



# MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	16/02/2022	Location:	Face to face & virtual			Prepared:	16/02/2022
Governor	Initials	Type of Governor	Method / Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy	CB	Parent	ap	Mrs L Paiano	LP	LA	ap
Mr D Butler	DB	Co-Opted	ap	Mrs K Reeves	KR	Head	F2f
Rev. M Cockfield	MC	Co-Opted	ap	Mrs G Rodgers	GR	Co-Opted	ap
Mr A Donnellan (Chair)	AD	Co-Opted	F2f	Mrs K Slocombe	KS	Staff	F2f
Mr J Gifford	JG	Parent	F2f	<b>VACANCY</b>		Parent	
Mrs C Higley	CH	Co-Opted	F2f	<b>VACANCY</b>		Co-Opted	

Apologies	Initials	Reason
Mrs C Boundy	CB	Work commitment
Mr D Butler	DB	Unwell
Rev M Cockfield	MC	Work commitment
Mrs L Paiano	LP	Prior Commitment
Ms G Rodgers	GR	Medical appointment/school run

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

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	<b>Welcome + apologies</b>	
	Chair welcomed all to the meeting. The following Governors were absent: DB – ill health CB – work commitment MC – work commitment LP – meeting GR – medical appointment, but aiming to attend via zoom. <b>Unanimously sanctioned</b>	
2	<b>Business interests</b>	
	None declared	
3	<b>Chair update</b>	

SIGNED AS TRUE: \_\_\_\_\_ DATE: \_\_\_\_\_

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	<p><b>a) School Vision &amp; Strategic Plan</b></p> <p>Chair reported that a group of Gobs met in Jan – a 5-page document summary was shared via GovernorHub in advance of the meeting.</p> <p>Chair asked for feedback:</p> <p>Very positive and useful – we already broadcast how much we do.</p> <p>Smile Share Succeed built into text.</p> <p>Clear things identified to achieve this year.</p> <p>Target dates and success criteria to be input</p> <p><b>Should this be fed into the SDP, which is written for academic year – could be added into summer term, or should it be a separate Governor action plan?</b></p> <p><b>Agreed that it would be good to keep as a Gov action plan.</b></p> <p>It was agreed that there are lots of skills/expertise within the current FGB – it is good for Gobs to feel they have a role.</p> <p><b>AD to enter dates into the summary.</b> Action plan to be referred to at future meetings.</p> <p><b>b) DAG Chairs Forum (update)</b></p> <p>AD attended recent meeting and fed back to FGB.</p> <p>Governor recruitment/inductions had been discussed. Some schools facing big challenges with this. Recruitment should be regular agenda item.</p> <p>Some boards are using social media to recruit – but with little success.</p> <p>He reported that Babcock induction for Governors was favoured</p> <p>For less experienced new governors – it's a good idea to have a mentor.</p> <p>NGA website has an induction guide.</p> <p>It was suggested that Governing boards could connect with local businesses.</p>	<b>AD</b>
<b>4</b>	<b>Approval of minutes (12 Jan 2022)</b>	
	Previously distributed to all via GovernorHub <b>Unanimously approved and signed as true</b>	
<b>5</b>	<b>Update on actions</b>	
	<p>All actions confirmed carried out – with the following updates:</p> <p>5C – yet another parent election attempted, with no nominations. <b>No further attempts in this academic year.</b></p> <p>7 – SFVS completion for FGB approval. Not yet done. <b>AD/JG/LDB to meet 8 Mar 1-2pm</b></p> <p>9 – Subject link governor visits:</p> <ul style="list-style-type: none"> <li>MC – FSU visit (Jan 2022)</li> <li>MC – Music visit (Feb 2022)</li> <li>CH – Literacy visit – reported to FGB that she had thoroughly enjoyed her visit</li> <li>LP – Safeguarding visit – thorough report shared with FGB via GovernorHub</li> </ul> <p><b>CH to look at curriculum section of website</b></p> <p><b>CB to carry out sport visit after half term</b></p> <p><b>Other governors to book please.</b></p>	<p><b>AD/JG/LDB</b> <b>08/03/22</b></p> <p><b>CH ASAP</b> <b>CB early Mar</b> <b>ASAP</b></p>
<b>6</b>	<b>Headteacher report</b>	
	<p>Written report shared with FGB in advance via GovernorHub</p> <p>KR ask FGB for any questions?</p> <p>KR explained that data will be more interesting once this term's data has been assessed.</p> <p>School getting going again, with residential and trips etc. restarting.</p> <p>Attendance is very low, but in line with most other schools within Devon. Most absentees are illness; however, we are getting holiday requests coming in. Absence requests are in general unauthorised, but no further action currently being taken.</p> <p>She explained that COVID illnesses are included in attendance percentages as school is instructed to record them as code I (ill)</p> <p>Staffing:</p>	

