

MINUTES FOR THE MEETING OF THE FULL GOVERNING BOARD

<p>DATE :10th September 2025 18:00 VENUE : School Agenda circulated: Sept 2025</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
100925/1	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:	Present: LK, TB, NP, VS, AM, AH (online)			

	Apologies: JS (work commitments), RW (illness), NM (no apologies)			
100925/2	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 declared			
100925/3	Confidentiality Statement & attendance	<i>All those present to sign to confirm understanding of confidentiality and attendance</i>	AH	5 mins
Action:	Governors reminded.			
100925/4	Agree minutes of meetings held 09072025 incl Part 2	Governors to agree minutes of last meeting - any amendments needed to notify clerk 48 hours before	AH	5 mins
Action:	Meeting minutes agreed from 09072025 approved. JC to add to website			
100925/5	Matters arising from meeting held 09072025	Skills audits & governor hub still need completing by some governors - REMINDER AH/JS to meet in summer to update strategic plan AM / JS to meet re PP AH to arrange teams call with SC re ECT programme Parent questionnaires - results in autumn 1 meeting Subject link governors and monitoring visit	AH	5 mins

		<p>expectations to be discussed at planning meeting (Added to this agenda) - AUTUMN 1</p> <p>PB to report back on 2nd SEND visit at autumn 1 meeting</p> <p>Assessment data to be analysed autumn 1 meeting</p> <p>AH to arrange safeguarding visit for autumn term</p> <p>PE lead governor needs to be agreed - PE premium to be monitored. - AUTUMN 1</p> <p>Staff questionnaire to be agreed by governors and issued in autumn term - AUTUMN 1</p>		
Action:	<p>All matters arising to be carried over to next meeting Autumn 1</p> <p>JC to add to agenda.</p>			

GOVERNING BOARD

Ref	Agenda Item	Preparation notes	Lead	Time
100925/6	Agree election procedure & term of office for the chair & vice-chair	What is AH and JS term - do we need to reelect?	Clerk	5 mins
Action:	<p>Election of Chair and Vice Chair - Autumn 1</p> <p>JC to add to agenda for Autumn 1</p>			
100925/7	Update and agree governor code of	NGA 2025 code of conduct in meeting folder	AH	5 mins

	conduct			
Action:	JC to add to agenda for Autumn 1			
100925/8	Agree Subject Link Governors 2025-26	Governors to decide and allocate roles for link governors and roles	AH	15 mins
Action:	JC to add to agenda for Autumn 1			
100925/9	Agree membership, terms of reference & levels of delegation for committees/lead roles	<p>Lead Governors TOR:</p> <ul style="list-style-type: none"> -Community, Staff and Parental Links lead governor/trustee -Curriculum lead governor/trustee -Finance lead governor/trustee -General Data Protection Regulation (GDPR) lead governor/trustee -Inclusion and SEND lead governor/trustee -Safeguarding lead governor/trustee -School improvement lead governor/trustee -Personnel lead governor/trustee -Premises, Security, Health and Safety lead governor/trustee -Pupil Premium lead governor/trustee -Behaviour and attendance lead governor -Sustainability and climate 	DES latest TOR on drive.	

		<p>action lead governor</p> <p>Committee TOR</p> <ul style="list-style-type: none"> - HT Appraisal - Pay & Performance - First Committee - Second Committee 		
Action:	JC to add to agenda for Autumn 1			
100925/10	Agree strategic plan	Governors reminded to review the strategic plan and ensure all governance activity relates to the plan	AH/JS	10 mins
	<p>JS and AH to do together prior to next meeting</p> <p>JC to add to agenda for Autumn 1</p>			
100925/11	Training	Agree attendance at training. What training is required. Ideally this should link to Skills audit but these have still not all been completed.	AH	5 mins
Action:	<p>Reminder all governors to do safeguarding training - flag at autumn 1 meeting. AM or LK can do training in school</p> <p>Need skills audit completed first.</p>			
100925/12	Agree meeting protocol	<p>Are meetings open?</p> <p>Is virtual attendance possible?</p> <p>Review procedure for dealing with apologies and sanctioning of absence</p> <p>Reminder governors attendance register appears on school website.</p> <p>Reminder of confidentiality</p> <p>Summarising impact - how will it be done and by whom</p>	AH	10 mins

Action:	JC to add to agenda for Autumn 1			
100925/13	Register of Pecuniary interests	Governors to update these on governor hub for 2025/26	AH	5 mins
Action:	All governors to update governor hub for 2025/26 year Remind at Autumn 1 meeting - JC to add to agenda for Autumn 1			
100925/14	Meeting dates for 2025/26	Governors to bring diaries so dates for the year can be planned.	AH	5 mins
Action:	<p>Mostly Wednesdays. AM proposed the following dates which were all agreed as follows:</p> <p>Autumn 1 - 22nd October 2025 Autumn 2 - 10th December 2025 Spring 1 - 11th February 2025 Spring 2 - 1st April 2025 Summer 1 - 20th May 2025 Summer 2 - 8th July 2025</p> <p>Monitoring schedule to be put on drive - AM</p> <p>Curriculum presentations 10th December - SEND 1st April - Maths 8th July - English</p>			

MONITORING, POLICIES and ACCOUNTABILITY

Ref	Agenda Item	Preparation notes	Lead	Time
100925/15	KCSIE 2025	All governors must have read part 1 and 2. Safeguarding	AH	5 mins

		governors to read the whole document. Sign to say this has been done. Document in meeting folder		
Action:	All governors to read KCSIE 2025 by next meeting and have logged onto governor hub to sign to say that they have read it for 2025-26 academic year			
100925/16	Approval of Policies	Safeguarding & CP 2025-26 Behaviour Policy Schools code of conduct Whistleblowing policy All on drive. Governors to have read prior to meeting and be prepared to approve and / or suggest reviews / ask questions about these key policies	AH / All	10 mins
Action	JC to add to agenda for Autumn 1			
100925/17	Discussion about monitoring visits	Discussion about planning, delivery and expectations of monitoring visits	AM / AH	10 mins
Action:	JC to add to agenda for Autumn 1			
100925/18	Matters brought by Head or Chair		AM/AH	5 mins
Action:	20th June - schools 150 anniversary this year. Open school celebration event. 17th September - open meeting for those who are interested in what the plans are for 150th anniversary Whole school walk 26/09/2025 if any governor wants to come they would be welcome - let AM know 3rd December PTFA are taking the whole school to the pantomime in Exeter - let AM know if you are available and want to help out. Leaving school at 11am back about 4pm.			
100925/19	Date & Time of next meeting	22nd October 2025	AH	5 mins
Action:	VS sends apologies (holiday) for next meeting in October.			

VS currently is responsible for monitoring EYFS and music - as she is unable to attend next meeting it was agreed that VS would meet with AM to discuss expectations of governor visits once agreed at the meeting

Meeting finished: 18:32