



Full Governing Body Meeting – MINUTES

Date/Time	17/11/2021	Location:	Face to face & virtual			Prepared:	30/11/2021	
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	ap	Mrs G Rodgers	GR	Co-Opted	F2F
Rev. M Cockfield		MC	Co-Opted	ap	Mrs K Slocombe	KS	Staff	F2F
Mr A Donnellan (Chair)		AD	Co-Opted	F2F	VACANCY		Parent	
Mr J Gifford		JG	Co-Opted	F2F	VACANCY		Parent	
Mrs L Paiano (V-C)		LP	LA	Virtual	VACANCY		Co-Opted	

Apologies	Initials	Reason
Mr D Butler	DB	Unwell
Rev. M Cockfield	MC	Last minute appointment
Mrs D Beer	LDB	Recovering from emergency surgery

	Agenda Item		Agenda Item
1	Welcome + apologies	9	Lead / Link Governors
2	Business interests	10	Staff support
3	Chair update	11	Policies
4	Approval of minutes	12	Training
5	Update on actions	13	Health + safety
6	Headteacher update	14	Impact of meeting
7	Finance update	15	Dates of next meetings
8	Teaching + Learning update		

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + Apologies AD welcomed all to the meeting -GR to join the meeting later. Apologies received from: DB (health reasons) MC (business) LDB (in hospital) Unanimously sanctioned	
2	Business interests None to declare.	
3	Chair update a) Chair, KR and DB attending meeting with mixture of maintained, academies and special schools from across Devon. Which was a mixture of presentations and sessions. Key action points from the meeting: -	

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Governing bodies' core functions:

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	<p>Roles each of us plays. Strategic versus operational inputs from the board. How good governance leads to school improvement. How the board ensures accountability. What Ofsted expects from the board. How to get the best out of the board. Main actions for Monkleigh are: - Renew our vision for the school. Set out annual strategic plan- ensure it is clear and achievable, i.e. 5 clear points. Structure Review link Governor role to be focused on subjects rather than individual classes. Succession + support planning- in particular SENDCO +HT Learning - Ensuring each Governor is clear on their role, healthy challenges using "Q" cards - suggested Ofsted Training for all. No Questions</p> <p>b) Governor recruitment AD confirms that Catherine Higley, who has recently retired from Head at East-the-Water Primary School is willing to join the board as a Co-Opted Governor. CH will focus on educational role to help the Board and School. Appointment unanimously approved. Actions: - JG to be moved to parent Governor as no other parents are coming forward and in theory that leaves 1 Co-Opted and 1 Parent Governor role to fill. LP queries number of parents being on board and the Board may lose other governors due to health and other commitments.</p> <p><i>NB – from clerk – JG will need to complete a Parent Governor Nomination form</i></p> <p>KR informed the board that CH knows of another potential future Governor. KS suggested that we review in January. LP registered on some websites and LDB also registered on some.</p> <p>c) Vision Chair proposes an afternoon session in January to review and renew the vision for school. The session will include: -</p> <ol style="list-style-type: none"> 1. Pre-read (set 1 week in advance) <ol style="list-style-type: none"> a) Set up the expectations of the session and what we want as input from each of you. b) Current vision statement. c) Examples of other schools. 2. First Group exercise <ol style="list-style-type: none"> a) What we are the defining characteristics of MPS what is our DNA, b) how is this different to other schools in our area? 3. Second Group Exercise – Our Vision <ol style="list-style-type: none"> a) What we want to include in our renewed school vision? b) What do we want for our school? 4. Third Group Exercise- Our Strategic Plan <ol style="list-style-type: none"> a) What are our strengths, weaknesses, opportunities + threats? b) What do we need to put in place in 2022? <p>Ofsted prep - This is still a working progress but few things are coming together. (Clerk has booked and pointed Govs in direction of training)</p>	<p>All – Jan '22</p> <p>LDB/JG ASAP</p> <p>All – Jan '22</p>
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4	Approval of minutes FGB 20 October 2021 Unanimously approved	
5	Update on actions <ul style="list-style-type: none"> a) Vision meeting - set date (21 Jan 2022) b) Feedback from training – LP has attended a course (Safeguarding) – will bring to the next meeting c) Linked Governor visits <ul style="list-style-type: none"> i. MC has FSU visit booked. ii. JG to visit Class 2 iii. CB to visit Mrs Wilson d) PE track ongoing CB applied for funding waiting to hear back. e) Website check LP/MC ongoing. LP to continue to periodically check. f) Chase external grant applications CB/JG as soon as possible. g) Follow up funding options ongoing CB h) Observe SEND child MC visit booked - ongoing i) H/T & lead safeguarding KR/LP ongoing <p>Governors requested an update on the catering / menu</p> <p style="text-align: center;"><i>16:00 – GR arrived – AD updated on meeting to this point</i></p> <p>KR explained looking at new menu with kitchen, taking responses into account – to be finalised soon. Photos of food produced by the kitchen to be shared with parents. Vegetarian option to be improved. Costs, minimum standards and portion sizes to be reviewed</p> <p>Outstanding actions from previous meeting were discussed.</p>	LP 12/01/22 JG ASAP CB ASAP LP ongoing
6	Headteacher update KR explained the headteacher's report (previously shared with the Governors) <ul style="list-style-type: none"> a) Attendance is very hard to comment on at the moment due to Covid. KR keeping an eye on it. KR commented that requests for holidays lost and rearranged due to Covid that they cannot be approved but will not be fined for taking children on holidays lost due to the pandemic. KR being mindful. b) Data with JG and BO'D the data lead. c) SEND welfare since resignation of previous welfare role, there is an increase in anxiety, not meeting children's needs. It will be affecting data and learning. FGB need to do something about this situation. d) KR asking for approval of SEND support role. Suggested 1 position - SEND support role mainly based in FSU (am) & welfare role (pm). e) Savings have been made with other contract reductions that have already happened, and possible future reductions. f) Is the school receiving any help due to covid and KR explain £25 per pupil premium, which can be used in the short term. g) There are issues in helping children due to the ad-hoc nature, which is causing more anxiety. h) Are any of the children starting in September with SEND KR saying yes. i) Short-term fix? No – this would be permanent. j) Question raised about previous redundancies made in FSU – now looking to recruit again. The proposed role is a different role to those that were made redundant – it is SENDCo Support / Welfare. 	

