



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	22/01/2025 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	
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	AP
Mrs K Slocombe	CS	Co-Opted	15:45	Mr T Yates	TY	Co-Opted	15:45
Mrs A Callebaut	AC	Co-Opted	AP	VACANCY		Co-Opted	
Mrs L Bennett	LB	Co-Opted	15:45				

In attendance	Initials	Role	Apologies	Initials	Reason
Mrs L Hobbs	LH	Clerk	Mrs A Callebaut		Child Care
			Mr J Gifford	JG	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 – None	
	The FGB Commenced at 15:50	
1	Welcome/apologies	
	LP welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	Governors confirmed that all documents had been accessed.	
2	Business interests	
	LP reminded Governors to declare an interest if any become apparent.	
3	Chair update	
	Nothing needed updating.	

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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.

4	Clerks update					
	SFVS needs to be completed, new form to be forwarded on to finance Governor.					
5	Approval of minutes					
	December’s 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
		19	Capital to be used before DCC claim this back.	LH / KR		Done
		13	Grab pack to be prepared and box to be ordered	LH		
		16	Outdoor Education policy to be updated Look into a policy for school trips, who is trained etc	KR / TW		Done
			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					
	The head teacher provided a comprehensive verbal report that highlighted key developments. Kate Emptage will assume the role of head teacher during the current head teacher's absence, ensuring continuity in leadership. Additionally, another teacher is taking on the important position of assessment lead for the school. We are committed to presenting Special Educational Needs (SEN) data in a more impactful way, focusing on demonstrating the significant improvements and progress made, rather than relying on a pass-or-fail grading system. The education welfare officer has visited the school to review our attendance data and has offered valuable recommendations to enhance our approach. Currently, we have an attendance rate of 92.3%, and we are resolutely working to improve this further.					
8	Finance update					
	FRS Report – All confirmed that they have accessed this. Kitchen and B & T figures - All confirmed that they have accessed this. One governor questioned the B & T income this is the Wrap around care funding that has been given to school.					
9	Teaching + Learning					
	Individual Education Care Plans have been successfully updated. Our interventions are not only progressing well but are also being closely monitored for outcomes. We are already witnessing significant improvements thanks to these interventions. Additionally, Key Stage 2 is set to launch an exciting new literacy approach.					
10	Link Subject Visits					
	a. Music and art visit completed report to follow.					

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	<p>b. Science Visit booked for 3.2.25</p> <p>c. Any visits completed or booked for this term.</p> <p>d. It has been decided that one member of the board will take over the Forest School, as she has extensive experience with it and is well-acquainted with its operations. This will ensure continuity and a strong leadership presence.</p> <p>e. New Governor AC will take on Humanities.</p> <p>The nursery admission meeting that was due to take place has been cancelled and no longer required.</p>	
11	Staff Support	
	<p>a. Update on staff – one member of staff has resigned and interviews are taking place this week to fill the roles.</p> <p>b. Wellbeing of staff in school is good.</p>	
12	Safeguarding	
	1x safeguarding in progress and being dealt with.	
13	Health & Safety	
	The annual Legionella inspection has been successfully completed, and we are ready to implement a few minor changes. A storage container will be installed behind Class 1 shortly, allowing us to efficiently remove all the small wooden sheds. Furthermore, we will ensure that the school boundary wall is repositioned correctly, as it is currently not in the right location. We will utilise our capital budget to fund this important improvement. Additionally, the school will receive a fresh coat of paint during the February half-term, enhancing its overall appearance.	
14	GDPR	
	We have received a clear update regarding the external data breaches from Encompass files, confirming that no children's data at Monkleigh School was compromised it was for a child from another school. We have reported this matter to the relevant authorities, and the affected files have been promptly deleted. Our data audit is scheduled for February 4, 2025.	
15	Equality	
	Nothing to update	
16	Policies	
	<p>Accessibility Plan – updated no changes needed</p> <p>Anti-bullying - updated no changes needed</p> <p>Behaviour - updated no changes needed</p> <p>Collective worship - updated no changes needed</p> <p>Complaints- updated no changes needed</p> <p>Gov allowance & expenses - updated no changes needed</p> <p>Redundancy DCC - updated no changes needed</p> <p>Remote Learning - updated no changes needed</p> <p>School uniform - updated and only change was the school foot wear</p> <p>Staff acceptable behaviour - DCC - updated no changes needed</p> <p>Staff code of conduct- updated no changes needed</p> <p>Supporting pupils with medical conditions Updated the only change was we will accept a verbal confirmation from parents if a child needs paracetamol.</p> <p>FSU admissions policy – notice period was added to give school notice of 4 weeks and children to wear red uniform. All governors confirmed they were happy with this. There was a question as to why the children need to wear a uniform and it was confirmed that we would find out and report back. The policy was confirmed as accepted the new changes.</p>	
17	SEND	
	Updated and link subject visit to happen after half term.	
18	Governor Training	
	<p>a. Safeguarding confirmed that all x 3 attended</p> <p>b. Staff governor attended an intro to governors</p>	KS/TC/AC

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19	Impact from Meeting	
	Positive governors on board Assessment data change will have a huge impact on children to highlight their improvements. Toilets being renovated New Storage New school MIS and Finance system	
20	Date of next Meeting	
	No Feb meeting next meeting will be on Wednesday 26 th March 2024 at 3:45pm	

There being no further business the meeting closed at 16:55pm

Actions:

No	ACTION POINTS	Who?	Deadline	Status
16	Add the required updated policies to the website	LH	ASAP	
13	Grab pack and fire box	LH	March	
	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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