



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	11/06/2025 16:00	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	16:00	Mr J Hobbs	JH	Associate	N/A
Mrs L Paiano (Ch)	LP	Chair/LA	16:05	Mr L Stevens	LS	Staff	16:00
Mrs J Clarke (V-C)	JC	Co-Opted	AP	Mr J Gifford	JG	Parent	16:00
Mrs K Slocombe	CS	Co-Opted	16:00	Mr T Yates	TY	Co-Opted	16:00
Mrs A Callebaut	AC	Co-Opted	16:00	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	16:00				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Jane Clarke	JC	Other 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		

Item	Details of Discussion	Decision / Action
	<p>English Lead Talk by Mrs. Kate Emptage</p> <p>Mrs. Kate Emptage delivered a presentation and an in-depth discussion about the English curriculum. This term, schools primary focus is on the progression documents for English. Staff are confident in our approach to teaching English, from Early Years to the completion of the Read Write Inc. (RWI) program. This scheme is very effective, as demonstrated by our phonics and writing data. School are currently ensuring that they have a robust program in place to illustrate the progression from this scheme throughout the school. The handwriting scheme has been fully implemented, and are now working on writing progression. School are adopting the Write Stuff program, which is highly structured and will integrate smoothly with the RWI scheme. This program has been trialled in Class 2 for over a term, yielding very positive results, as shown by the data. The progression documents were presented to all governors and will be published on the website in the coming weeks.</p>	<p>Progression documents to be published on website and Governor Hub (GH).</p>
	The FGB Commenced at 16:00	
1	Welcome/apologies	
	The chair welcomed all to the meeting and apologies were approved.	Approved

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Governing bodies' core functions:

Ensuring clarity of vision, ethos and strategic direction;

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

1a	Meeting Documents								
	Governors confirmed that all documents had been accessed.								
2	Business interests								
	The chair reminded Governors to declare any interest if any become apparent.								
3	Chair update								
	On June 5th, a workshop titled "Sustainability and Climate Change - A Climate and Nature in Education Interactive Workshop" was held; however, no one was able to attend. The head teacher informed the Governors that the school council would be meeting with the Devon Independent School Partnership (DISP) to discuss ideas for improving the school's efforts regarding climate change. During the meeting, a governor raised the question of whether a governor should be appointed to oversee this role. It was discussed that having a governor appointed would be beneficial, as they could work directly with the students on this project.					Governor to volunteer for this.			
4	Clerks update								
	The clerk discussed her role and has decided to hand in her notice due to her workload. The position will be advertised as soon as her notice is officially submitted. All governors were asked about their plans for remaining in their positions in September, and everyone confirmed that they would continue. The chair announced that she would no longer serve as chair in September but would remain in her other role as the safeguarding lead. Everyone was encouraged to consider who might take on the chair role. A question was raised regarding the need for recruitment in September. We have one co-opted position available, which was discussed. Additionally, the new vicar will be joining the parish in September, and we plan to invite her to join the governing body. She will be invited to our next meeting and the celebration day.					New chair needed in September			
5	Approval of minutes								
	May’s minutes were approved and the chair will sign once uploaded to Governor hub.					LP to sign in GovHub			
6	Update on actions								
		No	ACTION POINTS	Who ?	Dead line	Status			
		13	Grab pack Completed	LH	May	Completed			
			Attendance Fines	KR		Completed			
			Holiday Club	KR LH		Completed			
			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				
	The grab pack has been completed, and a fire box has been installed on the wall outside the reception area. The fire service has all the necessary details in case there is an incident at the school and will be able to access the entire facility.								
	The headteacher confirmed that she has spoken to the education welfare officer regarding fines. The family involved is very grateful and has expressed their thanks to the Governor, stating that they will not book another holiday during term time.								

