



Full Governing Body Meeting – MINUTES							
<b>Date/Time</b>	19/07/23 15:45	<b>Location:</b>		Face to face	<b>Prepared:</b>	23/07/2023	
<b>Governor</b>	<b>Initials</b>	<b>Type of Governor</b>	<b>Time</b>	<b>Governor</b>	<b>Initials</b>	<b>Type of Governor</b>	<b>Time</b>
Mrs L Bennett	LB	Co-Opted	15:45	Mr J Hobbs	JH	Parent	15:45
Mrs C Boundy	CB	Parent	Absent	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	CS	Staff	15:45
Mr A Donnellan (Chair)	AD	Co-Opted	15:45	<b>VACANCY</b>		Co-Opted	
Mr J Gifford	JG	Parent	15:45	<b>VACANCY</b>		Co-Opted	
<b>In attendance</b>	<b>Initials</b>	<b>Role</b>		<b>Apologies</b>	<b>Initials</b>	<b>Reason</b>	
Mrs D Beer	LDB	Clerk		Mrs L Paiano	LP	Work commitment	

	Agenda Item		Agenda Item		Agenda Item
1	Welcome/apologies	7	Standards & Attainment	15	Health & Safety
1a	Meeting Documents	8	Finance	16	GDPR
2	Business interests	9	Lead / Link visits	17	Policies & statutory returns
3	Chair update	10	School Vision & Ethos	18	Training
4	Clerk's update	11	Staff Support	19	Impact
5a	Approval of minutes	12	Ofsted	20	Next meeting
5b	Update on actions	13	Safeguarding		
6	Headteacher update	14	Attendance / Behaviour		

Question / Challenge

Decision

Action

Item	Details of Discussion	Decision / Action	Timescale
	<b>Subject Briefing</b> - None at this meeting		
	<b>The FGB meeting commenced at 16:05</b>		
<b>1</b>	<b>Welcome + apologies</b> - Agree if apologies are to be sanctioned		
	AD welcomed all to the meeting. Apologies received from LP – work commitment - <b>approved</b> No apologies from CB - <b>unapproved absence</b>		
<b>1a</b>	<b>Meeting Documents</b>		
	Confirmed received		
<b>2</b>	<b>Business interests</b>		
	Governors reminded to declare interests if/when any become apparent		
<b>3</b>	<b>Chair update</b>		
	Documents not distributed in advance of meeting – Clerk reminded governors that all meeting documents need to be shared in a timely manner in order to governors to be able to read in advance. (i.e. with the agenda)		

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## Governing bodies' core functions:

- D. Ensuring clarity of vision, ethos and strategic direction;
- E. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- F. Overseeing the financial performance of the school and making sure its money is well spent.

	<p><b>a. OFSTED SEND Seminar</b> AD reported that a DAG seminar attended (report shared with FGB on day of this meeting – clerk to attach to meeting documents &amp; upload to Governorhub)</p> <p><b>b. Update on DfE SW talk on Academy and Maintained Schools</b> DAG seminar attended by AD (report shared with FGB on day of this meeting – clerk to attach to meeting documents &amp; upload to Governorhub). Discussion held on both of the above: Schools that have been forced into MATs may be pulling down the performance of MATs. Schools that work together work stronger. <b>Children’s services – difficulties particularly relate to CIC, Vulnerable minorities, SEND. Is this area something that we are already achieving? What is the impact on us?</b> Getting assessments is difficult. Could predict that this situation was coming – hence school is “upskilling” current staff.</p> <p><b>c. Strategic Priorities</b> (review/update) AD reported that these were set in Jan 2022, been gently updating them. Need to look at them soon, and link to SDP. Proposed that this is done at business meeting in Sept - to be added to agenda</p>		
<b>4</b>	<b>Clerk’s update</b>		
	<p><b>a. Succession planning &amp;</b></p> <p><b>b. Upcoming vacancies</b> Clerk reminded FGB of upcoming vacancies &amp; process for recruitment - to start Parent Governor election process in Sept due to a term of office expiring in Autumn term. Still 2 Co-Opted vacancies to fill. <b>Governor Skills matrix to be circulated in Sept</b></p> <p><b>c. Governors’ end of year report to parents</b> Report produced to share with parents this week</p>	<b>DB</b>	<b>Sept ‘23</b>
<b>5a</b>	<b>Approval of minutes – 24<sup>th</sup> May 2023</b>		
	<b>Previously distributed minutes approved and signed a true and accurate record</b>		
<b>5b</b>	<b>Update on actions</b>		
	<p><b>a.</b> Diversity details in GovernorHub – Governors confirmed completed. Comment made that it is interesting that that preferred gender etc. is higher up on list of diversity questions than qualifications</p> <p><b>b.</b> GDPR training – confirmed completed by some, but not all – <b>clerk to resend link</b></p> <p><b>c.</b> Covenant – chair now has all documents relating to this – <b>to look at and push agenda item back to Sept</b></p> <p><b>d.</b> Road safety issue – confirmed that Devon Highways has been approached – nothing can be done regarding a one-way system. <b>Not really acceptable – should be able to make drivers aware that a one way system at beginning and end of school day is a good idea. Has</b></p>	<b>LDB</b> <b>AD</b>	<b>ASAP</b> <b>Sept ‘23</b>

