



# MONKLEIGH PRIMARY SCHOOL

## Governing Body

### Full Governing Body Annual Housekeeping Meeting – MINUTES

Date/Time	21/09/2021 15:30			Location:	virtual		prepared 25/09/2021
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 A Donnellan	AD	Co-Opted		<b>VACANCY</b>		Parent	
Mrs L Paiano	LP	LA		<b>VACANCY</b>		Co-Opted	
				<b>VACANCY</b>		Co-Opted	

Apologies	Initials	Reason
Mrs C Boundy	CB	Family 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	LEAD
1	Welcome & Apologies	CLERK
2	Meeting Documents	CLERK
3	Housekeeping (Pre-election)	CLERK
4	Election	CLERK
5	Further housekeeping	CHAIR
6	Business Interests	CHAIR
7	Committees / Lead Governors	CHAIR
8	Protocol for Meetings	CHAIR
9	Delegation - Review and agree delegation of function to:	CHAIR
10	Skills Audit / Recruitment	CHAIR / CLERK
11	Safeguarding	CHAIR
12	Website / Edubase	LDB
13	Governor Visits	CHAIR
14	Ofsted	CHAIR
15	Meeting Dates	CHAIR
16	Approval of minutes	CHAIR
17	Actions Arising from minutes	CHAIR/KR
18	GDPR	CHAIR
19	Wellbeing	KR
20	Impact from this meeting	CHAIR
21	Date/Time of Next FGB	CHAIR

Question/Challenge

Decision

Action

Agenda Number	Details of discussion	Decision/ action & timescale
1	<b>Welcome &amp; Apologies</b> CB apologies – family commitment – <b>unanimously sanctioned</b>	
2	<b>Meeting Documents</b> FGB confirmed that all documents had been accessed	
3	<b>Housekeeping (Pre-election)</b> a. <b>Election Procedure for Chair / Vice Chair</b> Agreed that this be carried out <b>at beginning of meeting</b>	

Signed as a true record of the meeting: \_\_\_\_\_ 1 of 6

(Chair of FGB)

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	<b>b. Term of Office (Chair / Vice Chair)</b> Agreed 1 year – <b>no co-chair situation</b>	
<b>4</b>	<b>Election</b> a. AD unanimously appointed as Chair b. LP unanimously appointed as Vice Chair making FGB aware that she is under more pressure Governors thanked LP for the wonderful job carried out during her time as Chair of Governors	
<b>5</b>	<b>Further housekeeping</b> a. Code of Conduct – <b>unanimously reviewed</b> b. Open meetings – one governor in support, however with new chair, it would be better if not open. Open virtual meetings are difficult to monitor attendance. Brief discussion held. Could be confidentiality issues. Positive point for open meetings – could encourage someone who may be interested in becoming a governor – to show them what meetings are all about. <b>Remain closed for the time being</b> c. Governors reminded about confidentiality d. Reminder for Governors to attend any training that is suitable  <i>15:45 AD IT issues and left meeting – LP took over chair role</i>  e. Succession Planning - GR to step down as Parent Gov – feels under pressure. Unanimously agreed that GR be appointed as Co-Opted Governor – Parent Governor election process to be carried out for 2 parent vacancies f. Share contact details – agreed. Not anonymised within the board – anonymous for sharing outside board g. Hybrid meetings (agreed – however clerk & chair must always be at meeting in same way) h. Procedure for apologies - 48hours in advance where can't be avoided.	
<b>6</b>	<b>Business Interests</b> <b>All Governors asked to update in GovernorHub by 24 Sept</b>	<b>All 24/09/21</b>
<b>7</b>	<b>Committees / Lead Governors</b> Terms of Office were agreed as follows: a. Resources – JG (vice chair), MC, KR, AD (Chair), CB  <i>15:58 AD re-joined the meeting &amp; recommenced chairing</i>  b. Finance Lead – JG	

