MINUTES OF THE MEETING OF THE FULL GOVERNING BODY OF MONKSDOWN PRIMARY SCHOOL
HELD ON THURSDAY 26TH MARCH 2026 at 9.30AM

PRESENT

Martin – Chair of Governors
Jacquie – Headteacher
Gill – Deputy Headteacher
Josh – Vice Chair
Katie – Teacher Governor
Maya – Parent Governor
Sequoia – Parent Governor
Claire – EYFS Governor/Co-opted Governor
Joanne – Business Manager
Jan – Head of EYFS

Also present: Tracy – Clerk to the Governors

Items	Discussion	Action
26/01	**WELCOME & APOLOGIES** Mr R welcomed everyone to the meeting. There were no apologies received.	
26/02	**MINUTES OF PREVIOUS MEETING** Minutes of the meeting 27th November 2025 were agreed as an accurate record of the meeting with no matters arising.	
26/03	**CURRICULUM – EYFS** Governors invited Jan to Report on EYFS provision at this school. Governors were shown a PowerPoint presentation covering the following: i. Changes for EYFS curriculum focus on strengthening safeguarding requirements, improving training and recruitment protocols, providing clearer nutrition guidelines and support high quality early education, child safety and making the curriculum clearer for practitioners. ii. Safeguarding training in September included EYFS training. iii. Recruitment practices including references need diligent checking and policies must include school procedures for safer recruitment and detail how safeguarding training is delivered. iv. Prolonged absences must be followed up and now three emergency contacts are required when pupils start nursery or reception instead of two. v. Whistleblowing procedures must be in place. vi. Paediatric first aid training must be completed by staff. vii. Safeguarding procedures and privacy for nappy changes or toileting issues must be in place. **HT added** – the implication is for all staff to be paediatric first aid trained so pupils have privacy and dignity and so the staffing ratio is maintained while staff are attending to pupils personal needs. Additional	

strict guidelines about food and how this is prepared must be followed.
Governor Question – Are all staff paediatric first aid Trained now?
HT Response – a further 20 staff trained last week, all Early Years staff are trained but there is a need for further training for staff who go out on trips, take part in breakfast clubs etc. Certain staff have been targeted for training, but this incurs cost implications so not all staff will be trained.

viii. Stronger Foundations in year 1
Ofsted found that not all children have foundation knowledge (oracy, reading, writing, maths) and there is a need to develop these skills before they get to KS2. As a result the school has introduced SHREC (shared attention, responding, expansion, conversation). Research suggests that children struggle with social conversations so this school now place huge emphasis on the development of oracy skills.
HT added – lots of pupils at the school are disadvantaged and enter the school at a low base line or are EAL students or with speech and language difficulties. SHREC gives the pupils the opportunity to practice oracy skills more frequently in every area of school life, expand their vocabulary and getting the basics right will close the gap at an early age.

ix. School EYFS staff have done CPD training sessions in SHREC approach. SHREC Sessions are planned weekly, staff identify individual group needs to develop communication skills, these are approx 10-15 minutes, this is protected time and added to the routines of the day. SHREC to be consolidated into additional play-based learning. School will monitor implications of SHREC.

Governor Question – Are staff confident with the implementation of this SHREC approach?
JB Response – The confidence level of Teachers and Support Staff is very good. Improvements noted since starting SHREC Communication and Language data in reception for September 2025 was 35% and is now 53% and in Nursery 30% now up to 40%. This proves that SHREC is having a positive impact at this school.
HT added – SLT has implemented a fundamental knowledge and skills monitoring task for the whole school but initially for nursery and reception. This focuses on pupil progress with Reading, Writing, Maths over the school year, carried out on a termly basis.

Governor Question – Do we need to train more staff with SHREC?
JB Response – there is a need for further ongoing SHREC training which will continue to form part of staff CPD and the school also intend to start peer observations in the summer term.

Governor Question – would it be a possibility to train some parents in SHREC so they can volunteer to interact with pupils in the school?
HT Response - we would like parents to be involved with their children at home but in school there are safeguarding issues and a need for paediatric first aid training so not conducive right now.

Governors thanked Jan Balmer for her presentation.

26/04 FINANCE – Budget Monitoring, SFVS updates
School Business Manager was invited to report to Governors.

i. School in a good financial position at present.
ii. Staffing costs reduced by 80% so far this year. School has utilised natural staff turnover, to review and refine staffing structure and as a result staffing costs have reduced in a planned strategic way without compromising provision.
HT added – while this did not compromise provision for pupils, it did have some implication for staff wellbeing.
iii. Income from donations is not as high as anticipated. School has not had to ask parents to contribute to school trips because teaching staff have organised free activities or used the school minibus.
iv. End of financial year yesterday, figures have been sent to the council today. Original budget was £[illegible] and so far, £[illegible] has been spent (91.5% of budget), £[illegible] remains.
v. Capital funding was used for the year 2 toilet building work, which saved the school money.
vi. Effective stock monitoring and prudent purchasing has led to this current position.
vii. Site Managers practical skills have enabled the school to reduce the cost of employing outside contractors for repairs.
viii. Overspent on agency costs for supply staff due to staff absences. Insurance is not covering all costs.
ix. Water costs have risen monthly.

