

MONKLEIGH PRIMARY SCHOOL
MEETING OF THE FULL GOVERNING BODY: WEDS 24th Jan 2018 – 15:45
MINUTES

date produced: 24/01/2018

In Attendance:

Name	Gov Type	Office exp	*	Name	Gov Type	Office exp	*		
Mrs Marci Baxter	MB	Parent	19/11/18	*	Mrs Marie Jones	MJ	Co-opted	25/03/19	*
Rev. Lynne Burgon	LB	Co-opted	05/06/21	Ap	Mrs Martha Kingdon	MK	Co-opted	18/04/21	*
Mr David Butler	DB	Co-opted	16/06/19	Ap	Mrs Bethany O'Donoghue	BO'D	Staff	30/09/20	Ap
Mr Brian Evans	BE	Parent	24/11/19	*	Mrs Leah Paiano	LP	LA	24/11/19	*
Mrs Jess Gierke	JG	Parent	10/02/20	Ap	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
3	Approval of Minutes FGB 22/11/2017
4	Matters Arising & progress made on actions raised
5	Matters brought forward by the chair
6	Clerk's Update
7	Term Dates 2018-2019
	<u>STRATEGIC ITEMS</u>
8	Head Teacher's Verbal Report
9	School Development (Improvement) Plan
10	Governors' Reports
	<u>MONITORING & ACCOUNTABILITY</u>
11	Budget
12	SFVS
13	Policy Adoption / Review
14	Training
	<u>GOVERNANCE</u>
15	Impact from this meeting
16	Date & Time of next meeting(s)

MINUTES

Ref:	Item:	Action & Completion Date
<u>1</u>	<u>Welcome and Apologies for Absence</u>	
	LP welcomed all to the meeting. Apologies had been received from DB, LB (both on holiday), JG (work commitment & BO'D (medical appointment). Apologies unanimously sanctioned.	
<u>2</u>	<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)	
<u>3</u>	<u>Approval of Minutes of FGB 22/11/17</u>	
	KR proposed, and JH seconded that the previously distributed minutes were a true and accurate record. Unanimously approved.	
<u>4</u>	<u>Matters arising from 22/11/17 minutes and progress made on actions</u>	
	1 – Monitoring of Yr 1 & 4 - ongoing	
	2 – Planning Portal – to be covered by a later agenda item	
	3 – Pre-school Position – completed	
	4 – Pay Policy – completed	
	5 – Website – KR asked the Governors to continue to regularly check the school website. She explained that it is going to be updated. LP recommended that the layout be kept very similar to current as it is one of the easier school websites to navigate.	
	6 – Headteacher increment (Sept 16) – LDB confirmed form submitted and applied	
	7 – Heateacher Performance Management (Sept 17) KR advised that this has been discussed previously. She started to explain the system for calculating a Headteacher's Point range within the Leadership Group, and explained that Monkleigh currently falls into group 1, but number of children means that it is at the upper end of that scale.	
	15:55 – BE arrived	

