



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	12/01/2022	Location:	Face to face & virtual			Prepared:	12/01/2022	
Governor		Initials	Type of Governor	Method / Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy		CB	Parent	F2F	Mrs L Paiano	LP	LA	zoom
Mr D Butler		DB	Co-Opted	X	Mrs K Reeves	KR	Head	F2F
Rev. M Cockfield		MC	Co-Opted	F2F	Mrs G Rodgers	GR	Co-Opted	X
Mr A Donnellan (Chair)		AD	Co-Opted	F2F	Mrs K Slocomb	KS	Staff	F2F
Mr J Gifford		JG	Parent	X	VACANCY		Parent	
Mrs C Higley		CH	Co-Opted	F2F	VACANCY		Co-Opted	

Apologies	Initials	Reason
Mr D Butler	DB	Unwell
Mr J Gifford	JG	Work Commitment
Ms G Rodgers	GR	Current workload

	Agenda Item		Agenda Item
1	Welcome + apologies	9	Lead / Link Governors
2	Business interests	10	Safeguarding
3	Chair update	11	GDPR
4	Approval of minutes	12	Staff Support
5	Update on actions	13	Policies
6	Headteacher report (verbal)	14	Training
7	Finance update	15	Health & Safety
8	Teaching + Learning update	16	Impact from meeting
		17	Date of next meeting

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + Apologies AD welcomed CH to the board. Apologies received from: D Butler, J Gifford, G Rodgers (reasons shown above) Unanimously sanctioned	
2	Business interests None declared	
3	Chair update AD updated the FGB on interesting points from a recent DAG meeting. A brief	

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Page 1 of 7

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	<p>discussion ensued</p> <p>Who is the school improvement partner / advisor?</p> <p>KR confirmed Jo Dymond is DCC county advisor.</p> <p>What is the current situation regarding partnerships?</p> <p>KR confirmed that the head at Bluecoats arranging a get-together for heads within the local Learning Community.</p> <p>What happened to the maintained schools forum?</p> <p>This has fallen by the wayside somewhat with recent collaborations with some schools. There is a plan to hold a meeting of maintained schools this half term.</p>	
4	<p>Approval of minutes</p> <p>Unanimously approved - signed as true</p>	
5	<p>Update on actions (from FGB 17/11/2021)</p> <p>A. 3a - 1-4pm visioning meeting (to renew vision for the school). Venue Cyder Press, Weare Giffard. Clerk to be present. LP apologies sent due to another meeting taking place.</p> <p>B. 3b - waiting for nomination form from JG - JG to return forms</p> <p>C. 3b - options for new governors. A prospective governor known to KS, has committed her services elsewhere.</p> <p>a. CH to approach someone known to her (Co-Opted vacancy).</p> <p>b. LDB to carry out Parent Governor election again. Grandparents can be a Parent Governor.</p> <p>D. 5b -LP reported that she attended a course regarding low-level safeguarding concerns (mainly adults in school). 3 points brought to FGB</p> <p>a. To be aware of staff having favourite pupils, or displaying over friendliness.</p> <p>b. Ensure staff code of conduct is robust and suitable for purpose.</p> <p>c. Importance of Managing Allegations policy.</p> <p>E. 5c - MC carrying out link visit to FSU soon</p> <p>F. 5e - website. MC/LP both to carry out website checks - to liaise. Jo Dymond has looked at the Curriculum section of the website - suggestions made are being updated.</p> <p>G. 11 - Bereavement Policy -AD shared with Governors in advance of meeting. Approved - to be produced in agreed format and shared. LDB</p>	<p>JG ASAP</p> <p>CH Feb '22</p> <p>LDB Feb '22</p> <p>LDB ASAP</p>
6	<p>Headteacher update (verbal)</p> <p>KR reported the following to the board:</p> <p><u>A - Data</u></p> <p>Checked by teaching staff at the end of Autumn term - all children are in their new year group, so small backward movements seen, as expected. Gaps in maths due to school closure. Expecting to struggle with "Greater Depth" this year.</p> <p>Practice SATs papers (Yr 6) have been done with reasonably good results.</p> <p>Will the impact be on Greater Depth rather than Achieved Expected? Yes. Evidence is to be obtained. To be looked at in more detail.</p> <p>KR explained that there are currently 2 weaker cohorts.</p> <p>How many Pupil Premium children in years 5&6? 2 yr 6; 3 yr 5</p>	

