

MONKLEIGH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY: Wednesday 18th January 2017 – 3:45pm

MINUTES

date produced: 19/01/2017

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	Minutes of meeting 16/11/2016
4	Matters arising from minutes
5	Governing Body Composition
6	Governing Body Training
6a	Committee Reports / Governor Visits
7	Term Dates 2017-18
8	Cyclic Calendar
9	Policies
10	School Improvement Plan
11	Ofsted
12	Date/Time of Next Meetings

MINUTES

1 Welcome and Apologies

The Chair welcomed all to the meeting. Apologies had been received from Rev. Gwen Smith – funeral in Kent – unanimously approved.

2 Declarations of Interest

None declared.

3 Minutes of FGB meeting 16/11/2016

Previously distributed to all governors. Mrs Gierke proposed, Mrs Baxter seconded that they are a true and accurate record. Unanimously approved. Signed as true.

4 Matters arising from minutes

Minute reference FGB2016_11_16-7 – Mr McRoberts asked for an update on the possible admissions. Mrs Reeves confirmed that the family who had attended Monkleigh have been readmitted. She also advised the FGB that confirmation had been received today that a year 5 child will be starting Monday 23rd Jan.

5 Governing Body Composition

A letter of resignation from the Governors has been received from Miss Beer. She is teaching in Dubai and is therefore unable to attend any meetings. The Chair confirmed that she has responded to the letter thanking her for her hard work and dedication. She explained that this now leaves a vacancy for a co-opted governor. She asked governors to think of skills required. Miss Beer's expertise was early years and the pre-school. Mrs O'Donoghue informed all that a member of pre-school staff has expressed an interest. Governors concluded that all pre-school staff be approached to see if any of them would like to be co-opted on the FGB.

6 Governing Body Training

Mrs Paiano brought Governors attention to a letter received from DAG (Devon Association of Governors) requesting all governors to register. Details to be uploaded to Dropbox.

Action /
Notes

BO'D /
KR/LDB

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.

Mrs Beer reminded governors that Mr Evans is booked onto Finance training for governors. Mrs Smith would like to attend training for new governors – suitable date to be arranged.

ES/LDB

6b Committee Reports / Governor Visit Reports

Teaching Learning Committee

Mrs O'Donoghue explained that draft minutes of meeting (16/01/2017) have been distributed to all governors. Mr Butler has arranged a visit to experience maths being taught – to take place next week.

Resources

Mr Evans informed the governors that a lengthy meeting had been held (12/01/2017) – minutes of which have been distributed to all. Numerous policies were reviewed, and the SFVS self-assessment was completed.

FRS reports had been discussed and made available to all governors. Mr Evans proposed & Mrs Paiano seconded that they be formally approved by the full governing body – Unanimously approved.

Governor Visits

Mr McRoberts visited last term – Science in Class 3 (written report supplied). A very positive visit. He enquired if there is a museum service in Devon. Mrs Paiano advised that it is possible to arrange Skype calls with museums. Mrs Reeves to investigate.

Rev. Smith supplied a written report following a day spent in the pre-school. Clerk read the report to FGB. Mr Butler & Mr McRoberts both reported that they had attended the school Christmas performance at Langtree Village Hall (as had those governors who are parents of children with the school) – both reported that it had been a very enjoyable experience. Mrs Gierke stated how impressed she was that the production was fully inclusive and that all children had been able to take part. It was also noted how well the children had 'stepped into the shoes' of children who had been ill on the day. Mr Evans stated that he was very impressed with Langtree Village Hall as a venue for the production.

KR

Personnel missed from Resources meeting

See Part 2 minutes

Possible future plans

Play Equipment

Mrs Reeves reported that a suggestion has been made to investigate collaboration with Monkleigh Parish Council in obtaining a grant and installing some play equipment on the school field. Mr Butler stated that he thought it a brilliant idea. Mrs Paiano voiced concern that children would stray from a designated play area, and that other parts of the school / pre-school could be open to abuse.

Mrs Reeves suggested that she write a letter to the parish council clearly saying that it is early days in order to obtain their views.

Mrs Paiano advised that insurance etc. would need investigating fully. A discussion ensued, the outcome being that governors agreed that Mrs Reeves should write to the parish council and investigate further.

KR

More space in school

Mrs Reeves explained that she has seen an article in a magazine where a school has created a kind of mezzanine to obtain more useable space. She asked if governors would approve her asking a builder to simply look into the loft space of class 2 to determine if such a project could be done at Monkleigh. Governors unanimously in agreement of an 'initial investigation'.

KR

7 Term Dates 2017-2018 (from Teaching & Learning Committee)

The FGB were advised that the T&L committee had, after some discussion, approved option 1 (min ref: FGB2016_11_16-10). Mrs Beer confirmed that the approved calendar has been sent to the School Closure Team at DCC. Formally ratified by FGB.

8 Governing Body Cyclic Calendar

Mrs Beer advised that the current calendar being used is out of date. Head, Chair & Clerk to draft an updated one to take to FGB for Sept 2017

KR/LP/
LDB

9 Policies

Finance Policy – ratification from Resources

Lockdown Procedure – adoption of new

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Managing Staff Sickness Policy & Procedure – review of DCC standard template
Management of Outdoor Education, Visits & Off-Site Activities Policy – adoption of updated.
All were discussed and unanimously approved.

Governors discussed the Lockdown procedure. It was suggested that each class should have an air-horn (should that be the agreed siren). Mr Butler expressed concern about the procedure for visitors. Mrs Reeves reassured him that staff would be aware of where visitors are within the school.

SFVS – Completed at Governors & distributed to FGB. Clerk requested that all gobs complete the Skills Matrix. SFVS was formally ratified and signed by Chair. Clerk to submit to DCC.

LDB

10 School Improvement (Development) Plan (SDP)

Mrs Reeves explained that this had been discussed at T&L meeting. Maths is already a part of the SDP. Outcomes from the autumn term to be added and revised SDP to be put into Dropbox

KR

11 Ofsted Inspection (Nov 2016 – report distributed to all Gobs Dec 2016)

Mrs Reeves stated that the report is very good, and is testament to how hard everyone works at Monkleigh. She confirmed that the report has been distributed to all parents and governors and is on the school website.

All staff are working as they did before the inspection, and nobody has ‘taken their foot off the pedal’.

Governors wished to thank all staff for their continuing hard work – not just through the Ofsted inspection, but at all times.

12 Date & Time of Next Meeting(s)

Full Governing Body:
19/04/2017; 12/07/2017

Resources Committee:
23/03/2017; 03/07/2017

Teaching & Learning Committee:
19/06/2017

All to commence at 15:45

ALL
GOVS

There being no further business, the meeting was declared closed at 16:57.

Signed as true: _____
(Chair of Governing Body)

Date: _____

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