



MONKLEIGH PRIMARY SCHOOL

Governing Body

Full Governing Body Meeting – MINUTES

Date/Time	20/10/2021 15:30			Location:	Face to face & virtual		prepared 20/10/2021
Governor	Initials	Type of Governor	Method /Time	Governor	Initials	Type of Governor	Method /Time
Mrs C Boundy	CB	Parent	F2F	Mrs K Reeves	KR	Head	F2F
Mr D Butler	DB	Co-Opted	VIRTUAL	Ms G Rodgers	GR	Parent	
Rev. M Cockfield	MC	Co-Opted	F2F	Mrs K Slocombe	KS	Staff	F2F
Mr A Donnellan	AD	Co-Opted	F2F	VACANCY		Parent	
Mrs L Paiano	LP	LA	F2F	VACANCY		Co-Opted	
				VACANCY		Co-Opted	

Apologies	Initials	Reason	Absent without Apology	Initials

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

	AGENDA ITEM
1	Welcome + apologies
2	Business interests
3	Chair update
4	Approval of minutes
5	Update on actions
6	Headteacher update
7	Finance update
8	Teaching + Learning update
9	Lead / Link Governors
10	Staff support
11	Policies
12	AOB
13	Impact from meeting
14	Date of next meeting

Question/Challenge

Decision

Action

Agenda Number	Details of discussion	Decision/ action & timescale
1	Welcome + apologies AD welcomed all to the meeting – GR to join later	
2	Business interests None declared	
3	Chair update a. Gov meetings Chair proposed some changes on Governing Body ongoing to ensure strategic governance. Proposes 1 meeting per month – replacing separate committee meetings. AD gave reasons for proposal. Some tasks can be delegated and brought to FGB for ratification. Would this impact on Clerk's hours? LDB declared an interest and left the meeting	

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(Chair of FGB)

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	<p>Discussion was held.</p> <p>LDB invited back to the meeting.</p> <p>Unanimously approved that go with the proposed format.</p> <p>b. Vision Governors need to look at Vision statement. Govs need to take ownership of it Set aside time in Jan with staff to agree an updated vision statement.</p> <p>c. Ofsted Ofsted inspection is due. Governors need to be ready. What is the role of Governors from Ofsted aspect? How are Govs monitoring progress? One governor recommended the Babcock training session for Governors – very useful. Govs to feedback 3 points from training. (MC/AD from recent Ofsted training)</p> <p>KR informed FGB that she has had meeting with advisor – there are action points being worked on from that meeting. Monkleigh needs to sell itself more via the school website. Once website updated – Govs to go through it with teaching staff. How do you know that the school has a broad and balanced curriculum? Govs need to triangulate the website, headteacher's report and what is happening – Govs to arrange visits.</p> <p>d. AOB Clerk read advice from Governor Support regarding Any Other Business. In future AOB to be removed from agenda – items to be raised in advance</p>	<p>Govs/staff Jan</p> <p>All ongoing</p> <p>Link govs ongoing</p>
4	<p>Approval of minutes</p> <ul style="list-style-type: none"> a. FGB 21 Sept 2021 – unanimously approved b. FGB 21 Sept 2021 (part 2) – 8 copied printed and distributed at meeting – unanimously approved - copy 1 signed as true, copies 2-8 shredded c. Resources committee 23 June 2021 – unanimously approved d. Teaching & Learning committee 25 May 2021 – unanimously approved <p>All signed as true and accurate records</p>	
5	<p>Update on actions Outstanding actions from previous meetings were discussed.</p> <p style="text-align: center;"><i>16:07 – GR joined the meeting virtually</i></p> <p>Governors asked to carry out those actions not yet confirmed:</p> <ul style="list-style-type: none"> a. Submit NGA skills audit to clerk if not already done so b. Link Governors to arrange visits c. Liase with PE coordinator regarding running track d. Ongoing checking of website e. Chase external grant applications (Bideford Round Table; Rotary Club of Torrington; Torrington Cavaliers) 	<p>All Links CB ongoing MC/LP CB/JG ASAP</p>

