



MONKLEIGH PRIMARY SCHOOL

Full Governing Body Meeting – MINUTES

Date/Time	18/01/2023 15:45		Location:		Face to face		Prepared:	19/01/2023	
Governor		Initials	Type of Governor	Time	Governor		Initials	Type of Governor	Time
Mrs L Bennett		LB	Co-Opted	Ap	Mr J Hobbs		JH	Parent	15:45
Mrs C Boundy		CB	Parent	Ap	Mrs L Paiano (V-C)		LP	LA	15:54
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	15:45
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
Mrs L Bennett	LB	Family commitment
Mrs C Boundy	CG	Work commitment
Mr J Gifford	JG	Work commitment

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

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	Subject Briefing - Art		
	<p>AD welcomed Mrs O'Donoghue to the meeting to present an overview of the Art subject.</p> <ul style="list-style-type: none"> She explained that the rolling programme has been updated somewhat. Governors were shown information on the class screen. Art is taught across 6 lessons starting with "I can" statements. End points are pulled from National Curriculum. Once a unit is completed, it is assessed and put onto the progression maps. Displays are in every classroom: showing prior learning, key vocabulary, the details of the 6 lessons & examples of work displayed. "Ready to progress" document produced at the end of each year. Teaching is linked to the Art Action Plan – making sure that art skills are transferred into other subjects. Each class is going to Burton Art Gallery this year for workshops. Would like to identify Gifted & Talented artists in future – possibly working with other local schools. Pupil voice has been really positive. Children love the art classes (as does Mrs O'Donoghue) <p>Govs thanked Mrs O'Donoghue for her presentation on the subject of Art at Monkleigh.</p> <ul style="list-style-type: none"> Nice to see importance placed on the wider curriculum. 		

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Governing bodies' core functions:

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- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
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1	Welcome + apologies		
	<p>Chair welcomed JH to his first face to face meeting</p> <p>Apologies received from:</p> <ul style="list-style-type: none"> • JG – work commitment • LB – family commitment • CB – work commitment <p>Unanimously sanctioned</p>		
2	Meeting Documents		
	FGB confirmed that all meeting documents had been accessed in advance of the meeting		
3	Business interests		
	None declared - FGB reminded of need to declare an interest if necessary.		
4	Chair update		
	<p>AD has attended gov forum covering SEN & disabilities (Document had been shared in advance of this meeting)</p> <p>AD signposted a Government report produced in May – setting out Gov proposal for encouraging children to thrive.</p> <p>Key points:</p> <ul style="list-style-type: none"> • big focus in Ofsted inspections on SEND. Current situation in Devon is pretty bad. • Inspectors will ask Gobs for knowledge on SEND in the school. • There is a planning document in GovernorHub – may need updating • Link between SEND & attendance, safeguarding, vulnerable children and off-loading. <ul style="list-style-type: none"> a. Ensure the school is meeting the requirements of EHCPs. b. Be kept up to date on SEN specific data including exclusions, attendance, health & safety, behaviour, complaints, staff training. c. Include SEN details in subject link visit reports. 		
5	Clerk's update		
	<p>a. Cyclical Calendar</p> <p>a. LDB has started to tailor an annual agenda planner – to liaise with AD/KR to complete it. She recommended not missing months in future years.</p> <p>b. Clerk briefing</p> <p>a. LDB outlined main points from a Clerks' briefing attended virtually today:</p> <ol style="list-style-type: none"> Ofsted Possible teachers strike action Primary Schools Career Guidance Q Cards – reminder to use them Prevent Duty toolkit Bullying Prejudice Racism Incidents – reporting of DES Governor Support package options Complaints Attendance Section 128 checks Privacy Notice for Governors National School Governors Awareness Day <p>c. Training records</p> <p>a. Governors reminded to update records within GovernorHub please</p>	<p>AD/KR/ LDB</p> <p>All</p>	<p>01/03/22</p> <p>ongoing</p>

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6	Approval of minutes				
	FGB - 23/11/2022 Approved and signed as a true record Performance / Pay meeting (23/11/2022) 2 copies shared (Part 2) – approved and signed as true record. 1 filed, 1 shredded				
7	Update on actions				
	FGB 23/11/2022				
	No	ACTION POINTS	Who?	MC/KR <	