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Page 2 of 7

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	<p><u>B - Current Interventions:</u> Read Write Inc (supported by English Hub) has been running for 1 academic year and 1 term. “Fresh Start” (RWI for KS2) is being rolled out for year 3/4s & 5/6s. Space has been an issue, hence there has been a recent office move around to create more space. Year 2s phonics results are 100% RWI also supports Oracy. Children are more confident.</p> <p><u>C - SATS boosters</u> - Interventions have started in advance of SATS.</p> <p><u>D - FSU playground</u> - Being installed during Feb half term</p> <p><u>E - COVID</u> - Currently 1 child & 1 staff member confirmed cases</p> <p><u>F - Staffing</u> Recently recruited SEN/Welfare TA is in post - based in FSU am (SEND support) & Welfare pm - it was an internal appointment - therefore creating a vacancy (currently being covered by casual). KR asked for approval to recruit to fill this vacancy before February half term - Governors agreed that a position be advertised internally. LDB advised checking budget. KR to advertise position. Resignation received from admin assistant. Budget & workload to be monitored to decide if the role needs to be replaced.</p> <p><u>G - SEND</u> - There is a new EHCP in FSU - HT feels we cannot meet needs so this is going to consultation.</p> <p><u>H- Pupil Premium</u> KR confirmed that the updated Pupil Premium report is on school website</p> <p><u>I - Planned maintenance</u> KR confirmed there is new lighting throughout school (in class and emergency lighting)</p> <p><u>J - Term Dates (2022-2023)</u> KR proposed the following:</p> <ul style="list-style-type: none"> ● Occasional days <ul style="list-style-type: none"> ○ Thursday 1 Sept 2022 ○ Friday 2 Sept 2022 ● Training days <ul style="list-style-type: none"> ○ Monday 5 Sept 2022 ○ Tuesday 6 Sept 2022 ○ Tuesday 3 Jan 2023 ○ Wednesday 4 Jan 2023 ○ Monday 17 April 2023 <p>Unanimously approved by FGB</p> <p>Additional day for this academic year (Platinum Jubilee day) - 20th June 2022 Unanimously approved by FGB</p>	<p>KR Feb 1/2T</p>
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Page 3 of 7

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	<p>Question raised by a gov: Having heard a wonderful music lesson whilst visiting school recently. Concerned about the dropping of music / performing arts. What is Monkleigh's view?</p> <p>KR/KS informed the board:</p> <ul style="list-style-type: none"> • Currently private music lessons are being held - run by a peripatetic music teacher • KS has successfully applied for Learning Community funding for music - there is a lot of music being taught. • Choir club starting up again as an after school club. 	
7	<p>Finance update</p> <p>LDB briefly talked through the FRS reports in JG's absence. She recommended caution with the budgets as there has been significant overspending in this financial year. Quite a lot of additional funding has been received, but this is ring-fenced for COVID catch-up etc.</p> <p>Anticipated End of Year positions:</p> <ul style="list-style-type: none"> • G120 (School Budget) £65,466.36 carry forward • G121 (B&T club) £ 7,359.44 carry forward • CAPSCH (Capital) £ 87.83 carry forward <p>School Financial Value Standard (SFVS) would normally be completed in January. AD/JG/LDB to arrange a meeting early Feb to prepare for FGB approval in Feb</p>	<p>AD/JG/LDB Beg Feb</p>
8	<p>Teaching + Learning update</p> <p>The 3 "I"s (Intent, Implementation, Impact)</p> <p>KR confirmed that they are on the website (Curriculum section - each are listed within the subjects on web). Informed FGB that staff are working on making assessment more uniform and adding to the website.</p> <p>RWI update - see item 6</p> <p>How much teaching is KR doing?</p> <ul style="list-style-type: none"> • RWI every morning • Currently covering in FSU due to staff illness. • Class 3 usually on a Weds pm. <p>A governor voiced concern that this is too much.</p> <p>Does KR have to find time to plan for interventions / PPA?</p> <p>No, this is planned by teacher.</p> <p>How much does KR do at home?</p> <p>Check emails, but makes an effort to do less at home.</p> <p>Is there a non contact time?</p> <p>Need to reinstate 1 afternoon per week off site.</p> <p>Noted that the beginning of term is a difficult time, however there is a small team having to do same job as a big team in a larger school</p>	

