


MINUTES FOR THE MEETING OF THE FULL GOVERNING BOARD

<p>DATE : 10th December 2025 VENUE : School Agenda circulated: December 2025</p>			
<u>Membership</u>	<u>Initials</u>	<u>Category</u>	<u>Term of Office Ends</u>
Alan Monger	AM	Headteacher	
Adam Hill	AH	Parent (Chair)	10.12.27
John Simmons	JS	Co-opted (Vice Chair)	22.10.29
Patricia Back	PB	Co-opted	04.07.29
Val Smith	VS	LA	28.03.27
Neil Payne	NP	Co-opted	23.05.26
Linda King	LK	Staff	09.07.26
Neil Madders	NM	Co-opted	10.12.28
Rochelle Woollacott	RW	Co-opted	20.05.29
Vacany		Parent	
Jenny Coombs	JC	Clerk to the Governing Board	

<u>REF</u>	<u>Agenda Item</u>	<u>Preparation notes</u>	<u>Lead</u>	<u>Time</u>
1/1	SEND Presentation	Governors to come prepared to find out about SEND in Hatherleigh and ask questions	SC	
Action	Governors listened to presentation by Sunita Chauhan (SENCO) who provided an overview of SEND at Hatherleigh as at December 2025.			

	<p>Q - Have you seen an increase in EHCPs?</p> <p>There's an increase in parents expectations in needing a label. Sometimes its justified, sometimes it isn't. Using APDR as a cyclical way to build on that evidence. Media are promoting neurodiversity and we need to manage expectations. Increase in parents that want the label for DLA. The support going into school often doesn't change when an EHCP comes. Managing these expectations is important too.</p> <p>Q - Is there still a significant delay in EHCP process at county?</p> <p>Yes. One EHCP that was applied for last Christmas is still ongoing. The government white paper has been delayed until the new year. All referrals are taking too long. Waiting lists are 18 months plus. Some families are going private. However, the lists don't change what we can do, we are merely hoping that further down it might assist. Supporting with resources and facilities we have in the mean time. There are lot of SEMH and CI needs but not enough Ed Psychs and SALT.</p> <p>Q - is it easier for Academy or Federated schools to buy in?</p> <p>Even private Ed Psychs are in very high demand. There is a shortage of Ed Psychs.</p> <p>Q - For SEMH needs are there any local community support organisations to help families?</p> <p>There is the parent support hub. The mental health in schools team are local and quick. Tor Support in Okehampton College. Alternative provisions opening at Madewell in March.</p> <p>DISP are continually looking at how schools can support each other.</p> <p>Hatherleigh has a new inclusion partner at county following big organisational changes there - Debbie Chalk.</p> <p>Governors thanked SC for her informative presentation.</p>
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PROCEDURAL ITEMS

Ref	Agenda Item	Preparation notes	Lead	Time
1/2	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:	Apologies - NP and LK - family commitments, JS - work commitments All sanctioned.			

1/3	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:	No interests declared.			
1/4	Confidentiality Statement & attendance	<i>All those present to sign to confirm understanding of confidentiality and attendance</i>	AH	5 mins
Action:	All present signed confidentiality.			
1/5	Agree minutes of meeting held 22102225	Governors to agree minutes of last meeting - any amendments needed to notify clerk 48 hours before	AH	5 mins
Action:	Minutes agreed.			
1/6	Matters arising from meeting held 22102025 (all carried forward)	<p>Clerk to provide signing in sheet to include confidentiality reminder</p> <p>Skills audits & governor hub still need completing by some governors</p> <p>AH/JS to meet in summer to update strategic plan</p> <p>AM / JS to meet re PP</p> <p>AH to arrange teams call with SC re ECT programme</p> <p>AH to arrange safeguarding visit for autumn term</p> <p>Staff questionnaire to be agreed by governors and issued in autumn term</p> <p>Governors to email AM</p>	AH	5 mins

		<p>relevant safeguarding training certificates and JS to catch up with AM for updated training</p> <p>Impact summary - JC to confirm if it needs to be done or if it can be dropped</p> <p>Governors to update governor hub with pecuniary interests for 2025-26 year</p> <p>JC to prepare election pack for parent governor</p> <p>Governors to logon to governor hub and sign to say they have read KCSIE 2025</p>		
Action:	<p>AH has spoken to SC under governor monitoring</p> <p>Safeguarding visit under governor monitoring</p> <p>Staff questionnaire - AH to find previous one and email AM</p> <p>RW and VS to send certificates to AM</p> <p>Impact summary - discussed as a board removed from agenda for now.</p> <p>Governor hub - any issues logging in to check with clerk. Clerk to check what still needs completing.</p> <p>Election pack went out but no firm responses, however AM has approached one parent who is interested but unsure about their future in Hatherleigh and another parent is going to get back.</p> <p>Any religious individuals worth approaching ? All been asked and very busy.</p>			

GOVERNING BOARD

Ref	Agenda Item	Preparation notes	Lead	Time
1/7	Governor visits	PB to report back on SEND Visit.	PB	5 mins
Action:	TB reported that she went into classes and saw what was being achieved and recorded she was very impressed. Meeting again with SC next term and			