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	<p><b>spotted a PCSO outside another school recently – this is a possibility if there is an issue with conflict in future</b></p> <p>e. Charging &amp; Remissions Policy – confirmed reviewed</p> <p>f. Compost loo and environmental health – school has had to pay £50 to get this checked. Yet to hear back. A governor has checked with RHS Rosemoor to see if any support available to the forest school provision – nothing yet.</p> <p><b>g. Equality Impact Assessments</b> – Clerk had misunderstood, and had linked results of recently carried out equality questionnaires to this in the agenda. <b>Action point remains outstanding – to be actioned by Autumn.</b></p> <p>h. Link Governor visits – LB has carried out a Forest School visit (Early Years) – impressed that, at a very young age, every child was safety aware with fire &amp; displayed good discipline. Staff were really good – children were also.</p>	<b>MC/CS</b>	<b>Sept '23</b>
<b>6</b>	<b>Headteacher update</b>		
	<p>a. <b>HT report</b> (verbal) &amp;</p> <p>b. <b>Self-Evaluation Form (SEF)</b> – shared 18/07/23 Large document - where we were from last Ofsted until now. Questions? None</p> <p>c. <b>Staffing update</b> KR informed FGB that she has appointed FG (new 1:1 TA) – FG has been in to school voluntarily a few times</p> <p>d. <b>SDP update</b> (all targets) – shared 18/07/23 Last year's plan updated and shared – in GovernorHub &amp; attached to meeting documents</p> <p>e. <b>Input for new SDP</b> New plan - shared 18/07/23 – good window of opportunity to do some things not just for the benefit of Ofsted. Want to make a massive difference for the children Targets:</p> <ul style="list-style-type: none"> <li>• Have push on the love of reading (high quality text, develop vocabulary etc.)</li> <li>• High expectations for children – Mistakes are Good, I can't do it yet</li> <li>• SEND – if it's right for SEND children, it's right for all children</li> <li>• Precision – pick up on small mistakes before they become bad habits</li> <li>• Behaviours and attitudes – spend more time talking to children – to help close the gap for disadvantaged children. High expectations for work, but time to talk</li> <li>• Embed "This is Monkleigh" ethos</li> <li>• Personal Development – Forest School – further development</li> <li>• Mental Health Champion in place</li> <li>• Strong links with community – children going to a stay and chat event at village hall</li> <li>• Develop our 2yo provision</li> </ul>		

