



## Minutes of Full Governing Board Meeting

School name:	Monkleigh Primary School	Meeting of:	Full Governing Board
Date/time:	18 <sup>th</sup> July 2018 @ 4pm	Present:	Brian Evans, Jess Gierke, Marie Jones, Leah Pianio & Karen Reeves
Apologies:	<p>Martha Kingdon Family Commitment</p> <p>James Hogan Family Commitment</p> <p><b>Apologies not received from</b></p> <p>Rev Lynne Burgon and David Butler</p>	Others in attendance:	Sharon Nash - Clerk
Agenda Item			
Agenda Item	Action	By whom	By when
1. Conflict of Interest	None Declared	All	At time of meeting
2. Minutes of Previous Meeting	Unanimously Approved	All	At time of meeting
3. Approval of 2019 – 2020 Term Dates	The Board all agreed that it was too soon and not necessary at this time	All	At time of meeting

<p>4. Enrichment Week</p> <p>A discussion commenced between the all members of the Board to get more information before making a decision regarding the benefits of the proposal and adding the week into the Term Dates for 2019-2020</p>	<p>Further information as to the benefits and report back at the Teaching &amp; Learning Board agreed that this was too soon to complete</p>	<p>KR</p>	<p>Date of next T&amp;L meeting</p>
<p>5. Term Time Holidays</p> <p>There have been a few families who have take their children out of school during term time</p>	<p>The Board agreed that this needed to be addressed and KR is to put a ‘strongly worded message’ on the news letter in early September</p>	<p>KR</p>	<p>25<sup>th</sup> September 2018</p>
<p>6. School Development Plan</p> <p>The Focus of the Plan for next term will be the mental well being of the Children, the Board all agreed that those who already are receiving additional help are making good progress and this should be developed further for the benefit of more pupils</p>	<p>After discussion it was agreed that KR was to focus the new plan on this aspect</p>	<p>KR</p>	<p>By next FGB meeting</p>
<p>7. School Website</p> <p>The new website is nearly complete to go live.</p>	<p>The Board discussed the timing and content of the new site and all agreed that it will be a great improvement on the current website</p>	<p>KR to continue working with SJ and MS</p>	<p>Ongoing at present but next update to be given at next FGB meeting</p>

<p>8. Staff Day's Off</p> <p>KR told the Board that due to the strong work ethic within the teaching team that a pro-rata Complimentary Day off should be included for teaching staff as they often work at weekends and during the evening</p>	<p>All members of the Board acknowledged that Monkleigh Staff all go beyond the call of duty and agreed that as from the next financial year (April 1<sup>st</sup> 2019) this will be included in the budget</p> <p>LP stated that this should and would also apply to KR and KR must ensure that she takes a Complimentary Day as well as her team</p> <p>KR confirmed to the Board that she would include herself within the budget forecast</p>	<p>KR to speak to DB to forecast this within future budget figures</p>	<p>By December 2018</p>
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<p>9. SATS Results</p> <p>KR reported to the Board that this year's results have been the best since KR commenced Headship, full details are attached within the Heads written report</p>	<p>A discussion ensued as to the percentages and acknowledging that though there had been some challenging students within this year's group, thanks and gratitude was extended to the work Monkleigh Teaching Staff have done and continue to do.</p> <p>LP &amp; JG also congratulated KR on her strong leadership which has most definitely contributed to attaining the standards</p>		
<p>10. Breakfast and Tea Club</p> <p>It has been identified that an additional member of staff is required for the Tea Club since numbers have now increased.</p> <p><b>B O'D Joined the meeting at 4.40pm</b></p>	<p>Vacancy will be been advertised on the school Newsletter</p>	<p>KR &amp; LP to arrange all interviews when we return to school in September</p>	<p>Beginning of Autumn Term 2018</p>

<p>11. Reception Class – Outside Space</p> <p>DR ( Class R Teacher) has approached KR with a request for more outside space for Reception, KR has looked at various options to increase the outside space. This would significantly reduce parking space for staff which already is an issue, it was also requested ramp be removed which includes pre-school, a shed to be removed which houses Class R's Bags, the removal of a larger shed which currently houses resources and the large Kitchen Chest Freezer.</p>	<p>KR reported that expansion of space into the carpark would be difficult, The Board discussed and agreed that expanding outward to the car park and removal of the shed is not an option, the removal of the ramp leading into pre-school could have a detrimental effect on the admission of pupil in need of additional mobility support,</p> <p>B O'D brought to the group that there was a perfectly large and useable outside space which includes the playground and fields at school which is timetabled in to the week would not cost the school any additional financial resources.</p> <p>The Board agreed that time tabling the use of additional space would be an effective solution and there was no point in accruing additional costs when the facilities are already at the school</p>	<p>KR to speak to DR about the use of using the existing outside space and ensuring that this is included into Class R's time table</p>	<p>KR 10<sup>th</sup> September 2018</p>
<p>12. Painted Lines outside School</p> <p>KR informed the board that Lynda Hellier had bought a Highways Officer to view the school</p>	<p>The Officer will assess the possibility of having a no parking zone using zig zag lines</p>	<p>KR to keep the Board informed</p>	<p>Ongoing</p>