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6	<p>Headteacher update</p> <p>a. Headteacher report & Associated document KR briefly explained the headteacher's report (previously shared with Govs), informing FGB that Jo Dymond (advisor) is keen for Monkleigh to show that external third parties are involved (as proven by the associated Ilsham English Hub report)</p> <p>What has been the impact of staff being absent (with COVID)? This has been hardest half term to date – gruelling as still having to react to COVID on a daily basis + being in Ofsted window. Impact of COVID has been growing. Clusters in classes and staff members off for 10 days at a time. Grateful to staff who have stepped up to cover. KR unable to be in office – the strain is enormous.</p> <p>Is it sensible to mix classes indoors? Discussion ensued. KR confirmed that everyone is vigilant regarding sanitizing etc. There has been a film club, which children loved, along with performing arts etc. There needs to be normality.</p> <p>KR – if too many cases in a class, school would consider implementing bubbling again. Staff are currently stepping up to cover absences, but this cannot be expected ongoing School to keep monitoring.</p> <p>How are staff? Tired. KR informed FGB that parents are being very positive. Good to see them face to face.</p> <p>All staff are to have the week off (or have 5 days where no work – do not open emails etc.) Staff need a proper break.</p> <p>Can volunteers help? KR recommended that this is not really an option at present.</p> <p>b. School Development Plan Previously shared with FGB – finance section to be updated by KR/LDB</p> <p>Question (linked to associated Ilsham English Hub document) was raised about children making their own books – the report talks about a book corner – should be book area, not corner. Some Governors considered that a reading area has always been referred to as a book corner. Impressed that older children are reading with younger children – brilliant.</p>	KR/LDB ASAP
7	<p>Finance update</p> <p>a. FRS reports (previously shared with the FGB) JG shared a summary report with Governors – highlighting any significant variances between budgeted and actuals</p> <ul style="list-style-type: none"> a. G120 (School Budget) – anticipated EOY £74,283.10 carry forward b. G121 (B&T Club) – anticipated EOY £5,386.13 carry forward c. CAPSCH (Capital) – anticipated EOY £5,799.83 carry forward <p>b. B&T Club Govs were informed that attendance is improving – siblings are staying for B&T when others are in clubs. Film club held with future planned. A level 3 member of staff resigned from B&T Club, but there is a member of staff on site who is L3 trained.</p> <p>c. Catering</p>	

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a. Catering Costs	<p>There is concern regarding food costs. Good quality produce being purchased; however, it is expensive. Is it worth investigating prices from other suppliers nearby? – still sourcing local. Portion sizes could be looked at to assist in reducing costs and also waste– don't want to over-face children (especially the younger ones)</p> <p>Governors were reminded that they are responsible for ensuring that the school meets statutory food standards.</p> <p>KR & kitchen to look at portion sizes and suppliers to reduce costs.</p>	KR Nov
b. School Dinner Survey	<p>Results of recent surveys (Parental & Pupil) had been shared with FGB in advance of the meeting. Results were discussed with the following observations made:</p> <ul style="list-style-type: none"> • Sometimes parents order and children don't like when is ordered. • Portion sizes needs to be looked at. • Menu needs to be attractive to parents (i.e. what is offered) • Use proper words on the menu, not abbreviations (e.g. spuds) <p>KR to discuss menu with kitchen after half term.</p> <p>What is school approach to encourage children to eat? Children are encouraged – staff will sit with a child to encourage to eat.</p> <p>Discussion about catering / staffing ensued from financial point of view. KR explained that due to current meal arrangements, she considers that the current staffing of 2 x casual could/should be reduced to 1 as the COVID "bubbles" have now ended. Agreed that internal advert for 1 x MTA (contracted) be shared this week. Closing date 09:00 Monday 1st November 2021, interviews Wednesday 3rd November 14:30 onward. Interviews to be carried out by CB & LP</p>	KR Nov
d. Playground	<p>KR informed FGB that the cost of the planned project on the front playground is going to be slightly lower than originally expected, as a couple of tweaks have been made to the plans. Works to take place during Feb half term break.</p>	CB/LP 03/11/21
e. Maintenance	<p>KR informed FGB that quotes have been received from local electrical company:</p> <ul style="list-style-type: none"> a. Emergency lighting – currently non-existent (Approx. £1,960) b. Interior lighting – currently too dim (Approx. £3,000) c. Replacement heaters – reasonably priced – not urgent job <p>KR made recommendation that the quotes for a & b be accepted and works carried out. Quote for c to be incorporated into next year's budget plan.</p> <p>Unanimously agreed.</p>	CB/LP 03/11/21
f. Income	<p>KR advised that some PE money (sports grant premium) will be used on the project being carried out on front playground</p> <p>Governors were informed of future income linked to COVID (School Led Tutoring Grant and Recovery funding), and advised that these need to be ring fenced and spending reported. KR advised that some of this will be used to cover cost of TA</p>	CB/LP 03/11/21

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	<p>additional hours (the TA in question will receive the necessary training linked to the funding available)</p> <p>g. Additional funding sources CB to follow up</p>	CB ongoing
8	<p>Teaching + Learning update</p> <p>a. Attendance The SIMS school report was shared with FGB. Governors requested future reports do not include Nursery children to get a more realistic %</p> <p>b. Curriculum, Data, School Improvement Covered earlier in meeting</p> <p>c. SEND KR confirmed that Individual Education Plans (IEPs) have been updated – currently going out to parents for parents to agree and sign. Currently looking at “Notice & Focus” (looking at lowest 20% in each class). Referrals being made to behaviour support etc. – another autism diagnosis has been received. Team Around Family (TAF) meetings are on calendar. KR explained that there is a big delay on EHCPs as lack of Educational Psychologists at present. Gobs have already agreed temporary support (which is in place) for child in FSU – strongly worded letter has been sent to try to secure suitable funding. MC to observe in a visit and support any applications</p> <p>d. Safeguarding KR reported the following:</p> <ul style="list-style-type: none"> a. 1 MASH referral gone to assessment b. 1 MASH phone call today. c. No Child Protection or Child in Need cases at present d. KR & LDB have started meeting every ½ term to inspect SCR. <p>LP & KR to hold safeguarding meeting. Do Gobs feel that there should be a rolling programme? Discussion followed – Gobs to renew DBS with term of office as a Governor (i.e. 4 yearly) LP to check SCR on 3rd Nov</p>	<p>MC ongoing</p> <p>KR/LP not set</p> <p>LP 03/11/21</p>
9	<p>Lead / Link Governors</p> <p>a. GDPR – nothing to report from lead Gov LDB informed FGB that Data Protection Officer (DPO) has provided new, updated Data Protection Policy – new policy in place, along with updated Privacy Notices.</p> <p>b. Visits – covered earlier in meeting</p>	
10	<p>Staff support LP informed FGB that - NPQs are DfE funded at present (normally cost in region of</p>	

