

MONKLEIGH PRIMARY SCHOOL

MEETING OF THE FULL GOVERNING BODY: Wednesday 19th April 2017 – 3:45pm

MINUTES

date produced: 19/04/2017

FULL GOVERNING BODY – CONSISTING OF:

Name	Initials	Category	Name	Initials	Category
Mrs Marci Baxter	MB	Parent	Mr David McRoberts	DMcR	* Co-opted
Mr David Butler	DB	* Co-opted	Mrs Bethany O'Donoghue	BO'D	* Staff
Mr Brian Evans	BE	* Parent	Mrs Leah Paiano (Chair)	LP	* LA
Mrs Jess Gierke	JG	* Parent	Mrs Karen Reeves	KR	* Head
Mrs Marie Jones	MJ	* Co-opted	VACANCY		Co-opted
Mrs Martha Kingdon	MK	* 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	Governor Terms of Office / Vacancies
4	Minutes of meeting 18/01/2017
4a	Matters arising from minutes
5	Committee Reports
6	Budget 2017-2018
7	School Development Plan (SDP)
8	Headteacher's Report
9	Governor Visits
10	Governor Training
	Policy adoption / review:
11	<ul style="list-style-type: none"> • Admissions Policy • Redundancy Policy
12	Date/Time of Next Meetings

MINUTES

1 Welcome and Apologies

The Chair welcomed all to the meeting. Governors unanimously approved the appointment of Mrs Martha Kingdon to the position of co-opted governor.

2 Declarations of Interest

None declared. Mrs Kingdon completed Eligibility form and Register of Business Interests.

3 Governor terms of office & current/forthcoming vacancies

The chair read out letters/emails from the following:

- Mrs M Baxter (parent gov & vice chair of FGB) – resignation **(see note at end of minutes)*
- Mr D McRoberts (Co-opted) – resigning at this meeting due to imminent house sale
- Rev. G Smith (Co-opted) – resigning at this meeting due to retirement

The clerk informed the FGB that Mrs E Smith (Co-opted) has also emailed a letter of resignation.

The chair asked for governors to appoint a replacement vice chair of the FGB. After a brief discussion Mr Butler proposed and Mrs Jones seconded that Mr Evans be vice-chair*. Mr Evans agreed. Unanimously appointed. Clerk to complete and submit form H*.

Governors expressed thanks to Mr McRoberts and Rev. Smith for the lovely letters received.

Mr McRoberts currently Headteacher Performance Management governor – this was discussed and it was agreed that Mr Evans take his place. Suitable training to be arranged.

The chair asked governors to consider the skill requirements of the FGB. Training to be booked for governors as required. Mrs Kingdon to be booked onto new governor training. Mr Evans had been unable to attend a previously booked – to check future training date and request finance training if date suitable.

A discussion was held on the skills requirements for the FGB. 1 parent governor vacancy, 3 Co-opted

Action /
Notes

LDB

BE/LDB

LDB
BE

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.

governor vacancies. Rev. Smith advised that she knows of 2 potential future governors - Mrs Reeves requested that Rev. Smith approach both to ask if willing. Governors discussed the third co-opted vacancy. A parent of 3 children (Mr J.H.) within the school was discussed – it was considered that he would be a very objective governor should he be willing to serve. Parent governor vacancy was discussed. Skill set to be highlighted for the position to be:

- Finance
- Personnel
- Keen interest in the school
- Interested in moving the school forwards
- Objective

Schedule for filling the vacancies on the governing body:

1. Approach JH – Co-opted
2. Parent Governor nomination request / election*
3. Rev. Smith to approach 2 potential Co-opted

LDB
LDB
GS

4 Approval of Minutes of meeting – 18/01/2017

Part 1 minutes previously distributed to governors via DropBox

Part 2 minutes – 1 copy printed and read out a meeting.

Both unanimously approved by the FGB and signed as a true and accurate record of the meeting.

4a Matters Arising from the minutes

No matters arising

5 Committee Reports

The chair informed the FGB that minutes of committee meetings have been in DropBox for some time. She asked if all governors had read the minutes and if there were any questions. No questions

6 Budget 2017-2018

Mrs Reeves advised that the resources committee had discussed various scenarios at length. She informed the FGB that, in order to balance the budget, the PAN (Planned Admission Number) needs to be increased to 18 for 2 years. The admissions list for Sept 2017 has been received, with 15 children on it – confirmation has since been received that the PAN can be temporarily increased to 18. Mrs Reeves to contact admissions to ask if anyone on the waiting list.

KR

Mrs Reeves explained the committee recommended budget plan to the governors. She advised that her teaching commitment will increase.

Rev. Smith stated that it hadn't been an easy resources committee, but every possibly scenario had been looked at carefully.

The chair asked governors to formally ratify the budget for submission to DCC finance team.

Mrs Paiano proposed, Mr McRoberts seconded the Resources recommended plan. Clerk to submit.

LDB

7 School Development Plan &

8 Headteacher's Report

Mrs Reeves talked through the Headteacher's report (emailed to all governors in advance of the meeting) and explained that the SDP is incorporated into the HT report.

Attendance

Currently slightly below the target set – however the average is not too bad considering one child who has been / is ill has an attendance rate of around 50%.

Attainment

Mrs Reeves advised that year 2 attainment is inaccurate on the report as it doesn't take into account the year 2 children being taught in class 2.

Mr Butler enquired if there is anything that governors can do to help 'plug the gap'. He asked if it would be possibly to observe maths interventions. Mrs Reeves and Mrs O'Donoghue requested that Mr Butler arrange a mutually suitable time.

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- C. Overseeing the financial performance of the school and making sure its money is well spent.*

Mrs Reeves advised that she is confident that the school will be moderated on writing this year.

School Development Plan

Outside covered area – Mrs Reeves advised that there is no longer enough Sports Grant money for this project as the sports co-ordinators salary will be linked to the grant. She stated that she would still like to pursue the project – but a significant amount of fundraising will be needed.

Pupil Champion role – again, unable to pursue at present due to reducing hours of other staff.

9 Governor Visits

Mrs Beer informed the governors that reports of visits are held on file. Mr McRoberts and Mr Butler had both made visits in the last term. Mr McRoberts' report already on file. Clerk read Mr Butler's report to the governors from an email – to print and file into folder (*please note that this report was made available in Dropbox when received - LDB*). Mrs Reeves and Mrs O'Donoghue thanked them for their visits.

LDB

10 Governor Training

Mrs Paiano reported that she has attended a Chairs update – the speaker being Jane Dibble (topics Safeguarding, Single Central Record & Site Security)

Mrs Reeves, Mrs Paiano & Mrs Beer to attend Heads, Chairs, Clerks training next week.
Other training courses to be booked as discussed earlier in the meeting.

11 Policy Adoption / Review

- Admissions Policy (DCC)
- Redundancy Policy (DCC)

Both unanimously adopted.

12 Date & Time of Next Meeting

12th July 2017 – 15:45

Mrs Reeves expressed her gratitude to Mr McRoberts and Rev. Smith for their service to the FGB. The thanks were echoed by all governors present.

There being no further business, the meeting was declared closed at 16:53.

Signed as true: _____

(Chair of Governing Body)

Date: _____

**Following the meeting Mrs Reeves met with Mrs Baxter. After some discussion Mrs Baxter agreed to continue to serve as a parent governor. The FGB were contacted – there were no objections.*

No parent governor election to be held at the current time.

Mrs Baxter to remain on the same committees and to continue to hold the office of Vice-Chair of the FGB.

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