

MONKLEIGH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY: Wednesday 21st September 2016 – 5:30pm

MINUTES

date produced: 22/09/2016

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	Rev. Gwen Smith	GS	* Co-opted
Mrs Jess Gierke	JG	* Parent	Mrs Karen Reeves	KR	* Head
Mrs Marie Jones	MJ	* Co-opted	VACANCY		* Co-opted
*Denotes present			Mrs Di Beer (Clerk)	LDB	* Clerk

Agenda	
1	Welcome and Apologies
2	Declarations of Interest
3	Election of Chair & Vice Chair
4	Register of Business Interests
5	Committees & Responsibilities
6	Terms of Reference (all committees)
7	Governor Vacancies
8	To confirm minutes of meeting 06/07/2016 (pt 1&2)
9	Matters Arising from minutes
10	Reports from Headteacher
11	Policies
12	Annual Cycle for FGB & Committees
13	Time and Date of Next FGB meeting

MINUTES

1 Welcome and Apologies

The Chair welcomed those present to the meeting. Apologies had been received from Mr Butler (this meeting had been postponed – prior engagement meant couldn't attend) - unanimously approved.

2 Declarations of Interest

None declared.

3 Election of Chair and Vice Chair

The clerk chaired the first part. The term of office for chair to be 1 year. 1 nomination had been received for Chair – Mrs Leah Paiano. Mrs Baxter proposed, Mr McRoberts seconded – unanimously approved. Mrs Paiano asked for nominations for Vice-Chair. After brief discussion Mrs Baxter was nominated. Mrs Gierke proposed, Rev Smith seconded – unanimously approved.

4 Register of Business Interest

The clerk distributed new business interest forms to all governors present and asked that they be completed and returned. Up to date forms differ from previous, old ones. Audit had noted that old forms had not always been completed properly. New forms for everyone. Those present completed and returned forms at the meeting.

5 Committee and Responsibilities and

6 Terms of Reference

Membership of all committees was discussed. Clerk reminded governors to ensure they serve on committee most suited to their skills. After a significant amount of discussion the following was agreed, and terms of reference completed:

Resources Committee

Mr Evans (Chair of committee)

Mrs Jones

Mr McRoberts

Mrs Paiano

Mrs Reeves

Rev. Smith

VACANCY (new co-opted governor)

Clerk of Committee – FGB Clerk

Lead Governors:

Finance (To be arranged)

Personnel (TBA)

Health and Safety and Welfare - Mr Evans

Premises (TBA)

Action
/ Notes

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.

Teaching and Learning Committee

Mrs O'Donoghue (Chair of Committee) Lead Governors:
Mrs Baxter Curriculum – Mrs O'Donoghue
Miss Beer Inclusion / SEN – Mrs Gierke
Mr Butler School Improvement – Mrs O'Donoghue
Mrs Gierke Community and Parent Links – Mrs Paiano
Mrs Paiano
Mrs Reeves
Clerk of Committee – FGB Clerk

Safeguarding Governor

Mrs Gierke Lead Governors:
Mr Evans (Deputy) N/A

Headteacher's Appraisal Committee

Mrs Gierke Lead Governors:
Mr McRoberts N/A

Pay and Performance Committee

Mrs Paiano (Chair of committee) Lead Governors:
Mrs Baxter N/A
Mr Evans
Clerk of Committee – FGB Clerk

First/Hearings Committee (Chair TBA)

Mrs Gierke Lead Governors:
Mr McRoberts N/A
Mrs Paiano
Rev. Smith
Clerk of Committee – FGB Clerk

Second/Appeals Committee (Chair TBA)

Mrs Baxter Lead Governors:
Mr Butler N/A
Mr Evans
VACANCY (new co-opted governor)
Clerk of Committee – FGB Clerk

Link Governors:

Class 3	Mr McRoberts
Class 2	Mrs Baxter
Class 1	Mr Evans
Class R	Mrs Gierke
Pre-school	Rev Smith
B&T Club	Mrs Baxter
PE/Sports	Mrs Baxter

7 Governor Vacancies

Co-opted

This was discussed at some length. Audit of skills shows requirement for finance skills. 3 names were brought forward to the FGB. After some discussion Mrs O'Donoghue proposed and Mrs Jones seconded that the clerk approach Mrs Elizabeth Smith.

Staff

The clerk confirmed that 1 nomination has been received for the upcoming staff governor vacancy – Mrs O'Donoghue. Governor unanimous that she be reappointed.

8 To confirm minutes of Full Governing Body meeting - 06/07/2016 (Parts 1&2)

Part 1 minutes, previously made available to all governors via Dropbox. 12 numbered copies of Part 2 minutes were distributed at the meeting (numbers 2-12 inclusive returned to clerk and shredded).