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	<p>b. Update on standards and attainment for Pupil Premium and Vulnerable groups</p> <ol style="list-style-type: none"> Data is always tricky in autumn term. Ofsted will look at previous SATs results. Generally looking strong across the school – there are some areas for concern – some things haven’t been taught enough yet. Assessment data being input into 1 spreadsheet. Will the next set of data show progression? Yes. There are weak cohorts, with significant SEND. Governors discussed the data Pupil Premium – data will improve as the year progresses. Is COVID to blame for some data? Not really – some cohorts are weaker. How does Monkleigh’s weaker cohort compare with other schools? Seems to be a similar story in some other schools <p>c. “Core of Monkleigh” document. KR informed the FGB that staff have been working on a document:</p> <ol style="list-style-type: none"> Core vocabulary is used. KR explained the rationale behind it. What a Monkleigh child is – core words throughout the whole school, not specific year groups. KR showed FGB some ideas of starting points for a document. Image of school with words in the form of a rainbow. The final Core of Monkleigh will consist of 7 key words. Does it include reference to empathy etc? Yes. Next step will go to the children – already been to staff. Maybe it's worth taking a step back from the design and talking to the children? KR confirmed that the planned document won’t be shown to children until staff have spoken to the children. <p>d. Feedback from DISP (Devon Independent Schools Partnership)</p> <ol style="list-style-type: none"> KR reported that this is working well. Meeting held last week, with admin / finance also attending and meeting as a sub-group. Have previously done the same with Governors Meetings planned for the term, with subject leads etc. (IT / Internet safety; Aspirations for our children etc. etc.) <p>e. Update from interview</p> <ol style="list-style-type: none"> KR spoke about recent appointment of Class 3 TA Two candidates interviewed – very close decision. Correct procedure followed, and appointment made. <p>Planned strikes? Anything to be aware of? Not expecting Monkleigh to be affected.</p>		
9	Finance		
	<p>a. FRS reports</p> <ol style="list-style-type: none"> G120 - £75,946.15 carry forward (agrees with county FRS) G121 - £11,976.47 carry forward Capital - £14,743.25 carry forward <p>Staff have been asked to avoid ordering goods after Feb half term to aid end of year procedures</p> <p>b. Catering & B&T Club</p> <ol style="list-style-type: none"> Monitoring reports showing monthly breakdown shared - no questions <p>c. Covenant update</p> <ol style="list-style-type: none"> Nothing to report – CB ongoing 		

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10	Link Visits		
	<ul style="list-style-type: none"> MC has 2 visits booked – more to arrange AD has visits booked JC to book JH to take on responsibility for a link subject <p>All link Gobs to book visits and report to FGB</p>	Links	ongoing
11	Staff support		
	<ul style="list-style-type: none"> Nothing to report Teaching staff have worked incredibly hard at the start of term. (As have support staff). 		
12	Ofsted		
	<p>a. Planning document</p> <p>a. Current document shared. KR/AD to work on further (see item 7)</p> <p>b. Ofsted Briefing</p> <p>a. AD outlined his findings from the briefing (document shared in advance)</p> <p>b. Inspection feedback meetings – clerk to attend. Gobs could attend virtually rather than not at all.</p> <p>c. Main notes from briefing to be extracted and put into Ofsted documents</p>	AD/KR	20/02/23
13	Safeguarding		
	<p>LP reported the following:</p> <p>A. LP attended a S/G meeting with KR but got called away from meeting so will rearrange</p> <p>B. Prevent self-assessment to be a key topic</p> <p>A governor has heard that Prevent may be being replaced with something new?</p> <p>C. LDB to be Section 128 checked. KR to verify</p> <p>D. LP to check SCR</p> <p>E. Too easy to think safeguarding is just Child Protection, but it is everything that goes on within the school.</p> <p>KR informed FGB that she has carried out a welfare visit this week due to children not being in school, and no contact / response from parent(s).</p> <p>Any welfare checks must always be carried out with an accompanying member of staff.</p> <p>Safeguarding reminders are put on display regularly</p>	KR LP	ASAP ASAP
14	Health & Safety		
	<p>KR informed FGB about H&S Audit in 2 weeks – preparing for it in the meantime.</p> <p>MC & CB to visit for walk-around in advance of the audit.</p>	MC/CB	30/01/23
15	GDPR		
	<p>Nothing to report.</p> <p>DPO to visit and carry out an audit and produce a report for Gobs.</p>	LDB	20/02/23
16	Equality		
	<p>Discuss any plans for this subject during this academic year</p> <p>a. There is a need to do feedback on the feedback (to share on Newsletter)</p> <p>a. Report to parents be produced by Easter (MC/CS)</p> <p>Delegated to MC/CS/KR</p> <p>b. Very poor response from parents – 4 responses – not possible to analyse them.</p> <p>c. No need to change objectives – may tweak objectives following analysis of responses.</p>	MC/CS	31/03/23

