



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES							
Date/Time	23/11/22 15:45	Location:		Face to face	Prepared:	26/11/2022	
Governor	Initials	Type of Governor	Time	Governor	Initials	Type of Governor	Time
Mrs L Bennett	LB	Co-Opted	15:45	Mr J Hobbs	JH	Parent	AP
Mrs C Boundy	CB	Parent	15:45	Mrs L Paiano (V-C)	LP	LA	AP
Mrs J Clarke	JC	Co-Opted	15:45	Mrs K Reeves	KR	Head	15:45
Rev. M Cockfield	MC	Co-Opted	15:45	Mrs K Slocombe	KS	Staff	AP
Mr A Donnellan (Chair)	AD	Co-Opted	15:45	VACANCY		Co-Opted	
Mr J Gifford	JG	Parent	AP	VACANCY		Co-Opted	
In attendance	Initials	Role					
Mrs D Beer	LDB	Clerk					
Apologies	Initials	Reason					
Mr J Gifford	JG	Work commitment					
Mr J Hobbs	JH	Gov training & work					
Mrs L Paiano	LP	Work commitment					
Mrs K Slocombe	KS	Ill					

	Agenda Item		Agenda Item		Agenda Item
1	Welcome + apologies	8	Headteacher update	15	Health & Safety
2	Meeting Documents	9	Finance	16	GDPR
3	Business interests	10	Teaching + Learning	17	Equality
4	Chair update	11	Link Governor Visits	18	Policies & statutory returns
5	Clerk's update	12	Staff support	19	Governor Training
6	Approval of minutes	13	Ofsted	20	Impact from meeting
7	Update on actions	14	Safeguarding	21	Date of next meeting

Question / Challenge Decision Action

Agenda Item	Details of Discussion	Decision / action + timescale
	<p>Mrs Wilson gave a presentation on PE to the FGB</p> <ul style="list-style-type: none"> Explained how PE is delivered to Monkleigh New programme being used "Get Set 4 PE" OAA – Orienteering module currently being used. Assessments are carried out at the end of each unit within the programme 4 children have been put through for Gifted & Talented this year – all have got through There are lunchtime activities, and after school clubs have been named to be encouraging. If TW out, it is straightforward to leave work for PE to still happen. School holds the Platinum Award for sport. Good to be back doing face to face events at GTS, Langtree etc. High Five & Football etc. How does liaising with teachers work in picking up on any potential needs of children? 	

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	<ul style="list-style-type: none"> ○ Funfit program in place. Forest School useful, as children can demonstrate skills in a different situation to a PE class • PE starts with nursery children. • What are aims at end of this academic year? <ul style="list-style-type: none"> ○ Nearly 3 years being quiet. Would like to get the children back to interacting with other schools, having confidence to play against / join in with other schools. Helps with transition too • What is latest situation regarding a running track? <ul style="list-style-type: none"> ○ Budget is a big issue now. Would be reliant on external funding. • Income from clubs is put straight back into the club equipment <p>Govs thanked TW for her time.</p>	
1	Welcome + apologies	
	<p>Apologies received from:</p> <ul style="list-style-type: none"> • JG (work commitment) • JH (Gov training then work) • LP (Clerking elsewhere) • KS (ill) <p>Unanimously approved</p>	
2	Meeting Documents	
	Govs confirmed that all documents had been received and accessed in advance of meeting	
3	Business interests	
	None declared - Govs reminded to declare any if they become apparent during meeting	
4	Chair update	
	<p>a) Marking Mr David Butler's (former Governor) passing</p> <ol style="list-style-type: none"> Brief discussion held. MC to draft (KR to check) something for the Crosslet January edition. <p>b) Role of Govs in the SDPlan – any further points to discuss</p> <ol style="list-style-type: none"> AD has shared ideas via GovernorHub. No questions. <p>c) Parent / Carer Charter – agree if required</p> <ol style="list-style-type: none"> Shared in advance via GovernorHub – some thoughts had been fed back. It had been pointed out that the suggested new document crosses over with the existing curriculum statement / home-school agreement. AD to update the existing Curriculum statement in line with the Charter 	<p>MC/KR Dec</p> <p>AD 11/01/23</p>
5	Clerk's update	
	<p>a) Governor Hub & Emails – protocol</p> <ol style="list-style-type: none"> LDB reminded FGB of the protocol, and had shared a guide via GovernorHub <p>b) Training records – all up to date?</p> <ol style="list-style-type: none"> LDB reminded FGB that they need to update their own training records within GovernorHub. LDB does not know if a training event has been attended or not, and therefore cannot accurately maintain a record. All Govs to update (& keep up to date) <p>c) Business Interests Declarations – all confirmed?</p> <ol style="list-style-type: none"> LDB informed FGB that there are still out of date records regarding business interests and confirmations in GovernorHub. She stressed the importance of updating these, as safeguarding training etc. is part of the school's Single Central Record, and <u>must</u> be up to date. MC / JH to complete / update ASAP 	<p>All ongoing</p> <p>MC/JH urgent</p>

