



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Annual Business Meeting – MINUTES							
Date/Time	13/09/2022		Location:		Face to face	Prepared:	15/09/2022
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs C Boundy	CB	Parent	Ap	Mrs G Rodgers	GR	Co-Opted	Absent
Rev. M Cockfield	MC	Co-Opted	15:35	Mrs K Slocombe	KS	Staff	15:30
Mr A Donnellan	AD	Co-Opted	15:35	VACANCY		Parent	
Mr J Gifford	JG	Parent	15:35	Mrs L Bennett	LB	Co-Opted	
Mrs L Paiano	LP	LA	15:30	Mrs J Clarke	JC	Co-Opted	
Mrs K Reeves	KR	Head	15:30	VACANCY		Co-Opted	

Apologies	Initials	Reason
C Boundy	CB	Family/personal

	Agenda Item		Agenda Item		Agenda Item
1	Welcome & Apologies	8	Lead Governors	16	Approval of minutes
2	Meeting Documents	9	Protocol for Meetings	17	Actions Arising from minutes
3	Housekeeping (Pre-election)	10	Skills Audit / Recruitment	18	GDPR
4	Election	11	Safeguarding	19	Wellbeing
4a	Vacancies/recruitment	12	Website / Edubase	20	Impact from this meeting
5	Further housekeeping	13	Governor Visits	21	Date/Time of next meeting
6	Business Interests	14	Ofsted		
7	Delegation	15	Meeting Dates		

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + apologies The meeting started at 3:45pm, with the clerk welcoming all to the meeting. Apologies received from CB (personal reasons) – unanimously accepted.	
2	Meeting Documents All Governors confirmed that documents for the meeting had been accessed	
3	Housekeeping a. Agree election procedure for chair / vice chair Annually at housekeeping meeting b. Agree term of office for Chair / Vice-Chair 1-year term agreed	
4	Election a. Appointment of Chair of Full Governing Body AD was nominated in advance of the meeting, in addition to at the meeting. AD unanimously elected Clerk handed the chairing of the meeting to AD b. Appointment of Vice-Chair	

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	LP nominated – unanimously elected	
4a	Vacancies/recruitment	
	<p>Clerk reminded Governors that all individual terms are 4 years Upcoming vacancies were discussed. New Governor induction folder available in GovernorHub Currently 1 parent vacancy & 3 Co-Opted vacancies. AD welcomed</p> <ol style="list-style-type: none"> Lyn Bennett & Jane Clarke to the meeting (approached following discussion at a previous meeting). <p>Appointment as Co-Opted Governors unanimously approved</p>	
5	Further housekeeping	
	<ol style="list-style-type: none"> FGB unanimously approved the adoption of an updated Code of Conduct. FGB were reminded of the importance of confidentiality – AD explained the procedure for part 2 (confidential) minutes. Succession Planning Following appointments at this meeting there are now 1 parent vacancy, and 1 co-opted. Clerk to contact GR to clarify her governance situation. Discussion was held regarding Parent Governor vacancy – clerk explained that this needs to be a nomination / election process (especially at start of academic year) It was felt that there are some parents who could be approached – it was explained that this must follow the correct procedure. To carry out ASAP. MC will be resigning from the board before her term of office ends – anticipates that successor in church would be expected to take on the roll of being a governor if possible. Sharing of Governor information. <ul style="list-style-type: none"> Information shared with Get Information About Schools, GovernorHub, School Website, Devon Education Services (formerly Babcock). Contact details shared within the board via GovernorHub. Skills Audits do not need to be anonymised (shared within the board) <p>Unanimously agreed</p> Virtual attendance at meetings Briefly discussed – agreed that meetings should be face to face, with virtual attendance only in case of real emergency. The virtual platform used only available for 40 minutes duration now. Apologies / absence procedure Apologies to be 48 hours in advance. Governors reminded that meeting attendance is shown on school website. 	<p>LDB ASAP</p> <p>LDB ½ term</p>
6	Business Interests	
	In an attempt to move to a more electronic method of filing, Governors were asked to update / confirm business interests in GovernorHub (accessible within individual accounts in GovernorHub) – no paper forms signed.	All ASAP
7	Delegation	
	<p>Governors agreed delegation as follows:</p> <ol style="list-style-type: none"> Headteacher <ul style="list-style-type: none"> operational, day to day running of the school, 	

