

MONKLEIGH PRIMARY SCHOOL

GOVERNORS MEETING: Wednesday 3rd Feb 2016 – 17:00hrs

MINUTES

date produced: 04/02/2016

CIRCULATED TO:

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	*	LA
Mr Brian Evans	BE	*	Parent	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
*Denotes present				Mrs Di Beer (Clerk)	LDB	*	Clerk

Agenda

1	Welcome and Apologies
2	Declarations of Interest
3	Minutes of previous meeting
4	Matters Arising from previous minutes
5	Partnership
6	Teaching & Learning Committee Report
7	Resources Committee Report
8	School Development
9	Finance (to include ratification of SFVS)
10	Benchmarking
11	Governor reports / visits / training
11a	B&T Club / Pre-school report / discussion
12	Policies: Staff Discipline; Staff Grievance; Teachers Appraisal; Sex & Relationships Education (SRE); SEND; Supporting Pupils with Medical Conditions; Complaints Procedure; E-Safety Policy.
12a	School uniform (KR)
12b	Staffing – maternity update
13	Time and Date of next FGB meeting

MINUTES

1 Welcome and Apologies

None received

2 Declarations of Interest

None declared

3 Minutes of Previous Meeting

The chair asked governors to confirm that the previously distributed minutes of the meeting had been read. The minutes were unanimously approved and signed as true.

4 Matters arising from previous meeting

None

5 Partnership

Mrs Reeves told governors that, in investigating other partnership options, she and some governors had visited Beaford Primary School for a Learning Walk. This had proved very useful. Beaford works similarly to Monkleigh, and it had been a very positive visit.

Mrs Baxter stated that it had been nice to meet a parent governor from another school.

Beaford governors and headteacher had made a return visit and had commented that there are a lot of similarities between the schools.

Mrs Reeves informed governors that Beaford have applied to become a 'Teaching School'

17:07 – Rev Smith, Mrs Gierke and Mr Evans arrived

Governing bodies' core functions:

- A. Ensuring clarity of vision, ethos and strategic direction;
- B. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- C. Overseeing the financial performance of the school and making sure its money is well spent.

Action /
Notes

Mrs Reeves said that partnering with Beaford may open up opportunities for Monkleigh staff to be able to support other schools in future.

She reassured the governors that forming an academy is not being talked about at this stage. Both schools want to be independent and become stronger.

Partnership Options on offer:

- Loose partnership with Langtree, Shebbear & Horwood and Newton Tracey primary schools as previously discussed – Mrs Paiano has received an email from Shebbear asking for an update.

- Flying Start federation (Buckland Brewer & Parkham primary schools)

Mrs Paiano and Mrs Reeves have been invited to Flying Start to look at partnerships there

- Beaford primary school

Visits carried out from both schools

A healthy discussion ensued with benefits and disadvantages being raised.

Mr McRoberts asked what happens if we 'join' with another school. Mrs Reeves responded that nothing would change yet. At present it would involve joint training, inset days, sharing resources & policies etc.

Mrs Pettifer asked what the 'skill sets' of Beaford are. Mrs Reeves responded that if they are to become a 'Teaching School' our staff will get the opportunity for accreditation through them. Mrs Baxter confirmed that the headteacher at Beaford had explained clearly how this works during the visit to them.

Mrs Reeves advised governors that Monkleigh already has other schools approaching staff for advice.

Mrs Paiano asked governors to make a decision.

A – Flying Start

This was discussed. Already a federation with an executive head. Governors felt that the school is in a 'different place' to Monkleigh – unanimous that a partnership is not investigated.

B – Horwood Newton Tracey / Langtree / Shebbear

Governors agreed that Monkleigh continue with friendship and collaboration but not to formalise anything. Mrs Paiano to respond to Shebbear email. Mrs Reeves to liaise with the headteachers and advise them that there will be no formal partnership, but would still like to continue to support each other and to continue in a non-official capacity.

C – Beaford

Governors unanimous that next step of partnership be investigated.

6 Teaching & Learning Committee report

Mrs O'Donoghue advised that a committee meeting had been held on 25/01/2016, feeding back on assessment. Mrs Gierke stated that it had been a very helpful meeting.

Mrs Reeves and Mrs O'Donoghue informed governors that they have recently attended a training course and feel that Monkleigh is moving on positively.

7 Resources Committee report

Mrs Pettifer informed governors that a committee meeting had been held on 28/01/2016 where future expenditure had been discussed and agreed.

8 School Development

Mrs Reeves put the School Development Plan onto the whiteboard and briefly outlined the contents. She explained that the autumn term has been 'signed off' and we are now looking at the spring term. She explained that she and Mrs Beer have spent some time looking at figures for budget setting. Use has been made of the Connect2 website where building maintenance as highlighted by NPS is outlined.

She showed how 'Wave 3' maths is incorporated into the SDP – Mr Butler asked Mrs Reeves to explain how this works, which she duly did.

Senior Leaders of Education has been added to the SDP.

