



Full Governing Body Meeting – MINUTES

Date/Time	01/03/2023 15:45	Location:		Face to face	Prepared:		
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	15:45
Mrs J Clarke	JC	Co-Opted	15:45	Mrs K Reeves	KR	Head	15:50
Rev. M Cockfield	MC	Co-Opted	Ap	Mrs K Slocombe	KS	Staff	15:45
Mr A Donnellan (Chair)	AD	Co-Opted	Ap	VACANCY		Co-Opted	
Mr J Gifford	JG	Parent	15:45	VACANCY		Co-Opted	

In attendance	Initials	Role
Mrs D Beer	LDB	Clerk
Apologies	Initials	Reason
Mrs L Bennett	LB	Family commitment
Mrs C Boundy	CB	Work commitment
Rev. M Cockfield	MC	Work commitment
Mr A Donnellan (Chair)	AD	Work commitment

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

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	Subject Briefing - Mr Sussex, Maths subject		
	<p>Mr Sussex gave governors an overview of the maths subject:</p> <ul style="list-style-type: none"> White Rose Maths programme used. The scheme of work was briefly explained. Some areas of the subject can be taught quicker than others to allow time to concentrate on areas needing more input "Flashback 4" used to get children to revisit their learning. Link Gov commented that he had a go at some of the questions during a recent visit For each step there are worksheets to use, with teaching slides to assist. Sentence stems are used to explain working. What happens if you don't reach a target when you expect to? Hoping to assess all of this in the summer term. School would be able to evidence that teaching has been focused on the sections that it feels is most important Assessments from White Rose Maths are used termly to determine where the children are. Do class teachers assess individually for their own class? Yes Progression is recorded on a spreadsheet Teacher judgement is also important when assessing – not just test situations Interventions take place with a dedicated TA to fill in gaps. 		

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Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
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	<ul style="list-style-type: none"> Pupil voice has been carried out, with a learning walk. Vocabulary used across the school is really good now. Number Sense used in KS1 & FSU – proving to be very successful Numbots / Time Table Rock Stars / Mathletics are able to be used by children at home. Developing Reasoning training has proved really useful. <p>No further questions. Governors thanked Mr Sussex for his presentation</p>		
1	Welcome + apologies - Agree if apologies are to be sanctioned		
	<p>In the absence of AD, the meeting was chaired by LP</p> <p>Apologies received from:</p> <ul style="list-style-type: none"> AD, CB, MC – Work commitment LB – Family commitment <p>Unanimously approved</p>		
1a	Meeting Documents		
	Confirmed accessed		
2	Business interests		
	Governors reminded to declare any conflicts of interest if they arise during meeting		
3	Chair update - Provided to Vice-Chair by AD in advance of meeting		
	<p>A. All governors asked to complete agreed actions & update the clerk?</p> <p>B. JH asked to take shared responsibility (with MC) for H&S. JH accepted, but is not permitted to be involved with fire safety, due to his employed role.</p> <p>C. AD has completed safeguarding training for governors – he wished for all governors to be mindful of safeguarding when visiting school</p>		
4	Clerk's update		
	<p>a. Cyclical Calendar (draft shared with meeting documents) DB was thanked for her work on the cyclical calendar. It is to be a somewhat live document, to be tweaked if necessary in due course. Document approved to use (to assess ongoing)</p> <p>b. Governor engagement / commitment DB echoed AD comments, explaining the difficulty when emails / queries are not responded to. Governors to respond / update in a timely manner.</p> <p>c. Personal Due to personal reasons, DB may need to step back somewhat – clerking would be the role most likely to be affected. Comment made that the previous admin assistant has not been replaced. Discussion regarding workload of DB & KR ensued – KR/DB to look at budget scenarios to include additional admin support.</p>	KR/DB	April '23
5a	Approval of minutes - FGB 18/01/2023		
	Unanimously approved and signed as a true record		
5b	Update on actions - FGB 18/01/2023		
	<p>Several actions already confirmed completed – the following were discussed:</p> <p>a. Running track – CB has met with KR – was going to bring quotes today, but not present. Quotes to be collated – Govs to be updated in due course.</p> <p>b. Covenant – CB has met with KR – CB to contact owner of covenant to discuss.</p> <p>c. Budget planning to be delegated to JG – JG to meet with DB / KR in advance of next FGB meeting</p>	JG/KR/DB	April '23