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	<ul style="list-style-type: none">• staff deployment,• policies etc. Finance policy lists individual spending limits etc. <p>b. Lead Governors</p> <ul style="list-style-type: none">• as per terms of reference to be agreed later in meeting <p>c. Committees (Pay & Performance, HT appraisal etc.</p> <ul style="list-style-type: none">• as per terms of reference																																																																			
8	Lead Governors																																																																			
	<p>Lead Governors / Committees allocated with terms of reference agreed as follows:</p> <table><tr><td>Finance</td><td>J Gifford</td></tr><tr><td>Personnel</td><td>A Donnellan</td></tr><tr><td>Premises/Security/H&S</td><td>M Cockfield & C Boundy</td></tr><tr><td>Curriculum</td><td>A Donnellan (Deputy – M Cockfield)</td></tr><tr><td>Inclusion / SEND</td><td>K Slocombe</td></tr><tr><td>School Improvement</td><td>Full Governing Body</td></tr><tr><td>Community/Staff/Parental Links</td><td>L Paiano (Deputy – A Donnellan)</td></tr><tr><td>Safeguarding</td><td>L Paiano (Deputy – M Cockfield)</td></tr><tr><td>Pupil Premium</td><td>L Paiano</td></tr><tr><td>GDPR</td><td>L Paiano</td></tr><tr><td>First (Hearing) Committee</td><td>A Donnellan, M Cockfield + 1 other</td></tr><tr><td>Second (Appeals) Committee</td><td>Any 3 others (not AD or MC)</td></tr><tr><td>Headteacher Appraisal</td><td>A Donnellan, M Cockfield + external*</td></tr><tr><td>Pay & Performance</td><td>J Gifford, A Donnellan, M Cockfield</td></tr><tr><td>Behaviour / Attendance</td><td>M Cockfield (Deputy – L Bennett)</td></tr></table> <p>* External Advisor – Governors unanimously approved L Eadie (H/T of Horwood & Newton Tracey Primary School)</p> <p>KR outlined protocol for termly link subject gov visits. Brief discussion was held about it. Governors were reminded that there is a template available for reporting visits.</p> <p>Link govs allocated as follows:</p> <table><tr><td>Art / DT</td><td>M Cockfield</td></tr><tr><td>English</td><td>J Clarke</td></tr><tr><td>Early Years</td><td>M Cockfield</td></tr><tr><td>Forest School</td><td>L Bennett</td></tr><tr><td>GDPR</td><td>L Paiano</td></tr><tr><td>Geography / History</td><td>A Donnellan</td></tr><tr><td>ICT/Computing</td><td>J Gifford</td></tr><tr><td>Maths</td><td>J Gifford</td></tr><tr><td>Modern Foreign Languages</td><td>A Donnellan</td></tr><tr><td>Music</td><td>M Cockfield</td></tr><tr><td>PE</td><td>C Boundy</td></tr><tr><td>Pupil Premium</td><td>L Paiano</td></tr><tr><td>PSHE / RSE</td><td>C Boundy</td></tr><tr><td>RE</td><td>M Cockfield</td></tr><tr><td>Safeguarding</td><td>L Paiano</td></tr><tr><td>SEND</td><td>K Slocombe</td></tr><tr><td>Science</td><td>M Cockfield</td></tr><tr><td>Wellbeing</td><td>L Paiano</td></tr></table>	Finance	J Gifford	Personnel	A Donnellan	Premises/Security/H&S	M Cockfield & C Boundy	Curriculum	A Donnellan (Deputy – M Cockfield)	Inclusion / SEND	K Slocombe	School Improvement	Full Governing Body	Community/Staff/Parental Links	L Paiano (Deputy – A Donnellan)	Safeguarding	L Paiano (Deputy – M Cockfield)	Pupil Premium	L Paiano	GDPR	L Paiano	First (Hearing) Committee	A Donnellan, M Cockfield + 1 other	Second (Appeals) Committee	Any 3 others (not AD or MC)	Headteacher Appraisal	A Donnellan, M Cockfield + external*	Pay & Performance	J Gifford, A Donnellan, M Cockfield	Behaviour / Attendance	M Cockfield (Deputy – L Bennett)	Art / DT	M Cockfield	English	J Clarke	Early Years	M Cockfield	Forest School	L Bennett	GDPR	L Paiano	Geography / History	A Donnellan	ICT/Computing	J Gifford	Maths	J Gifford	Modern Foreign Languages	A Donnellan	Music	M Cockfield	PE	C Boundy	Pupil Premium	L Paiano	PSHE / RSE	C Boundy	RE	M Cockfield	Safeguarding	L Paiano	SEND	K Slocombe	Science	M Cockfield	Wellbeing	L Paiano	
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	<p>Governors discussed and made the following decisions:</p> <p>a. Open to public? No</p>																																																																			