Catering (as discussed at RC 28/01/16). We will be giving notice to Devon Norse. This will take time and we will probably not realistically leave them until September.

Pre-school (as discussed at RC 28/01/16). This will be moving to back of school with staff room being used and existing pre-school returning to being used for the staff room. A yurt will be purchased from Pre-school

LP, KR

KR

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funds to provide an additional pre-school space.

9 Finance

Discussed fully at RC (28/01/16).

Mrs Beer explained that the anticipated carry forward will be significantly less than expected as Parentmail has now had to be paid their 3yr fee, and also repayment of the Devon Norse loan may happen in this financial year.

Regarding catering – Mr Evans confirmed that he has spoken with the catering manager at PGL Beam about providing cover if necessary.

Feasibility Study – Mrs Reeves informed governors that the study confirmed that extending upwards is feasible and will cost in the region of £150K, however Devon County Council have informed her that they are unable to fund any of this, nor will they match any funding. Mrs Reeves advised that DCC has, this week, admitted a child into the school that has pushed the children in class above the recommended limit. She and Mrs Paiano will be writing to DCC on the matter.

It was suggested that publicity should be sought, however it was considered that although publicity is needed, it must not be negative. Mrs Reeves has drafted a letter to send to anyone who may be able to help financially and asked the governors if they agree a letter being sent out. Unanimously agreed.

SFVS – Completed at RC (28/01/2016). The self-assessment was agreed and signed off for submission. Clerk requested that those governors who have yet to do so should complete the governor section of the competency matrix to accompany the self-assessment.

Budget Planning – Mrs Reeves confirmed that this is work in progress. School finance officer coming in to school next week to input more information. To be taken to next Resources meeting.

KR / LP

All gobs

KR/LDB

10 Benchmarking

Mrs Beer distributed copies of charts of benchmarking with a benchmark set of 5 other schools who are similar in size to us. There were no questions raised. Mrs Beer recommended that governors visit the benchmarking website as it is a public site.

All gobs

11 Governor Reports

PE / B&T Club – Mrs Baxter confirmed that she will be arranging a visit in the near future. She also advised that she will be going on a trip with Class R to a local library. Governor visit form to follow.

CP / SEN – Mrs Gierke meeting with Mrs Reeves tomorrow. To report at next meeting of T&L committee.

Pre-school – Rev Smith informed governors that she visits the pre-school every week for story and music time etc. She stated that she feels that the pre-school leader (JC) is doing an extremely good job. There are big space issues in the pre-school and that all pre-school staff “deserve a medal”.

Finance – Mrs Pettifer told governors that she had spent time with Mrs Beer looking at FRS & FPS (budget planning website). It was suggested at RC that a workshop for governors be run for understanding the reporting and budgeting procedures. LDB to suggest dates. She stated that it had been a useful and interactive exercise, and was very pleased with the way things are going.

Mrs Reeves thanked Mrs Pettifer for coming in with Mrs Beer.

Training events / Gov. visits:

Mr Evans reported that he had attended New Governor training, and had found it really useful.

Mr McRoberts informed governors that he had spent an excellent morning in Class 3 with BO'D. He is coming in again later this week for maths with Mrs Quincey.

Note from Clerk – please ensure that Governor visit reports are carried out and emailed to LDB or put into Dropbox – these are kept in a folder for inspection.

MB

JG

LDB

All gobs

18:05 – Mrs Pettifer excused herself from the meeting

11a B&T Club for Pre-school children

To ensure anonymity of families and staff involved these are all recorded as Part 2 minutes

12 Policies

Staff Discipline;	Sex & Relationships Education (SRE);
Staff Grievance;	Teachers Appraisal;
Complaints Procedure;	Supporting Pupils with Medical Conditions;
SEND;	E-Safety Policy;

Some of these policies were discussed at committee level for recommendation to the FGB

The above policies were all adopted / reviewed en bloc & unanimously approved.

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12a School Uniform

Mrs Reeves proposed that the colour of the school uniform be changed from bottle green to red. Rev Smith asked why. Mrs Reeves responded that she, and other staff, feel that red is a more vibrant colour and it is already incorporated into the school in the PE kit, hoodies, coats and pre-school uniform. A discussion ensued with various concerns being raised – there was concern that some parents may be cross about the change. Mrs Reeves told governors that, should they agree to the change, the transition should be gradual and that parents will only be expected to purchase red jumpers when a child needs a new jumper. Those children in year 6 will not be expected to wear red jumpers. After discussion governors voted on the proposal: In favour – 9; Against – 1; Abstain – 1. Carried – uniform colour to change to red. KR to inform parents.

18:38 – Miss Beer, Mrs Jones & Mrs O’Donoghue left the meeting

12b Staffing – Maternity Update

See part 2 minutes

13 Time and Date of next meeting(s)

Teaching & Learning Committee	18 th April 2016 – 15:30
Resource Committee	17 th March 2016 – 15:30
Full Governing Body	20 th April 2016 – 17:00

There being no further business, the meeting closed at 18:45

Signed as true: _____
(Chair of Governing Body)

Date: _____

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