	<p>doing some more follow up. Triangulated with SC presentation. Use of TAs is crucial in all of that and are instrumental in making it come to pass.</p> <p>AH had an ECT visit and met with SC and Eloise Maxa - both positive. There is a lot of paperwork and a lot to do but they are working through it well. Eloise felt it was beneficial and was responding well to it.</p> <p>Safeguarding visit (AH) - no major concerns. Identified an out of date page on electronic sign in page but now been remedied. Observed drop off no concerns. Most vulnerable children getting help. Children said how they were kept safe in school and online.</p> <p>English visits - TB - year 6. Learning to appreciate authors were clever people. Watched parents reading with their children in the morning session. Did you sit and observe in year 6? Yes, there was a slight change of plan and I was welcomed in at the last minute.</p>			
1/8	Governor Training	Governors report back to board on any training. Any training requests?	AH	5 mins
Action:	At end of HT report there is a link to training events. Governors to look to see if there are any that might be beneficial. Contact clerk and SBM to book. AH wanted to do exclusion training - JC to find out when the next one is.			
1/9	Governor vacancies	Parent governor vacancy	Clerk / AM	5 mins
Action:	Discussed earlier. Awaiting a parent to decide regarding parent governor vacancy.			

FINANCE

Ref	Agenda Item	Preparation notes	Lead	Time
1/10	Budget Monitors	Governors to scrutinise the budget 📎 Budget monitors	JS / JR	10mins
Action:	There was a brief discussion around the budget supported by SBM. UIFSM has just gone up by 8p. Governors discussed whether to increase prices in line with this.			

	<p>What is the proportion of FSM vs paid for meals? - universal is all KS1 with 35 FSM but some are KS1. Average 100 meals</p> <p>Q - Can you only put it up to the price of FSM - can you put it up by 10p? Need to be transparent to parents - match what we are being given.</p> <p>Governors voted unanimously to raise meals by 8p to bring in line with the increase in FSM</p> <p>There was a discussion around how we are reducing the deficit.</p> <p>Q - Have we had census yet? Yes 170 now - we lost a big year 6 and gained a smaller Reception intake. Birth rate is lower at the moment. But we gain in year admissions at one of the highest rates.</p>			
1/11	Financial benchmarking	<p>financial benchmarking using the DfE tool</p> <p>https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking Review and discuss findings and make recommendations to FGB</p>	All	10 mins
Action:	<p>Data from last year compared with other schools.</p> <p>Governors looked at financial benchmarking tool and there was a discussion around similar schools.</p> <p>Do you have any knowledge of how we compare to DISP schools - can select schools.</p> <p>Governors were encouraged to spend some time looking and using filters.</p>			
1/12	Health and Safety		AM/JR	5 mins

Action:	<p>Review 2/11/25. AM spent 3-4 hours with Jo Wood. 91% improvement from 2022. Action plan in HT report. We asked him about training - fire safety to manage course for AM to do in Spring and an asbestos management in Spring. Looking at OSCHENS - look at the threshold for reporting. JR is going to be doing a legionnaire course. DSE assessments ongoing. Picked up on maintaining a local list of contractors and verifying qualifications - we do but didn't have a list.</p> <p>Q - What is the reflection on threshold for oschens?</p> <p>Governors discussed what needs to go onto oschens.</p>			
1/13	Identify building maintenance and improvement needs; review Asset Management Plan		AM/JR	5 mins
Action:	<p>County conditions survey has been completed but nothing on it we can afford to do.</p> <p>Add to agenda for next meeting to discuss.</p> <p>New roof because asbestos on roof.</p>			

MONITORING, POLICIES and ACCOUNTABILITY

Ref	Agenda Item	Preparation notes	Lead	Time
1/14	HT Report including safeguarding update	Questions and challenge on headteacher's report	AM	10 mins
Action:	<p>Governors thanked AM for his very comprehensive report.</p> <p>Currently 176 on role - 2 children starting monday, family of 3 looking round next week</p> <p>Busy open sessions and good interest - school remains viable and secure</p>			

	<p>Q - Are the 2 flexi schooling in year 5 siblings? Yes - supported in this way to help keep them in education.</p> <p>Q - Health and wellbeing - are there any other measures we need to take? Good hand hygiene, flu vaccines offered. Since half term things have improved.</p>			
1/15	Approval of Policies	Finance Policy Pay Policy School Emergency / Continuity plans	AH / All	10 mins
Action:	<p>New School emergency plan - in date until 2026. New one Jo Wood has alerted us to but AM will adopt when possible. AM to advise when he is ready for board approval</p> <p>Absence and leave policy - Devon model policy adopted. Governors have decided AM can approve up to 2 days of staff leave any more goes to governors. Action for next meeting - add to agenda</p> <p>Finance and pay policy - in date until 2026. Approved.</p>			
1/16	Approve SDP	Review and comment upon draft school development plan ensuring that governor monitoring points and success criteria are clearly established. Approve agreed plan Governors come prepared to approve SDP. w HCPS SDP 2025-26 Govs.docx	AM/AH	10 mins
Action:	Governors approved unanimously			
1/17	Lead Governor Reports	Discuss any lead governor reports and consider implications, actions raised and decisions required	All	5 mins
Action:	No lead governor reports to discuss this meeting.			

1/18	Matters brought by Head or Chair		AM/AH	5 mins
Action:	None raised.			
1/19	Impact of the meeting		All	5 mins
Action:	Remove from agenda.			
1/20	Date & Time of next meeting	<i>11th February 6pm.</i>	AH	5 mins
Action:	<i>Wednesday 11th February 2026 @18:00</i>			