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	<ul style="list-style-type: none"> b. Virtual? No (only in cases of real emergency) c. Timescale for circulation of minutes / paperwork? 1 week d. What to publish on website? FGB minutes, attendance, business interests e. Governors requesting agenda items? To discuss with the chair f. Quorum reminder - 50% rounded up of governors in place g. Apologies / absences? 48 hours (see 5f) 	
10	Skills Audit / Recruitment	
	<p>NGA skills audit responses had been collated and shared with FGB in advance of the meeting, however it was considered sensible to produce an updated document with input from new governors incorporated.</p> <p>Governors who have not yet completed, to submit form for clerk to re-produce report.</p>	CB, JC, GR
11	Safeguarding	
	<p>SG Governor recommended that all Governors should read both parts 1 & 2 of KCSiE</p> <ul style="list-style-type: none"> a. Governors to read parts one and two b. Child Protection Policy (Sept 2022) – confirmed in place and on website <p>Governors to confirm both accessed / seen in declarations area of GovernorHub</p>	
12	Website / Edubase	
	<p>Information to appear on school website and Edubase:</p> <ul style="list-style-type: none"> a. Governor information - as item 5d b. Minutes (FGB part 1) and governor attendance at meetings (within 7 days) c. Attendance – details of governor attendance at meetings 	
13	Governor Visits	
	<p>Protocol for visits was discussed:</p> <p>Visits to take place termly – link governors to contact subject leads direct to arrange a mutually suitable day/time.</p> <p>There are a lot of subjects – is it helpful when there is a governor shadowing or does it add to the pressure? Staff governor responded that she feels it gives teachers confidence to be able to talk about your subject – has found it extremely helpful to talk about their subject.</p> <p>It was requested that governors should try to avoid meeting with a teacher whilst the teacher is actually teaching the class as it can be distracting. Subject leads need to be able to give full attention to the visiting governor.</p> <p>Are there any external connections that can be made? E.g. Spring Watch, musical events etc. Visits are linked to the School Development Plan.</p>	All links By Dec
14	Ofsted	
	<p>KR explained that an impending Ofsted visit is announced via a phone call will be between 10:30 & 2:00 – a visit will commence the next day</p> <ul style="list-style-type: none"> a. Process for receiving notification (new governors reassured that they would not be expected to attend) – governors to be notified via GovernorHub & Phone call b. Governors available at short notice - AD, LP, MC, JG initially 	
15	Meeting Dates	
	<p>Meetings to commence at 3:45pm ongoing, due to later end of school day</p> <p>Dates set:</p>	

