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Full Governing Body Meeting – MINUTES							
Date/Time	07/07/2021 15:30			Location:	Virtual		prepared 09/07/2021
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs C Boundy	CB	Parent		Mrs K Reeves	KR	Head	
Mr D Butler	DB	Co-Opted		Ms G Rodgers	GR	Parent	
Rev. M Cockfield	MC	Co-Opted		Mrs K Slocombe	KS	Staff	
Mr J Gifford	JG	Co-Opted		VACANCY		Parent	
Mrs L Paiano (Chair)	LP	LA		VACANCY		Co-Opted	
				VACANCY		Co-Opted	

Apologies	Initials	Reason
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

	AGENDA ITEM	TO BE LED BY
1	Welcome & Apologies	LP
2	Business Interests (in respect to this meeting)	LP
3	Meeting Documents	LP
4	Approval of minutes	LP
5	Actions from minutes	LP
6	Policy Adoption / Review	LP
7	Safeguarding	LP
8	GDPR	LP
9	From Headteacher	KR
10	From Chair	LP
11	From Clerk (& Annual Cycle of Business)	LDB
12	Committee reports	AD/KS
13	Impact from meeting	LP
14	Date/Time of next FGB	LP

Question/Challenge

Decision

Action

Agenda Number	Details of discussion	Decision/ action & timescale
1	Welcome & Apologies Meeting commenced at 15:36 LP welcomed all to meeting Apologies from AD – work commitment – sanctioned	
2	Business Interests (in respect to this meeting) None	
3	Meeting Documents Confirmed accessed	
4	Approval of minutes <u>4 May 2021</u> Unanimously approved <u>25 May 2021</u> (Extraordinary meeting – Part 2 Confidential – read out by Clerk) Unanimously approved	

Signed as a true record of the meeting: _____ 1 of 6

(Chair of FGB)

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<p>5</p>	<p>Actions from minutes 4 May 2021 (those still showing as outstanding on agenda):</p> <ul style="list-style-type: none"> a) 4b – Parent Gov Election (LDB) – previously agreed to be carried out at start of next academic year b) Reach Website (LP) - Not yet entered anything on it – to work on over summer holidays c) 4c – Attend H/T appraisal training (AD) – completed d) 6 6d – Covenant Paperwork (CB/KR) – covered at committee level – ongoing e) 6 11 – Gov visits – Ongoing. MC confirmed that she has carried out a visit to FSU – the report has been passed to FSU for comment before being shared with Governors GR confirmed that she has caught up with KR regarding SEND – to be covered in further detail later in meeting. f) 6 13b – Connect2 inspection report (LP) – LDB still uncertain that the up to date report has not been received. LP to have another look at C2 website g) 8c – partnership options (KR) – see later agenda item h) 10 – L2 Safeguarding training (LDB) – booked – 29th September 3:30pm – all Governors are asked to attend <p>25 May 2021 (Part 2)</p> <ul style="list-style-type: none"> a) Pay method (LDB/KR) – confirmed checked 	<p>LP Sept</p> <p>LP ongoing</p> <p>All Govs 29/09/2021</p>
<p>6</p>	<p>Policy Adoption / Review</p> <ul style="list-style-type: none"> a) Finance Policy Discussed at Resources. Approved – Ratified b) Updated PSHE/RSE Policy - Approved 	
<p>7</p>	<p>Safeguarding / SEND</p> <p>Safeguarding – New KCSiE has just been published – comes into force Sept 2021. KR/LP to catch up at end of week</p> <p>SEND – Everything on track with children. Go to Part 2 minutes</p>	<p>KR/LP 09/07/21</p>
<p>8</p>	<p>GDPR Nothing to add – LP to obtain up to date training from DPO for Sept</p>	<p>LP Sept</p>

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<p>9</p>	<p>From Headteacher</p> <p>a) COVID Update Nothing to report – separate bubbles of activity end towards end of term, but there is no intention to change anything until Sept – may allow children to play together on last day of term. KR informed FGB that some children have been off due to having to self isolate – 1 being a positive case which didn’t impact school. Some staff have been off due to requirement for self isolation of either themselves or children</p> <p>b) Parent/Carer Questionnaire – results shared in advance of meeting</p> <ul style="list-style-type: none"> • Many positives and many lovely comments. • Negative responses were from 3 parents – all concerns have already been dealt with – 1 issue was quite historic. All parties are happy with how things are moving forward. • A governor raised a query regarding a bullying response. KR explained that this was very historic, and had been proven to be inaccurate at the time. • SEND question had several neutral responses. This was because it was a mandatory question, and those with no experience of SEND had selected “neutral” • Will re-word some questions for future questionnaires • Security was raised with suggestion of locking the front gate – good point. This could cause an issue with deliveries. KR to look at options <p>c) Headteacher’s Report - Previously distributed. No questions</p> <p>d) SDP – previously shared KR explained that there is no data on SDP as assessments still being carried out. No questions (Later in meeting the following question raised:) Data for Analysis. There was no key. Struggling to understand the coloured banding – couldn’t understand the report. KR – to look at in depth with T&L and report back in due course.</p> <p>e) Partnership / Collaborative working Go to Part 2 minutes</p>	<p align="right">KR Autumn</p>
<p>10</p>	<p>From Chair</p> <p>a) Staff Wellbeing - How are staff? KR confirmed that staff tired, but fine. End of term at this time of year can be “tetchy” as always expected. Looking forward to collaborative working of staff within Monkleigh from September. A very positive staff meeting held this week – very forward thinking. LP – thanks to all for an amazing year under trying circumstances</p>	