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	<p>k) FGB approved recruitment as proposed. Suggested that it be advertised externally to attract a bigger pool FGB unanimous that the role be advertised ASAP position to start in January 2022.</p> <p>l) SDP has been shared with FGB</p>	
7	<p>Finance update JG explained to the FGB that he will update in the next FGB meeting. AD reminded FGB that FRS reports have to be shared with FGB every half term</p> <p><i>(Note from Clerk – FRS reports were shared for this meeting – showing anticipated EOY balances etc, but not discussed at the meeting)</i></p> <p>KR confirmed Playground works being carried out in Feb 2022 Upgrading of lights has been carried out</p>	
8	<p>Teaching + Learning update</p> <ul style="list-style-type: none"> a) Attendance – discussed earlier in meeting b) The three I's (of the curriculum) – need to “sell” what is being done <ul style="list-style-type: none"> i. Intent (What) ii. Implementation (How) iii. Impact (What will the impact be?) c) KR/ KS to do an EHPC review, worried school isn't meeting the child's needs. d) Safeguarding no updates. 	
9	<p>Lead / Link Governors From Jan-Next FGB agenda to have provision for how to allocate Governors to lead subjects not classes. Gobs to think about which subject is most suited to them. (inc Safeguarding / SEN / Pupil Premium, Wellbeing)</p>	
10	<p>Staff support KR explaining ongoing impact of staff illnesses, all staff are stepping up and covering, everyone is pulling together but teaching staff are stretched. Thanks expressed to staff who are stepping up. Teaching staff are being stretched.</p>	
11	<p>Policies KR to catch up with LDB when back from illness. Local petition for schools to have a bereavement policy. Not many schools have it and we want to be ahead of the game. GTS have one in place, as have Dolton Primary AD to look into it and bring to the next FGB meeting. Families In Grief charity mentioned</p>	AD Jan '22
12	<p>Training Some gobs have been booked onto training – to provide feedback LDB to give update.</p>	
13	<p>Health + safety Not discussed</p>	
14	<p>Impact of meeting Key outcomes</p> <ul style="list-style-type: none"> a) Welfare (SENDCo / Welfare role) 	

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	b) 3 iii's , take a look at website. c) Managing of workload d) Structure (Shop Window) e) Visioning – 5 Strategic Items	
15	Dates of next meetings a) 12/01/2022 15:30 - FGB b) 21/01/2022 13:00-16:00 - Visioning meeting c) 16/02/2022 15:30 FGB d) 23/03/2022 15:30 FGB e) April no meeting f) 18/05/2022 15:30 FGB g) 22/06/2022 15:30 FGB	

There being no further business, the meeting closed at: approx. 16:58

Detail of next meeting			
Date/Time	Wed 12 Jan 2022 15:30	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3a	Renew our vision for the school.	All	Jan 2022	
3b	JG to Parent Governor	JG/LDB	ASAP	
3b	Review FGB	All	Jan 2022	
5b	Safeguarding training feedback	LP	Jan 2022	
5c	Arrange link visits	JG/CB	ASAP	
5e	Ongoing website check	LP	Ongoing	
11	Bereavement Policy	AD	Jan 2022	

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