

Monkleigh Primary School Full Governing Body Meeting

Date: Wednesday 16th September 2015 Time: 17:00hrs Location: Class 3

Name	Initials	Category	Name	Initials	Category
Mrs Marci Baxter	MB	* Parent	Mr David McRoberts	DMcR	* Co-opted
Miss Rosie Beer	RB	* Co-opted	Mrs Bethany O'Donoghue	BO'D	* Staff
Mr David Butler	DB	* Co-opted	Mrs Leah Paiano (Chair)	LP	* Parent
VACANCY		LAA	Mrs Hannah Pettifer	HP	* Co-opted
Mrs Jess Gierke	JG	* Parent	Mrs Karen Reeves	KR	* Head
Mrs Marie Jones	MJ	* Co-opted	Rev. Gwen Smith	GS	* Co-opted
			Mrs Di Beer (Clerk)	LDB	* Clerk

* Denotes present

MINUTES

Ref:	Action/Notes	Action/Notes
	<p><i>The Clerk advised governors that she had just held a conversation with a Babcock LDP Governor support advisor, who had advised that this meeting should be split to cover main items by the Full Governing Body, and to hold a meeting of the Resources committee at the end to discuss staffing items.</i></p> <p>The Clerk informed governors that Babcock Governor Support has made available a Code of Conduct for Governors. Copies were distributed to all governors – a resolution was made to adopt the code.</p>	
1	<p>TO RECEIVE APOLOGIES FOR ABSENCE There were no apologies and all governors were present.</p>	
2	<p>DECLARATION OF CONFLICT OF INTEREST IN RESPECT TO THIS MEETING Members of school staff declared an interest in agenda items relating to staffing.</p>	
3	<p>ELECTION OF CHAIR & VICE-CHAIR (chaired by the Clerk) The Clerk asked governors to determine the term of office for both positions. It was unanimously agreed that the term be 12 months.</p> <p>CHAIR The clerk confirmed that there had been one nominee for the position, Mrs Leah Paiano – details of this had been forwarded to all governors prior to the meeting. Governors were unanimous in the decision that Mrs Paiano be re-elected as chair.</p> <p>VIE-CHAIR There had been no advance nominations for this position. After a short discussion, Rev Gwen Smith offered to take up the position. Governors were unanimous that she be appointed. Clerk to complete appointment forms for both.</p>	LDB
4	<p>REGISTER OF BUSINESS INTERESTS All forms were distributed to governors, who were asked to check and add any business interests if necessary. Forms all signed and returned to Clerk. The Clerk explained that this is an ongoing exercise.</p>	
5	<p>COMMITTEES Committee membership was discussed and agreed upon. Terms of Reference for all of the committees were agreed.</p>	
6	<p>LOCAL AUTHORITY GOVERNOR VACANCY Mrs Paiano presented a completed Application for Nomination as LA Governor. The full governing body were unanimous in the decision that the application be forwarded to the Babcock Governor Support team. Should Mrs Paiano be successful in her application the governing body will look to appoint a replacement Parent Governor.</p>	LDB
7	<p>TO CONFIRM MINUTES OF THE MEETING HELD ON 17/06/2015 PART 1 Mr McRoberts asked if there had been any progress relating to minute ref: 2015_06_17-12 (Forward Planning / MATs). Mrs Reeves confirmed that a small partnership had been set up with Langtree, Shebbear and Horwood & Newton Tracey Primary Schools, and that is proving to be useful. Mrs Paiano proposed, and Mrs Baxter seconded that the minutes were a true and accurate record of the meeting. Unanimously approved and signed.</p>	

<p>8</p>	<p>PART 2 12 copies of the part 2 minutes were printed and distributed to governors. Miss Beer gave an update on minute ref 2015_06_17-11 (Pre-school), advising governors that there had been no positive progress – the project has been put on hold for the time-being. Mrs Pettifer asked if there had been any progress on the land adjacent to the rear of the school – Mrs Reeves confirmed that nothing is happening at present. Mrs Pettifer proposed, Mrs Baxter seconded that the minutes were a true and accurate record of the meeting. Unanimously approved. (12 copies of the minutes were returned to the clerk – 11 were later shredded, 1 filed)</p> <p>REPORTS FROM HEADTEACHER</p> <p>a SEF (previously distributed to all governors) Mrs O'Donoghue stated that, having read the SEF, it makes you 'proud, as a school', Mrs Reeves asked if Governors had any questions or comments. Governors opinions were that it was a very impressive document. Mr Butler asked for clarification on some of the assessment and 'points progress' – Mrs Reeves & Mrs O'Donoghue briefly explained that this is changing and that governors will be kept fully informed.</p> <p>b School Development Plan (previously emailed to all governors) Mrs Reeves explained that this covers the current academic year. She advised that this should be an ongoing document that is analysed frequently. She informed governors that a couple of things have been added to the SDP since it being sent to them – she detailed them verbally – the changes have been made to the working document on file. Mr Butler pointed out that a couple of dates were incorrect and needed amending. Mrs Reeves thanked Mr Butler and stated that it was good that governors had read the document in order to detect typing errors!</p> <p>There were no further questions regarding either document.</p>	
<p>9</p>	<p>ANNUAL CYCLE FOR FGB & COMMITTEES The Clerk suggested that the Chair, the Head & herself spend some time together to put together an up to date cycle for the Full Governing Body based on the Babcock template. She also suggested that the cycle for committees be finalised at the next meeting of each committee.</p>	
<p>10</p>	<p>TERM DATES 2016-17 Mrs Reeves explained that this had been discussed at the most recent staff meeting. She informed governors that a parent's comment had been heard that suggested term dates should be set to allow families to book cheaper holidays. She recommended that training days are scheduled for staff to train, not to provide the opportunity for cheap holidays. The dates suggested by the staff meeting are: Training days – 1 Sep, 2 Sep, 3 Jan, 18 Apr, 24 Jul. Occasional days – 25 Jul, 26 Jul.</p> <p>Some governors expressed concern that children returning to school in Sept would be coming back to a full week, and that a shorter week would be easier for children. Staff stressed the importance of training days spread throughout the year to allow for monitoring of progress and assessment etc. After some discussion, the unanimous decision was to accept the suggested dates. Clerk to submit to the Local Authority</p>	<p>LDB</p>
<p>11</p>	<p>STAFFING / PERSONNEL – SEE RESOURCES MINUTES</p>	
<p>12</p>	<p>DATES & TIMES OF NEXT MEETINGS</p> <p>a Full Governing Body - 25/11/2015, 03/02/2016, 20/04/2016, 22/06/2016</p> <p>b Resources following this FGB then 08/10/2015 3:30pm – future dates to be set at committee</p> <p>c Teaching & Learning 23/09/2015 – 3:30pm – future dates to be set at that meeting</p>	

There being no further business the meeting was declared closed at 18:10pm. Those governors not on the Resources committee left the room. A meeting of the Resources committee followed.

Signed as true: Date:
(Chair of Governing Body)