



Full Governing Body Meeting – MINUTES

Date/Time	26/04/2023 15:45		Location:		Face to face		Prepared:	27/04/2023	
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	15:45
Mrs C Boundy		CB	Parent	ap	Mrs L Paiano (V-C)		LP	LA	16:15
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	15:52	VACANCY			Co-Opted	

In attendance	Initials	Role
Mrs D Beer	LDB	Clerk
Apologies	Initials	Reason
Mrs C Boundy	CB	Work commitment
Mrs L Paiano (V-C)	LP	Prior work commitment

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

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	Subject Briefing - Mrs Slocombe / Mrs Emptage - Literacy subject		
15:52 JG arrived	<p>K Emptage outlined the details of Read Write Inc, using a slide show</p> <ul style="list-style-type: none"> • RWI used to teach phonics, reading & writing from the very beginning • Basic to more formal lessons take place • RWI is for nursery, Rec, Yr 1, up to Easter of Yr 2, by which time should be ready for more formal English lessons in KS2 • Currently being used across some of KS2 as these ages have not had the RWI start • RWI is a resource heavy programme - cost a lot to get set up • Fast-paced and routine driven • Grouped by reading ability • Children assessed every 6 weeks (plus in-between in appropriate) • Big emphasis on reading for fluency • Currently all Reception children are on track – children are confident & happy. • Current Yr 1 cohort – 88% on track with clear interventions in place for those who aren't yet on track. All on track to exit Easter Yr 2 • 1:1 tutoring interventions (5-7 mins) taking place. • Children confident to write independently – they are succeeding • Devon Library Services – great source of variety of books 		

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Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
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	<p>Mrs Slocombe spoke further about the literacy subject:</p> <ul style="list-style-type: none"> • After RWI, Literacy Teaching Sequences used • Purple elicitation task carried out initially – targets then set • Teaching sequence brings out grammar – initially covered in year 3/4 – meaning children are ready for Yr 5/6 • Children carry out their body of work, then carry out a Yellow task • Ambitious about the vocabulary – children know correct terms for grammar etc. • At end of teaching sequence, a green piece of work is carried out. Independent. • Spelling is also taught – using a RWI project, 2 groups within a class • Early observations imply that spelling is improving. • All children in year 3/4 are listened to reading regularly • Yr 5/6 read less regularly to adults • Reading fluency project has been used as an intervention. • Children have a reading log and a reading diary. Children send photos of “reading in an extreme place” etc. • Library Reading Roundabout used. • NFER & White Rose used. <p>A governor announced her surprise at the high level of vocabulary used in the FSU children. All staff have a desire to make it work.</p> <p>Useful for Governors to know what is happening – welcome to come and see RWI and/or listen to readers.</p> <p>Have parents embraced it? Yes reasonably well – workshops have been held for parents</p> <p>Governors thanks Mrs Emptage & Mrs Slocombe</p>		
	The FGB meeting commenced at approximately 16:10		
1	Welcome + apologies - Agree if apologies are to be sanctioned		
	<p>AD welcomed all to the meeting.</p> <p>Apologies received from CB & LP – both work commitment</p> <p>Unanimously approved</p>		
1a	Governor Vacancies		
	<p>a. Appointment of Co-Opted Governor (expired term of office)</p> <p>MC to be reappointed – unanimously approved – to be backdated to end of previous term of office.</p> <p>b. Succession planning</p> <p><i>16:15 LP arrived</i></p> <p>CB – parent governor term expires Nov; LP – LA term of office expires Nov</p>		
1b	Meeting Documents		
	FGB confirmed that all had been seen		
2	Business interests		
	None declared – Governors reminded to declare interest if any becomes apparent.		
3	Chair update		
	<p>a) Safeguarding training – AD encourages all gobs to look at shared slides from training – the following being the main points that he felt should be shared:</p> <ul style="list-style-type: none"> a. Safeguarding is everyone’s responsibility b. Compliance and Robust culture c. Not to be ignored from Governor prospective 		