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	<p>c. Personnel – MC d. Premises, Security, H&amp;S – CB/MC e. Teaching &amp; Learning – DB, LP (Chair), GR, KR (VC), KS, AD f. Curriculum Lead – T&amp;L committee</p> <p style="text-align: center;"><i>16:07 - AD tech issues – left meeting</i></p> <p>g. Inclusion / SEND – KS – thanks to GR for hard work h. School Improvement Lead – T&amp;L i. Community, Staff &amp; Parental Lead – DB &amp; 1 other (from Parent election?) j. Safeguarding Lead – LP k. Pupil Premium Lead – GR l. GDPR Lead – LP m. First Committee – from FGB n. Second Committee – from FGB o. HT Appraisal – MC, LP     a. External adviser was discussed and agreed – L Eadie (HT at Horwood &amp; Newton Tracey Primary) p. P&amp;P – 3 non-staff members of Resources</p> <p style="text-align: center;"><i>16:14 AD returned to meeting</i></p> <p>Lead Governors allocated as follow a. Class 3 – DB b. Class 2 – JG</p> <p style="text-align: center;"><i>16:18 LP had to leave meeting</i></p> <p>c. Class 1 – GR d. FSU – MC e. B&amp;T Club – LP f. PE/Sport – CB</p> <p>It was unanimously agreed that procedures are in place and understood for dealing with complaints, staff grievances, redundancy &amp; staff appeals</p>	
<b>8</b>	<p><b>Protocol for Meetings</b></p> <p>a. Open to the public? Covered earlier in meeting b. No virtual attendance <i>for public</i> – to continue with virtual until C19 risk has reduced dramatically c. Practice/timescales for circulation of minutes and papers – GovernorHub 7 days in advance and 7 days after d. Published on website – currently Part 1 FGB minutes, but no committees – should anything else be there? No comments made</p>	

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	<ul style="list-style-type: none"> <li>e. Governors requesting agenda items? To clerk 10 days in advance of meeting.</li> <li>f. Quorum - 50% rounded up</li> <li>g. Apologies – 48hrs in advance</li> <li>h. Governors reminded of “Q cards”</li> </ul>	
9	<b>Delegation - Review and agree delegation of function to:</b> <ul style="list-style-type: none"> <li>a. Headteacher - As per finance policy</li> <li>b. Lead Governors - As per finance policy</li> <li>c. Committees - As per finance policy</li> </ul>	
10	<b>Skills Audit / Recruitment</b> <ul style="list-style-type: none"> <li>a. <b>Skills audits to Clerk by Monday 27<sup>th</sup> September please</b></li> <li>b. Skills audit will identify skills requirements – 3 govs requested that they be booked onto <b>Autumn Term Governance briefing (MC, AD, GR)</b></li> <li>c. Skills needed for recruitment- due to current number of vacancies, Govs considered that the FGB just need to recruit – 2 x Parent election. GR to become Co-Opted</li> <li>d. Procedure for recruitment / induction – will just happen when new Governors appointed, some Govs informed FGB that Babcock induction really good.</li> </ul>	<b>All 27/09/21</b>  <b>MC, AD, GR</b> <b>30/09/21</b>
11	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>a. KCSiE (Sept 2021) – Governors were reminded that they need to read and <b>sign to confirm read</b> (via Governorhub declarations)</li> <li>b. Child Protection Policy (Sept 2021) – adopted subject to Governors being updated in the policy</li> </ul>	<b>All ASAP</b>
12	<b>Website / Edubase</b> <ul style="list-style-type: none"> <li>a. Governors were reminded of the information that will appear on the school website and on GIAS</li> <li>b. What to publish? FGB minutes only</li> <li>c. Governors were reminded that an attendance at meetings register is published on school website in a readily accessible format.</li> </ul>	
13	<b>Governor Visits - protocol</b> Govs requested to do LFT prior to visit. Would like all link Governors to carry out a visit during the autumn term. Before half term ideally. <b>Govs to book visits with school</b>	<b>Links end Oct</b>
14	<b>Ofsted</b> School advised inspection before November – there is a 6 term leeway. Due visit between now and 2 years time.	

