



# MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	22/06/2022	Location:		Face to face	Prepared:	26/06/2022	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Method / Time
Mrs C Boundy	CB	Parent	15:43	Mrs K Reeves	KR	Head	Present
Mr D Butler	DB	Co-Opted	absent	Mrs G Rodgers	GR	Co-Opted	15:35
Rev. M Cockfield	MC	Co-Opted	Ap	Mrs K Slocombe	KS	Staff	Present
Mr A Donnellan (Chair)	AD	Co-Opted	15:32	VACANCY		Parent	
Mr J Gifford	JG	Parent	Present	VACANCY		Co-Opted	
Mrs L Paiano	LP	LA	Present	VACANCY		Co-Opted	

Apologies	Initials	Reason
Rev. M Cockfield	MC	Previous commitment

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

## Before the meeting: Mrs Hinchliffe (Science Lead)

HH presented an overview of how Science is taught within the school. Information was distributed to the governors present (all also available on the school website)

- Science is now strong throughout the school.
- Science vocabulary is starting to be fed into the learning from Reception upward.
- “Flashbacks” are being used to remind children what’s been taught, constantly dripping in reminders.
- Has had a large impact on the children’s learning. All about making links.
- Science books have progression grids in them.
- There are separate docs for knowledge / working scientifically.
- Lesson observations and learning walks are very positive.

Governors thanked HH for the overview.

	Question / Challenge	Decision	Action
Agenda Number	Details of Discussion	Decision / action + timescale	
1	Welcome + apologies		
	Apologies received from MC (previous commitment) – <b>unanimously accepted</b> . AD welcomed all to the meeting & informed FGB that CH has resigned from the board.		

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

Page 1 of 6

## Governing bodies’ core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

<b>2</b>	<b>Business interests</b>	
	None declared at this point	
<b>3</b>	<b>Chair update</b>	
	<p>a) Strategic Aims update (brought forward) – how we will incorporate into SDP? AD has looked at the key strategic aims’ updates. Target dates and responsibilities have been added. Responsibility is spread across the whole board. (see attached sheet) A governor is needed to take on the Teaching &amp; Learning area. SEN + Pastoral care – allocated to KS Potential new governors were discussed – there is a possibility of a new governor taking on T&amp;L role. <b>“Should that not be all governors?”</b> Fear that if no-one is specifically allocated it could be ignored. Curriculum will be a massive part of Ofsted. <b>KR &amp; AD to meet to put together T&amp;L / Key priorities for SDP. 13/07/22 09:15</b></p> <p>b) Parent engagement (Sports Day) <b>Who will be here on Sports Day?</b> CB helping out, JG attending, GR attending KR/CS attending. AD hoping to attend.</p> <ul style="list-style-type: none"> <li><b>Parents to be made aware that Governors are present.</b></li> <li><b>Governor tags to be worn.</b></li> <li><b>AD to put together some things in advance.</b></li> </ul> <p>FGB was informed that parents have been “moaning” about lack of thought regarding lots of things happening in close succession – some parents struggling. Discussion ensued. Noted that this week will have had 2 disrupted days for parents, but also noted that parents are given the option of school transporting children to trips etc. Parents do not have to take time off work to do this.</p>	<p><b>KR/AD 13/07/22</b></p> <p><b>As many as poss. 24/06/22</b></p>
<b>4</b>	<b>Approval of minutes (18 May 2022 – part 1 &amp; 2)</b>	
	<p>Part 1 - distributed via GovernorHub in advance - <b>Unanimously approved</b></p> <p>Part 2 - 7 copies distributed at the meeting, 1 copy retained for file, remainder shredded. Wording amended to a bullet point – <b>unanimously approved</b></p>	
<b>5</b>	<b>Update on actions</b>	
	<p>Actions were discussed – the following still outstanding/ongoing:</p> <p>a) Work on Ofsted Document with chair:</p> <ul style="list-style-type: none"> <li>AD asked the board if all govs had seen a specific document, the board considered that they had.</li> <li>KR encouraged all to carry out training and keep up to date.</li> <li>Govs informed about Ofsted YouTube channel.</li> <li>Discussion held regarding local schools’ recent inspections.</li> <li>AD has set up a separate folder in the training folder of GovernorHub for Ofsted.</li> <li>If Ofsted training is remote, please do it! Governors need to know what the priorities of the school are. Poor Governance could reflect badly on Leadership and Management.</li> </ul> <p>b) PE governor visit report:</p> <ul style="list-style-type: none"> <li>School has recently been awarded the platinum award, but it had to be based on a previous governor report.</li> <li>There is a possibility that a deep dive could be held on PE.</li> <li>Important that it is updated as matter of urgency.</li> <li><b>CB to provide the report required from when she visited</b></li> </ul>	<b>CB – urgent</b>

