



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	18/05/22 15:30	Location:	Zoom			Prepared:	19/05/2022
Governor	Initials	Type of Governor	Method / Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy	CB	Parent	absent	Mrs L Paiano	LP	LA	Z (15:40)
Mr D Butler	DB	Co-Opted	absent	Mrs K Reeves	KR	Head	Zoom
Rev. M Cockfield	MC	Co-Opted	Zoom	Mrs G Rodgers	GR	Co-Opted	Zoom
Mr A Donnellan (Chair)	AD	Co-Opted	Zoom	Mrs K Slocombe	KS	Staff	Zoom
Mr J Gifford	JG	Parent	ap	VACANCY		Parent	
Mrs C Higley	CH	Co-Opted	absent	VACANCY		Co-Opted	

Apologies	Initials	Reason	Apologies	Initials	Reason
J Gifford	JG	Workload	D Butler	DB	Ill

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

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision/action + timescale
1	Welcome + apologies The chair opened the meeting & welcomed all. Apologies received from: <ul style="list-style-type: none"> J Gifford (Workload) D Butler (ill – discussed and sanctioned) CH arrived for face to face meeting – went home to join zoom, but did not join CB had advised would join when able to (trip to vet), but did not join	Apologies sanctioned
2	Business interests None declared	
3	Chair update a) DAG Forum (9 May 2022) AD attended forum earlier in month, titled Schools Voice . It had proved a challenging forum. Main discussions – DFE White Paper. FGB urged to look at the NGA summary which explains well. It was noted that the role of Headteacher can be very lonely – therefore collaboration better for all.	

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	<p>Schools need to work with other schools to strengthen what is done.</p> <p>b) Update on Strategic Plan AD shared screen to show FGB target dates for strategic plan – to discuss later in meeting</p> <p>(15:41 – LP arrived)</p> <p>c) Parent Engagement AD attended a good course in March – he asked FGB to look at a summary document uploaded to GovernorHub. He informed FGB about Disadvantage Gap. Education needs to go beyond school gates. Parents need to be engaged, not just involved. Parental engagement should inform decision making. There are some events coming up which will have several parents there. FGB should provide something to parents to update them on what Governors have been doing. Clerk raised issue of poor amount of responses from parents recently. AD suggested looking at tips on guidance summary that has been shared with governors. It was suggested that communications are sent to both parents rather than the one that is ticked as “primary” carer. Also to send links to forms via Class Dojo, and not just by ParentMail Action – look at ways of improving engagement. It was noted that FSU have found level of parent engagement very positive – could we learn from them? Early Years parents have to have contact with staff due to age of children. FSU have been involving parents with trips. Will be on plan for next year to have more involvement with families with trips etc? Governors asked to attend at the Platinum Jubilee event next week please. There is a dog show – Are we allowing dogs on site? Yes, within the forest school area as contained area within the school. MC, GR to attend.</p>	<p>Improve engagement - all</p>
4	<p>Approval of minutes</p> <p>a) 23/03/2022 Previously shared with FGB</p> <p>b) 27/04/2022 Previously shared with FGB</p>	<p>Approved</p> <p>Approved</p>
5	<p>Update on actions</p> <p>Actions were discussed (23/03/2022) – the following still outstanding/ongoing:</p> <ul style="list-style-type: none"> • 3b - Share Ofsted Document – AD – finding challenging. Would be useful to work with others to do this • 5.3a – strategic plan dates to be shared later in meeting • 5.5c – sport link visit carried out – waiting for report • 5.5d – Link visits: <ul style="list-style-type: none"> ○ RE & Science still outstanding (MC) – visit arranged 14/06/2022 ○ Safeguarding, Wellbeing & PP (LP) ○ PSHE (CB) • 5.9b – Gov visit reports – ongoing - still waiting for some • 5.14iii – Gov report to parents (summer – to produce by Sports Day) 	<p>Work on Ofsted Doc</p> <p>CB – report ASAP</p> <p>All link Gobs to arrange visits</p> <p>FGB 24/06/22</p>

