

# MONKLEIGH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY: Wednesday 16<sup>th</sup> November 2016 – 3:30pm

## MINUTES

date produced: 16/11/2016

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 Karen Reeves	KR	*	Head
Mrs Jess Gierke	JG	*	Parent	Mrs Elizabeth Smith	ES	*	Co-opted
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	Register of Business Interests
4	Gov Code of Conduct / Disqualification Self Declaration
5	Mins of meeting 21/09/2016
6	Matters arising from minutes
7	Headteacher
8	Annual Cycle for FGB & Committees
9	Committee Reports / Gov visit reports
10	Term Dates
11	Policies
12	School Development Plan
13	Review of School Improvement Officer
14	Governor effects on outcome
15	Ofsted – questions
16	Date & Time of next meeting

## MINUTES

### 1 Welcome and Apologies

The Chair welcomed all to the meeting, and welcomed Mrs E Smith to her first FGB meeting. Apologies were received from Mr Butler (wife's health) – unanimously accepted.

### 2 Declarations of Interest

None declared.

### 3 Register of Business Interest Forms

Governors who had not yet completed their forms for this academic year were asked to complete them.

### 4 Governors Code of Conduct / Disqualification by Association Self Declarations

Copies of the Governors Code of Conduct had been previously distributed & were available at the meeting for all governors to take a copy. A copy was signed by the chair for retention. All governors present (not staff) signed and returned Disqualification by Association Self Declaration forms. (Those governors who are members of staff have already completed them)

### 5 To confirm minutes of meeting held 21/09/2016

Mrs Baxter proposed and Mr Evans seconded that the minutes are a true and accurate record. Unanimously approved.

### 6 Matters arising from minutes

Mrs Gierke asked for an update regarding the change to homework this term (min ref: 2016\_09\_21 – 10). Mrs O'Donoghue confirmed that she had asked for parental views at parents' evening – feedback had been positive.

There were no further matters raised.

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
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## 7 From the Headteacher:

### **Headteacher's Report** (previously uploaded to Dropbox)

Mrs Reeves highlighted a few things from the report.

Admissions – She has had to recently turn down applications for admission from a few families (all outside of catchment), and is waiting to hear from DCC admissions regarding her decisions (year groups already full, existing high level of SEN in a class).

A decision has been requested regarding 2 siblings, previously at Monkleigh, which has come in most recently. Mrs Reeves has explained to the parent that the decision ultimately lies with DCC admissions team. Requests for admission for children in the year groups in question have already been turned down. She asked Governors to make a decision regarding the recent application. Governors in unanimous agreement that the correct procedure is to say no.

Mrs Reeves explained that there is also a Year 6 moving to within catchment, but nothing has yet come to the school from DCC regarding that child.

Governors discussed class sizes and year group size. Mr Evans suggested that future Headteacher Reports show Class size in addition to breakdown of year groups. Mrs Smith asked for clarification on the Planned Admission Number (PAN) for year R – Mrs Reeves confirmed that it is 15.

A discussion ensued regarding Class sizes and the flow of children through the school.

Special Educational Needs (SEN) – Mrs Reeves warned governors that SEN funding will be a problem in future, due to DCC having to claw back an enormous overspend.

1 child is only in receipt of Element 3 funding (top up funding), despite needing 1:1 support. A second application for an Educational Health Care Plan (EHCP) is being made. Mrs Reeves is also reapplying for an EHCP for a child with a brain injury.

Attainment and Progress – Discussed at Teaching & Learning. Mrs Reeves explained that the data on the Headteacher's report is based on the first half term of this year.

Bideford College – Mrs Reeves explained that Monkleigh is a 'feeder' school for Great Torrington School (GTS). A previous 'gentleman's agreement' had been made that other secondary schools should not poach from primary schools outside of their catchment area, however schools would still liaise regarding transition.