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	<p>Will be good to “teach” as opposed to simply needing to provide evidence for adults to see. All curriculum things stay. Where do Governors fit alongside the SDP? When visiting, be aware of the targets, and be able to talk to children about it. High expectations. Separate action plans for subjects within the curriculum. Staff are booked onto courses to ensure skill levels are high.</p> <p>MC – briefly spoke to FGB regarding project to help school by using the church building – to uplift the space for the school. This plan was spoken about a few year ago, and has been revived, Church is too precious to close, so need to find a way to make it work – making the space useable and available. Would build a steering group of 6-7 people – need a representative from the school to sit on the steering committee. Diocese and advisory are in approval of the plan, but a committee is needed to ensure that this can work. Exciting! <b>How useful will that space be?</b> Any larger space would be useful as not enough space on site.</p> <p><b>Equality &amp; diversity not yet incorporated into SDP – to add</b></p>	<b>MC/CS/KR</b>	<b>Sept '23</b>
<b>7</b>	<b>Standards &amp; Attainment</b>		
	<p><b>a. All Pupils</b>  KR reported that SATs results were good – children did well.  KS2 - Writing 77%, Reading 69%, Maths 92%, SPAG 77%  National combined was 59%, Monkleigh 69%</p> <p>Yr 2s – moving in right directions  Vocabulary lacking with younger children – will be worked on, with push on Reading, Writing &amp; Maths. Some children, during COVID, did very little reading etc.</p> <p>Phonics – 100%! (due to the impact of RWI)</p> <p><b>b. Early Years</b>  Really high results (KR read out actual results)</p> <p><b>c. Diminishing the difference/SEND/More able</b>  Work on ethos of “Get it right for SEND, get it right for all”.  Autism Training booked for all staff – 2 x twilights in Sept &amp; Oct.</p> <p><b>d. Disadvantaged children</b>  Future work on “Building relationships” – aim to help close the gap</p>		
<b>8</b>	<b>Finance</b>		
	<p><b>a. FRS reports</b>  <i>LDB explained that the reports had been produced quickly due to time constraints, and need to be more accurate for next meeting.</i></p>		

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	<p><b>G120</b> – anticipated in-year - £17,395.04 credit, EOY £106,589.72 credit  <b>Why a large variance in staffing?</b> Higher grade teacher being replaced with a Early Career Teacher, plus resignation of a TA (not being replaced)</p> <p><b>CAPSCH</b> – anticipated in-year – £9,882.10 deficit, EOY £17,547.74 credit  <b>Showing future spend of £8,000 – what is this?</b> Planned installation of a running track. This was discussed, with 2m wide track around the field considered best. <b>Is planning required (not a “structure”, but ought to find out? CS to enquire about such details from Winkleigh school (due to links there) as they have a track that is used daily.</b> Possible grants available (Sport England, Lottery, Local Council etc).  <b>JG to obtain quotes for installing a running track</b></p> <p><b>G121</b> – anticipated in-year – £2,771.83 deficit, EOY £10,489.45 credit  Numbers are good, however need to be aware that there is an anticipated deficit on the report presented at the meeting.  Going to start offering healthy breakfast options, produced by kitchen (Initially being done for disadvantaged children).</p> <p><b>b. Catering / B&amp;T</b>  Reports for year to date shared with FGB. Food cost per meal appears to be reducing (LDB advised that the figures on report are not accurate due to some invoices not having been included in the correct month).  General feeling that families are getting used to the new style menu, and that the food produced is healthy and tasty.</p>	<p><b>CS</b></p> <p><b>JG</b></p>	<p><b>ASAP</b></p> <p><b>ASAP</b></p>
<b>9</b>	<b>Lead / Link Visits</b>		
	<ul style="list-style-type: none"> <li>English link visit to be rearranged due to clash with Ofsted inspection</li> <li>FSU visit – carried out by MC – report shared</li> <li>Maths visit – to be arranged by JG and Mrs O’Donoghue (who will be taking over the lead of the subject).</li> </ul>		
<b>10</b>	<b>School Vision &amp; Ethos</b>		
	<p><b>Is it still relevant – does it need to change? No changes required.</b>  <b>To review again once the 2023-24 SDP is up and running</b></p>	<b>All</b>	<b>Autumn</b>
<b>11</b>	<b>Staff support</b>		
	<p><b>a. Update on staff wellbeing</b>  Staff are shattered!  Generally, morale is high, with teaching staff excited about next year. Relief that school has been inspected, and can now plan for the future. Staff have already held a much needed and fun end of year party.</p> <p><b>b. Mental Health Lead / Team</b>  Covered in SDP section of meeting – a member of staff is currently undertaking doing Mental Health Lead Training &amp; a team has been put together</p>		