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	At this point GR advised the board that she will be resigning at end of this year.	
6	Headteacher report	
	<p>KR delivered HT report (previously shared with the board), which included:</p> <p>Data - will change for end of summer term due to SATs. School is supporting weaker children. Hoping for good results in both KS1 & KS2. KS2 SATs papers were not easy. Doing case studies of lowest 20% children. Babcock Advisor – very good feedback (external report to go onto GovHub). What is impact on staff morale if results are not as good as hoped? Is there support in place if this happens? KR explained that there is a lot going on for Year 6 teacher – a residential after half term, with writing moderation mid June but feel that teacher is coping and is aware that they are being supported.</p> <p>End points now in children’s books. Staff and children know where they need to be at end. A governor wished to reinforce Governors’ view that teacher is brilliant at what he does – it will be testing time, but he is great.</p> <p>Attendance – lots of holiday requests coming in. At least 1 per week at the moment. What is governors’ view regarding fining unauthorised absences? Discussion ensued. Some children are missing out – it is impacting on children being able to catch up. Repeat offenders (more than once) should be dealt with. Governors would support applying a fine to second offence or “low” attendance.</p> <p>Staffing – move to Part 2 (Confidential)</p> <p>SDP – this has been shared on GovHub. Staff training is listed. Should we be including Governor training on the SDP? Yes – ongoing Govs to ensure training records up to date in GovHub</p> <p>When does KR start next SDP? Planning to start after half term (staff to be more involved). KR outlined the main headings of the plan. KR to be given Governor support with SDP to ensure aligned with the governor strategic plan. To ensure being monitored.</p>	<p>Repeat absence offenders to be dealt with.</p> <p>Gov training to SDP</p> <p>Ongoing support re SDP</p>
7	Clerk Update	
	<p>a) Website update Clerk unsure of info required from her. She reminded the board that the website must be compliant and up to date. Clerk has recently updated the maintained schools’ statutory document /policy document and re-uploaded to GovHub. CH to check website.</p> <p>b) Get Information About Schools (GIAS) Clerk confirmed up to date</p> <p>c) Clerks’ update information Further to recent briefing, clerk updated FGB on current information.</p>	<p>Check website CH (ongoing)</p>

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	<p><u>Safer Recruitment training</u> – to book KS Should there be an attendance lead governor? More governors needed before issuing more responsibility</p> <p><u>Equality audit</u> – There is a policy and objectives – need to do a consultation. MC has a template for an audit, but it needs a lot of work. The policy incorporates the objectives. This is a piece of work that needs doing. Immediately post lockdown governors had decided to hold off but now need to carry out equality consultation. Governors will be asked about statutory duty around equality act / audit. MC to support KS with this – to go out towards beginning of July. (MC visiting 14/06/2022) KR / KS to try to source other schools' consultations.</p> <p><u>Ofsted training</u> – Clerk advised FGB that Gov Ofsted training to be attended as each event is based around recent inspections.</p>	<p>Safer recruitment – KS ASAP</p> <p>Equality consultation – MC/KS - July</p>
8	Finance	
	<p>Led by LDB in absence of JG</p> <p>a) <u>FRS reports</u> (previously distributed to the board) – the following EOY positions were reported</p> <p>a) 2021-2022 - Awaiting carry forward confirmation from county. Expected carry forwards of:</p> <ol style="list-style-type: none"> G120 £74,921.77 credit G121 £9,964.57 credit CAPSCH £10,254.83 credit <p>b) 2022-2023 - Month 1 FRS run, showing future spending to be as per agreed budget. FRS reports showing End of Year positions of:</p> <ol style="list-style-type: none"> G120 £94,299.01 credit G121 £10,068.37 credit CAPSCH £10,254.83 credit <p>c) Catering – reports shared in advance of meeting – not discussed</p> <p>d) B&T Club – reports shared in advance of meeting – not discussed</p> <p>b) Impact of:</p> <ol style="list-style-type: none"> <u>PE funding</u> Up to date reports online (linked in agenda) <u>Catch-up funding</u> Up to date reports online (linked in agenda) <p>c) <u>Uniform update</u> - Nothing to report</p> <p>d) <u>Proposed Capital Spend</u> KR proposed the following Capital spend: 20 iPads for children to assess their own work.</p> <ul style="list-style-type: none"> Children could start taking more ownership on Seesaw. KR/KS outlined the benefits. Will that use all of the Capital funding? No - 3 quotes obtained £4,792 for iPads & approx £600 for robust cases. Any issues with iPads conflicting with Chromebooks? Scomis have 	