Mrs Reeves explained that Bideford College has been in touch. She feels that a few Monkleigh children now go on to there, and that it would be beneficial for her to meet with Bideford College. GTS has now formed a Multi Academy Trust (MAT) with a school in the Bideford Learning Community. Mrs Smith informed governors that she is under the impression that the school in question has withdrawn from joining the MAT. Mrs Reeves said that she would like to continue to work closely with GTS, but feels that there should be better communication with Bideford College. Governors unanimous in agreeance.

Ofsted Preparation – Mrs Reeves encouraged governors to read the recently distributed Devon Governor Magazine, and pointed out some important sections that she feels should be digested.

A recently distributed "Vision Statement" was considered good by governors.

Mrs Reeves asked all governors to keep checking the school website, and to inform the school if it is felt that anything needs updating.

School Development Plan (SDP) – Mrs Reeves advised that the School Improvement Officer (David Blower) has advised that Governors need to be very aware of the SDP & Self Evaluation Form (SEF). Raise Online was briefly discussed and Mrs Reeves asked that governors make themselves aware of the development points. She and Mrs Beer to investigate disapplying certain SEN children from SATs.

Mrs Reeves and governors unanimous that the school's method of ongoing assessment is working really well. Mrs Reeves wished to thank teachers for the work being put in regarding assessment and planning. "Love of Reading" is being pushed. Governors are invited to come to the opening of the library (in the older yurt) on Thursday 24<sup>th</sup> Nov at 2pm.

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Safeguarding – All governors have been sent a refresher powerpoint on both PREVENT & Child Sexual Exploitation (CSE). Every governor present confirmed that they have received and read the information. Mrs Gierke congratulated the school on the handling of a recent Child Protection case. Mrs Reeves informed governors that PREVENT, CSE and Safeguarding Policies are all on the staff notice board in the staff room. Governors were reminded that any concerns regarding safeguarding should be taken to the Safeguarding lead (Karen Reeves), or a deputy safeguarding lead (Rosie Beer, Jodie Chugg or Marie Jones).

Class 1 – Mrs Baxter requested that parents be advised of the future staffing arrangements for Class 1.

## **8 Annual Cycle for Full Governing Body & Committees**

Mrs Beer suggested that this be postponed until FGB meeting in Jan 2017.

## **9 Committee Reports & Governor Visits**

### Mrs Baxter – Class 2

Thoroughly enjoyed her visit. She had experienced a great Spanish lesson, and witnessed wonderful interaction in Art. Whilst in she also carried out 'Pupil Voice'. She had been very impressed with her findings, and is intending to visit again when the other teacher in the class is teaching. Mrs Beer requested that a Governor visit reporting form be sent.

**MB**

### Mrs Paiano – Book Scrutiny

Treated and reported as a visit. Very impressed with the standard of the books. Impressed to see how quickly work is put into the books and marked. Visit report provided for file.

### Mr Evans – Exmoor Zoo Trip

Mr Evans reported that he had attended this trip and had an amazing day. Report to be provided for file.

**BE**

### Mrs Gierke – Class R

Had found her visit really interested. Pupil Voice had been carried out. Written report requested for file

**JG**

### Mr McRoberts – Class 3

Written report provided and on file. Mr McRoberts reported that he had been impressed at the standard found. Children were engaged and responsive. Very good visit.

### Rev. Smith – Pre-school

Rev Smith reported that she attends the pre-school frequently, but is going to be spending a large chunk of the day there on Monday 21<sup>st</sup> November – a written report will be provided. She stated that moving the pre-school to the new location has been very positive.

**GS**

Mrs Beer requested that all governor visits be reported using the template available in Dropbox in order to be able to see and retain evidence of governors' findings.

Mrs Reeves advised that there are 'Pupil Progress' boards in the reception area by the offices.

### Teaching & Learning Committee

Mrs O'Donoghue – minutes of meeting in Dropbox, available to all governors. The meeting had consisted mainly of data and the current position.