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	<p>b) DCC Token of Appreciation (letter shared with Govs) How would Governors like to share the £10 per head with staff? Staff planning of get together on last day of term. KR informed FGB that she feels it important that all staff feel that they have been treated the same. Perhaps a voucher? That would ensure that all individuals would be treated the same. Discussion ensued. Love to Shop vouchers – LDB to arrange</p> <p>c) Vision Statement / Visioning day KR informed FGB that she is sharing new SDP ideas with staff next week and putting it together over summer holidays. KR to work on it with staff and take it to Govs next term. A smaller visioning day for Gov Body was suggested – can be effective and helpful – wouldn't necessarily need KR there. Small discussion ensued. Felt that it is worth doing, but plan for end of next academic year.</p> <p>d) Governance / Policy areas of school website compliance Checking of website to be a standing item. Govs to keep checking please and let KR/LDB know of any problems</p>	<p>LDB 23/07/21</p> <p>KR Sept</p> <p>FGB ongoing</p>
11	<p>From Clerk (& Annual Cycle of Business)</p> <p>a) Governor Training requirements – Clerk reminded FGB to request any training courses. All Govs asked to attend L2 Safeguarding training at school on 29 Sept</p> <p>b) Impact of Gov/Clerk training activities Chair requested that when anyone has attended – 3 points should be fed back to Gov Body.</p> <p>c) Arrange Clerk's appraisal LP to email LDB to arrange</p>	<p>All 29/09/21</p> <p>All ongoing</p> <p>LP ASAP</p>
12	<p>Committee reports</p> <p>a) <u>Resources committee</u> JG (Vice Chair of committee) – nothing to report.</p> <p>LDB pointed out that the “Contract register” has been shared with Governors with other documents for this meeting.</p> <p>KR – follow up to potential spending that had been discussed at committee:</p> <ul style="list-style-type: none"> • Hoping to get toilet for FSU. • Has got a list of contractors who have been contacted and either not turned up or refused to quote. • Quote as been received from only one for new toilet and cloakroom area. • Not in excess of £6K. • Quotes requested from 8 contractors, only 1 received. • Works needed to be carried out urgently. <p>How does this stand with finance policy?</p> <ul style="list-style-type: none"> • Obvious that site maintenance has tried hard to obtain quotes – not for want of trying. • The contractor who has quoted has been competitive with quotes in the past. 	

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	<p>Agenda item no 6 finance policy approved. Are Governors OK that this goes against the finance policy?</p> <ul style="list-style-type: none"> The school has taken reasonable steps to obtain quotes. Can demonstrate that school has done all possible to obtain quotes. Accept the quote that has been received – unanimously approved. <p>KR requested that any grants / fundraising that Gobs are looking into be put towards the front playground development. KR to forward details / quotes on to Gobs.</p> <p>JG has approached Torrington Rotary. CB has approached Bideford Rotary. Some have tight deadlines.</p> <p>Round 2 of community lottery connections fund was suggested, however this may not apply to schools.</p> <p>Gobs to email KR with any possible grant ideas.</p> <p>b) Pay & Performance Committee Confirmation that the committee has met and carried out its duty</p> <p>c) Teaching & Learning Committee Nothing to report – however to note that there is a need to recruit more to T&L committee and to recruit a chair / vice chair – to be sorted at Business meeting</p>	<p>KR ASAP</p> <p>All ASAP</p>
<p>13</p>	<p>Impact from meeting</p> <p>a) <u>Review progress school has made</u></p> <ul style="list-style-type: none"> Tough year for School, Staff and Families, but everyone has risen to the challenge. Looking forward to being able to get back into the school and see the staff in action <p>b) <u>Brief reflection of impact this meeting will have on outcome for pupils</u></p> <ul style="list-style-type: none"> All items on agenda have been met positively and objectively and to the advantage of the children and staff 	
<p>14</p>	<p>Date/Time of next FGB meeting (Annual Business Meeting)</p> <ul style="list-style-type: none"> Tuesday 21st Sept 3:30pm face to face 	

There being no further business, the meeting closed at: approx 17:20

Detail of next meeting (Annual Business Meeting)			
Date/Time	Tuesday 21 st Sept 3:30pm	Location	Monkleigh Primary School

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Actions:

No	ACTION POINTS	Who?	Deadline	Status
5b	Reach Website (Gov recruitment)	LP	Sept '21	
5f	Connect2 Inspection report	LP	ASAP	
5h	Level 2 Safeguarding training to attend	All	29/09/21	
7	Safeguarding catch up	KR/LP	09/07/21	
7	Supporting letter to LA re SEND (FSU)	GR	ASAP	
7	Recruit (see Part 2 mins)	KR	Sept '21	
8	Obtain up to date GDPR training from DPO	LP	Sept '21	
9b	Investigate options for securing front pedestrian gate	KR	ASAP	
9d	Look in depth at data with T&L and report back to FGB	KR	Autumn	
9e	Attend meeting (see Part 2 mins)	KR, LP, (AD?)	08/07/21	
10b	"Love2Shop" vouchers (DCC Token or Appreciation)	LDB	ASAP	08/07/2021
10c	Work on SDP with staff and feed back to Govs (visioning)	KR	Autumn	
10d	Govs to check Governance/Policy sections of website	All	Ongoing	
11b	Feedback to Govs 3 points from any training attended	All	As nec.	
11c	Arrange Clerk's appraisal	LP	ASAP	
12a	Forward quotes/details for front playground improvements to gov's	KR	As rec'd	
12a	Potential grant options to be emailed to KR	All	ASAP	

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