



MONKLEIGH PRIMARY SCHOOL

Governing Body

Full Governing Body Meeting - Minutes							
Date/Time	07/12/2020 15:30		Location	Virtual (Zoom) <i>minutes distributed 10/12/2020</i>			
Attendees	Initials	Type of Governor	Time	Attendees	Initials	Type of Governor	Time
Mrs C Boundy	CB	Parent		Mrs K Reeves	KR	Head	
Mr D Butler	DB	Co-Opted		Mrs G Rodgers	GR	Parent	
Rev. M Cockfield	MC	Co-Opted		Mrs K Slocombe	KS	Staff	
Mr J Gifford	JG	Co-Opted		Mr C Stevens	CS	Co-Opted	
Mrs L Paiano (Ch)	LP	LA		Mrs C Stevens	MCS	Co-Opted	

Apologies	Initials	Reason (Category of Governor)
Mr A Donnellan	AD	Work Commitment

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Mrs D Beer	LDB	Clerk

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Welcome & Apologies	LP
2	Business Interests (in respect to this meeting)	LP
3	Meeting Documents	LP
4	Terms of Reference	LP
5	Governor Vacancies	Clerk
6	Approval of minutes	LP
7	Actions from minutes	LP
8	Deferred from Resources	AD
9	Term Dates	KR
10	From the Chair	LP
11	From Headteacher	KR
12	From Clerk	Clerk
13	Committee / Lead Governor reports	
14	Safeguarding	LP
15	GDPR	LP
16	Policies	LP
17	Governor Training / Visit feedback	
19	Impact from meeting	
20	Date & Time of Next FGB meeting	

SIGNED AS TRUE: _____ DATE: _____

Governing bodies' core functions:

4. Ensuring clarity of vision, ethos and strategic direction;
5. Holding the headteacher to account for the educational performance of the school & its pupils, and the performance management of staff;
6. Overseeing the financial performance of the school and making sure its money is well spent.

Question/Challenge

Decision

Action

Agenda Number	Details of discussion	Decision/ action and timescale
1	Welcome & Apologies LP welcomed all to the virtual meeting. Apologies received from AD (Work Commitment) – unanimously sanctioned FGB informed that Mr Hogan has resigned from the board	
2	Business Interests (in respect to this meeting) None declared	
3	Meeting Documents Govs confirmed that all documents had been accessed in advance of meeting	
4	Terms of Reference Following resignation of JH, terms of reference / lead governors were discussed: <ul style="list-style-type: none"> • Safeguarding – Lead LP, Deputy Lead MC • Resources – LP to be added to committee • PE & Sport lead – CB • Nursery Admissions / Oversubscription <ul style="list-style-type: none"> ○ If only 1 or 2 children – Govs assigned responsibility to KR ○ If more – panel consisting of MC, GR, CS • Equality Policy – MC to produce and forward to T&L committee <p>Terms of References to be updated as per agreed amendments What is expected of Foundation Stage Unit lead governor? MC & KR to meet before Feb half term</p>	<p>LDB ASAP</p> <p>KR/MC 12/02/2021</p>
5	Governor Vacancies FGB informed that there is currently one vacancy (Co-Opted). Govs to think about suitable potential new governor. Clerk recommended that NGA skills matrix be completed again by all current Governors to highlight any needs on the FGB. Put on GovHub notice board, completed and returned to clerk by mid Jan	<p>All Govs 15/01/2021</p>
6	Approval of minutes (Distributed with agenda) No questions – unanimously approved as true and accurate record	
7	Actions from minutes <ul style="list-style-type: none"> • 6 – Electronic signing of minutes – confirmed completed • 7 – Ofsted visit details / tips – confirmed completed. Govs were recommended to look at “Watchsted” link shared on GovHub • 7 – Approach farmers / attend PC meetings – confirmed completed • 7 – Approach pub re parking – confirmed completed, but unsuccessful • 7 – Update SDP – confirmed carried out • 7 – Equality Template to MC – LP unable to find template. Having carried out a website check, confirms that there is equality information on the site. MC working on it. Policy to be reviewed and linked to School Development Plan. To pull it all together and send out a consultation before end of Autumn Term. Report to be produced by end Jan. 	<p>MC 17/12/2020 / 31/01/2021</p>