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	<p>7 continued. LP asked that the discussion be halted and requested that KR declare an interest and therefore retire from the meeting for the remainder of the discussion. <i>KR left the meeting.</i></p>	
	<p><u>Individual School Range</u> LDB reminded the governors that, at the end of the previous FGB meeting, she had been asked to contact DCC to enquire if an individual school range within a Leadership pay group can be shifted. Monkleigh Primary falls into Group 1 (<scale L18). The current range for at Monkleigh was originally agreed as L6-L12. LDB confirmed that DCC had advised that the scale bracket of 7 points can be moved within the same group with FGB approval. No paperwork to send to DCC as remaining in same group. To be approved and the decision recorded. LP – suggested moving the bracket to the top of the range (L12-L18) JH – rather move to the middle of the range as could decide at a later date to move higher again. Further discussion was held. Governors unanimously approved that the ISR be moved to L9-L15.</p>	
	<p><u>Headteacher's Performance Management 2016-2017</u> BE confirmed that KR had met the targets for the year, therefore proposing that the increment be awarded and backdated to 01/09/2017 – LDB to complete and submit the necessary paperwork to DCC Payroll.</p>	LDB
	<p><i>KR was invited back to the meeting.</i></p> <p>LP thanked KR on behalf of the FGB and informed her of the FGB decision. KR thanked the FGB.</p>	
5	<p><u>Matters Brought Forward by the Chair</u> <u>Planning Portal</u> KR confirmed that she had submitted an objection to the original plans for the development behind the school on behalf of the FGB and has been in touch with the developer. She informed the FFB that the developer appears to be keen to keep the locals and the school happy. LP showed the FGB the plans – she stated that if the development materialises, the derelict barn will be taken down, and there will be some parking provided. KR- because the plans are still at 'outline' status, the parking area is still a maybe – would be happier if it were to be a definite. She asked the Governors if they wished for her to comment on the portal in favour of the revised development, which appears to be much more favourable and provide access at the back of the school. Governors unanimous that KR comment on behalf of the FGB. JH voiced concern that the plans could be 'shifted' and not necessarily in the school's favour. Other governors thought that any significant change would have to result in new plans being submitted.</p>	KR
	<p><u>Co-Opted Governor Vacancy</u> LP asked the governors to keep thinking about the filling of the current vacancy on the FGB</p>	
	<p><u>Correspondence received from Clerk to Governors</u> LP informed the FGB that she has received a letter of resignation (last day 31st March 2018) from the position of Clerk to Governors from LDB. KR thanked LDB. MJ – Does the vacancy have to be publically advertised? Could it go on a newsletter? KR – recommended that it would be beneficial to be able to appoint someone with clerking experience A discussion ensued regarding the recruitment, how many hours per week etc. LDB informed the FGB that she had researched the role in other local schools – contracted hours vary considerably locally, ranging from 76 per year to 320 per year. After some discussion it was agreed that the hours be very similar to those of LDB. 4 hrs per week, term time only (38 weeks). It was agreed to advertise through Governor Support and DCC jobs. A link to be put on the school website pointing to the Devon Jobs site.</p>	LDB/KR
6	<p><u>Clerk's Update</u> LDB – nothing to report – all info received from Governor support team forwarded to all governors as soon as received.</p>	

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<u>7</u>	<u>Term Dates 2018-2019</u>															
	<p>KR informed the FGB that this has been discussed at a staff meeting. Staff proposed the following:</p> <table border="1"> <tr> <td>3rd Sept 2018</td> <td>Training Day</td> </tr> <tr> <td>4th Sept 2018</td> <td>Training Day</td> </tr> <tr> <td>20th Dec 2018</td> <td>Training Day</td> </tr> <tr> <td>21st Dec 2018</td> <td>Occasional Day</td> </tr> <tr> <td>7th Jan 2019</td> <td>Training Day</td> </tr> <tr> <td>23rd April 2019</td> <td>Training Day</td> </tr> <tr> <td>25th July 2019</td> <td>Occasional Day</td> </tr> </table> <p>The proposed dates were discussed. LP proposed, MB seconded – unanimously approved. To submit.</p>	3 rd Sept 2018	Training Day	4 th Sept 2018	Training Day	20 th Dec 2018	Training Day	21 st Dec 2018	Occasional Day	7 th Jan 2019	Training Day	23 rd April 2019	Training Day	25 th July 2019	Occasional Day	LDB
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<u>8</u>	<u>Headteacher's Report (Verbal)</u>															
	KR – nothing new to report.															
	JH – How is the new Reception teacher settling in? KR confirmed that the teacher is settling in well. She advised that she is carrying out lesson observations next week															
	KR – 2 new children are on roll – the part-time teacher has been asked to work on a casual basis as a TA in the mornings to offer additional support to one of the children in question. Additional support will also be required for one child during lunch breaks – KR recommended that a current volunteer be approached and asked to do this, being paid on a casual basis.															
	JH – is the new teacher happy? KR confirmed that she is, and is a very gentle character.															
<u>9</u>	<u>School Development (Improvement) Plan</u>															
	Main priority for this term is TA appraisals, and checking of training requirements etc. Everything seems to be going well.															
	<u>Shelter for Back of School</u> KR informed governors that she had been obtaining quotes for quite some time for a covered area for the back of the school. All of which have been very expensive. In the past week an offer was emailed to schools for 2 bespoke made shelters – each 8.4m x 3.0m. Able to purchase both for £6,500 (significantly less expensive than any of the other quotes for shelters). She informed the FGB that she has accepted the offer, subject to governor approval. KR explained where the proposed shelter will go, and outlined the future planned uses, especially for PE – the 2 shelters to cover an area 8.4m x 6.0m. Governors unanimously approved the spend – to come out of the PE cost centre.															
	<u>Governance Section of SDP</u>															
	KR reminded governors that the SDP has been made available to all governors via dropbox. She requested that all governors should look at the Governance Section of the SDP	All gobs Ongoing														
<u>10</u>	<u>Lead Governor / Committee Reports & Governor Visits</u>															
	<u>Resources committee</u>															
	BE informed the FGB that a RC meeting had taken place early Dec. Discussion had been held on policies and SFVS															
	<u>Teaching & Learning Committee</u>															
	JH informed the FGB that the key points from the last T&L meeting were the appointment of a part time teacher, and work life balance of the Headteacher – he asked KR if there had been any improvement. KR advised that things are OK at the moment – she will be considering occasional working from home, especially when there is a big report to be written or a similar task.															
	<u>Child Protection</u> – report by KR in JG's absence															
	KR informed the FGB that there are still 2 children on the CP register. Other children are being monitored, including pre-school children. She informed the FGB that the pre-school is doing a very good job.															
	<u>SEND</u>															
	KR informed FGB that EHCP is being chased. She also advised the FGB that the TA who is working with vulnerable children is having a massive impact on the highlighted children.															
	<u>Health & Safety</u>															
	BE advised that his own work commitments have prevented the carrying out of the catering audit – to contact kitchen manager.	BE														

