

MONKLEIGH PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY: WEDS 22ND Nov 2017 – 15:45
MINUTES

date produced: 22/11/2017

In Attendance:

Name	Gov Type	Office exp	*	Name	Gov Type	Office exp	*		
Mrs Marci Baxter	MB	Parent	19/11/18	Ap	Mrs Marie Jones	MJ	Co-opted	25/03/19	*
Rev. Lynne Burgon	LB	Co-opted	05/06/21	*	Mrs Martha Kingdon	MK	Co-opted	18/04/21	Ap
Mr David Butler	DB	Co-opted	16/06/19	*	Mrs Bethany O'Donoghue	BO'D	Staff	30/09/20	*
Mr Brian Evans	BE	Parent	24/11/19	*	Mrs Leah Paiano	LP	LA	24/11/19	*
Mrs Jess Gierke	JG	Parent	10/02/20	*	Mrs Karen Reeves	KR	Head	Ongoing	*
Mr James Hogan	JH	Co-opted	05/06/21	*	VACANCY		Co-opted		

Also present:

* Present (P), Apologies (Ap), Absent (A)

Mrs Di Beer	LDB	Clerk (& Administrator)
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AGENDA	
	<u>PROCEDURAL</u>
1	Welcome and Apologies
2	Attendance & Business / Pecuniary Interest Register
	<u>MONITORING & ACCOUNTABILITY</u>
3	Head Teacher's Report
4	Committee Minutes
5	Governors' Report
6	Clerk's Report
	<u>STRATEGIC ITEMS</u>
7	Approval of minutes of FGB meeting 20 Sept 2017
8	Matters Arising
9	Policy Adoption / Review
10	Items brought forward by the chair
	<u>GOVERNANCE</u>
11	Impact from this meeting
12	Date & Time of next meeting(s)

MINUTES

Ref:	Item:	Action & Completion Date
1	<u>Welcome and Apologies for Absence</u> LP welcomed all to the meeting. Apologies had been received from MB (ill) & MK (family commitment). Apologies unanimously sanctioned.	
2	<u>Attendance and Business/Pecuniary Interests & declarations of interest in respect to this meeting</u> None declared (KR declared an interest later in the meeting)	
3	<u>Headteacher's Report</u> The previously distributed report was briefly discussed. Governors raised the following: LB asked for the meaning of the abbreviation EHCP KR explained that it means Education, Health & Care Plan (replacement for the old SEN Statement) LB – regarding the worrying SEN funding situation – is there anything that governors can be doing? KR responded that unfortunately there isn't. LB – Attainment & Progress – should 'expected' & 'exceeding' be 100% KR explained that 100% is the percentage that has been set LB – This is not realistic. JH – Year 5&6 figures don't add up to 100% on the report – please explain. KR – Explained the method of recording – a percentage of children are at 'expected'; and a percentage of them are at 'exceeding' – when added together it is showing as more than 100%. LB – Are there cohorts that are causing worry? KR – Year 1s and Year 4s are currently low, but are heading in the right direction. JH – The figures on the report don't show progress. KR – No, they show attainment. DB – Class teachers will have the necessary figures. KR – Teaching & Learning Committee to examine in more depth. LP – Years 1 & 4 to be monitored closely	T&L
	JH – commented that it should be noted that a small cohort can have a big effect on outcomes.	

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	<p>JH – Good to see that there is a reading intervention mentioned in the report, but reading figures are good overall. KR – Ofsted had highlighted reading last year, therefore interventions had been put in place.</p> <p>LB – thanked KR for the report.</p>	
4	<p><u>Committee Minutes</u></p> <p>Minutes of the most recent Resources committee & Teaching /Learning committee meetings had been previously distributed. BE (Chair of Resources) – reported that a meeting had been held. The minutes show an ‘Action Plan’ – many items of which have been completed – a Health & Safety walk has been held, and a Catering Audit produced. There were no questions from the FGB JH (Chair of Teaching/Learning) – reported that a very useful meeting had taken place. Key outcomes:</p> <ul style="list-style-type: none"> - Class teacher (Class R) – to be discussed later in this meeting - Transition of year 4 children to class 3 - Work load & work / life balance of Headteacher (& all staff). Possible combine commitment of potential new teacher role to provide extra support. JH pointed out that T&L minutes hadn’t included the fact that it had been suggested that KR do a certain amount of work from home to lessen the amount of interruption being experienced. - Some very positive ‘topics’ recently – committee will work to get the balance right and keep children engaged. 	
5	<p><u>Governors’ Reports</u></p> <p>LB – reported on recent visit to Pre-school at which she had introduced herself as the lead governor. She stated that she felt the pre-school needs more ride-on toys. Report has been completed and can be found in Dropbox. LDB requested that governors complete a visit report whenever they visit and save it in the Dropbox folder for the FGB to be able to access.</p>	
6	<p><u>Clerk’s Report</u></p> <p>LDB distributed the Devon Governor magazine</p> <p><u>Terms of Reference</u> LDB recommended that those governors not currently on a committee should be on committees. The majority of discussions are held at committee level. After a short discussion it was agreed to update the ToF Rs as follows:</p> <ul style="list-style-type: none"> - Teaching & Learning – add MK & B O’D - Resources – add MJ 	
7	<p><u>Approval of Minutes – FGB 20/09/2017</u></p> <p>LB proposed, and JG seconded that the previously distributed minutes were a true and accurate record. Unanimously approved</p>	
8	<p><u>Matters Arising from the minutes</u></p> <p>Mostly completed or discussed at another point in the meeting. Action 4 – Restrictive Covenant</p> <ul style="list-style-type: none"> - KR informed the FGB that she has been in touch with the developer and asked if the school could have some land. The response (as expected) had been no – there is outline planning for 3 houses. Nothing is being offered to the school. - KR has asked for clarification about if the developer ‘owns’ the covenant. The response had been that offering something to the school may be something that is looked into in the future, but not until the developers’ planning is approved. - KR is in conversation with the developers. - BE – Do we want the plans to go through? - KR – properties would be far more attractive than the existing barn. - LB asked for an explanation of where the school could expand if the developer were to build on the land. KR explained that any future development would be on our own land – with solid 	