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	<ul style="list-style-type: none"> • Wed 5 Oct 2022 • Wed 23 Nov 2022 • Wed 18 Jan 2023 • Wed 1 Mar 2023 • Wed 26 Apr 2023 • Wed 24 May 2023 • Wed 28 Jun 2023 • Wed 19 Jul 2023 	
16	Approval of minutes	
	Minutes of meeting held 22 June 2022 – unanimously approved & signed as true record	
17	Actions Arising from minutes	
	<p>Action points still outstanding:</p> <p>3a – SDP - finance to be added – to go on GovHub</p> <p>5b – initial and follow up PE link visit reports</p> <p>5e – Equality consultation - MC & KS to set date</p> <p>6d – Not now required as school has won overall prize for Burton Art Gallery – Burton Art Gallery artist visits have been arranged</p> <p>14 – Ofsted training – 7 attendees agreed to attend (LB, CB, JC, MC, AD, JG, LP) – 11 Oct</p>	<p>KR/LDB CB MC/KS</p> <p>As listed</p>
18	GDPR	
	<p>No issues to report</p> <p>KR informed FGB that DPO resigned in July. Need to look for replacement.</p> <p>Discussion held – How soon is this needed?</p> <p>Needs to be in place ASAP. LDB to approach a contact provided by JG.</p> <p>KR explained that someone who is a DPO in a local school partnership has expressed an interest. Unsure how many hours per year needed for the role. A gov suggested 20, unsure if this would be enough.</p> <p>Decision delegated to KR once more information / costing received.</p>	<p>LDB ASAP</p> <p>KR</p>
19	Wellbeing	
	<ul style="list-style-type: none"> • Teaching Assistant resigned over the summer break – the role is currently covered on casual basis – to see how things go for a month or so. • Another member of staff going on maternity soon. • Healthy discussion held about current workload for all staff. Concern raised about all staff wellbeing, with Headteacher and Admin roles being discussed in depth. Concern about the effect of lack of parent engagement on admin role following the previous resignation of admin assistant. Governors agreed that additional hours could be worked as necessary. Situation to be monitored to avoid future issues. • It was suggested that a Parent/Carer Charter be created. 	<p>AD 05/10/22</p>
20	Impact from this meeting	
	<ul style="list-style-type: none"> • Welcome to two new governors • Protocols and responsibilities for the year agreed • Agreed dates & formats for future meetings • Leads / link governors agreed • Push for parent governors agreed • Pastoral needs for Staff & Children discussed • FSM & Pupil Premium discussed - will be more important in coming times 	

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	<ul style="list-style-type: none"> • Agreed that a plan is needed for when KR studies for her degree • Agreed that plan needed for admin support (consider going paperless for Govs) • Special assembly to be held on Friday, following the death of Queen Elizabeth II • Honoured to have received a letter from Her Majesty Queen Elizabeth II • Pleased to hear of Art competition win, and plans for spending the prize money 	
21	Date/Time of next meeting	
	Wed 05/10/2022 15:45 (Face to Face at School)	

There being no further business, the meeting closed at: 18:05

Detail of next meeting			
Date/Time	Wednesday 5 th October 2022 – 15:45	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
5c	Contact GR	LDB	ASAP	Emailed
5c	Parent governor election process	LDB	ASAP	
6	Update / Confirm Business Interests (in GovernorHub)	ALL	ASAP	
10	Submit NGA Skills audit (link in GovernorHub) Clerk re-produce overview document	CB/JC/GR LDB	ASAP 05/10/22	
13	Arrange / carry out subject link visits for this term	All link govs	Dec	
17	3a – add finance to SDP	KR/LDB	Oct	
17	5b – historic PE link governor visit reports	CB	Urgent	
17	5e – Equality consultation	MC/KS	Urgent	
17	14 – attend virtual Ofsted training for Govs	LB/CB/JC/MC/AD/KG/LP	11/10/22	
18	Contact suggested DPO option Appoint DPO	LDB KR	ASAP ASAP	emailed
19	Create a “Parent/Carer Charter”	AD	05/10/22	

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