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	<b>To be noted that, during the Ofsted inspection, neither Headteacher or Admin were asked about their welfare, despite all other staff who were spoken to being asked.</b>		
<b>12</b>	<b>Ofsted</b>		
	<b>Draft report</b> <ul style="list-style-type: none"> <li>● KR thanked the Gobs who attended on the day of the inspection. Gobs carry out visits, know the school, and are very supportive.</li> <li>● Final report now available – <b>to be shared with parents this week</b></li> <li>● Disappointing comment re behaviour, as it could be misinterpreted.</li> <li>● One inspector had said that Monkleigh is a school to be proud of.</li> <li>● Report feels bland, but verbal comment had been really positive.</li> <li>● “Good” covers a very large range.</li> <li>● The report contains a lot of strong comments.</li> </ul>	<b>LDB</b>	<b>21/07/23</b>
<b>13</b>	<b>Safeguarding</b>		
	No report from LP (sanctioned apologies) KR reported - MASH referral made (not by school) – info shared with school		
<b>14</b>	<b>Attendance/Behaviour</b>		
	<ul style="list-style-type: none"> <li>● Absentee numbers seem to be levelling out across the school</li> <li>● School heading towards target of 96%, but not quite going to meet this year.</li> <li>● Reporting class attendance weekly seems to be helping, however there are always a couple of persistent absences / late arrivals.</li> <li>● <b>Could “induct” new parents – tell them of expectations regarding attendance etc.</b></li> </ul>		
<b>15</b>	<b>Health &amp; Safety</b>		
	<b>a. Update / Premises</b> <ul style="list-style-type: none"> <li>● <b>Advisable to get smoke alarm in photocopier area</b></li> <li>● <b>Fire door needed for Class 3</b></li> <li>● <b>Glass door for meeting room, for H&amp;S &amp; Safeguarding reasons – to be investigated</b></li> </ul> <b>b. Playground Equipment inspection report</b> Caretaker working through it during summer holidays	<b>KR / site maint.</b>	<b>ASAP</b>
<b>16</b>	<b>GDPR</b>		
	a. Data Protection Officer report to Governors shared with agenda. No questions/comment		
<b>17</b>	<b>Policies &amp; statutory returns</b>		
	a. Charging & Remissions Policy (May meeting) <b>Reviewed &amp; Approved</b> b. Equality Info/Policy – updated, as per MC documents <b>Approved</b>		

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	c. Finance Policy - <b>Approved</b> d. Child Protection Policy - Sept 2023 – <b>Approved</b>		
<b>18</b>	<b>Training</b>		
	<b>a. Training requirements</b> To review in Sept <b>b. Feedback from any training since last FGB</b> To review Sept		
<b>19</b>	<b>Impact of meeting</b>		
	<ul style="list-style-type: none"> <li>Staff excited about next year</li> <li>New SDP &amp; good direction of travel</li> <li>Great achievements by the pupils from the starting points</li> <li>Ofsted – Governors were pleased with the report</li> <li>Analysis of equality questionnaire responses. No responses received from Governors, so hard copies were distributed and completed at the meeting.</li> <li>Appreciation of the thanks to Governors from Headteacher</li> <li>Thanks to all staff</li> </ul>		
<b>20</b>	<b>Next meeting</b>		
	Annual business meeting – Weds 13 Sept 3:45pm		

There being no further business the meeting closed at 17:40

### ***Actions:***

No	ACTION POINTS	Who?	Deadline	Status
4b	Share Governor Skills Matrix	Clerk	Sept '23	
5b -b	GDPR training link (Clerk) – Governors to complete	All	ASAP	
5b-c	Covenant	AD	Sept '23	
5b-g	Equality Impact Assessments (from May)	MC/CS	Sept '23	
6e	Equality / Diversity – incorporate into new SDP	KR/MC/CS	ASAP	
8a	Running Track – information/details from Winkleigh Primary	CS	Sept '23	
8a	Running Track – obtain quotes	JG	Sept '23	
10	Review School Ethos / Vision	All	Sept '23	
12	Share final Ofsted report	Admin	ASAP	21/07/23
15	Carry out H&S recommendations	KR/PPaiano	Sept '23	
	<b>Ongoing Action Points</b>			
	Access / make use of “Governor Knowledge” within GovernorHub	All	Ongoing	
	Governor Training – to request DB to book	All	Ongoing	
	Arrange / Carry out / Report on – Link/Lead Governor visits	All	Ongoing	

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