



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	23/03/22 15:30	Location:	Face to face & virtual		Prepared:	23/03/22	
Governor	Initials	Type of Governor	Method / Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy	CB	Parent	Zoom	Mrs L Paiano	LP	LA	ap
Mr D Butler	DB	Co-Opted	Absent	Mrs K Reeves	KR	Head	F2F
Rev. M Cockfield	MC	Co-Opted	Zoom	Mrs G Rodgers	GR	Co-Opted	Zoom
Mr A Donnellan (Chair)	AD	Co-Opted	F2F	Mrs K Slocombe	KS	Staff	F2F
Mr J Gifford	JG	Parent	F2F	VACANCY		Parent	
Mrs C Higley	CH	Co-Opted	Ap	VACANCY		Co-Opted	

Apologies	Initials	Reason
Mrs C Higley	CH	Holiday
Mrs L Paiano	LP	Work commitment

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

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + apologies	
	Due to traffic hold-ups, the meeting started 15:42 AD welcomed all to meeting. Apologies received from CH (on holiday) & LP (work commitment) – unanimously sanctioned	
2	Business interests	
	None declared at this point	
3	Chair update	
	a) AD informed FGB that he has attended DAG forum – monitoring visits and triangulation. 15:45 JG arrived AD explained that the main points that had been covered: <ul style="list-style-type: none"> visits have been virtual for past 2 years – only now getting back to in-person. 	

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	<ul style="list-style-type: none">Most now subject based rather than “Class link visits”.Babcock Q cards to be used. MATs and federations have their own resources.Both staff and pupil wellbeing should be enquired about.Lack of help in maintained schools regarding triangulation of visits.Governor recruitment had been discussed. Skills matrix had been discussed.Pupil voice should be heard – part of triangulation process. <p>b) OFSTED inspections – AD has started preparing an easy to read document for Govs – to be shared soon via GovernorHub</p> <p>c) Governor recruitment plans – AD has had good conversation with a potential parent governor, who is keen, but currently committed elsewhere. AD to pursue</p>	AD ASAP AD ongoing																												
4	Approval of minutes (12 Jan 2022)																													
	Previously distributed with all via GovernorHub No questions - Unanimously approved																													
5	Update on actions																													
	Actions were discussed – the following still outstanding/ongoing: <table><tr><td>3a</td><td>Add dates to strategic plan</td><td>AD</td><td>ASAP</td></tr><tr><td>5c</td><td>Carry out link sport visit Can CB visit at the moment due to COVID? Confirmed that visits are taking place – keen for visit to happen ASAP. CB to contact PE coordinator to arrange</td><td>CB</td><td>Early Mar</td></tr><tr><td>5d</td><td>Book link visits Ongoing – MC to arrange RE visit with KR</td><td>Links</td><td>ASAP</td></tr><tr><td>7b</td><td>PE/Catch up funding report</td><td>KR</td><td>April</td></tr><tr><td>9b</td><td>Share Gov visit reports</td><td>Links</td><td>Ongoing</td></tr><tr><td>14i</td><td>Create “Ofsted ready” group AD to take lead and share via GovernorHub</td><td>FGB</td><td>Early Mar</td></tr><tr><td>14iii</td><td>Gov report to parents</td><td>FGB</td><td>Summer</td></tr></table>	3a	Add dates to strategic plan	AD	ASAP	5c	Carry out link sport visit Can CB visit at the moment due to COVID? Confirmed that visits are taking place – keen for visit to happen ASAP. CB to contact PE coordinator to arrange	CB	Early Mar	5d	Book link visits Ongoing – MC to arrange RE visit with KR	Links	ASAP	7b	PE/Catch up funding report	KR	April	9b	Share Gov visit reports	Links	Ongoing	14i	Create “Ofsted ready” group AD to take lead and share via GovernorHub	FGB	Early Mar	14iii	Gov report to parents	FGB	Summer	AD CB MC/KR (all) KR All AD FGB
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	<ul style="list-style-type: none">KR has updated SDP for end of autumn term, will add for end of Spring term. To send to LDB to put onto GovernorHub. SDP looking good.COVID numbers are high for the first time – home learning in placePhonics screening 100% for Year 2s. Will be lower for current cohort due to SENDTopic boxes (library) is proving to be very successful – Reading Roundabout taking place in the summer.Welfare TA role good – bought into SNAP licence, which is proving successful.Recommended that we get current Welfare TA trained in Thrive. Training is approx. £1,500, with licence at approx. £2,500 per year ongoing. Unanimously approved.Wellbeing/Self Esteem – Talk Boost really helping.Behaviour ladder working well.London trip will finally happen in JuneYear 3/4 survived their residential (during Storm Eunice).Assembly with school in Uganda has been held – very positive results.Outdoor learning – some “furniture” on order for the area.Data to be assessed before Easter holidays – to share with governors after Easter.	KR/LDB ASAP <																												