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	<ul style="list-style-type: none"> d. Signs of abuse had been discussed e. Impact later in life if unchecked. f. Vulnerable groups had been discussed g. KCSiE discussed. h. Need to differentiate what “is” the role of govs & what “isn’t” the role i. Ofsted was raised – safeguarding key part of discussion <ul style="list-style-type: none"> i. Safer recruitment ii. Single Central Record (first thing looked on inspection) j. Every governor visit to a school should have safeguarding in mind k. Satisfied that Monkleigh is doing what we should be doing l. Increased awareness of the importance of safeguarding. <p>No questions were raised</p>		
4	Clerk’s update		
	Nothing to report – Clerk briefing being attended next week		
5a	Approval of minutes FGB 01/03/2023		
	<p>Unanimously approved.</p> <p>Signed as a true record by LP, who had chaired the meeting</p>		
5b	Update on actions		
	<p><i>4c – KR/DB to look at budget scenarios to include additional admin support.</i> KR/DB have looked at scenarios regarding additional admin support – didn’t feel appropriate to appoint in the current financial climate. Additional admin is currently being carried out by another member of support staff (trips etc. and a few other jobs), which is working at the moment.</p> <p><i>5b-c – JG to meet with DB / KR in advance of next FGB meeting</i> Meeting did not take place. Budget plan produced by DB, and checked by KR – shared with FGB in advance of this meeting.</p>		
6	Headteacher update		
	<p>Data</p> <ul style="list-style-type: none"> a) Yr2 & Yr6 are weaker cohorts b) KR has been on a headteachers’ forum – Yr 2 seem to be biggest year affected by knock-on effect of Covid across most schools. c) SATs will be weaker this year (SATs week 9-12 May) d) Is there enough cover (staffing) for SATs? 2 Governors offered to help e) Are SATs papers handled / locked away correctly? Yes – all papers are being handled correctly, according to guidance, with a log kept. f) Log to be completed every time the drawer to the SATs papers is opened g) KR to email SATs paper administration training to the Governors who have offered to help during SATs week <p>DISP (Devon Independent Schools Partnership) meeting</p> <ul style="list-style-type: none"> a) Upcoming training on Diversity (Autumn term) b) Joint School Council work planned c) Joint moderation work planned d) Investigating future IT teaching planning e) Meeting being held soon to put proposal together regarding DCC SEND inclusion 	KR	ASAP

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	SDP <ul style="list-style-type: none"> a) Ready to progress documents are on website b) Year 1/2 teacher is linking RWI & Story Telling c) Thrive – a member of staff will be attending Mental Health Lead training d) “This is Monkleigh” poster complete and displayed e) Forest School – looking amazing – Forest School Lead to talk to Govs at next meeting f) Outdoor musical Instruments – to be ordered in next few weeks <p>Teachers Pay strikes – are they having any impact on Monkleigh? Not at present, however they might in future. Frustration that the strikes are being reported in the media as striking for pay – the reality being that the cost <i>comes out of the school budget</i> – there is no additional funding proposed to cover the additional cost.</p>		
7	Standards & Attainment		
	Covered in HT report		
7a	SEND		
	KS & KR have met <ul style="list-style-type: none"> a) All Individual Education Plans have been updated b) SEN register updated Do parents always know if their child is on register? Yes, as parents have to check / sign the IEP c) Notice & Focus children – Venn diagram in use. This works particularly well in Early Years, but is also used across whole school. All staff in classroom know the requirements of specific children. d) Lowest 20% (RWI terminology) – case studies for these children is up to date. e) A TA has done Attachment Based Monitoring training, which is proving useful – the recently trained TA to do a recap with all staff. f) Children with ongoing language issues. Talk Boost being used at present for the children in question g) Reading Fluency project in place for Yr 6 & some Yr 5 h) Joint SEND meeting with DISP i) Schools are battling with the Devon EHC Hub j) Various interventions being used. “Pre” & “Post” carried out to help. 		
8	Lead / Link Visits		
	<ul style="list-style-type: none"> a) AD History & Geography visit – in-class observation to take place – report in Gov Hub b) MC – Science – report in GovHub c) MC – Art – yesterday – report to be produced <p>Governors to plan in this term’s visits</p>	All link gov	This term
9	SIP		
	School has had visit from Julie Norman, who is standing in as SIP <ul style="list-style-type: none"> a) Time spent talking about some challenging children b) Template for the 90min Ofsted call shared with KR by SIP <p>SIP report to Governors to be obtained</p>	KR	This term?

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10	Finance <i>(see addendum for questions raised in advance of meeting)</i>		
	<p>a) Budget – discussed & ratified (v2 DCC uplift)</p> <p>a. One plan had originally been produced (shared with FGB well in advance of meeting), which showed finances going into deficit in year 3.</p> <p>b. Following confirmation (received from DCC on 21st April) of an ongoing uplift to School Budget Share, a revised plan was shared closer to the meeting – no changes had been made to version 1 other than apply the uplift</p> <p>c. G120 2023/24 v2 (proposed DCC uplift) show finances remaining in credit for years 1,2&3.</p> <p>d. G120 2023/24 v2 (proposed DCC uplift) – ratified by FGB. DB to submit.</p> <p>b) Outstanding Debt – Governors were made aware of some outstanding debts</p> <p>a. Nursery fees – sent to credit control team some time ago – not yet paid</p> <p>b. Residential trip – some have paid very little</p> <p>c. DB voiced concern about lack of communication from families in question. Forewarned Governors that debts passed to county will be clawed back from Monkleigh budget in future years if county unable to reclaim the amounts.</p> <p>c) Catering / B&T costs</p> <p>a. Report for 2022-23 shared with Governors. Av. cost of food per meal £1.65.</p> <p>b. Bear in mind that this may be some children's only daily hot meal.</p> <p>c. Portion sizes were discussed.</p> <p>d. Monitoring of waste discussed.</p> <p>e. Supermarket shopping discussed – this could be much more cost effective than buying from local retailers.</p> <p>f. Menu options for Autumn term to be looked at - KR/DB looking into all of this – to keep Governors updated.</p> <p>d) Nursery / B&T fees</p> <p>a. Nursery fees – discussed - to be in line with EY funding rates – from Sept</p> <p>b. B&T Club fees - discussed and agreed £4.50/hr from Sept (Approved)</p> <p>e) Covenant update</p> <p>a. CB absent so unable to update FGB – AD to check with CB</p>	<p>DB</p> <p>KR/DB</p> <p>AD/CB</p>	<p>01/05/23</p> <p>Sept '23</p> <p>May '23</p>
11	Staff support		
	Nothing to report		
12	Ofsted		
	Still ready & waiting for the overdue inspection Would appreciate a visit before end of term – KR to speak to SIP if nothing heard by half term		
13	Safeguarding		
	<p>LP met with KR 1st March. Visit report to be completed.</p> <p>LP to talk to children and staff to triangulate data.</p> <p>Governors responsible for ensuring that IT filtering and monitoring of filtering is in place and doing with job. Can Mr Sussex provide a report from IT provider to show how filtering works? KR to check</p>	<p>LP</p> <p>KR</p>	<p>ASAP</p> <p>ASAP</p>