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6	Approval of minutes	
	<p>FGB 05 October 2022 (Part 1)</p> <p>Previously distributed – approved and signed as a true record</p> <p>FGB 05 October 2022 (Part 2)</p> <p>Shared at the meeting – spare copies shredded. Master copy signed as a true record</p>	
7	Update on actions	
	<p>Confirmed mostly completed</p> <p>Outstanding at time of producing minutes:</p> <p>a. 6-5 Link Gov visits</p> <p>Link visits carried out this term (reports received and in GovernorHub):</p> <ul style="list-style-type: none"> ○ PE ○ Literacy ○ Forest School <p>Link visits with no record of having yet been carried out this term:</p> <ul style="list-style-type: none"> ○ Art & DT (MC) ○ Early Years (MC) ○ GDPR (LP) ○ Geography/History (AD) ○ ICT/Computing (JG) ○ Maths (JG) ○ Modern Foreign Language (AD) ○ Music (MC) ○ Pupil Premium (LP) ○ PSHE/RE (CB) ○ Safeguarding (LP) ○ SEND (KS) ○ Science (MC) ○ Wellbeing (LP) <p>Following a visit from the Education Welfare Officer, LDB stressed the requirement of an attendance link governor. As per term of reference agreed at start of academic year this is MC/LB.</p> <p>b. 6-9 Ofsted training (11/10/22)</p> <ul style="list-style-type: none"> ○ Unsure exactly who had attended – 7 places had been booked. <ul style="list-style-type: none"> ▪ LB, JC, AD & LP had attended ▪ MC had been unable to attend. ○ AD gave brief feedback ○ AD has also attended a DAG webinar on Ofsted. ○ As many Gobs as possible should be attending training on Ofsted etc. <p>c. 8-4 Energy grants</p> <ul style="list-style-type: none"> ○ AD has started to look into this – there is more work to do. ○ There seems to be a mix of Government & county-based initiatives in addition to private ones. Details were provided on additional sheet. ○ DfE have agreed with certain suppliers' energy efficiency schemes. ○ Schemes would incur up-front costs. Grants are available. ○ Need to explore links to Torridge / North Devon. ○ Is there guidance / support from DES etc. ○ What would benefit the school? <ul style="list-style-type: none"> ▪ Wind turbine? ▪ Solar Panels? ▪ Insulation (lower cost, less disruption)? ○ Consultant would be a good idea. <p>d. 18 Update training records</p> <ul style="list-style-type: none"> ○ Ongoing 	<p>Links – ASAP</p> <p>All - ongoing</p>

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8	Headteacher update	
	<p>a) Headteacher's Report (written) including SDP update & catch-up funding update</p> <ul style="list-style-type: none"> a. Shared in advance. No questions / comments raised in advance. b. Data looking very healthy. c. Attendance – target is 96.2. Currently 96.06%. Brief discussion held. <ul style="list-style-type: none"> i. COVID absences are now classed as an absence. ii. Letters have been sent home to all with attendance below our target. iii. Meetings have been arranged with some families. iv. EWO happy with our system. d. No further questions e. Congratulations to Head & Staff <p>b) SEN updates from Head's Briefing</p> <ul style="list-style-type: none"> a. SEN budget massively in debt in Devon. b. SEN team inspected, and classified as inadequate & remaining so. If no improvement, will be taken over by the DfE. c. SEN team want schools to ensure children are in mainstream, and not in special settings. d. KR had historically fought for £5,000 funding to enable a child to stay in school, but had been turned down – child would be sent to a special school, which cost approx. £40,000 DCC provision; £90,000 private provision. e. KR had explained to SEN team that fundraising had been used to develop a Forest School area which could be used for SEN. Future possible aim that others schools could use the provision. f. Suggested that this be escalated. Need to wait and hear back. g. Hope to hear back from SEN team by Christmas. h. If able to set up Forest school as SEN provision, would be good to staff it accordingly and offer the provision out to other schools <p>c) Christmas School events – KR informed FGB of upcoming events:</p> <ul style="list-style-type: none"> a. KS1 & FSU nativity in Church – 13 Dec 13:30; KS2 13 Dec 18:30 <ul style="list-style-type: none"> i. MC advised that the Church will be cold. Parents to be advised to dress warmly – possibly bring blanket. b. Local Garage buying Christmas Tree – children will walk from school to get lanterns. c. Open the Book – Christingle Assembly d. FOMS arranging an event for children on 9th Dec e. After school fundraiser for Forest School on 9th Dec – Film / Crafts etc. f. Staff Christmas social event on Fri 2nd Dec. 	
9	Finance	
	<p>a) FRS reports</p> <p>In the absence of JG, LDB reported the current finance monitoring reports</p> <ul style="list-style-type: none"> a. G120: In-year £13,584.85 OVERSPEND / End of Year position - £61,336.92 CREDIT b. G121: In-year £300.44 OVERSPEND / End of Year position - £9,664.13 CREDIT c. CAPSCH: In year £152.42 UNDERSPEND / End of Year position - £10,407.25 CREDIT <p>No questions raised</p> <p>b) Access budgeting</p> <ul style="list-style-type: none"> a. LDB has updated the approved 2022-23 budget plan with recommended increases for payroll and energy etc. b. The impact on the anticipated balances in future years is huge. c. County has been asked if Monkleigh will be penalised for currently having a healthy carry forward – been advised to continue with planned spending, but to exercise caution. d. There was no known pot of money to assist schools at time of asking. 	