<p>13. Meet &amp; Greet</p> <p>KR stated that the meet and greet was working well</p>	<p>All agreed that this was a good idea and maintained good communication between the local residents and the school</p>		
<p>14. News Letter</p> <p>LP informed the board that she and a number of parents were unhappy with the school newsletter being sent out fortnightly and there were also concerns about the format being difficult to read. LG also supported LP's views with regard to this issue.</p>	<p>KR to speak with DB requesting that the newsletter return to its original format and is produced once a week (Mondays)</p> <p>Proposed: LP Seconded: JG</p>	<p>KR</p>	<p>19<sup>th</sup> July 2018</p>
<p>15. Play Equipment</p> <p>The cost of fixed Gym Equipment had been researched and proved to be very expensive.</p> <p>The question was raised: Is it a good spend</p>	<p>The group held a discussion and concluded that the equipment may attract persons to the field during the holidays which would disturb the neighbours . BE asked if it would be wiser to spend the money on the existing equipment</p>		
<p>16. Holiday Club</p> <p>Many local holiday clubs have closed recently JC was not ready to open her own here at Monkleigh due to the administration side of running a business ie PAYE</p> <p>JG Would it be possible for JC to do a business training course ?</p> <p>JG Could be make the Monkleigh club more appealing for children of all ages rather ?</p> <p>JC does not hold a qualification for working with older children</p>	<p>KR to discuss with JC the possibility of further training</p>	<p>KR</p>	<p>By 1<sup>st</sup> October 2018</p>

<p>17. HT Report</p> <p>The board had no queries for BE at this meeting</p>			
<p>18. Parent Questionnaires</p> <p>The questionnaires completed by parents show the school in a positive light</p> <p>97% stated their Children were happy 90% stated that their Children were safe 100% were happy with their childs progress at the School.</p> <p>Parents were concerned about Homework, there was a mixed reaction as to whether their child had too much homework or too little</p> <p>B O'D asked whether we should go back to using homework books</p>	<p>KR to speak to the staff and get their reaction to the homework levels and also research into restarting the use of homework books in each class</p>	<p>KR</p>	<p>Beginning of September</p>
<p>19. E-Safety</p> <p>JG raised the issue of internet safety at home.</p>	<p>KR to put on the Newsletter a reminder to parents about monitoring their Childs activity online</p>	<p>KR</p>	<p>End of September</p>
<p>20. Health and Safety BR</p> <p>All Health and Safety issues are up-to-date</p>			
<p>21. Northam Burrows Visit</p> <p>BE reported that the trip was really successful and the Children behaved really well. BE stated two children were particularly engaged by the visit</p>	<p>BE to create a visit report</p>	<p>BE</p>	<p>ASAP</p>

<p>22. Policies</p> <p>Mobile Phone Policy</p> <p>BE suggested an amendment to request that parents refrain from using their phones on school premises</p> <p>Staff Code of conduct</p> <p>Keeping Children Safe in Education – Effective from September 2018</p>	<p>KR to amend and bring to next FGB meeting</p> <p>Approve at next FGB</p> <p>Adopt now and review at next FGB</p>	<p>FGB</p> <p>FGB</p>	<p>26<sup>th</sup> September 2018</p>
<p>23. Bus Licence</p> <p>The Board discussed as to whether we needed to extend the Bus Licence and Test</p> <p>FOMS are currently in the process of purchasing a Mini Bus from Bideford Blues</p>	<p>All agreed that it was not necessary at this time</p> <p>Paperwork, Tests and Licence will be renewed at that time</p>		
<p>24. Staffing</p> <p>KR informed the Board that MS has not used any of this staff days. KR requested that MS be able to accumulate the unused days on this occasion</p> <p>KR informed that Board that PP will need more time to clean the school.</p>	<p>The Board all agreed that MS may take between 2-3 days</p> <p>The Board agreed that KR and BE speak to PP and decide how much extra time is needed and that his contract would be changed in due course</p>	<p>KR to inform MS</p> <p>KR / BE</p>	<p>19<sup>th</sup> July 2018</p> <p>September 2018</p>
<p>25. From the Chair</p> <p>LP congratulated KR on the amazing SATs results. LP was also pleased with the good return from the parents questionnaires</p> <p>The Governors are thankful for the whole of the Monkleigh Team for all their hard work</p>	<p>The Meeting concluded at 6pm</p> <p>Date of Next FGB is 26<sup>th</sup> September 2018 at 4pm</p>		





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