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8	<p>Deferred from Resources</p> <ol style="list-style-type: none"> 1. KR/GR arrange Pupil Premium meeting To arrange this week 2. Report of Health & Safety tour (CB/MC) KR/CB to carry out tour this week – MC to produce report 3. Approve Headteacher Appraisal external adviser FGB unanimously approved Head of Horwood and Newton Tracey Primary School 4. How are Governors managing the health and wellbeing of staff? LDB to add to future agenda as a standing item Govs considered this to be more accountability than management. Questionnaire/ annual survey to go to all school staff (anonymous) at start of summer term. Responses to go to Resources committee. 5. Building and Maintenance Plans KR confirmed that there are no major projects planned. Is the repaired roof leak holding up? Yes – there have been a couple of power outages, but been dealt with by electrician. Risk of fire / danger to life? No Health & Safety / Accessibility Plan should key into Buildings / Maintenance. To add to next Resources agenda KR informed FGB that there have been hoax bomb threats in local secondary schools. Evacuation Plan has been updated. Is there a caveat to plan regarding COVID bubbles? COVID Risk Assessment covers anything linked to COVID bubbles. Children to gather onto back playground, lined up in their bubbles, with bubbles distanced from each other. Able to move across field if necessary. Fire drills carried out half termly. 6. Restrictive Covenant (JG) What is it? Is there scope to work around it? KR explained: <ul style="list-style-type: none"> • Land behind school sold to school years ago (practically gifted) • Previous owner had died in accident before being able to lift covenant • Developer bought remaining land, along with most of the covenant • DCC will not assist with the lifting of covenant • Developer will not lift it until his planning permission is granted • Developer has stated he will give access / parking area in time CB (has experience of covenants) & KR to meet to discuss 7. B&T Club (inc staff B&T) Currently only Breakfast Club running. Parents working from home having effect on numbers attending. Should improve once after-school activity clubs recommence. KR/LDB to look at numbers < end of this half term 	<p>KR/GR 11/12/2020</p> <p>KR/CB/MC Jan 2021</p> <p>LDB ongoing</p> <p>Resources May 2021</p> <p>LDB 02/02/21</p> <p>CB/KR 31/01/2021</p> <p>KR/LDB Jan 21</p>
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9	<p>Term Dates (suggested dates for 2021-2022 shared with agenda) KR suggested training days (2 at start of Autumn term, 1 at end of autumn term, 1 start of spring term, 1 at start of summer term), and occasional days (both at end of summer term). However it had been pointed out that the first half of the summer term would be extremely short – staff to discuss at staff meeting.</p> <p>Approved, with proviso that training day at start of summer term may need to move – at KR & staff discretion. LDB to submit to county when agreed by staff</p>	LDB this term
10	<p>From the Chair</p> <p>a) Books for children LP thanked JG on behalf of FGB – for sponsoring mental health books.</p> <p>b) Website review LP has carried out review of website using a template from The Key. LP to email findings to KR/LDB</p> <ul style="list-style-type: none"> • Pupil Premium to be shared online • SEND report to be completed and uploaded • Finance info to go on site • COVID catch-up funding to be reported on website • KS2 results (previous yr) – actual table of results KR 	<p>LP</p> <p>KR/LDB ASAP</p>
11	<p>From Headteacher</p> <p>a) Headteacher’s Report (distributed with agenda) Comment made that the report was straightforward and clear to read. No questions</p> <p>b) School Development Plan (distributed with agenda) KR informed FGB that she has incorporated information provided by MCS. Data will be further updated before going to Gobs again</p> <p>c) Teaching a child out of year. A child with an EHCP is to be taught out of the curriculum year and this will be revisited for next September FGB agreed</p> <p>d) Ofsted Remote Visit KR summarised the remote Ofsted visit that took place 24 November. It was not an “inspection”, but an all day zoom visit with 2 HMIs. Main topics were:</p> <ul style="list-style-type: none"> • General impact of COVID • Staff Wellbeing • Priorities for academic year • Attendance • Catch-up premium • Behaviour • Safeguarding • Vulnerable pupils • External support • Curriculum <p>KR felt that it had been a good opportunity to celebrate what Monkleigh has achieved. The HMIs appreciated the workload and challenges met, and were aware that school had not been well supported throughout COVID. KR voiced thanks to staff for input prior to the remote visit. LP mirrored the thanks</p> <p>e) Foundation Stage Unit – nursery admissions Covered in agenda item 16</p>	