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	<ul style="list-style-type: none"> • Subject leaders to collect data for foundation subjects. • Learning Walks are taking place. Subject leads are to attend Governor meetings to share their expertise with Govs. • RWI / Talk Boost in place - very successful • EYFS – outside provision has been completed – looks really good. • 3 staff off with COVID at present – other staff stepping up to cover. • Several children off at present – school passing on DfE guidance 	
7	Clerk Update	
	<ul style="list-style-type: none"> • Archiving of old governor documents – can clerk arrange archiving at Devon Heritage Centre? Governors unanimously approved • Clerking – due to meetings being held on Wednesdays, clerk informed FGB that she has changed her clerking day to a Weds 	
8	Finance	
	<p>a) FRS</p> <ul style="list-style-type: none"> • JG – spoke through budgets and shared a summary. Currently anticipating the following End of Year positions <ul style="list-style-type: none"> ○ G120 - £76,777.85 surplus ○ G121 - £ 9,655.08 surplus ○ CAPSCH - £10,254.83 surplus • KR and kitchen to prepare new menu for after Easter – dropping expensive low uptake meals and try to make savings. • Meals currently £2.30 – average in area is £2.40. Unanimously agreed that meal price to increase to £2.40 after Easter. • LDB informed FGB that the NJC pay award now agreed – to be backdated and come out of this year. • B&T doing really well. <p>b) PE/Catch up funding impact</p> <ul style="list-style-type: none"> • front playground looking great • PE spend on website has been updated. • Catch-up funding – gaps are closing. • This info is for general public / Ofsted to view. • When do we anticipate gaps will close? <p style="text-align: center;">16:32 – CB had to leave meeting</p> <p>c) Inventory / Asset management – confirmed done and shared with Govs – some IT items to be disposed of, with KR to authorise the inventory report</p> <p>d) Benchmarking – Govs have carried out exercise. Huge well done to staff</p> <p>e) SFVS – thank you to JG & AD for coming in to complete. Summary of agreed action and reporting back – completed – approved. LDB to submit</p> <p>f) Budget planning – AD, JG, LDB to meeting 5 April 1pm</p>	<p>LDB 31/03/22</p> <p>AD/JG/LDB</p>