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	<ul style="list-style-type: none"> d. Several Link visits have been carried out – reports to be shared. Are the visit reports productive? Explaining a subject to a gov is useful to a teacher. A report provides evidence that visits has been carried out e. LP confirmed that a Safeguarding visit has been carried out with KR today, and the Single Central Record checked with DB f. H&S check of premises – KR to meet with JH & MC – to mark as completed g. Equality – MC has met with KS with an action plan developed – questions to be re-worded to encourage parent engagement. To meet again in June. Equality report to parents to go out once numbers added. h. Training – an ongoing action i. Future agendas / minutes to show ongoing actions separately. 		
	Headteacher update		
	<ul style="list-style-type: none"> a. Headteacher's report – written report share with all in advance of meeting: <ul style="list-style-type: none"> a. Data same as last report. b. CPD is really good. c. How is KR dyslexia course going? Hard – time is an issue. d. A child reported as Elective Home Educated – has this been correctly reported to the LA? KR confirmed online form submitted. e. Further to safeguarding visit: safeguarding incidents – Child Protection incidences reported as zero on H/T report, however CPOMS showing 76 reports this year (often recorded to help build a picture). CPOMS report summary to be reported to gov's in future. f. "This is Monkleigh" document – has now had child input. Now finalised – Governors reviewed the final document. To go on website and on display around school. Unanimously approved. b. Pupil Premium – KR confirmed that the updated report is on school website c. Catch-up funding KR informed FGB that this is incorporated into PP spending. d. PE spending being reported up to date on website 		
7	Finance		
	<ul style="list-style-type: none"> a. JG summarised the previously distributed FRS summary: <ul style="list-style-type: none"> a. G120 (School Budget) -anticipated EOY balance £81,160.03 carry forward b. G121 (B&T Club) - anticipated EOY balance £13,413.08 carry forward c. CAPSCH (Capital) - anticipated EOY balance £27,429.84 carry forward <ul style="list-style-type: none"> i. NB - this includes the receipt of the ring-fenced Energy Grant Reported healthy carry forwards in all funds. The energy grant was briefly discussed – replacement of old heaters is something that should be a priority. b. Benchmarking reports were discussed. Comment made that there are lots of variables. JG has looked at a benchmark of 8 schools. Feels that Monkleigh is delivering value for money, when comparing costs per child 		
8	Lead / Link Visits		
	<ul style="list-style-type: none"> a. Children in Care report – KS informed FGB currently no CiC – nothing to report b. Visit reports since last FGB - already covered in Action area of agenda 		
9	Staff support - Update on staff wellbeing (inc H/T) and if any support required		
	Staffing / current pressures were discussed with the following points made: <ul style="list-style-type: none"> a. Potential for additional admin support for both HT & Admin to be investigated b. KR to start saying no to trying to do everything. 	KR/DB	ASAP

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	<ul style="list-style-type: none"> c. KR is not managing any time working at home at all (as previously agreed by FGB). It is not happening. d. Ofsted is still looming & this is adding to pressure. e. There is a good team at Monkleigh – staff need to be taken care of. f. Discussion held regarding arrangements for cover in classes (for PPA etc.) g. KR workload – if sign on door is saying “Do not disturb” it should be respected. 		
10	Ofsted - Planning document		
	a. Planning document (put together by AD) is In GovernorHub KR asked Gobs to read		
11	Safeguarding		
	<ul style="list-style-type: none"> a. LP met KR today for Safeguarding update. <ul style="list-style-type: none"> a. Behaviour, curriculum, site security, attendance all scrutinised. b. It was agreed that is had been a useful project b. LP met DB today to inspect the Single Central Record <ul style="list-style-type: none"> a. A few recommendations made, with some actions to carry out. b. Reported that the SCR is thorough and well maintained. 		
12	Attendance / Behaviour		
	<p>KR reported the following:</p> <ul style="list-style-type: none"> a. Currently 94.48% for the year to date (Years R-6) b. Attendance is reported to parents via weekly correspondence c. All children accounted for by 9:30 – with welfare visits carried out if necessary. d. Clerk reminded Governors that there are Q Cards to assist with appropriate questioning / challenge 		
13	Health & Safety		
	<ul style="list-style-type: none"> a. H&S review (report shared with FGB in advance of meeting) <ul style="list-style-type: none"> a. KR reported that the review scored 93%. FGB congratulated KR b. Some H&S training has been booked as recommended b. Premises – Governor Walkaround <ul style="list-style-type: none"> a. KR, MC & JH carry out H&S check (agreed to mark as completed) 		
14	GDPR		
	<ul style="list-style-type: none"> a. DB reports that the recent Data Protection audit (shared with FGB. It went well – there are a few actions to carry out, which are being dealt with. b. GDPR whole staff awareness course was recommended by the DPO. Unanimously approved that this be booked. 		
15	Policies & statutory returns		
	<ul style="list-style-type: none"> a. Supporting Pupils at School with Medical Conditions (KS to FGB) - reviewed b. School Uniform Policy (KR to FGB) no change - reviewed c. Staff Discipline Policy (inc proc for dealing with allegations against staff) (FGB) – no new template. Approved d. Emergency Management Plan / Business Continuity (KR/LDB) – CB/MC to confirm in place – confirmed in place e. Health & Safety Policy (CB/MC) – needs updating as refers to previous versions – approved subject to the recommended amendments f. Management of Outdoor Visits Policy (KR) - approved g. Teachers Appraisal Policy (AD) - reviewed h. Education of Children in Care Policy (KS) – no changes – reviewed 		

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16	Governor Training		
	a. Spring training calendar (DES training) – LP to be booked onto School Leader Health/Wellbeing (6 June) b. Training requirements – Gobs reminded - training requests to DB please c. Feedback from any training since the last FGB <ul style="list-style-type: none"> a. AD Governor Safeguarding attended. b. LP GDPR training for her work. 	all	ongoing
17	Impact from meeting - Summary of the key outcomes and the decisions made for the staff and pupils		
	<ul style="list-style-type: none"> • Workload of staff discussed and recommendations made • Constructive ideas for future wellbeing of staff • Budget suggestions • Monkleigh does a lot that is right. 		
18	Date of next meeting - Weds 26 April 2023 15:45 <ul style="list-style-type: none"> • Budget ratification • Check / agree Budget plan scenarios in advance of meeting - delegated to JG • LP apologies - prior work engagement 		

There being no further business the meeting closed at 17:15

Actions:

No	ACTION POINTS	Who?	Deadline	Status
4c	KR/DB to look at budget scenarios to include additional admin support.	KR/DB	April '23	
5b-c	JG to meet with DB / KR in advance of next FGB meeting	JG/KR/DB	April '23	
9a	Investigate costs of admin support	KR/DB	ASAP	
	Ongoing Action Points			
	Governor Training – to request DB to book	All	Ongoing	
	Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	

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