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	Holiday club bookings were discussed, and after removing all staffing costs, the Breakfast and Tea club is expected to make a profit of approximately £1,600. Bookings are still being received, and there will be a small amount of consumables deducted from this figure. HR has been consulted about the casual contracts, and this will not affect the staff's main contracts. Insurance will cover the use of the school for the holiday club, as we are already running a Breakfast and Tea club provision.	
7	Headteacher Update	
	All governors confirmed that they had read the written report. No questions were raised, except for some links in the report that certain governors could not access. These links will be published on the Governor Hub.	Publish documents on GH
8	Finance update	
	<p>The Finance Officer will be in on June 18th to discuss and demonstrate how to produce a Financial Reporting Statement (FRS). An email was sent out this week detailing how to compile figures for governors. Meanwhile, Bromcom is still working on the actual document to ensure it functions correctly.</p> <p>The Clerk and Head Teacher have submitted a complaint to the Devon Schools Leadership Scheme (DSLS) regarding the new Management Information System (MIS) and the various issues that have arisen.</p>	
9	Teaching + Learning	
	Mrs O'Donoghue will give the second round of data in July meeting.	
10	Link Subject Visits	
	<p>Visits are booked in by governors.</p> <p>Humanities and Sen visit reports have been uploaded to the governor hub.</p>	
11	Staff Support	
	<p>Staff need support but generally ok.</p> <p>1 member of staff off sick.</p>	
12	Safeguarding	
	<p>One family offered early help, but the parent declined it. The relationship with the parent remains positive, and we are managing this situation within the school.</p> <p>The school has received an AV1 robot for a child who isn't attending school at the moment. The parents of this class have been informed about how the robot will be used in the classroom. We have received several emails regarding safeguarding concerns, which we have all discussed in detail. The AV1 robot was suggested by the medical officer last week as a way to engage the child while at home, since this option is more cost-effective.</p> <p>The governor had several questions regarding the AV1 Robot:</p> <ol style="list-style-type: none"> 1. What happens if there are internet issues or malfunctioning problems? 2. How do you ensure the safety of children and staff? 3. How will the robot help reintegrate the child into school? 4. Will this impact the learning of other students? 5. Have the concerns been communicated to the external agencies that requested this initiative? 6. Is it the school's decision to implement this? 7. If a child requires support, shouldn't they receive that instead of using a robot? 8. Does this not isolate the child further? 9. Is video teaching not more difficult? 10. Who is watching the live stream from home and who is recording it? 11. How can the teacher effectively support the child's learning at home? 12. Will this not disrupt the classroom environment? <p>These concerns were discussed in great detail, and it was decided that the school should consult with the inclusion officer to determine the best course of action. The governors concluded that the AV1 Robot was not a suitable option.</p>	
13	Health & Safety	

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	<p>The train and the pirate ship on the playground have seen better days. We are currently raising funds to replace these two items. Our maintenance contractor is working to ensure they are safe for children to use in the meantime, but they will soon need to be removed. We have some fundraising ideas and are also applying for additional funding to help with this project.</p> <p>The new fence has been installed, and the old one has been removed. The gate to the new path is now ready; we are just waiting for the council to approve it and for the final layer of the path to be added. Once this is completed, the path will be usable and will provide a safer route for getting in and out of school.</p> <p>The extension for Class 1 is planned for the summer holidays.</p> <p>The FSU shelter will be repaired during the summer holidays as well.</p>	
14	GDPR	
	<p>No data breaches.</p> <p>The data protection officer will provide the annual report in the July meeting.</p>	
15	Equality	
	New legislation on equality during interviews needs to be examined.	
16	Policies	
	<p>Lone working policy no longer in use as no one works in school by themselves</p> <p>The managing sickness policy will be reviewed before the next meeting. Since this is a DCC policy, all agreed that any changes should simply be added.</p>	
17	SEND	
	SEN visit took place today and the report will be uploaded imminently. We currently have 4 SEN children in school. We have recently had 2 EHCP's turned down and 1 going to appeal.	
18	Governor Training	
	All governors confirmed that they would handle this themselves and look for any relevant training to attend.	
19	Impact from Meeting	
	<p>Clerk to Governors Resignation: The Clerk to the Governors has formally resigned. Appropriate steps will be taken to appoint a successor.</p> <p>English Lead Presentation: The English Lead delivered a presentation/talk, providing updates and insights on the subject's progress and priorities.</p> <p>Head Teacher's Thanks: The Head Teacher expressed sincere thanks to all governors for their continued support and contribution.</p> <p>The AV1 Robot: Safeguarding issues raised by parents.</p>	
20	Date of next Meeting	
	Wednesday 9 th July 2025 at 3:45pm	

There being no further business, the meeting closed at 17:30pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
1a	Upload English documents to Governor hub	LH		
3	Sustainability and Climate Change Governor needed	ALL		

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4	New Chair for September Clerks official notice Invite new vicar to the next meeting	ALL LH LH/KR		
5	Sign May's Minutes in GH	LP		
8	Update on Finance officer meeting	LH/KR		
11	Staff support			
10	SEN Report			
12	Update on AV1 Robot			
13	Play equipment and new path update	KR		
14	GDPR Report	GDPR officer		
16	Policies to be updates	LH /KR		
	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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