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	<ul style="list-style-type: none"> <li>a. Process for receiving notification – will be put on Ofsted. KR needs to know that some are able to attend at short notice to meet with Ofsted.</li> <li>b. AD to attend, LP to attend (to check). JG &amp; GR if available</li> </ul>	
<b>15</b>	<p><b>Meeting Dates</b></p> <ul style="list-style-type: none"> <li>a. FGB – Wed 20 October 15:30 Face to Face (GR to attend virtually)</li> <li>b. Resources – Wed 10 November 15:30 Headteacher Performance Management – 16 November 13:30</li> </ul> <p style="text-align: center;"><i>16:54 LP returned to the meeting</i></p> <ul style="list-style-type: none"> <li>c. Teaching &amp; Learning – Tues 23<sup>rd</sup> November 15:30</li> </ul> <p>Clerk reminded FGB that budget monitoring (FRS) reports need to be discussed each half term</p>	
<b>16</b>	<p><b>Approval of minutes</b></p> <ul style="list-style-type: none"> <li>a. FGB 07/07/21 (Part 1) – <b>unanimously approved</b></li> <li>b. FGB 07/07/21 (Part 2 – read to FGB by clerk) – <b>unanimously approved</b></li> <li>c. FGB extraordinary 04/08/21 – <b>unanimously approved</b></li> </ul>	
<b>17</b>	<p><b>Actions Arising from minutes</b></p> <ul style="list-style-type: none"> <li>a. FGB 07/07/21 – considered all resolved except               <ul style="list-style-type: none"> <li>a. 9b – securing front pedestrian gate options</li> <li>b. 9d – Detailed data with T&amp;L to be reported back to FGB</li> <li>c. 10c – SDP with staff – to be covered in Oct FGB meeting</li> <li>d. 11c – arrange Clerk’s appraisal</li> </ul> </li> <li>b. FGB 07/07/21 (Part 2)               <ul style="list-style-type: none"> <li>a. 7 – Letter to LA re support for FSU SEND child <b><u>KR updated the FGB – move to Part 2 minutes</u></b></li> </ul> </li> <li>c. FGB 04/08/21               <ul style="list-style-type: none"> <li>a. Contact developer regarding parking – done but no reply received. <b>CB tasked with following up</b></li> </ul> </li> </ul>	<b>CB ASAP</b>
<b>18</b>	<p><b>GDPR</b></p> <p>Nothing to report – <b>Governors unanimously approved that W Ainscough be appointed as DPO for a further year</b></p> <p>Clerk informed FGB that pupil permissions have been requested using an online form. Data collection forms sent home via pupil post, with parents having been forewarned that this would be the method of sending details of data held.</p>	
<b>19</b>	<p><b>Wellbeing</b></p> <p>KR informed FGB that 3 members of staff have been off with COVID19 – 2 are</p>	

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## Governing Body

	<p>now back. Wellbeing generally good – other staff stepping up to fill gaps. Pupil Welfare TA has resigned from the post and moved on to another position elsewhere – handed a lot of expertise on to other staff prior to leaving.</p> <p>Governors voiced their thanks to the Monkleigh team</p>	
20	<p><b>Impact from this meeting</b></p> <ul style="list-style-type: none"> <li>• Lack of Technology</li> <li>• Governors are reducing governance roles due to personal / work reasons, but are all still on FGB</li> <li>• Continuing to make a difference in true Monkleigh fashion</li> </ul>	
21	<p><b>Date/Time of Next FGB</b> Wed 20 October 15:30</p>	

There being no further business, the meeting closed at: approx 17:40

Detail of next meeting			
Date/Time	Wed 20 October 15:30	Location	Monkleigh Primary School

### Actions:

No	ACTION POINTS	Who?	Deadline	Status
6	Governors update Business Interests (GovernorHub)	All	24/09/21	
10a	Skills audits to Clerk by Monday 27 <sup>th</sup> September please	All	27/09/21	
10b	Autumn Governance Briefing	MC/AD/GR	30/09/21	
11a	KCSiE – confirm read (GovernorHub)	All	ASAP	
13	Link Governors to visit (LFT prior to visit)	Links	Oct ½T	
17c	Contact developer regarding parking	CB	ASAP	

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