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12	<p>From Clerk</p> <p>a) Governor Communication methods (requested by JG) Discussion was held regarding the best methods of communication – GovernorHub / Emails etc. Need to ensure that important issues / discussions are taken to meetings and minuted. Govs were reminded that school emails must be used for Governor business – however Babcock Governor Support have confirmed that personal email accounts can be used in GovernorHub. A healthy discussion ensued with the following decisions made</p> <ul style="list-style-type: none"> • Govs to use Monkleigh email account to email KR or LDB (for arranging coming in to school, or to request booking training etc. • Questions etc. to be raised on GovernorHub • Chairs to take any questions to relative committee meetings (add to agendas) <p>b) Training requirements Clerk reminded Govs to request any training requirements</p> <p>c) Babcock Updates Clerk advised that all updates are uploaded to relative folder in GovHub. Govs agreed that they be notified of uploads via the GovHub notice board</p>	
13	<p>Committee / Lead Governor reports</p> <p>1. Resources (SFVS) All Governors to complete SFVS Governor Skills rating</p> <p>2. Teaching & Learning MCS informed FGB that policies have been updated as per suggested Data has been looked at, along with the SDP & an Implementation and Impact statement. MCS has sent bullet points to KR, which KR has found really useful LDB to share on GovHub. Complaints policy has been updated. Numerous documents have been shared with KR</p> <p>3. Headteacher Performance Management MC & CS confirmed that this has now taken place. The external adviser had been extremely good. It had been very well facilitated. KR informed the FGB that she felt it had been good and had been carried out in a supportive way</p> <p>4. Lead Governors – reports <u>SEND</u> - GR reported that she had met with KR in the previous year to have a thorough look at SEN. There had been a rising number of children applying for funding. KR confirmed that another SEN child joined the school today (08/12/2020) KR & GR to meet</p> <p><u>FSU</u> – MC & KR to meet as item 4</p>	<p>All 15/01/21</p> <p>LDB – ASAP</p> <p>KR/GR ASAP</p>
14	<p>Safeguarding LP confirmed that she has been in touch with KR. KR working “flat out”, and is up to speed with safeguarding.</p> <p>Has safeguarding audit been submitted? KR Confirmed submitted</p>	

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15	GDPR A data breach report had been shared with Gobs (distributed with agenda) Governors confirmed that it had been read. There were no questions.	
16	Policies a) Staff Capability (recommended by Resources) b) Staff Discipline (recommended by Resources) c) Staff Grievance (recommended by Resources) d) Teachers' Pay Policy (recommended by Resources) Unanimously ratified e) SEND Policy GR confirmed policy checked – nothing to change. Unanimously approved f) Supporting pupils with medical conditions policy Confirmed checked. Should the policy cover COVID? KR confirmed that the COVID Risk Assessment covers that. Unanimously approved g) FSU Admissions / Oversubscription Policy New policy due to increase of age range from Jan 2021. Policy checked, with some re-wording suggested. LDB to update. Unanimously approved subject to agreed amendments a. FSU document folder – in GovHub for gobs to access admission documents for FSU b. Charging/Remissions policy to update for FSU – policy checked – no amendments required.	LDB 11/12/21
17	Governor Training / Visit feedback MC reported that she has recently attended 4 virtual training sessions – all had been good, especially the Health & Safety and Finance training CS & MCS have recently attended Headteacher Appraisal training – very good.	
19	Impact from meeting <ul style="list-style-type: none"> • Very positive meeting • Very committed governors • Ironed out communication “hiccups” 	
20	Date & Time of Next FGB meeting Tuesday 2 nd March 2021 – 15:30	

The meeting closed at: 17:16

Detail of next meeting			
Date/Time	Tuesday 2 nd March 2021 – 15:30	Location	Virtual (Zoom)

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No	ACTION POINTS	Who?	By...	Status
4	Update Terms of Reference	LDB	ASAP	
4	FSU – lead governor / HT meeting (by Feb Half Term)	MC / KR	12/02/2021	
5	Updated NGA skills matrix to clerk	All	15/01/2021	
7	Equality Consultation	MC	17/12/2021	
7	Equality Policy / Report	MC	31/01/2021	
8.1	Pupil Premium meeting	GR/KR	11/12/2020	
8.2	Health & Safety Tour	CB/KR	11/12/2020	
8.2	Health & Safety Report (post tour)	MC	Jan 2021	
8.4	Staff Wellbeing – regular agenda item	LDB	Ongoing	
8.5	Health & Safety / Accessibility Plan / Buildings & Maintenance to next Resources agenda	LDB	02/02/2021	
8.6	Covenant meeting	CB/KR	31/01/2021	
8.7	Review B&T numbers < end of Autumn term	KR/LDB	Jan 2021	
9	Submit agreed term dates (2021-2022) to county	LDB	17/12/2021	
10.a	Website review findings to KR/LDB	LP	ASAP	07/12/2020
10.b	Information / reports to website	LDB / KR	ASAP	
13.1	SFVS – Governor Skills ratings (ParentMail form)	All	15/01/2021	
13.2	Bullet points to be shared on GovHub	LDB	ASAP	09/12/2020
13.4	SEND – lead governor / HT meeting	GR/KR	ASAP	
16.g	Update FSU admissions policy	LDB	11/12/2020	08/12/2020

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