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	<ul style="list-style-type: none"> e. Running track - CB to get up to date quotes. Could be funded using some Capital & some Sports Grant c) Outdoor musical instruments <ul style="list-style-type: none"> a. Included in School Development Plan b. Still to investigate c. Could use Capital funding for it. <p>Could be worth adding running track and outdoor musical instruments to the potential SEN provision.</p> <ul style="list-style-type: none"> d) Catering / B&T club <ul style="list-style-type: none"> a. Reports were shared in advance – no questions. Continue to monitor e) Energy <ul style="list-style-type: none"> a. Covered earlier in meeting f) Covenant update <ul style="list-style-type: none"> a. CB to look investigate & report back to FGB 	<p>CB ASAP</p> <p>CB ASAP</p>
10	Teaching + Learning	
	<ul style="list-style-type: none"> a) Forest School – handbook (shared with agenda) <ul style="list-style-type: none"> a. KR informed FGB that a handbook has been written – Govs approved b) Other T&L not covered in HT report <ul style="list-style-type: none"> a. Nothing reported 	
11	Link Governor Visits	
	<ul style="list-style-type: none"> a) PE - Carried out (CB) – report in GovernorHub b) Literacy - Carried out (JC) – report in GovernorHub c) Other? Forest School recently carried out (LB) – report uploaded to GovernorHub 	
12	Staff support	
	<ul style="list-style-type: none"> a) Update on staff, wellbeing and if any support required. KR reported the following: <ul style="list-style-type: none"> a. 2 members of staff on long term sick b. 1 other member off staff ill today c. 2 students in at present – bit of juggling involved. d. Some staff are also on various training at the moment. e. Teacher training course (move to Part 2 minutes) b) Headteacher's Dyslexia Course – KR reported the following: <ul style="list-style-type: none"> a. Interesting b. Stressful c. She is attending a seminar this evening after Gov meetings d. Currently “snatching” time to carry out the degree. e. Will need to spend longer periods of uninterrupted time working on it. f. Can already see the benefits that will be gained 	
13	Ofsted	
	<ul style="list-style-type: none"> a) Planning document – KR/AD have produced a working document and gave an outline of its content: <ul style="list-style-type: none"> a. Key points that will be looked at. b. Sort of questions that will be asked c. Ofsted will expect you to refer to notes d. Q cards are useful but also need to know the answers for Ofsted e. KR/AD to revisit / update and then put on GovernorHub 	KR/AD ASAP

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	b) NGA skills matrix – All Governors have now completed – AD spoke through the key outcomes of the collated responses. a. Newer governors less confidence, as expected. b. Useful document as it shows good expertise in various areas. Governors encouraged to continue carrying out school / subject visits, along with relevant training courses. (Spring training to go on Jan agenda)	LDB Jan '23
20	Impact from meeting	
	a) Feedback from training <ul style="list-style-type: none"> Documents / Policies well read Interesting subject lead talk. TW to be thanked. Results celebrated. Demonstrated connections with the community Positive discussions for continued support of staff Feel more confident regarding Ofsted inspection Supporting KR opinions on SEND funding Recognising that there are now other challenges that are being faced. 	
21	Date of next meeting	
	Weds 18 January 2023 15:45	

There being no further business, the meeting closed at: 17:50

Detail of next meeting			
Date/Time	Wednesday 18 th January 2023	Location	Monkleigh Primary School

Actions:

No	ACTION POINTS	Who?	Deadline	Status
4a (b)	Marking of passing of Mr Butler to Crosslet	MC/KR	Dec	
5b (b)	Update / maintain training records	All	Ongoing	
5c (b)	Complete / Update Business interests and confirmations	MC/JH	ASAP	✓
7a	Link Gov termly visits	All	Ongoing	
7b	Ofsted training	All	Ongoing	
9b (e)	Updated running track quotes	CB	ASAP	
9f	Covenant update	CB	ASAP	
13a (e)	Update Ofsted planning document	KR/AD	ASAP	
13b	Share significant Ofsted webinar points	AD	ASAP	✓
17	Equality report to newsletter	MC/KS	Jan '23	
18e	Submit SFVS	LDB	ASAP	✓
18f	Submit 2023-24 Term dates	LDB	ASAP	✓
19b	Add Spring Training to Jan agenda	LDB	Jan '23	✓

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