



## Minutes of Full Governing Board Meeting

School name:	Monkleigh Primary School	Meeting of:	Full Governing Board
Date/time:	26 <sup>th</sup> September 2018 @ 4pm	Present:	Brian Evans, Jess Gierke, Marie Jones, James Hogan, Leah Pianio & Karen Reeves
Apologies:	Martha Kingdon Family Commitment  <b>Apologies not received from</b>  Rev Lynne Burgon and David Butler	Others in attendance:	Sharon Nash - Clerk

Agenda Item	Action	By whom	By when
1. Conflict of Interest  New declaration of Interest forms were completed	None Declared	All  All	At time of meeting  At time of meeting
3. BT Internet  (this item was moved up from 14 to 3 due to the fact LP was held up)  MS provided a very detailed report with regard to the Internet filtering system along with costs. Following detailed discussions with regard to this item along with a possible change in Broadband Provider it was agreed that further comparable quotations were to be obtained. The ideal time for installation would be in October Half Term.  The Board all agreed that once MS & KR have	KR to work alongside MS to obtain quotations.  DB to email other schools to see what service provider they use	All  DB	Before October Half Term  ASAP

<p>got the comparables, they were to go ahead and have the works completed</p>			
<p>LP joined the meeting at 4.50pm</p> <p>4. Board membership matters</p> <p>LP was elected Chair BE was elected Vice Chair</p> <p>4a. The Board discussed the current vacancies and SN is to contact LB and DB to get clarification of their wish to remain as Governors.</p> <p>The new Reverend has shown an interest in becoming a Governor.</p> <p>There is a vacancy for a Parent Governor</p> <p>JG reminded the Board that this could possibly be her last year as a Governor</p> <p>4b. Committees were all reviewed and the following was agreed</p> <p>Resources – BE to remain as Chair</p> <p>4c. Link Governors</p> <p>The following roles were agreed by the Board</p> <p>BE Class 1 JH Class 2 JG Class R BD Class 3 LP B&amp;T and PE along with Pre-School at the moment until new Governors have been elected</p>	<p>SN to contact LB and DB</p> <p>SN to write and get confirmation</p> <p>Parent election to be held before Half Term With a focus on which skill sets are required for the position</p>	<p>SN</p> <p>SN</p> <p>SN/LP</p> <p>ALL</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Ongoing</p> <p>At time of meeting</p>

<p>5. Minutes of the last meeting and matters arising</p> <p>The minutes of the meeting held on 18<sup>th</sup> July 2018 were confirmed to be a true and accurate record.</p> <p>BE what was the outcome of the letter to parents asking them not to use mobile phones on School premises?</p> <p>KR responded that it is very difficult to police but a few parents have taken the request onboard.</p> <p>BE What was the response with regard to the schools request that children not be taken out during term time for holidays?</p> <p>KR responded that on the whole it has been positive.</p> <p>The Board went on to discuss attendance. KR stated that currently a letter is sent out with attendance drops below 90%. It was agreed by the Board that in future a letter will be sent out when attendance drops below 96%</p>		All	At time of meeting
<p>6. School Development Plan</p> <p>KR reviewed the School Development Plan with the Board. The Board agreed the plan.</p>			At time of meeting
<p>7. Policy Review</p> <p>The following policies were reviewed and approved</p> <p>Pay/appraisal policy (revised to reflect pay and conditions for 2018/19)</p> <p>Child protection policy (revised to reflect updated statutory safeguarding guidance) KCSiE</p> <p>Charging and remission, Mobile phone policy, Staff code of conduct, Pay policy, E-safety policy</p>			

<p>8. School Development Plan</p> <p>KR shared the new School development plan, A discussion to place with regard to the key factors.</p>	<p>The Board approved the plan</p>		<p>Ongoing</p>
<p>9. Committee and link governor reports</p>	<p>There was nothing to report at the meeting</p>	<p>All</p>	<p>Ongoing</p>
<p>10. Reports from Governor monitoring visit</p>	<p>There was nothing to report at the meeting</p>	<p>All</p>	<p>Ongoing</p>
<p>12. Attendance</p> <p>KR stated that currently a letter is sent out with attendance drops below 90%. It was agreed by the Board that in future a letter will be sent out when attendance drops below 96%</p>	<p>KR to liaise with DB for letters to be sent out earlier</p> <p>Policy to be reviewed and changed where necessary</p>	<p>KR/LP/SN</p>	<p>End of October</p>
<p>13. B and T</p> <p>KR stated that there needed to be a Staff Rate for B &amp;T when they are working late and need Child Care</p> <p>JG suggested that as a goodwill gesture, would it not be nice to offer it to staff with no charge (this includes food when necessary)</p>	<p>The Board discussed and agreed that this would be a goodwill gesture and keep up staff morale</p>	<p>KR to inform staff</p>	<p>Commencing after October half term</p>

<p>KR informed the board that B&amp;T staff must have level three Early Years Training. The cost of thre apprenticeship to the School is £250. KF is currently undertaking work experience in Pre-School</p> <p>One TA had approached KR with a view to commencing Higher Level Teaching Assistant training. The Cost of this would be approximately £900.00</p> <p>BE stated if it is not needed, the School cannot justify the funding it</p> <p>JH asked how the decisions may impact on the TA requesting the funding and maybe other training options could be identified.</p> <p>JG left the meeting at 5.35</p>	<p>The Board agreed to KF commencing her apprenticeship immediately and it should be offered to other members of staff who would like to complete the training</p> <p>After discussion it was deemed to not be cost effective as the training will not have any positive effect on the school and would infact cost the school more per hour once the training has been completed</p> <p>KR to explore avenues and speak to the TA concerned</p>	<p>KR to arrange</p> <p>KR</p>	<p>Immediately</p> <p>By end of October</p>
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<p>14. Any other Urgent Business</p> <p>KR spoke to the board with regard to the Covenant</p> <p>JH asked if Governors should send a letter to the developers</p> <p>Pre-School have requested an interactive White Board and would try to fundraise for one.</p> <p>BE asked as it was a costly item was there one anywhere else in the school not being used</p> <p>JH asked if FOMS could help with the fund raising</p>	<p>KR to write to DS and (?) Hellier to chase The Board agreed this</p> <p>Unfortunately there is not one in the school</p> <p>FOMS are fundraising for a Mini-Bus at the moment so that is not an option</p> <p>KR to look into options</p>	<p>KR</p> <p>LP</p> <p>KR</p>	<p>End of October</p> <p>End of October</p> <p>Bring to next resources meeting</p>
<p><b>Dates of Further Meetings</b></p> <p><b>Resources: TBA</b></p> <p><b>T&amp;L: 30<sup>th</sup> October 2018 @ 4pm</b></p> <p><b>FGB: 20<sup>th</sup> November @ 4pm</b></p> <p><b>The Meeting Closed 5.40pm</b></p>			