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	KR advised that the poor flooring in Class R had been highlighted in the H&S walk carried out by KR & BE. A quote has been obtained to replace the current floor with a new vinyl type of floor covering. Quotes for 3 new doors have also been received – Class R main door, Reception (Office) main door, Class 2 – back door onto playground. LDB to check CAPSCH spending requirements to determine which fund to use to pay for the works.	LDB																																																			
	<u>Governor Visits</u> LP informed governors that she had observed a High 5 after school sports club. Very positive – children all engaged and learning. Variety of ages of children taking part – all appeared to know what they were doing and understood the rules. LP to complete and submit a report. Other governors to arrange visits.	LP All																																																			
11	<u>Budget</u> LDB explained that FRS reports had been produced prior to recent spending commitments. These reports (agreed by County) showed the following: <table border="1"> <thead> <tr> <th>Fund</th> <th>B/Fwd</th> <th>In Year</th> <th>C/Fwd</th> <th></th> </tr> </thead> <tbody> <tr> <td>G120 (School Budget Share)</td> <td>29,703</td> <td>18,413</td> <td>48,116</td> <td>Credit</td> </tr> <tr> <td>CAPSCH (Capital)</td> <td></td> <td></td> <td>8,465</td> <td>Credit</td> </tr> <tr> <td>G121 (B&T Club)</td> <td>8,031</td> <td>-2,628</td> <td>5,403</td> <td>Credit</td> </tr> <tr> <td>G122 (Pre-school)</td> <td>-274</td> <td>-2,509</td> <td>-2,783</td> <td>Deficit</td> </tr> </tbody> </table> JH asked for an update on the pre-school financial situation – LDB explained that when budget setting, the G122 fund had been looking at an In-year -8,241 (deficit) – with careful spending and increasing hours attended this situation has improved dramatically – to continue to monitor all funds carefully. LDB to produce a new FRS in advance of RC meeting on 21/02/18 (following month 10 reconciliation)	Fund	B/Fwd	In Year	C/Fwd		G120 (School Budget Share)	29,703	18,413	48,116	Credit	CAPSCH (Capital)			8,465	Credit	G121 (B&T Club)	8,031	-2,628	5,403	Credit	G122 (Pre-school)	-274	-2,509	-2,783	Deficit	LDB																										
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12	<u>SFVS</u> BE informed the FGB that he has met with LDB to complete the Self-Assessment. LDB advised that some Governor Matrix self assessments had still not been completed, and were part of the SFVS process. MB provided LDB with the matrix at the meeting. BE requested that all governors read the Self Assessment and to offer input for Section E – Agreed remedial action and timetable. No points had been identified by BE & LDB. LDB to input the matrix scores received at the meeting and submit the Self Assessment. LP thanked BE & LDB. SFVS unanimously approved.	LDB																																																			
13	<u>Policies</u> All been made available to FGB in advance of the meeting. Govs to check paperwork for meetings. <table border="1"> <thead> <tr> <th>Governor Code of Conduct</th> <th>New code</th> <th>Unanimously adopted</th> </tr> </thead> <tbody> <tr> <td>Finance Policy</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Maternity Policy</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Capability Policy</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Disciplinary Policy</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Grievance Policy</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Teachers Appraisal</td> <td>Ratification</td> <td>Unanimously ratified</td> </tr> <tr> <td>Health & Safety Policy</td> <td>New to tailor and adopt</td> <td>BE requested further input for maint. of kitchen equipment and water tanks. Hand written on signed copy. Unanimously adopted</td> </tr> <tr> <td>Health, Safety & Wellbeing</td> <td>Not on Babcock list</td> <td>BE&LDB informed govs that this no longer seems applicable – not on Babcock list – to be discontinued</td> </tr> <tr> <td>Lettings Policy</td> <td>New to tailor and adopt</td> <td>BE looked at the policy, as did KR. KR has tailored to Monkleigh – governors discussed the policy. Unanimously adopted.