



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	26/03/2025 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 L Paiano	LP	Illness

	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 – Data 15:45 to 16:00 Mrs. O'Donoghue confidently presented on school data today. This term, we are placing a strong emphasis on the progression documents for English. The school has an established a robust program that effectively showcases progress across our curriculum. The handwriting scheme is fully implemented, and we are actively advancing the writing progression. We are excited to adopt the "Write Stuff" program, which is well-structured and will integrate seamlessly with the RWI scheme. It has already been successfully trialled in Class 2 for over a term, and the results have been impressive, as we shared with the governors.	
	The FGB Commenced at 16:00	
1	Welcome/apologies	
	JC welcomed all to the meeting and apologies were sanctioned.	Approved
1a	Meeting Documents	
	Governors confirmed that all documents had been accessed.	

SIGNED AS TRUE: _____ DATE: _____

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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.

2	Business interests					
	JC reminded Governors to declare an interest if any become apparent.					
3	Chair update					
	We discussed nominating the kitchen manager for the Jamie Oliver Awards, but we will wait until next year to give him time to fully settle into his role. By then, we are confident he will be cooking breakfast and preparing dinner for the tea club, which are important components of the award criteria.					
4	Clerks update					
	I informed all the governors about the challenges faced during the school MIS and finance transition. Hopefully, in the long term, once all the issues are resolved, this will become a great system.					
5	Approval of minutes					
	January’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
		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	
	<p>The FSU uniform was thoroughly discussed, highlighting its advantages and disadvantages. The class teacher prepared compelling information demonstrating why this is a positive change for the children.</p> <p>Children wearing uniform from the beginning of their journey as a Sunflower has numerous positive benefits. The decision for all children in FSU has been carefully thought through, with the children's needs, as always, at the heart of the decisions. Wearing a uniform provides a sense of belonging and identity, children develop an understanding that they attend Monkleigh School, they take pride in their appearance. All children have a sense of collective identity as they are dressed in the same way, this promotes teamwork and the understanding that they are a class. Uniform ensures that children are wearing safe and practical clothes for safely navigating the outside areas, Forest School - e.g. no strings, headbands etc that could get caught - safety is paramount. Research suggests that it is positive for all children to have a routine. They are developing their understanding of the days of the week and what happens on those days - e.g. PE kit on a Monday = PE, PE kit for Forest School. It also signifies that they will be going to school that day. Many of our children attend two settings, the uniform enables the children to understand which setting they are attending on that day. Uniform is cost effective and easy to source and pre-loved uniform is always available - this means that children's own</p>					

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	<p>clothes are not getting marked or stained. The colour uniform for Sunflowers and Caterpillars is red, the Butterflies are green.</p> <p>150 years of Monkleigh school was discussed school are planning a celebration day to include an old style sports day, cream teas, stalls, mega raffle, old school photos to be displayed in school, school walk arounds to be held. Invites will go out to old student's, staff, pupils and the general public.</p> <p>Bring back on this day- this was discussed this is being published on our school facebook page and dojo now.</p>	
7	Headteacher Update	
	The written report was reviewed by all governors, who confirmed their understanding of its contents. They expressed great enthusiasm for the progression documents, recognising their effectiveness in showcasing the children's development, especially for those with Special Educational Needs (SEN). These documents outline clear, achievable targets that empower students to demonstrate their progress in relation to the goals set for them.	
8	Finance update	
	The budget forecast has been completed, but we do not have a carry forward at this time due to technical issues with the new finance system, the FRS. We are actively addressing this situation as a top priority. Once we secure the carry forward information, we will promptly share it on Governor Hub. We are confident this will be resolved before the end of the term, giving governors ample time to review the information prior to the next meeting.	
9	Teaching + Learning	
	As discussed in the subject briefing.	
10	Link Subject Visits	
	All completed and all visit reports completed one left to upload to governor hub once it has been checked by the teacher.	
11	Staff Support	
	Wellbeing off staff in school is good.	
12	Safeguarding	
	None to report.	
13	Health & Safety	
	Inspection of the Single Devon Lady unit has been completed and the shelter needs to be looked at as the north elevation, the lean to canopy is in very poor condition. A further inspection should be carried out in 1 year from the date of this report	
14	GDPR	
	The February audit has been successfully completed, and the report has been submitted on the Governor's hub. There were no questions raised, and all findings from the audit were positive. Everything is in order.	
15	Equality	
	Nothing to update	
16	Policies	
	All policies were issued on governor hub and changes discussed, all governor confirmed they were happy for these to be published.	
17	SEND	
	As discussed in the subject briefing.	

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18	Governor Training	
	All completed the Budget planning and monitoring in maintained schools.	
19	Impact from Meeting	
	<p>Subject Briefing was very powerful and informative, thank you to the BO class teacher.</p> <p>One governor expressed how wonderful it is to hear a school say that it is better to have happy children who can achieve and reach small targets than to believe all children must hit the same targets. This is what makes Monkleigh a great school.</p> <p>Great plans for 150 years – celebration day!</p> <p>All link governor visits are on track</p> <p>Investing in governor training is vital for our continued success and development and all governor are completing training on a regular basis.</p> <p>The governors expressed strong approval of the response that clearly explained the necessity of school uniforms for FSU children.</p> <p>A massive thank you to KE for stepping into the role of deputy head in Feb.</p> <p>No meeting in April the next one will be 14.05.25.</p>	
20	Date of next Meeting	
	Wednesday 14 th May 2025 at 3:45pm	

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

Actions:

No	ACTION POINTS	Who?	Deadline	Status
13	Grab pack and fire box	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	

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