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Page 4 of 7

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9	<p>Lead / Link Governors</p> <p>Governors discussed & agreed upon the following subject link governor allocations:</p> <ul style="list-style-type: none"> ● AD <ul style="list-style-type: none"> ○ Geography/History (Mrs Reeves) ○ Modern Foreign Languages (Mrs Slocombe) ● CB <ul style="list-style-type: none"> ○ PSHE/RSE (Mrs Hinchliffe) ○ PE (Mrs Wilson) ● MC <ul style="list-style-type: none"> ○ EYFS (FSU staff) ○ Science (Mrs Hinchliffe) ○ RE (Mrs Reeves) ○ Music (Mrs Slocombe) ● JG <ul style="list-style-type: none"> ○ Maths (Mr Sussex) ○ ICT/Computing (Mr Sussex) ● CH <ul style="list-style-type: none"> ○ English (Mrs Slocombe) ○ Art/DT (Mrs O'Donoghue) ● LP <ul style="list-style-type: none"> ○ Wellbeing ○ Pupil Premium ○ Safeguarding ● KS <ul style="list-style-type: none"> ○ SEND <p>What is the expectation of link governors?</p> <p>Links to contact subject leads (in brackets) & timetable visits sub lead (1 per term)</p> <p>Spend time observing that subject through the school - inspect books - talk to children about the subject - report back to FGB</p> <p style="text-align: right;">All termly</p> <p style="text-align: center;"><i>16:51 LP left meeting</i></p> <p>Due to there being a new Governor, Terms of Reference were re-visited - the following Lead Governors were agreed:</p> <ul style="list-style-type: none"> ● Finance Lead - JG ● Personnel Lead - AD ● Premises, Security, Health & Safety Lead(s) - CB/MC ● Curriculum Lead - CH ● Inclusion/SEND lead - KS ● School Improvement - FGB ● Community, Staff & Parental Links - FGB ● Safeguarding Lead - LP <ul style="list-style-type: none"> ○ Deputy - MC ● Pupil Premium Lead - LP ● GDPR Lead - LP
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Page 5 of 7

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10	Safeguarding Covered in item 6	
11	GDPR Privacy notices and Data Protection policy had been provided by the Data Protection Officer & shared with the board - unanimously approved	
12	Staff Support Covered in item 6	
13	Policies Bereavement Data Protection Both approved in items 5 & 11	
14	Training AD to share a training update on GovHub - Gvs to request training as nec	
15	Health & Safety KR confirmed the following: <ul style="list-style-type: none"> ● Lighting done (classroom & emergency) ● Heating - to be planned into next year's budget ● H&S audit due (quite overdue now) ● The yurt lost it's dome in storm at end of 2021 - has been repaired by caretaker - yurt is too old to spend large amount of money on repairs, but still useable 	
16	Impact from meeting <ul style="list-style-type: none"> ● Lots of delegation - this is positive ● Good debrief on current state with curriculum ● Governors assured about performance going forward ● Reminded to keep close watch on spending ● Approved potential for new 1:1 position ● Monitor workload for H/T & admin staff ● Good to be able to welcome new governor 	
17	Date of next meeting (1pm Friday 21st Jan - Visioning meeting - Cyder Presse - Weare Giffard) FGB Wed 16 Feb 2022 - 15:30 (to ensure on agenda - Uniform Policy; SFVS; Equality consultation)	

There being no further business, the meeting closed at: 17:15

Detail of next meeting			
Date/Time	Wed 16 Feb 2022 - 15:30	Location	Monkleigh Primary School

Actions:

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Page 6 of 7

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No	ACTION POINTS	Who?	Deadline	Status
5B	Return Parent Governor nomination forms	JG	ASAP	
5C	Approach potential Co-Opted governor	CH	Feb '22	
5C	Parent Governor election	LDB	Feb '22	
5G	Final Bereavement policy	LDB	ASAP	
6F	Internal advert for vacancy	KR	Feb 1/2T	
7	SFVS for FGB approval	AD/JG/LDB	beg. Feb	
9	Subject link Governor visits	All	termly	

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Page 7 of 7

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