



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Annual Business Meeting – MINUTES							
Date/Time	05/10/2022	Location:		Face to face	Prepared:	08/10/2022	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs L Bennett	LB	C-Opted	15:45	Mrs L Paiano (V-C)	LP	LA	15:45
Mrs C Boundy	CB	Parent	15:45	Mrs K Reeves	KR	Head	15:45
Mrs J Clarke	JC	Co-Opted	15:45	Mrs G Rodgers	GR	Co-Opted	Absent
Rev. M Cockfield	MC	Co-Opted	Ap	Mrs K Slocombe	KS	Staff	15:45
Mr A Donnellan (Chair)	AD	Co-Opted	15:45	VACANCY		Parent	
Mr J Gifford	JG	Parent	15:45	VACANCY		Co-Opted	
In attendance	Initials	Role					
Mrs D Beer	LDB	Clerk					
Apologies	Initials	Reason					
Rev. M Cockfield	MC	Ill (via AD)					

	Agenda Item		Agenda Item		Agenda Item
1	Welcome + apologies	7	Headteacher update	14	Health & Safety
2	Meeting Documents	8	Finance	15	GDPR
2a	Business interests	9	Teaching + Learning	16	Equality
3	Chair update	10	Link Governor Visits	17	Policies ³
4	Clerk's update	11	Staff support	18	Governor Training
5	Approval of minutes	12	Ofsted	19	Impact from meeting
6	Update on actions	13	Safeguarding	20	Date of next meeting

Question / Challenge

Decision

Action

Agenda Number	Details of Discussion	Decision / action + timescale
1	Welcome + apologies	
	AD welcomed all to the meeting Apologies received from MC – ill – unanimously approved No apologies received from GR	
2	Meeting Documents	
	Confirmed accessed	
2a	Business interests	
	Reminder to update / confirm declarations in GovernorHub	All ongoing
3	Chair update	
	1) AD gave feedback to the FGB from a recent Devon Association of Governors Forum that he has attended: a) Quite informative exercise. Role of Gobs in School Development Plan was raised. AD to share a summary in due course via GovernorHub. b) Some schools doing SDPs for 2 years rather than 1. Could try to slim it down? Monkleigh's currently has a list (summary) then more of a working document.	AD ASAP

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	c) How do staff feel about a long list in the SDP? d) How much strategic focus? Easy to slip into operational. e) Should schools have less priorities? f) Gobs were asked what strategic priorities are within their schools? g) What are Governors' qualifications to monitor the SDP? 2) Governor Recruitment update: a) 1 parent governor nomination received today. Mr Jamie Hobbs – to be invited to next meeting.	
4	Clerk's update	
	LDB had provided a summary of items that were discussed at recent face to face update in Exeter (included with meeting documents) Main points: <ul style="list-style-type: none"> Expectation for all governors to have safeguarding training SFVS – to meet and complete self assessment Uniform – contracts to be tendered every 5 years to ensure value for money Gov visits to be linked to SDP Clerk's appraisal - overdue Devon Education Service – will be offering clerking service in due course – Clerk advised that she'll intend to hand the role over to DES when becomes available. 	AD/LDB
5	Approval of minutes (Annual Business Meeting – 13/09/2022)	
	Agreed fair and accurate record of the meeting – unanimously approved	
6	Update on actions	
	1) 5c – contact GR (LDB) – confirmed emailed – no response received 2) 5c – Parent Gov election (LDB) – confirmed completed 3) 6 - Update/confirm Business Interests & confirmations in GovernorHub – all 4) 10 - Submit NGA Skills Audit & re-produce overview document (various) 5) 13 – Link visits for this term (all links) MC has carried out Art link visit; JG booked to carry out Maths link visit; some others in process of being organised. Forest School link visit to be arranged when staff training completed 6) 17 (3a) – finance to SDP (KR/LDB) – confirmed completed 7) 17 (5b) – Historic PE link visit reports (CB – urgent) 8) 17 (5e) – Equality Consultation – confirmed completed 9) 17 (14) – Ofsted Training for Gobs (LB/CB/JC/MC/AD/JG/LP) – not yet taken place 10) 18 – Appoint DPO – confirmed in process – Mrs J Smart appointed 11) 19 – Parent / Carer Charter - AD has drafted a parent/carers charter (shared at meeting) brief discussion held. Feedback for next FGB please	All – ongoing CB/GR Links CB – urgent LB, CB, JC, MC, AD, JG, LP All 23/11/22
7	Headteacher update	
	1) HT verbal report / SDP update. KR updated FGB: a) Weekly staff meetings are now focusing on subjects – looking at previous action plans. A subject lead leads the session. This helps to remind staff about all subjects. b) Check the three "I"s on the school website c) There is a focus on giving children wider experiences – something past the curriculum. E.g. i) Burton Art Gallery trips planned ii) Music event at Exeter Cathedral iii) Author visits (Appledore Book Festival) d) Numbers on roll: i) 104 children in year R-6	