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

Page 2 of 6

### Governing bodies’ core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.



	<p>b) Data (not yet validated):</p> <ul style="list-style-type: none"> <li>Yr1 phonics 86% pass.</li> <li>Yr2 reading 88% expected (29% Greater Depth)</li> <li>Yr2 maths 82% expected (29% GD)</li> </ul> <p>Yr 6 (Teacher Assessment)</p> <ul style="list-style-type: none"> <li>Reading 92.8% expected (28.6% GD)</li> <li>Writing 85.7%</li> <li>Maths 100% expected (7% GD)</li> </ul> <ul style="list-style-type: none"> <li>Yr 4 tables test carried out – tough test! Easy for children to be flustered.</li> <li>Rest of data will be shared in Sept.</li> </ul> <p>c) Ready for Ofsted:</p> <ul style="list-style-type: none"> <li>KR requested that governors are aware of priorities:</li> </ul> <p>d) Priorities 22/23:</p> <ul style="list-style-type: none"> <li>mental wellbeing</li> <li>Phonics (RWI)</li> <li>Spelling programme to be implemented (RWI)</li> <li>Forest School</li> <li>Speech &amp; Language (vocabulary)</li> <li>Class 1 toilet/cloakroom space</li> <li>Reading / library service</li> <li>Plastic Free status</li> <li>Outdoor space</li> <li>New interests / experiences. <b>CB to approach local artist.</b></li> </ul>	<b>CB Autumn</b>
<b>7</b>	<b>Constitution</b>	
	<p>Info had been sought and shared, as requested, in advance of the meeting.</p> <p>There is potential of some new governors (volunteers and parents) – as a result, it was decided to not pursue re-constitution at this moment in time.</p> <p>Parent Governor election to be held in Sept – could Co-Opt initially. Those who have expressed an interest to be approached first.</p> <p><b>Clerk to approach a governor to ask if they wish to continue in office or resign</b></p>	<b>Clerk ASAP</b>
<b>8</b>	<b>Finance</b>	
	<p><b>FRS reports</b></p> <p>JG reported the expected End Of Year balances for all funds:</p> <ul style="list-style-type: none"> <li>G120 (School Budget Share) £83,521.14 carry fwd</li> <li>G121 (B&amp;T Club) £10,123.14 c/fwd</li> <li>CAPSCH (Capital) £10,254.83 c/fwd</li> </ul> <p>The new Forest School Project could be classed as a Capital Project – It was agreed that SBS be used to fund Forest School Capital Project.</p> <p>Ipads (previously agreed as a Capital Spend) – briefly discussed – spend to come from ICT</p>	