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17	Policies & statutory returns		
	<ul style="list-style-type: none"> a. Whistleblowing Policy (AD) - confirmed reviewed b. Lettings Policy (CB/MC) – query COVID appendix. Leave as it is for this year. Reviewed c. Grievance Policy (AD to FGB) - confirmed reviewed d. Gov Allowances Policy (JG) - no comments received – reviewed e. Freedom of Information Publication Scheme (AD/LP) - updated and reviewed f. Disclosure & Barring Checks Policy (AD) - updated – reviewed g. Complaints Procedure (AD/LP) - reviewed <ul style="list-style-type: none"> a. Managing unreasonable behaviour - updated – reviewed h. Collective Worship Policy – MC & KR delegated to update sections. Approved. i. New Curriculum Statement & Home School Agreement – approved j. FSU admissions Policy - approved. <ul style="list-style-type: none"> a. Nursery children session numbers (Summer Term - from April 2023). b. FSU overseen by qualified EY teacher - maximum allowed 30 c. Planned Nursery Admission Number is 15, however there are currently 10 in Reception. Therefore is maximum allowed in unit 30 or 25? d. Discussion held. FGB were informed that FSU staff have liaised with some parents to shuffle some requested sessions in order to have a max of 25. This would result in some being refused some requested sessions. e. Advice sought from the DCC Early Years team, who confirmed that it is up to the setting to agree to the PNAN . The FSU is to be overseen at all times by a qualified EY teacher, the total number could be 30, however to exercise caution as if there is an in-year admission of a Reception child, it could result in dropping sessions of a child in nursery, which should not happen. DCC EY team satisfied that there is sufficient staffing in place to not refuse the requested places. f. Further discussion held - Approved that the requested sessions be allocated (current list showing a maximum of 28 children in the unit on 2 mornings), but no further increase to those numbers. k. Relationships with pupils outside of work. <ul style="list-style-type: none"> a. Current Staff Code of Conduct asks staff to confirm that no privately arranged tutoring takes place on school premises. Gobs to discuss please. b. Discussion ensued. c. School to produce a tailored code of conduct which mirrors Devon HR version, with caveat that tutoring can take place on site - max 30 min session, within the hours of 8-4:30 Mon to Thursday (as B&T Club / other staff would be operating on site) d. LDB/KR to create new Staff Code of Conduct Approved 	KR/MC	ASAP
18	Governor Training		
	<ul style="list-style-type: none"> a. Spring training calendar - shared with all Governors in advance of meeting b. Training requirements - Gobs to request booking on courses from LDB 	All	ongoing

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	c. Feedback from any training since last FGB a. JH attended New Gov training - lots to take in. b. Level 2 safeguarding - confirmed that all recently appointed Gobs have done it		
19	Impact from meeting		
	<ul style="list-style-type: none"> Autumn term update really positive This is Me – Core of Monkleigh – positive Whole of School safeguarding, not just child protection Thanks to staff team 		
20	Date of next meeting		
	Weds 01 March 2023 15:45 MC apologies – work commitment		

There being no further business the meeting closed at 18:16

Actions:

No	ACTION POINTS	Who?	Deadline	Status
5a	Finalise cyclical calendar	AD/KR/LDB	20/02/2023	
7-4a	Passing of Mr David Butler	MC/KR	Feb	
7-7	Link visits to arrange	all	ongoing	
7-9b	Running track quotes update	CB	20/02/2023	
7-9f	Covenant update	CB	20/02/2023	
7-13a	Update and share Ofsted Planning Document	AD/KR	20/02/2023	
10	Carry out and report on Link Visits	Link Gobs	ongoing	
13c	Section 128 check for LDB	KR	ASAP	✓
13d	LP check SCR	LP	ASAP	✓
14	Health & Safety Check of premises	MC/CB/KR	30/01/2023	
15	DPO audit	LDB / dpo	20/02/2023	
16a	Equality questionnaire feedback report to newsletter	MC/CS	31/03/2023	
17h	Tailor Collective Worship policy	MC/KR	ASAP	
17k	Produce new Staff Code of Conduct	LDB/KR	ASAP	
18	Training - request LDB to book	All	ongoing	

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