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9	Teaching + Learning	
	<ul style="list-style-type: none"> • Little to report – to discuss in more details at next meeting • All staff now putting “end points” in for all units of work for all foundation subjects. • Teachers will then assess and feed back to subject leads to know % on track etc. • History, Geography, Science, MFL being fed through currently. • Clerk posed question regarding the outcome of the visioning meeting – work was carried out and it has gone quiet – governors keen for something to go out to parents. Needs to be finalised. AD to get info to school by Friday 25 March to go on newsletter 	AD 25/03/22
10	Subject Link Governors	
	<p>AD reported upon his visit last week (Hist / Geog / MFL) - KR, CS & 4 x yr 5 pupils</p> <p>Key points:</p> <ul style="list-style-type: none"> • National curriculum – loads to cover – doing less, but better • Enquiry based learning • End points put in books • Know, Understand, remember, do • Flashback four • Deeper understanding of key subjects of the National Curriculum 	
11	Safeguarding	
	Nothing to report	
12	GDPR	
	Nothing to report	
13	Staff support	
	<p>How are staff coping with working hours (esp Headteacher)?</p> <p>KR confirmed that it is OK</p>	
14	Policies	
	<p>a) From FGB 16/02/2022</p> <ol style="list-style-type: none"> Emergency management / business continuity – confirmed reviewed Lettings – confirmed reviewed subject to the following amendment: <ol style="list-style-type: none"> Policy to be linked to the Lettings Terms and Conditions document KR to check if anything needs to be added regarding security gate access Lettings Terms & Conditions – confirmed reviewed subject to following: <ol style="list-style-type: none"> Any COVID conditions to be added/removed KR/LDB to check and amend yellow highlighted parts of the T&Cs Uniform Policy – unanimously ratified <p>A governor spoke about the Bideford School Uniform project – a charity taking uniform, repairing, washing for re-sale. KR informed the FGB that there is an upcoming sale of pre-owned school uniform after Easter break.</p> <p>b) FGB Policies (not allocated to specific governors)</p> <ol style="list-style-type: none"> Policy for managing serial & unreasonable complaints – KR confirmed updated Cyber-bullying (included in Anti-Bullying policy) – KR confirmed updated Staff redundancy (no changes) – confirmed reviewed 	

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	<p>c) Policies allocated to specific governors</p> <p>i. Health & Safety Policy – MC confirmed reviewed subject to whether the new security on school gate has any relevance on the policy:</p> <ol style="list-style-type: none"> Personal Security Lettings Schools security Fire & emergency Access Contracts KR/LDB to add in. Policy confirmed reviewed subject to these changes. <p>What happens to security gate if power failure? – confirmed gate can be overridden</p> <p>ii. Charging & Remissions Policy – JG to review & report at next meeting</p> <p>iii. Staff Behaviour Policy – KR confirmed reviewed</p> <p>iv. Equality information/policy – CS to review & report at next meeting</p> <p>v. Equality Objectives – CS to review & report at next meeting</p>	<p>JG ASAP</p> <p>CS ASAP</p>
15	Training	
	<ul style="list-style-type: none"> LDB still to book New Gov training for CH AD attending Parental engagement training this week Understanding the Primary Curriculum – in May? Good to have someone attend Some gobs are booked onto Ofsted training in May 	CH/LDB
16	Health + Safety	
	<ul style="list-style-type: none"> Playground inspection report received after a lot of chasing (6 months) AD suggested RoSPA for future inspections KR confirmed that actions from the report are to be looked at with site maintenance 	
17	Impact from meeting	
	<ul style="list-style-type: none"> SFVS completed Edukid – good to hear about the assembly Governor visits happening – gobs have better feel of what is happening in school Good for children to get used to talking to governors Benchmarking exercise useful 	
18	Date of next meeting	
	<p>Possibly 27th April</p> <p>Di to check with Warren – if OK, it will be 18 May</p>	

There being no further business, the meeting closed at: 17:30

Detail of next meeting			
Date/Time		Location	Monkleigh Primary School

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Actions:

No	ACTION POINTS	Who?	Deadline	Status
3b	Share Ofsted document	AD	ASAP	
5 3a	Add dates to strategic plan (from Feb meeting)	AD	ASAP	
5 5c	Sport link visit (from previous meetings)	CB	ASAP	
5 5d	Link visits	All links	ASAP	
5 7b	PE/Catch up funding report	KR	April	
5 9b	Share Gov visit reports	Links	Ongoing	
5 14i	Take lead and share details of "Ofsted Ready" group (from Feb)	AD	ASAP	
5 14iii	Governor report to parents (from Feb)	FGB	Summer	
6	Updated SDP to GovernorHub	KR	ASAP	
6	Share data with Governors	KR	May	
8c	Budget planning meeting	AD, JG, LDB	05/04/22	
8e	Submit SFVS	LDB	31/03/22	24/03/22
9	Visioning meeting info out to parents	AD	25/03/22	
14c	Policy reviews	JG, CS	ASAP	
15	Book New Gov Training for CH	CH/LDB	ASAP	

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