### Resources

Mr Evans – minutes of meetings (part 1) in Dropbox available to all governors. He explained that there are several policies linked to the committee which had spoken about, with more to bring to the next meeting. He briefly spoke about the recent Health & Safety audit. Anticipated year end balances were reported to governors for all four funds – FRS reports in Dropbox for all governors to see. School Budget Share, Capital & B&T Club all healthy – Pre-school looking to have a deficit at present, but this could change.

Committee Specific Policies - The Full Governing Body ratified the committee agreed Finance Policy, Pay Policy & Capability Policy.

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## 10 Term Dates 2017-2018

A discussion was held regarding term dates.

### Option 1

18/12/2017 Work (DCC recommended holiday) This was questioned by LP & LDB – KR to check and confirm.

19/12/2017 Work (DCC recommended holiday)

04/09/2017 Training Day

05/09/2017 Training Day

02/01/2018 Holiday (from DCC 18/12/17)

03/01/2018 Training Day

16/04/2018 Holiday (from DCC 19/12/17)

17/04/2018 Training

25/07/2018 Training

26/07/2018 Occasional

27/07/2018 Occasional

Mrs Baxter & Mrs Gierke expressed concern that this would make the Easter holidays too long, and parents would have to take extra annual leave.

After some discussion a second option was suggested:

### Option 2

18/12/2017 Work (DCC recommended holiday)

19/12/2017 Work (DCC recommended holiday)

04/09/2017 Training Day

05/09/2017 Training Day

30/10/2017 Training Day

02/01/2018 Holiday (from DCC 18/12/17)

03/01/2018 Training Day

16/04/2018 Training Day

25/07/2018 Holiday (from DCC 19/12/17)

26/07/2018 Occasional

27/07/2018 Occasional

Mr Evans proposed that Mrs Reeves should find out if the school is allowed to work on 18 & 19 Dec. To speed up the proceedings, the FGB were unanimous that the decision be delegated to the Resources committee to determine at next meeting later this term. Clerk to produce calendars showing both options.

LDB

## 11 Policies

Safeguarding & Child Protection Policy

Volunteers in School – Guidance / Agreement

E-Safety Policy

All policies were made available prior to the meeting for governors to digest. Unanimously adopted (proposed by Mrs Paiano, seconded Mrs Baxter).

## 12 School Improvement (Development) Plan

Covered in minute ref: 2016\_11\_16 - 07

## 13 Annual Review of School with School Improvement Officer

Mrs Reeves confirmed that she is liaising with David Blower – spoke to him earlier in the day.

## 14 Governor effects on outcome

### Mrs Paiano

Governors have had to make difficult decisions regarding staffing and maternity leave - business decisions for stability of the school rather than personal reasons.

The FGB has investigated MATs, options, partnerships and made a decision based on the future of our school, pupils, staff and Governors. Brave decision considering all schools were then told to academise!

Governors have supported the Head in decisions (e.g. Class 2/Class 3 changeover) and act as a sounding board for Head for advice and opinions.

Supported the local community in planning objectives.

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Mrs Jones

Discussions about buildings to get advice before progressing to ensure that the FGB is educated about plans  
Ideas on temporary buildings, making sure work is carried out properly

Mr McRoberts

The fact that governors exist as a body. The school presents facts to the FGB. Governors give advice which feeds into the outcome.

**15 Ofsted**

Mrs Paiano reminded governors that a series of questions have been put into Dropbox. The list has been compiled from a governors' blog from governors whose schools have been recently inspected. Mrs Paiano requested that governors respond to her by Friday 25<sup>th</sup> Nov. Mrs Paiano is not asking governors to answer the questions at this point, but would like thoughts from governors once they have read the questions.

All

**16 Date & Time of Next Meeting**

18<sup>th</sup> January 2017 – 3:45pm (please note later start time)

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

Signed as true: \_\_\_\_\_  
(Chair of Governing Body)

Date: \_\_\_\_\_

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