



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	14/05/2025 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	N/A
Mrs L Paiano (Ch)	LP	Chair/LA	15:45	Mr L Stevens	LS	Staff	15:45
Mrs J Clarke (V-C)	JC	Co-Opted	15:45	Mr J Gifford	JG	Parent	15:45
Mrs K Slocombe	CS	Co-Opted	15:45	Mr T Yates	TY	Co-Opted	15:45
Mrs A Callebaut	AC	Co-Opted	15:45	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk			

	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
	No subject Briefing this meeting, Mrs Emptage will do an English subject brief on 11 th June	
	The FGB Commenced at 15:45	
1	Welcome/apologies	
	The chair welcomed all to the meeting and no apologies were needed as all Governors are present.	Approved
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	
	Nothing to update.	
4	Clerks update	

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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.

	Nothing to update.					
5	Approval of minutes					
	March minutes were approved and the Vice-chair will sign once uploaded to Governor hub.					JC to sign in GovHub
6	Update on actions					
	No	ACTION POINTS	Who ?	Dead line	Status	
	13	Grab pack to be prepared and box to be ordered	LH		May	
		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		
7	Headteacher Update					
	<p>Governors were informed that Dart Services are no longer our contractors and we now employ the cleaner directly. It was discussed the issues we have had with them and we parted on good terms.</p> <p>SATS are happening and are going well. The children are coping and doing very well.</p> <p>Education Welfare Officer did a 2nd attendance visit as figures are still low. She also discussed fining parents who take 10 sessions or more off unauthorised and we have a family who should be fined. Governors discussed this and asked if on this occasion we could just talk to the family in question and explain they will be fined if they take another holiday as they feel this would cause bad feeling in the school.</p> <p>The school have decided to offer a holiday club during the school holidays to generate more income. A governor questioned this and said that they should have been informed about this before it was posted on social media. The head apologises for not raising this with the Governors first, and this wouldn't happen again. Another governor suggested we use the Governor hub more to post items such as this if we need a quick response to something, or just to keep Governors in the loop of what is happening around the school. Questions that came up about the holiday club were: wouldn't this make schools' staffing costs higher, would it generate enough income to cover staffing/premise costs, and can we give staff a casual contract without it affecting their main contracts? The school will get back to the governors on these questions.</p>					
8	Finance update					
	<p>The budget was discussed in great detail with questions on various items, which were all answered. The Clerk needs to go back in and make sure that inflation is added over the next 5 years – add in 2.5%. Governors did question the head about submitting an in-year deficit budget, need to be wary of relying on the carry forward as it can only be spent once. Our spending on staffing is high and this will need to</p>					

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	kept an eye on this moving forward. All agreed that once the inflation had been added that this budget can be set with DCC.	
9	Teaching + Learning	
	Mrs O'Donoghue will give the second round of data in July meeting.	
10	Link Subject Visits	
	All scheduled visits have taken place as planned, and all reports are now uploaded to the governor hub. Additionally, Governors have successfully arranged further meetings over the next month.	
11	Staff Support	
	The entire team is in excellent spirits, though one member is currently out sick.	
12	Safeguarding	
	Nothing new to update, the head and safeguarding lead will meet.	
13	Health & Safety	
	<p>The Devon Lady Unit has been thoroughly inspected, and we are actively awaiting a quote for the necessary repairs, which will be scheduled during the summer holidays.</p> <p>We have successfully conducted a fire alarm test for the entire school, and it has become clear that we need a new system for roll calls, as the current system is not effective. All teachers will implement the new system immediately. Furthermore, during our intruder alarm test, we identified an issue where the siren ceases after a certain period. All staff have been instructed that this does not indicate safety; they must wait for an adult to confirm that the situation is clear and safe to proceed.</p>	
14	GDPR	
	All staff have completed their annual GDPR refresher. There are no data breaches to report.	
15	Equality	
	Nothing new to update.	
16	Policies	
	<p>All policies from the last meeting have been updated and published as agreed by Governors.</p> <p>Lone working policy needs to be reviewed before the next meeting.</p> <p>Managing sickness policy needs to be reviewed before the next meeting.</p>	
17	SEND	
	2x assessment for EHCP's	
18	Governor Training	
	Everyone is committed to actively pursuing new courses to enhance their skills. All governors have the necessary code to book their training through DES. Our newest Governor completed the online training for new Governors and found it extremely beneficial.	
19	Impact from Meeting	
	<p>Make sure to keep everyone informed by utilising Governor Hub to share important updates about school activities.</p> <p>Finance: We will actively monitor our finances in the coming months and throughout the year to ensure fiscal responsibility.</p> <p>Celebration Day: On July 11th, our governors have offered to volunteer to assist with teas, coffees, and cakes, making the day a memorable celebration!</p>	

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20	Date of next Meeting	
	Wednesday 11 th June 2025 at 3:45pm	

There being no further business, the meeting closed at 16:45pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
13	Grab pack and fire box	LH	May	
16	Policies to be reviewed			
	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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