Governor Challenge – you said earlier that you managed the budget, but it's been at the expense of staff wellbeing, what are SLT doing about this?
HT Response – Stress has been at a SLT level and office level with staff absence and workload. We do need more staff. Staff wellbeing meetings have taken place run by the LA. Feedback has been received and the school have acted on what staff said they wanted and bought an air fryer and toastie maker for staff as requested (small but motivational). SLT also paid for a coffee van to come to the school today to prove that SLT are listening to staff and appreciate their consistent hard work.
Teacher Governor added – lots of strategies have been put into place to minimise stress for school staff on an operational level and support is being offered. Staff feel heard because of the wellbeing meetings and welcomed the additional kitchen appliances.

Governors thanked Business Manager for her Financial Report.

26/05 HEALTH & SAFETY

A fire inspection was completed at the school after malicious phone calls were made in the Merseyside area. The Headteacher made the decision to keep pupils at school and to keep parents updated. Police did not advise school to go into lockdown.

26/06 IDSR

i. HT reported that IDSR is data that OFSTED look at rated RAG. School is in Green regarding progress and achievement.
ii. SLT know the direction the school is heading and what work needs doing. There was a meeting at the start of the term and SLT looked at what school needed to focus on from a strategic standpoint.
Governor Question – how is the school coping with the changes to

EHCP, what's been the impact?
HT Response – parents do not fully understand the changes yet and some have been very angry and demanding. HT has arranged for a meeting with the SENDCO to discuss.
Governor Question – How will this work with funding?
HT Response – current EHCPs will be honoured but the school can apply for higher needs funding for those children who do not have a EHCP. There will be additional challenges for the school because of the changes.

Governor Josh Cliff left the meeting @ 10.40am

26/07 DISADVANTAGED PUPILS

i. HT made Governors aware that this title now covers pupils with SEN, EAL, Pupil Premium, FSM, those in Social Care, LAC and any other barrier to learning.
ii. Ofsted will do a line of enquiry during an inspection into disadvantaged pupils.
iii. School is trying to look strategically at groups of children and have some processes in place for a graduated response for parents of SEN pupils.

26/08 GOVERNOR SELF-ASSESSMENT

i. There is a vacancy for another parent Governor, and this will be advertised in the summer term.
ii. Governors agreed that there was a need for more support with racial training.
iii. Training on GovernorHub was referred to. HT advised Governors to look at this and inform her of any training that has been completed.

26/09 HEADTEACHER REPORT

This was circulated via GovernorHub prior to this meeting.

i. New member of staff appointed for the school office who will start work after the Easter Holiday.
ii. One member of office staff off long term.
iii. Cleaner resigned this week due to personal circumstances.
iv. School using agency to provide cleaning staff at present which is working well. School currently has two agency cleaning staff at present and will continue to use them as this is proving cost effective.

26/10 SAFEGUARDING 175 AUDIT

HT informed Governors that this audit was now complete and briefly described what this document contained. Governors were welcomed to look through this document online.
Governor Challenge – With regard to safeguarding. What is the school doing about training for staff who are being physically attacked by pupils?
HT Response – Whole staff have done two sessions for restraint training. For the third session, the school has targeted 12 front line staff who are dealing with these pupils every day, these include pupils who are on a behaviour plan and certain staff will deal with these pupils daily so they will be involved in session three.

26/11 POLICIES FOR APPROVAL

PSHE Policy distributed by HT electronically and agreed by Governors to be discussed and approved during the next meeting.

26/12 **PUPIL VOICE**

The Governors invited 8 pupils into the meeting and welcomed feedback on what they have been learning about this term:

i. Pupils talked about their RE lessons and learning about Easter and other religions, such as Christianity, Judaism and Islam. They also informed Governors that the school provided prayer rooms for pupils and for those fasting for Ramadan.
ii. Pupils also emphasised the importance of oracy skills and mentioned they had taken part in debates this term.
iii. Pupils also had the opportunity to observe other lessons in the school to look at what other year groups are learning about.
iv. An A3 folder was shown to Governors illustrating some pictures which represented pupil learning during this term.

Governors thanked Pupils for attending the meeting and sharing their experienced.

26/13 **A.O.B**

None.

DATE & TIME OF NEXT MEETING

Thursday 7th May @ 9.15am

Meeting ended at 11.30am

Chair of Governors