeting and start induction process	LH	Dec '23	
5	Sign October 2023 FGB minutes on GovHub	LH/AD	Nov '23	Done
6	Link subject visits to happen	JG / AD	Jan '24	
8	FRS Report	LH	Dec '23	
	SFVS Meeting in December	LH/AD/JG	Dec '23	
15	Equality Report in go on website	KR	Nov '23	
16	Up loaded policies on Governor Hub	LH	Nov '23	
	Governor allowance policy to be reviewed	JG	Dec '23	
	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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Page 3 of 3

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