</td> </tr> <tr> <td>Keeping Children Safe in Education</td> <td>Updated version to adopt</td> <td>KR & LP confirmed that the updated version has still not been made available – to carry forward</td> </tr> <tr> <td>Curriculum "Policy"</td> <td>Not on Babcock list</td> <td>Govs decided to discontinue the policy, and to incorporate the contents into the Home School Agreement when created.</td> </tr> <tr> <td>Marking and Feedback</td> <td>Review</td> <td>Unanimously approved</td> </tr> <tr> <td>Equality Policy / Objectives</td> <td>To take to T&L</td> <td></td> </tr> <tr> <td>SEND Policy</td> <td>Review</td> <td>No changes – unanimously approved</td> </tr> <tr> <td>Emergency / Business continuity</td> <td>Review</td> <td>No changes – unanimously approved</td> </tr> <tr> <td>Supporting Students with Medical Conditions</td> <td>New to tailor and adopt</td> <td>Unanimously approved</td> </tr> </tbody> </table>	Governor Code of Conduct	New code	Unanimously adopted	Finance Policy	Ratification	Unanimously ratified	Maternity Policy	Ratification	Unanimously ratified	Capability Policy	Ratification	Unanimously ratified	Disciplinary Policy	Ratification	Unanimously ratified	Grievance Policy	Ratification	Unanimously ratified	Teachers Appraisal	Ratification	Unanimously ratified	Health & Safety Policy	New to tailor and adopt	BE requested further input for maint. of kitchen equipment and water tanks. Hand written on signed copy. Unanimously adopted	Health, Safety & Wellbeing	Not on Babcock list	BE&LDB informed govs that this no longer seems applicable – not on Babcock list – to be discontinued	Lettings Policy	New to tailor and adopt	BE looked at the policy, as did KR. KR has tailored to Monkleigh – governors discussed the policy. Unanimously adopted.	Keeping Children Safe in Education	Updated version to adopt	KR & LP confirmed that the updated version has still not been made available – to carry forward	Curriculum "Policy"	Not on Babcock list	Govs decided to discontinue the policy, and to incorporate the contents into the Home School Agreement when created.	Marking and Feedback	Review	Unanimously approved	Equality Policy / Objectives	To take to T&L		SEND Policy	Review	No changes – unanimously approved	Emergency / Business continuity	Review	No changes – unanimously approved	Supporting Students with Medical Conditions	New to tailor and adopt	Unanimously approved	All govs
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<u>14</u>	<u>Training</u>	
	LDB / LP to check completed competency matrices in order to highlight financial training requirements	LDB/LP
<u>15</u>	<u>Impact from this meeting</u>	
	Recruitment of a new clerk process as soon as possible LP – Policies are large & important part of this meeting KR – Asked governors to keep up with requests from the clerk	
<u>16</u>	<u>Time & Date of Next Meeting</u>	
	Wednesday 21 st March 15:45	

There being no further business, the meeting was declared closed at 17:40.

Signed as true: _____ Date: _____
(Chair of Governors)

Action plan from FGB meeting 24/01/2018

<u>Action point</u>	<u>Minute ref and action required</u>	<u>By Who</u>	<u>By When</u>	<u>Date Completed</u>
1	Item 5 – Planning portal – comment on behalf of FRG	KR	ASAP	
2	Item 5 – Recruitment of new Clerk to Governors	KR	ASAP	
3	Item 7 – Submit Gov approved term dates	LDB	ASAP	
4	Item 9 – Check Governance section of SDP	All Govs	Ongoing	
5	Item 10 – Catering Audit	BE	ASAP	
6	Item 10 – Check CAPSCH spending requirements	LDB	ASAP	
7	Item 10 – Complete visit report	LP		
8	Item 11 – Updated FRS	LDP	RCMeeting	
9	Item 12 – submit SFVS	LDP	31/01/18	
10	Item 13 – checking of policies	All Govs	Ongoing	
11	Item 14 – collate training needs highlighted on competency matrices	LDB/LP	ASAP	

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