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	Admin assistant has left; 1:1 Teaching Assistant has been recruited. There has been a lot of CPD in recent months – online training has been easier.	
<b>7</b>	<b>Finance</b>	
	<p><b>a) FRS</b> JG – talked through all FRS reports Budgets were discussed – with emphasis being given to food costs, and to the Repairs overspend. B&amp;T Club budget is looking healthier – LDB explained that some EYF being used for sessions attended by funded nursery hours. Current anticipated end of year balances:</p> <ul style="list-style-type: none"> <li>• G120 - £69,338.74 credit</li> <li>• G121 - £ 8,599.07 credit</li> <li>• CAPSCH - £ 84.83 credit</li> </ul> <p>LDB reminded Governors that it is necessary to have this sort of carry forward in G120 for the 5-year budget planning process</p> <p><b>b) PE/Catch up funding</b> KR advised Governors that benefits will not be seen until Spring term data is assessed. Current interventions:</p> <ul style="list-style-type: none"> <li>• Fresh Start (RWI for older children)</li> <li>• Maths interventions</li> <li>• Reading Recovery interventions</li> <li>• Number Sense</li> <li>• Times Tables</li> <li>• SATs boosters</li> <li>• A before school Fun Fit to start soon.</li> </ul> <p><b>KR to provide a data update around April</b></p> <p><b>c) SFVS – meeting planned</b> (see item 5)</p> <p><b>d) Front gate security</b> KR advised that the front gate is not secure – front area is now to be used as a playground. Anyone can access. A quote has been received from M&amp;E alarms – KR explained that a new system will need to tie in with current security system, hence the need to use M&amp;E Alarms. The required work will be expensive as there is a significant amount of ground work required. AD &amp; KR have already agreed that quote be accepted. <b>Retrospectively approved by FGB.</b></p> <p><b>e) Uniform</b> Statutory requirement to publish uniform policy on website by Sept 2022, with uniform sources to be shown. KR confirmed that there are no changes to the actual uniform, with School Threads being the supplier. Draft policy has been previously shared with Governors via GovernorHub – <b>KR to make some suggested tweaks – final policy to be brought to next FGB for adoption.</b></p> <p><b>f) Reception intake (2022)</b> LDB informed FGB that the planned intake for Sept 2022 is currently showing as 10 (having put Monkleigh as first choice) – with a Planned Admission Number (PAN of 15). Finance officer has confirmed that numbers are down across the county. Finance officer has advised being cautious when entering future numbers in Reception when Budget planning</p> <p><b>g) Heating</b> To be planned into budget</p>	<p><b>KR April 2022</b></p> <p><b>KR 23/03/22</b></p>
<b>8</b>	<b>Teaching + Learning</b>	

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	<p><b>a) Foundation stage subject update</b>  KR informed FGB that “Enquiry based learning” being spread right across the school.  New mantra in each class  KR has carried out a learning walk for Geography. She reported that children are realising that global warming etc. is part of Geography.  Future whole school assemblies to show bigger picture of different curriculum areas with questions such as “What is history?”; “What does it mean to us / the wider world?” being asked  CH reported that she was impressed with her interactions with some children in Class 2 regarding Romans</p> <p><b>b) Data</b>  Already discussed</p>	
<b>9</b>	<b>Subject Link Governors</b>	
	<p><b>a) Subject Link visit bookings</b>  Govs to confirm visits are booked in</p> <p><b>b) Visit reports</b>  AD grateful for the visit reports that have been received. <b>Govs to complete and share reports. LDB to share template.</b></p>	<b>Link Govs</b>
<b>10</b>	<b>Safeguarding</b>	
	<p>Nothing to update.  Thorough visit carried out by LP, with the following main comments:</p> <ul style="list-style-type: none"> <li>• Recommendation to tighten up on CPOMS.</li> <li>• All staff good at entering concerns, KR checking.</li> <li>• To improve on recording of actions / monitoring etc.</li> <li>• KR now scheduling time to regularly update as required.</li> </ul>	
<b>11</b>	<b>GDPR</b>	
	Nothing to report	
<b>12</b>	<b>Staff support</b>	
	<p><b>How are the staff?</b>  1 COVID case recently – now back in  KR attended a virtual Headteacher’s webinar, but found herself carrying out other tasks whilst attending the webinar. KR making effort not to check work too late.</p>	
<b>13</b>	<b>Policies</b>	
	<p><b>a) Policies for ratification by FGB</b></p> <ol style="list-style-type: none"> <li>Staff Discipline</li> <li>Staff Grievance</li> <li>Teachers’ Pay</li> <li>SEND</li> </ol> <p><b>Unanimously ratified</b></p> <p><b>b) Overdue policy reviews</b></p> <ol style="list-style-type: none"> <li>Complaints procedure/policy</li> <li>Parent Code of Conduct</li> <li>No changes to either</li> <li>FSU Admissions Policy (updated)</li> </ol> <p><b>Approved</b></p> <p><b>c) Policies allocated to specific Governors:</b></p>	