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	<p>structures replacing the yurts etc. KR ensued to briefly explain the problems associated with the restrictive covenant.</p> <ul style="list-style-type: none"> - DB asked if the existing barn is a safety risk - KR reported that in high winds she would consider the barn to be dangerous. - DB advised that he has asked for the barn to be taken down. 	
	KR – requested that governors look at the plans on the online portal and feedback to her ASAP	All Govs
	Action 5 – Associated Trust Funding LB reported that she has investigated. The school doesn't meet the required criteria.	
	Action 6 – Bridge Trust Funding Nothing to report as MB not present	
	Action 11 – Excellence for All KR confirmed that this has been submitted and acknowledgement of receipt received. She explained that some partner schools have been visited or are being visited by the Babcock School Improvement (?) team. The visit to one school had not been a positive experience – KR had recommended that the school in question get their governors to write to complain as the visit hadn't been supportive, but more detrimental. DB asked if governors can support. KR responded that governors need to be aware and to object if necessary – to wait and see what happens.	
	Action 13 – Ongoing monitoring for Fund G122 (Pre-school) KR confirmed that this is happening & that numbers on roll has increased, with numbers increasing further in January. KR proposed that, from January, the pre-school assistant has hours increased again. She confirmed that the budget can cope with it as numbers on roll are increasing. The pre-school leader is currently covering class R in the afternoons – the cost of this will be vired from G120 to G122. Governors discussed and the following was suggested: <ul style="list-style-type: none"> - Existing contract (permanent?) - Additional fixed term contract (due to temporary increase in numbers) to run to end of summer term. - Total hours to be 31.25 per week. Proposed by KR, seconded by BE – unanimously approved.	KR / LDB
9	<u>Policy Review</u>	
	Child Protection Policy – recommended by Teaching & Learning Committee – unanimously ratified. Data Protection Policy – recommended by Teaching & Learning Committee – unanimously ratified. Pay Policy – LDB, JB & LP had finalised the policy prior to the meeting – LP proposed adoption, seconded by JG – unanimously approved. LDB to print approved policy for LP to sign	LDB
10	<u>Items brought forward by the Chair</u>	
	<u>Governor Vacancy (Co-opted)</u> KR reported that it had been decided not to approach a previously suggested person for professional reasons. She reminded governors that financial experience would be beneficial. LB – informed the FGB that a new vicar has appointed for Monkleigh – starting in February. It was suggested to wait until then and reassess.	
	<u>NQT/MPS2 position</u> LP informed the FGB that this had been raised at T&L committee. KR advised that Class R does not have full time qualified teacher cover. LP – Do governors agree to the recruitment of a teacher (MPS 1/2) 5 afternoons per week. Initially for the remainder of this academic year – to be reviewed at the end of the summer term. JH proposed, LB seconded – unanimously approved to advertise.	
	<u>School Website</u>	

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	LP asked that governors check the website regularly and to report any suggestions to the school.	All gobs
	<i>The meeting now skipped to items 11 & 12 as KR (plus B O'D & MJ) would have to declare an interest and leave the meeting.</i>	
11	<u>Impact from This Meeting</u>	
	LP – A short, compact meeting MJ – Meeting has covered the information that needs to be covered. KR – More detailed committee meetings, with items being discussed in depth have led to a more concise FGB meeting.	
12	<u>Date & Time of next FGB and Committee meetings</u>	
	Resources – 6 th Dec 2017 15:45 Teaching & Learning – 17 th Jan 2018 15:45 Full Governing Body – 24 th Jan 2018 15:45 (LB already gives apologies)	
	<i>MJ, BO'D, KR declared an interest and left the meeting</i>	
10	<u>Items brought forward by the Chair (continued)</u>	
	<u>Headteacher Performance Management</u> LP informed governors that KR's increment (for Sept 2016) had never been formally approved. JG & BE confirmed that targets had been met. LP asked if governors are happy to retrospectively approve. LP proposed & LB seconded that the increment be awarded and back dated. Unanimously ratified. LP signed the form. LDB to send to payroll. Governors wished to formally thank KR for her continued hard work and commitment – she is doing a great job!	LDB
	A brief discussion ensued regarding the more recent HT performance management – it was decided, however, that this should be discussed at the next resources meeting. A discussion was also held regarding Leadership Groups and Point ranges within the group. It was noted that KR has reached top point. LDB asked to provide some information for Resources meeting	Resources LDB

There being no further business, the meeting was declared closed at 17:05.

Signed as true: _____
(Chair of Governors)

Date: _____

Action plan from FGB meeting 22/11/2017

Action point	Minute ref and action required	By Who	By When	Date Completed
1	3 – Monitoring of Years 1 & 4	T&L committee	Ongoing	
2	8 – Planning portal to check	All gobs	ASAP	
3	8 – Pre-school assistant additional contract	KR/LDB	Jan 2018	
4	9 – Pay Policy – print final version	LDB	ASAP	23/11/17
5	10 – Gobs to check school website	All gobs	Ongoing	
6	10 – Submit prism 3T for HT increment (Sept 2016)	LDB	ASAP	23/11/17
7	10 – HT performance management (Sept 2017)	Resources	Dec 2018	

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