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	<p>confirmed can be done.</p> <ul style="list-style-type: none"> FSU link gov observed during a visit that children were assessing work and able to send to parent. Good way to engage with parents. Does KS need anything for music? KS confirmed that funding for music is received from Devon Music Education Hub. Is there scope to loan out iPads over weekends to children? Are there insurance issues? School to assess on individual basis – no parents currently state that they can't access due to lack of device. Lending devices could result in high insurance costs. There would be expectation would be on parents to replace if devices get damaged. No control over how children look after loaned devices – tricky situation. 	Capital spending approved.
9	Subject Link Governors	
	<p>KR informed FGB that subject leaders will be coming to FGB meetings.</p> <p>HH to come to start of next FGB meeting to deliver an overview of Science</p>	
10	Safeguarding	
	<p>Nothing to report</p> <p>Currently 4 level 3 staff – ensuring full access to CPOMS</p> <p>Weekly safeguarding topics updates displayed; all staff S/G meetings reinstated.</p>	
11	Health & Safety	
	<p>Some Risk Assessments have been updated</p> <p>Covid RA has been removed as now incorporated into Whole School RA</p> <p>Maternity policy has been recently referred to</p> <p>Playground inspection has led to obtaining quotes for replacing play boat</p>	
12	GDPR	
	Nothing to report	
13	Policies	
	<ul style="list-style-type: none"> <u>Charging & Remissions</u> (confirmed reviewed by JG) <u>Equality Policy / Objectives</u> (confirmed reviewed by KS) <u>Health & Safety Policy</u> – confirmed reviewed by KR (some confusion that this policy had been reviewed recently – no record found of this) <u>Behaviour Policy</u> – updated policy shared in advance of meeting. KR explained some changes being implemented. Using more of Class Dojo for behaviour (both challenging and good) Whole school reward playtimes etc to continue. Different individual approach for challenging behaviour. <u>Curriculum Statement</u>. Defer to next meeting <u>Finance Policy</u>. KR & LDB to work on and take to next FGB 	Curr. Statement / Fin Policy to FGB
14	Training	
	<p>AD has been on some recent courses, including Ofsted training in Tiverton</p> <p>MC – Ofsted preparation session – useful – good series of discussions. MC to share slides to hub. AD to share info on recent training via GovHub.</p>	Training slides to GovHub AD/MC

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15	Governor Recruitment	
	a) <u>Update & Plans</u> - Parent/carers engagement plan should help b) <u>Term of office expiring:</u> <ul style="list-style-type: none"> a. DB Co-Opted office coming to an end. b. MC will be resigning at end of next academic year. c. GR intending to resign at end of academic year. <ul style="list-style-type: none"> • Succession planning – should we be reconstituting? • There is a shortage of governors – nationwide problem. • Will not be able to fill 5-6 vacancies in the next 6 months. • Avalanche of information to soak up – difficult. • Should be having specific people concentrating on specific areas within the governor role to try to reduce the workload of being a governor. • To cover at June FGB LDB to find about how to go about reconstituting 	Reconstitution advice (LDB)
16	Impact from meeting	
	<ul style="list-style-type: none"> • Bringing parental engagement to the fore • Capital spend approval - iPads • SDP – looking good <p>Did KR apply for senior mental health training and were we successful? KR confirmed that Monkleigh is on the list and has been deferred to next group</p> <p>Should agenda reflect on Ofsted preparation? Yes. Ofsted are sharing a YouTube channel where they are sharing relative briefings regarding inspection framework / deep dives etc. LP to share link on GovHub</p>	Share Ofsted Youtube link to GHub (LP)
17	Date of next meeting	
	22 June – apologies MC – work commitment Meeting be held face to face, and not on zoom	

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

Detail of next meeting			
Date/Time	22 June 2022 15:30	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
3c	Improve parental engagement – jubilee fete, sports day etc	All	Ongoing/ End July?	
5	Work on Ofsted document with chair	?	?	
5	5.5.3a - Add strategic plan dates (from Feb / Mar meetings)	AD / ?	ASAP	
5	5.5.c – Gov sport visit report – to be shared (to go on website)	CB	ASAP	
5	Arrange and carry out link governor visits	Links	This term	
5	Produce report from Gobs to parents	FGB	24/06/2022	
7a	Check website for compliance	CH	Ongoing	
7c	Prepare Equality Consultation (MC meeting KS 14/06/22)	MC/KS	July	
13	Curriculum Statement / Finance Policy to FGB	KR/LDB	22/06/2022	
14	Recent training slides to GovernorHub	AD/MC	ASAP	
15b	Seek “reconstitution” advice	LDB	22/06/2022	
16	Ofsted YouTube link to GovHub	LP	ASAP	

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Subject / Link Visits:

Subject	Link Governor	Status	Report Received
Art/DT	CH		
English	CH	✓	Awaiting report
EYFS	MC	✓	Awaiting report
History/Geography	AD	✓	Yes
ICT	JG	✓	Yes
Maths	JG	✓	Yes
MFL	AD	✓	Yes
Music	MC	✓	Awaiting report
PE (Sport)	CB	✓ (in part)	Awaiting report
PSHE/RSE	CB		
Pupil Premium	LP		
RE	MC	Booked 14/06/2022	
Safeguarding	LP	✓ (ongoing)	09/02/22
Science	MC	Booked 14/06/2022	
SEND	KS		
Website	CH	Ongoing	initial report
Wellbeing	LP		

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