

## AGENDA FOR THE MEETING OF THE FULL GOVERNING BOARD

<p><b>DATE :9th June 2025 at 6pm VENUE : School Agenda circulated: June 2025</b></p>			
<u>Membership</u>	<u>Initials</u>	<u>Category</u>	<u>Term of Office</u>
Alan Monger	AM	Headteacher	HT
Adam Hill	AH	Chairman	Parent
John Simmons	JS	Vice Chairman	Parent
Patricia Back	PB	Governor	Co-opted
Val Smith	VS	Governor	LA
Neil Payne	NP	Governor	Co-opted
Linda King	LK	Staff Governor	Staff
Neil Madders	NM	Governor	Co-opted
Rochelle Woollacott	RW	Governor	Co-opted
Jenny Coombs	JC	Clerk to the Governing Board	

## PROCEDURAL ITEMS

Ref	Agenda Item	Preparation notes	Lead	Time
090625/1	Welcome, Introductions & apologies for absence	<i>Welcome all members. Any governors unable to attend should inform the clerk prior to the meeting.</i>	AH	5 mins
Action:	JS, JR, NP, TB, NM, AM, LK, VS, RW, AH			

090625/2	Declaration of Interest	<i>Governors must declare any conflict of interest which they are aware of before / or becomes apparent during the meeting</i>	AH	5 mins
Action:	None were declared			
090625/3	Confidentiality Statement & attendance	<i>All those present to sign to confirm understanding of confidentiality and attendance</i>	AH	5 mins
Action:	Not signed at this meeting but all governors have previously signed.			
090625/4	Agree minutes of meeting held 21052025	Governors to agree minutes of last meeting - any amendments needed to notify clerk 48 hours before	AH	5 mins
Action:	These minutes will be agreed on meeting 09/07/25			
090625/5	Matters arising from meeting held 210525	<p>Governor hub - JC to contact those who haven't yet updated governor hub and to send links to those governors again.</p> <p>JC to re-email skills audit documents to governors with reminder to complete and return in sufficient time to allow JC to collate before next meeting.</p> <p>AH and JS still need to arrange a date to meet to update strategic plan</p> <p>PB has met with SC to discuss but she was unable to attend this meeting. PB to report back and update governors on this visit at the next meeting.</p>		5 mins

		<p>PP visit needs doing - AM and JS to agree a date</p> <p>ECT programme monitoring not yet been done - AH to liaise with SC</p> <p>JC to make changes / liaise with AH regarding parent questionnaire</p> <p>SC to be informed regarding associate governor role- AM JC to update website, governor information etc.</p> <p>AM to provide a full update on behaviour in next HT report</p> <p>AM requested that next meeting subject link governors and visit expectations were revisited and made an agenda item.</p> <p>JC to email date to all governors to check all can attend for budget approval</p>		
Action:	These matters arising were not discussed - carry forward to 09/06/25			

### **MONITORING AND ACCOUNTABILITY**

Ref	Agenda Item	Preparation notes	Lead	Time
090625/6	SEND update	SEND governor to update on SEND policy and meeting with SC (SENDCo)	PB	5 mins

Action:	SEND governor to update at meeting on 09/06/25
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## RESOURCES / FINANCE

Ref	Agenda Item	Preparation notes	Lead	Time
090625 /7	Approve Finance Minutes of last meeting 020425	Governors to approve finance minutes of last meeting		
Action	Governors approved minutes from finance section of meeting held 020425			
090625 /8	Matters arising from minutes	<p>JS to sign SFVS</p> <p>JR to update next meeting regarding GD accounting</p> <p>AM to bring data on absence, recruitment , staff satisfaction to next meeting. - rollover</p> <p>Governors to have a look on the website at PP and catch up funding information on website and bring any questions to next meeting.</p>		
Action	<p>JS reported signing SFVS.</p> <p>JR reported that Steve Collier was used to audit the accounts as she never received a reply from GD accounting.</p> <p>AM reported that there was no longer any catchup funding but we were still receiving Pupil Premium (PP). Governors were reminded that the PP document is on school website for them to look at.</p> <p>AM to bring data on absence, recruitment , staff satisfaction to next meeting. - rollover</p>			
090625 /9	End of year budget monitors	Governors to review and reflect on end of year budget monitors		
Action	Governors viewed these previously so these were not revisited in this meeting.			

090625 /10	New Budget discussion	Governors to interrogate new budget and provide challenge	JS/JR	30 mins
Action:	<p>Governors scrutinised the draft budget.</p> <p>There is a small overspend but this is due to the unfunded pay rise for teachers and NI rises. JR reported that there was a carryforward of £40K with a projected end of year deficits of £3741.</p> <p>Are there any big changes in staff from last year to this? No like for like has been projected. Staffing structure will remain the same</p> <p>JR reported that she believes everything that can be foreseen has been budgeted for and most things have been over-estimated considering worst case scenarios. A greater amount has been allocated for supply.</p> <p>Why have we budgeted Broadband as £5300? £4200 is for computeam to enable them to replace wiring and the rack as it is now end of life. JR needs to query this with county as she is not sure if it can be capital spend or not as technically it is “replacing” not “improving”. Year 6 lost internet connectivity earlier in the year so this work is essential.</p> <p>JR was thanked and governors felt that she had done some good work on preparing the budget.</p>			
090625 /11	Approval of Budget	Governors to vote on whether to approve budget	JS	5 mins
Action:	<p>AH propose approval RW second approval Unanimous agreement</p>			
090625 /12	Staffing update	Update on absence, recruitment, staff satisfaction data.	AM	10 mins
Action:	<p>Staff questionnaire will need to be issued shortly. Recruitment for replacement of one member of staff will be done before the end of the term.</p>			

## GOVERNING BOARD

Ref	Agenda Item	Preparation notes	Lead	Time
090625/13	Governor vacancies	TB governor term to end in July 2025. TB has indicated that she would like to remain a governor - board to vote on this proposal	AH	5 mins
Action	Add to next meeting agenda			
090625/4	Impact of Meeting	<i>This item will be rotated amongst Governors and will go towards an impact statement for the GB at the end of the year.</i>	AH / All	5 mins
Action	The budget was scrutinized and the draft budget was approved for the following years.			
090625/5	Matters brought by Head or Chair		AM/AH	5 mins
Action:	<p>Hatherleigh Got Talent - 140725 - if any governors want to be judges please let AM know</p> <p>180725 - year 6 leavers assembly at 10am if any governors want to come to say goodbye to leavers.</p> <p>160725 2pm and 6pm year 6 performance - governors welcome</p>			
150525/27	Date & Time of next meeting	090725 - 1800	AH	5 mins
Action	<p>9th July 2025 18:00</p> <p>Meeting Finished 18:24</p>			