Mr Evans and Rev Smith proposed and seconded that they were a true and accurate record – unanimously approved.

9 Matters Arising from Previous Minutes

Mr Evans pointed out that an item raised at the last meeting had still not appeared on the agenda (going back to a FGB meeting in April, and requested that 'Governors Affects on Outcome' be included on the agenda for the next FGB meeting.

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- Ensuring clarity of vision, ethos and strategic direction;*
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and*
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10 Reports from Headteacher

Pupil Voice

Mrs Reeves requested that link governor come into school throughout this first term and speak to the children to hear their views on things.

School Development Plan (SDO) and Self Evaluation Form (SEF)

Mrs Reeves briefly talked through both documents (previously made available to all governors in dropbox). Mr Evans pointed out that some of the text had been repeated – KR to amend. Mrs Paiano stated that she felt the documents were very good. A discussion was held about Maths – Mrs O'Donoghue invited governors to come into school to look at this in more detail.

Mrs Paiano stated that the SEF is a really useful document for governors. Mrs Reeves requested that it be read carefully in advance on an Ofsted visit.

Homework. Mrs Gierke voiced concern that the school is no longer setting homework – other governors with children at the school also expressed their concern about this. Mrs O'Donoghue & Mrs Reeves interested to receive this feedback. It was agreed that parents would be asked their views at forthcoming parents' evenings.

18:48 – Rev Smith gave her apologies and left the meeting due to a prior engagement

Library. Mrs Reeves informed governors that 'Reading for Pleasure' is being encouraged. 4 members of staff are keen to create a school library in the old yurt when it is reassembled. Costs for furniture have been investigated – Mrs Reeves showed the governors in detail. The overall cost likely to be in region of £3,000. Governors asked for reassurance that the furniture in question is robust and of good quality, which Mrs Reeves confirmed. Governors voiced the opinion that if the yurt is to be used as a library, it should be a library and not changed in a year or two in order to use the space for something else. Mrs Reeves asked governors to approve the spend (some of which will come from Capital) – unanimously approved.

Quiet Room. Mrs Reeves informed governors that a 'Quiet Room' is being built – initially space for a child who has undergone brain surgery and a long spell in hospital. A wooden building is being built with insulated floor and roof to make it very quiet. The builder has stated that his company is building it at cost, and will be making no profit. Sensory lighting and comfortable furnishings eg beanbags etc will be purchased. The room will also be used for Thrive type work. Mrs Paiano suggested a fundraising event to assist raise money for the project. A justgiving / crowdfunding page could be set up. Mrs Gierke requested that TK Play be thanked.

Pre-school Security. Mrs Reeves informed governors that 2 parents have raised concern about security in the relocated pre-school. There is concern that children can climb the fences, or that children could be taken by delivery drivers etc. A discussion was held on the matter. Governors considered that the setting is as safe as it can be – a suggested move of a gate will take place, which will be more aesthetically pleasing, but nothing more.

Gymnastics. Mrs Reeves informed governors that child who has recently joined the school has been accepted into the elite training squad at Falcons Gym in Barnstaple requiring her to train on 2 afternoons each week. Necessary safeguarding checks have been carried out as per DCC guidance – ie the gym has provided evidence of training, along with necessary confirmation that all staff are DBS check and has sent safeguarding policies etc. Parents have confirmed that all school work will still be completed. Governors were happy with this, but asked that tiredness and wellbeing be monitored.

Local Development Objection. Mrs Reeves and Mrs Paiano have attended a planning meeting regarding local development. An objection (previously distributed to all governors) has been submitted – governors approved.

11 Annual Cycle for FGB & Meeting Dates for this year

Clerk explained that annual cycle is being worked on – any input appreciated please.

Meeting dates of committees were discussed and set up to Feb half term. Further dates to be arranged as soon as possible.

FGB	Resources	Teaching & Learning
16/11/2016 (15:30)	17/10/2016 (15:30)	26/09/2016 (15:30)
18/01/2017 (15:30)	05/12/2016 (15:30)	16/01/2017 (15:30)
	12/01/2017 (15:30)	

12 Policies & Documents (all in dropbox in advance of this meeting)

Finance Policy (in progress – to take to Resources prior to next FGB meeting)

Emergency Management & Business Continuity Plan (re-written by Mrs Reeves)

Safeguarding (Work Experience) guidance

Information Sharing Document

Working Practice Agreement

Updated Forest Schools Risk Assessments etc.

All approved / adopted enbloc. (Proposed by Mrs Paiano, seconded by Mr Evans)

There being no further business, the meeting was declared closed at 19:48. The meeting was followed by a short meeting of the new Resources Committee

Signed as true: _____

(Chair of Governing Body)

Date: _____

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