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	<ul style="list-style-type: none"> ii) 21 in nursery (1 more joining in Jan) e) Currently approx. 20 children on roll with SEN (including 4 EHCP) f) There are 2 Marjon students currently doing teacher training, which is helping with present needs of children. g) H&S / Premises <ul style="list-style-type: none"> i) Playground equipment inspection report in – few small things raised. ii) Dome has been replaced on yurt, along with the outer canvas iii) Toilets in Class 1 have been installed h) Safeguarding <ul style="list-style-type: none"> i) Currently no issues. ii) A teaching assistant is going to have L3 training i) Parent Evenings being held in next couple of weeks – several parents have already booked. <p>2) DISP (Devon Independent Schools Partnership)</p> <ul style="list-style-type: none"> a) KR informed the FGB that she is working with group of maintained schools, who wish to remain independent. <ul style="list-style-type: none"> i) The group is geographically spread out. ii) Groups meets regularly. iii) Passionate heads who believe in their schools. iv) To date, has just been meeting of heads, but want to start to include Governors. v) School Improvement Partner, Jo Dymond, is very supportive and has attended a meeting virtually. b) What do we hope it will become? At moment, a partnership of maintained schools who want to stay independent, but work with others. Not a “formal” partnership at present. Schools need to be aware of what future options are. <p>3) Data</p> <ul style="list-style-type: none"> a) Congratulations from SIP for this year’s SATs results. b) Yr 6 SATs results were way above national levels. c) Yr 2 SATs results very good. d) Strengths and weaknesses of current year groups were discussed. <ul style="list-style-type: none"> i) Support is in place for identified children, with some arriving early for extra lessons. ii) Spelling / reading interventions are taking place – lots of support in place iii) Are we doing as much as we can? At present, yes. iv) Do the children get help with transferring to secondary school? Yes, there is a very good transition program in place. v) Currently a final year Marjon student in class, who has to teach, so teacher is able to carry out additional interventions. <p>4) Subject Leaders</p> <ul style="list-style-type: none"> a) Forest School <ul style="list-style-type: none"> i) New Forest School provision is progressing really well. ii) Members of staff very passionate about it. iii) Governors invited to have a look at the area. iv) Beneficial to some SEN children, who are joining the TA at lunch times etc. to help in the Forest School area. v) This leads to a more settled afternoon session in school 	
8	Finance	
	<ul style="list-style-type: none"> 1) SDP financial forecast - the SDP is showing exactly what was budgeted for the current financial year. KR explained that this is very difficult to report as the SDP falls across 2 financial years. 2) FRS – LDB to prepare more accurate reports for next meeting: <ul style="list-style-type: none"> a) G120 (School Budget Share) - expected EOY position £32,103.37 surplus 	

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	Nothing to report	
13	Safeguarding	
	Nothing to report Govs reminded about Training requirements. KCSiE – make sure you have read (at least Parts 1 & 2)	
14	Health & Safety	
	1) Mainly covered in HT report. 2) Playground inspection report has been received. 3) Kitchen roof is leaking – being looked at shortly	
15	GDPR	
	Nothing to report New DPO now in place in place	
16	Equality	
	1) Equality Consultation <ul style="list-style-type: none"> a) KS reported questionnaires for KS1, KS2, Staff/Govs & Parents/carers shared b) KS2, Staff/Govs & Parents/Carers have all had opportunity to complete online c) KS1 – yet to complete. d) Results had been shared with FGB amongst meeting documents. e) Points to note: <ul style="list-style-type: none"> i) Lack of engagement from parents (only 4 had responded) ii) Lots of children don't understand some words – e.g. discrimination & racism. Is this a negative that children don't know about the word racism? iii) Some think bullying is an issue, how well is the term understood? iv) The results of survey are useful. v) Library service is very useful as it gives access to more diversity. vi) Been a powerful activity. 2) Equality audit – confirmed carried out (shared with meeting documents)	
	3) Protected Characteristics <ul style="list-style-type: none"> a) KS spoke to the FGB about protected characteristics. b) This is covered in PSHE, it is encompassed in the curriculum. c) Could school be challenged by parents if too much is taught to the children? d) Feel the curriculum should cover the protected characteristics. e) Should this be incorporated into the charter? 	
17	Policies	
	1) OEVOA – up to date one confirmed adopted & in place 2) Online safety policy – being updated – take to Nov meeting 3) Attendance policy – check – feedback Nov 4) Data Protection Policy / Privacy Notices - updated with new DPO details - in place	KR Nov KR Nov
18	Governor Training	
	1) Gov recruitment training (AD/LP) <ul style="list-style-type: none"> a) AD & LP had been the only attendees. Suggested methods of improving recruitment - Parish magazines, notice boards, post offices etc. 2) New Governor Induction training (JC)	

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	a) Had felt well prepared in advance. b) Feel that having met face to face as a governing board is good. c) Very positive. d) New Parent Gov (JH) to be booked on to upcoming course 3) Safer Recruitment (KS) LDB requested that Govs maintain their GovernorHub accounts by updating their training records as and when a training course has been completed.	
19	Impact from meeting	
	<ul style="list-style-type: none"> Thanks relayed to the clerk ("No rental clerks please") Good data from last year (including thanks from SIP) New DPO in place New Parent Governor in place Parent/Carer Charter 	
20	Date of next meeting	
	Wednesday 23 rd November 2022 – 15:45 – Monkleigh Primary School (LP possible apologies – due to clerking)	

There being no further business, the meeting closed at: 17:41

Detail of next meeting			
Date/Time	Wednesday 23 rd November 2022 15:45	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
2a	Update confirmations / business interests (GHub)	All	ongoing	
3-1a	DAG – share summary via GovHub	AD	ASAP	
4	Clerk appraisal	AD/LDB	ASAP	
6-4	NGA Skills Audit	CB/GR	ASAP	
6-5	Link Governor Visits	Links	Autumn term	
6-7	Historic PE link visit reports	CB	URGENT	
6-9	Ofsted training	Numerous	11/10/22	
6-11	Charter feedback (in time to share with 23/11 meeting docs)	All	9am 16/11/22	
8-4	Energy – investigate possible grants etc	AD/LDB	Nov	
8-6	Arrange SFVS completion date	AD/JG/LDB	Jan	
17-1	Online Safety Policy	KR	Nov	
17-2	Attendance Policy	KR	Nov	
18-2	Book induction training for JH	LDB/JH	ASAP	
18	Govs update training records to confirm attendance	All	ongoing	

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