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14	Attendance / Behaviour		
	<p>KR reported the following:</p> <ul style="list-style-type: none"> a) Attendance action plan now in place. Discussed at whole school staff safeguarding meeting. b) Emphasis to be "Can we make "Class attendance" better?" c) Breakfast Club offered to Pupil Premium to encourage arrival on time etc. 		
15	Health & Safety		
	<p>KR, JH, MC met yesterday.</p> <ul style="list-style-type: none"> a) H&S Audit discussed. Trees had been highlighted. PP has been booked onto a tree safety course. b) Tour of school carried out – (MC had taken report when left the meeting). c) Site checklist carried out, with some actions to carry out. d) Security was discussed. <ul style="list-style-type: none"> o Someone was seen down by the field gateway – when a member of staff approached the man walked away without being confronted. o Action taken quickly and security gate / fencing has been ordered. To be carried out ASAP. 		
16	GDPR		
	<p>DB reports:</p> <ul style="list-style-type: none"> a) Two recent breaches regarding data reports to parents. b) Reported to DPO – ICO self-assessments carried out. c) Parents in question were contacted – all involved parties satisfied with outcome. <p>How to ensure this doesn't happen again? DB to book whole school GDPR online training package ASAP</p>	DB	ASAP
17	Policies & statutory returns		
	<p>The following policies were confirmed reviewed:</p> <ul style="list-style-type: none"> a) Health & Safety Policy reviewed by MC/JH b) Redundancy Policy – reviewed (AD) c) Management of Visits (KR) d) Anti-Bullying Policy (KR) e) Behaviour Policy (MC/KR) – updated f) Nursery Admissions Policy - DB to update prices as agreed at item 10d <p>Unanimously approved</p>	DB	ASAP
18	Governor Training		
	Di to book courses as requested		
19	Impact from meeting		
	<ul style="list-style-type: none"> • Admin situation working • DISP group proving used and proactive • Catering discussed – good views coming through • Thank you for the uplift to SBS! • H&S – good to have carried out a meeting / walk around • Thank you to KS & KE for start of meeting 		
20	Date of next meeting		
	Wed 24 th May 15:45 - LP apologies		

There being no further business the meeting closed at 17:55

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Addendum (Questions raised prior to meeting):

10a – Budget Planning

- a. **Paying approximately £3000 per year apprenticeship levy, is this being utilised in any way by staff for CPD?** Not at present. Have checked with county, but no current training is eligible.
- b. **Report for support staff and I&E reports show staff pay and pensions decreasing (apart from next year). Why is this?** 3 x 1:1 TAs – contracts end 2025 / 2026 / 2027

10d – Nursery / B&T Club Fees

- a. **When were the hourly rates last reviewed?** Unsure of actual review date – think increased from Sept 2020
- b. **B&T running at a surplus, am worried if we increase prices we would lose money/children at each session which could have a knock-on effect on staff contracts which would be terrible in this current climate.** Do not want to have reduced attendance; however, plans showing in-year deficits every year (an additional member of staff also needs to be planned in, previously covered by G120 SEN funding). Redundancy payment planned in a future year as anticipated that carry forward will run out yr 4 due to ongoing in-year deficits. Finance officer warns B&T needs monitoring. DB suggests fee increase for nursery children with higher staffing ratio – and to keep the charge in line with nursery fees

Actions:

No	ACTION POINTS	Who?	Deadline	Status
6g	Email SATs paper administration training to Governors	KR	ASAP	
8	Arrange link governor visits for summer term	All links	This term	
10a	Submit budget plan G120 2023/24 v2 (proposed DCC uplift)	DB	01/05/23	27/04/23
10c	Update FGB on menu	KR/DB	Sept '23	
10e	Update FGB on covenant lifting	CB/AD	May '23	
13	KR obtain report from Mr Sussex regarding It filtering	KR	ASAP	
16	Book GDPR training package	DB	ASAP	27/04/23
17	Update prices in Nursery Admissions Policy & publish	DB	ASAP	29/04/23
	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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