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	<p>£2,000) - free for this year. Available for lead teachers (curriculum leads etc.), and those aspiring to become Higher Level Teaching Assistants (NPQLBC)</p> <p>Governors voiced concern about level of pressure staff are under. Insisted that all staff have half term off and are not to do school work.</p>	
11	<p>Policies</p> <ul style="list-style-type: none"> a. Disciplinary policy – DCC HR policy (delegation in section 36 was agreed by FGB) b. Grievance Policy – DCC HR Policy <p>Both unanimously approved by FGB</p> <p>It was requested that the policies that “must” go to FGB be listed in the minutes As advised by Babcock Governor Support: “There are only <i>eight</i> statutory policies which need to come to the full board in a maintained school (even fewer in an academy) these are:</p> <ul style="list-style-type: none"> • The Safeguarding Policy • SEND Policy • Supporting Pupils at School with Medical Conditions Policy • Finance Policy (Devon Audit look to see the full board has approved this one) • Staff Discipline Policy • Staff grievance • Staff Redundancy Policy • Teachers’ Pay Policy (can be committee, but approval must be at FGB level.) <p>There are <i>fifteen additional</i> statutory policies which require governor approval (can be done by an individual or committee then reported to the board as being adopted):</p> <ul style="list-style-type: none"> • Admissions • Behaviour • Charging and remissions • Complaints • Data Protection • Emergency Management Plan and Business Continuity Plan • Governor expenses • Health and Safety • Lettings • Outdoor Education, Visits and Off-site Activities • SRE • Staff behaviour • Staff capability • Teachers’ appraisal • Whistleblowing.” 	
12	<p>AOB</p> <ul style="list-style-type: none"> a. Declarations – not yet all done on Governor Hub LDB to chase up. b. New governor recruitment <ul style="list-style-type: none"> a. No parent Gov nominations received, 2 parent vacancies; 1 Co-Opted b. People reluctant to commit c. KR to put out on dojo d. School pick up time good time to canvas e. For the Co-Opted vacancy – background in teaching / education useful. 	KR ASAP

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	<ul style="list-style-type: none"> f. Do DCC hold a list g. Governors for Schools / Reach - LP to share links <p>c. Training</p> <ul style="list-style-type: none"> a. KR/AD/LDB attending Heads/Chairs/Clerks in November b. Governance & Safeguarding – LDB to book MC on next available date c. LDB shared Level 2 safeguarding training certificates to those who attended the session arranged for all staff & governors in September. AD & DB required to attend this when possible. 	<p>LP ASAP</p> <p>AD/DB ASAP</p>
13	<p>Impact from meeting</p> <ul style="list-style-type: none"> a. Very proactive meeting b. New ways of convening and meeting as governors c. Gobs have insisted on ensuring staff rest during half term d. Keep thinking strategically 	
14	<p>Date of next meeting(s)</p> <ul style="list-style-type: none"> a. Wednesday 17th November 2021 15:30 (Face to face / Virtual) b. Wednesday 12th January 2021 15:30 (Face to face / Virtual) 	

There being no further business, the meeting closed at: approx. 18:00

Detail of next meeting			
Date/Time	Wed 17 Nov 2021 15:30	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3b	Visioning meeting	All (?)	Jan 2021	
3c	Feedback 3 points from training	All	Ongoing	
3c / 5b	Link Governor visits	Links	Ongoing	
5a	NGA skills audits to clerk	Outstanding	ASAP	
5c	Liaise with PE coordinator (running track)	CB	Ongoing	
5d	Website check	MC/LP	Ongoing	
5e	Chase external grant applications	CB/JG	ASAP	
6b	Update finance section of SDP	KR/LDB	ASAP	
7c (a/b)	Look at portion sizes/suppliers (costs) & menu with kitchen	KR	Nov	
7c (c)	Interview for MTA (contracted)	CB/LP	Nov	
7g	Follow up additional funding sources	CB	Not set	
8c	Observe SEND child and support any linked applications	MC	Ongoing	
8d	Hold H/T & Lead Gov safeguarding meeting	KR/LP	Not set	
8d	Check Single Central Record	LP	03/11/21	
12b (c)	Parent Governor nomination reminder out via dojo	KR	ASAP	Done
12b (g)	Share links for Governor recruitment sites	LP	ASAP	Done
12c (c)	Attend/Carry out Level 2 Safeguarding training	AD/DB	ASAP	

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