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	<ul style="list-style-type: none"> <li>i. Whistleblowing</li> <li>ii. Staff Capability</li> <li>iii. Teachers' Appraisal</li> <li>iv. Collective Worship</li> <li>v. Governor Allowances/Expenses</li> <li>vi. Online Learning Policy</li> <li>vii. Supporting Pupils with Medical Conditions</li> <li>viii. Attendance</li> <li>ix. Education of Children in Care</li> </ul> <p><b>Confirmed reviewed</b></p> <ul style="list-style-type: none"> <li>x. Lettings (to scrutinise / carry forward)</li> <li>xi. Emergency Management Plan (KR &amp; LDB to check/update)</li> </ul> <p><b>To check / Update and add to next meeting agenda</b></p>	<b>KR/LDB</b>
<b>14</b>	<b>Training</b>	
	<p>JG &amp; KR attended online Ofsted training:</p> <ul style="list-style-type: none"> <li>• need to be positive about the good things that we do.</li> <li>• As many governors as possible to attend when a visit occurs.</li> <li>• Others to attend Ofsted training in May.</li> <li>• Feedback was that the training was good.</li> <li>• A crib sheet would be useful, once data has been assessed.</li> <li>• Governors need to understand their role in respect to Ofsted.</li> </ul> <p>Clerk reminded FGB that there is a crib sheet for 3is in GovernorHub – to be updated</p> <p><b>Action after half term – create a group to be Ofsted ready.</b></p> <p>AD had shared a list of relevant training opportunities:  <b>CH to be booked onto induction training in May – LDB to book</b></p> <p><b>What is the best way to encourage parent engagement?</b>  Dojo works well. Parent evenings were via zoom during lockdown, now both face to face and virtual, which works well.  <b>AD to be booked onto Parent Engagement training</b></p> <p><b>Governor report to parents to be incorporated into FGB meeting in summer.</b></p> <p><b>Governor &amp; staff permission for ID photos to go on school website (&amp; GovernorHub)</b></p>	<p><b>FGB March</b></p> <p><b>LDB ASAP</b></p> <p><b>LDB ASAP</b></p> <p><b>FGB summer</b></p> <p><b>LDB ASAP</b></p>
<b>15</b>	<b>Health + Safety</b>	
	<p>School still awaiting H&amp;S audit.</p> <p>KR allocating time each week to address H&amp;S.</p> <p>Risk Assessments up to date, and necessary training booked.</p>	
<b>16</b>	<b>Impact from meeting</b>	
	<ul style="list-style-type: none"> <li>• B&amp;T looking good – financially healthy</li> <li>• Staff CPD good</li> <li>• Getting back to normal activities</li> <li>• Security on Front gate</li> </ul>	
<b>17</b>	<b>Date of next meeting</b>	

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	23 March 2022	
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There being no further business, the meeting closed at: 17:15

Detail of next meeting			
Date/Time	23/03/2022 - 15:30	Location	Monkleigh Primary School

## **Actions:**

No	ACTION POINTS	Who?	Deadline	Status
3a	Add dates to strategic plan	AD	ASAP	
5a	SFVS meeting	AD/JG/LDB	08/03/22	
5b	Look at curriculum section of website	CH	ASAP	
5c	Carry out link sport visit	CB	Early Mar	
5d	Book link visits	Links	ASAP	
7b	PE/Catch up funding report - KR to provide data update around April	KR	April	
7e	Next version of Uniform Policy to FGB for adoption	KR	23/03/22	
9b	Share Governor visit reports (template in GovernorHub)	Links	Ongoing	
13c	Lettings Policy / Emergency Management Plan (ensure updated)	KR/LDB	23/03/22	
14i	Create "Ofsted ready" group	FGB	Early Mar	
14ii	Book Governor Training as requested	LDB	ASAP	
14iii	Governor report to parents (summer)	FGB	Summer	
14iv	Staff/Gov ID photos on web and GovernorHub	LDB	ASAP	

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