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

Page 4 of 6

**Governing bodies' core functions:**

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

	Photocopier lease discussed. Current supplier has provided a new quotation (ending current lease early and starting a new contract). LDB to obtain like for like quotes. FGB approved that <b>KR to make decision if current provider quote is competitive</b> (to take into consideration the known very high standard of service received from current supplier)	
<b>9</b>	<b>Subject Link Visits</b>	
	Covered earlier in meeting	
<b>10</b>	<b>Safeguarding</b>	
	<p>KR reported that there have been no reported cases of sexual harassment, however governors to be aware that this could be an issue – anything requiring to be reported to FGB will be.</p> <p>KCSiE 2022 is now out:</p> <ul style="list-style-type: none"> <li>a paragraph is in KCSiE for LGBT children.</li> <li>Schools to have safe place and trusted adult to talk to.</li> <li>Review processes on staff reporting any concerns about other members of staff, contractor, volunteer etc.</li> </ul> <p><b>Check managing allegations policy is in place.</b> <b>Safeguarding policy to be updated and in place by 1<sup>st</sup> Sept</b></p>	<b>KR/LDB 22/07/22</b>
<b>11</b>	<b>Health &amp; Safety</b>	
	Nothing to report	
<b>12</b>	<b>GDPR</b>	
	Nothing to report	
<b>13</b>	<b>Policies</b>	
	Finance Policy - <b>Formally approved</b>	
<b>14</b>	<b>Training</b>	
	<ul style="list-style-type: none"> <li>Ofsted training – 11<sup>th</sup> Oct (<b>Clerk to book all gobs inc GR</b>)</li> <li>New Gov training 15<sup>th</sup> Sept / 29<sup>th</sup> sept (to book if new Gobs in place)</li> <li><b>New Governors to have safeguarding training on induction</b></li> <li><b>New Governors to have DBS before attending</b></li> </ul> <p>KR informed FGB that she is interested in doing Dyslexia Assessment training – has been encouraged to train – waiting lists are currently very long. <b>Do Governors approve?</b> There could be future opportunity to offer the service to other schools. Course has a Sept / Jan intake, with cost of approx £2,000 initially.</p> <p>Discussion was held - <b>Governors unanimous that KR carry out the training, but to be strict with allowing time to carry out the training and work involved.</b> Governors agreed that KR to do the course and that it should be carried out off site to enable good time management. FGB felt that KR having this training would assist in earlier diagnosis of dyslexia cases.</p>	<b>LDB ASAP</b>
<b>15</b>	<b>Impact from meeting</b>	
	<p><b>Q – 32.5 hours per week. Are Monkleigh currently at that? Not yet.</b></p> <p>32.5 hpw timings need to be published on website.</p> <p>Clerk advised that it is not statutory, but expected (by September 2023)</p> <p>Brief discussion held. Expectation is 32.5 hours spent in school, not just time spent in lessons. <b>School to look at timings and get in place for September 2022.</b></p>	<b>KR 22/07/22</b>

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

Page 5 of 6

#### Governing bodies' core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

	Impact from meeting: <ul style="list-style-type: none"> <li>• Priorities for next school year</li> <li>• Feedback from science lead</li> <li>• Platinum award</li> <li>• Data encouraging – shows massive commitment from Monkleigh staff.</li> <li>• Dyslexia training</li> <li>• Feel more Ofsted Ready.</li> </ul>	
16	<b>Date of next meeting (Annual Business Meeting – September)</b>	
	Tuesday 13 <sup>th</sup> September 2022 – 15:30 (at School)	

There being no further business, the meeting closed at: 17:40

Detail of next meeting			
Date/Time	13/09/2022 15:30	Location	Monkleigh Primary School

## **Actions:**

No	ACTION POINTS	Who?	Deadline	Status
3a	KR & AD to meet to put together T&L / Key priorities for SDP.	KR/AD	13/07/22	
3b	Govs to attend Sports Day	All	24/06/22	
5b	Initial (URGENT) & follow up PE link visit reports	CB	URGENT	
5d	Gov report to parents (originally by 24/06/22)	FGB	22/07/22	
5e	Equality consultation (originally to go out beginning July)	MC/KS	ASAP	
6d	Approach local artist	CB	By Sept '22	
7	Approach current Co-Opted governor regarding term of office	LDB	ASAP	26/06/22
10	Check managing allegations in place – prep new Safeguarding pol.	KR/LDB	01/09/22	
14	Book Ofsted training for all	LDB	22/07/22	7 booked
15	Arrange 32.5 hpw in school	KR	22/07/22	

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

Page 6 of 6

## ***Governing bodies' core functions:***

- Ensuring clarity of vision, ethos and strategic direction;*
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and*
- Overseeing the financial performance of the school and making sure its money is well spent.*