

Exminster Community Primary School Minutes

**Full Governing Body Meeting 04/2012/2013
Thursday 6th June 2013 at Exminster Community Primary School at 19:00**

Attendee	Initial	Position	Attendee	Initial	Position
Bob Foale	BF	Governor (Head)	Ian Moore	IM	Governor (Staff)
Sarah Denton	SD	Governor (LEA)	Sue Wilkinson	SWi	Governor (Par)
Becky Mason	BM	Governor (Par)	Jamie Benthall	JBe	Governor (Com)
Vanessa Pestridge	VP	Governor (Com)	Glen Woodward (Chair)	GW	Governor (Com)
Jon Petherick	JP	Governor (LEA)	Katie Pyne	KP	Associate Governor
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Niki Gibson	NG	Governor (Staff)	Alwyn Reeves	AR	Governor (LEA)
James Brookes	JB	Associate Governor	Simon Palmer	SP	Visitor
Sam Gilronan	SG	Staff Visitor	Sarah Whalley	SWh	Deputy Headteacher
Ian Beer	IB	Governor (Par)	Norman Bettinson	NB	Governor (Com)

Apology	Initial	Reason	Absent Without Apology	Initial
Emma Bird	EB	Family Commitment		
Libby Ash	LA	Illness		

Ref	Item	Action
1.0	<u>Welcome and Apologies</u> GW welcomed everyone to the meeting and round the table introductions took place for the benefit of the newly elected Parent Governor, Ian Beer and Simon Palmer who had expressed an interest in becoming a Governor when JP resigned at the end of the Summer Term. Apologies were accepted as listed above.	
2.0	<u>Declaration of Interests</u> NB – see Register of Business Interests	
3.0	<u>Minutes of Previous Meeting and Actions List</u>	
3.1	<u>Review Minutes of Previous Meeting</u> Minutes of the meeting on 14 th March 2013 were approved as an accurate record and signed accordingly by GW.	
3.2	<u>Review FGB Actions List</u>	
3.2.1	19/05/2011 9.7.2 Set up a small working party to investigate Federations and Academy Status in more detail and to report back the FGB at the next meeting – ongoing – see item 6.5.1	
3.2.2	01/12/2011 8.2 All governors to advise the clerk of any training they have undertaken within the last 12 to 18 months plus any potential future training including any online training using GEL - ongoing	
3.2.3	01/12/2011 10.3 Review ICT for Students (Work Placement) policy – GW to update the policy and sign – ongoing – see item 13.2	
3.2.4	01/12/2011 10.5 Review Work Placement policy – SWi to ensure that policy is signed - ongoing	
3.2.5	9/2/12 Review Confidentiality Policy – GW to ensure that policy is signed now that it has been reviewed - ongoing	
3.2.6	20/09/12 8.4.1 All Governors to review handbook and suggest amendments to the Clerk - ongoing	
3.2.7	22/11/12 7.1.1 Letter to be sent to DCC regarding the funding cuts and implications for vulnerable children – done – see item 6.3	
3.2.8	14/03/13 5.3 Amalgamate H&S policies – ongoing – Draft amalgamation now complete.	

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3.2.9	14/03/13 7.1.2 Skills audit to be issued to, and completed by, all Governors – ongoing – awaiting final responses.	
3.2.10	14/03/13 11.2 Arrange Governors' Healthcheck with Babcock – done .	
3.2.11	14/03/13 16.1.1 Parent Governor election to be organised in Summer Term – done – Ian Beer appointed as new Parent Governor.	
4.0	<u>Matters Arising from Meeting on 14th March and not on Agenda</u> None.	
5.0	<u>Housekeeping</u> HH reminded Governors of the forthcoming Governing Body Healthcheck on Wednesday 12 th June. All Governors welcome to attend feedback session at 15:30.	All
6.0	<u>Headteacher's Report</u> BF read his report which had been circulated to the Governors prior to the meeting. In addition to the report, the following points were noted:	
6.1	Phase VII – Planning permission had been granted and funding released. Consultation on increasing the PAN from 350 to 420 was underway and the closing date for responses was 12 th July. It was proposed that building would start at the end of October. Governors agreed to thank Cllrs Connett and Clatworthy for their help and involvement in securing the funding. Ann Snell, Chair of Exminster Summer Playscheme should be contacted and informed that there would be no building work taking place over the summer holidays and therefore the Playscheme would be unaffected.	HH to write HH to inform
6.2	SATs – It was acknowledged that year on year improvement in the KS2 results was unrealistic. GW asked whether 3 year ago, the last 3 years results would have been predicted to be so good. BF replied that the results over the last few years had been achieved against the odds with changes in staffing and the make-up of each cohort. VP asked about the anticipated results for the next 3 years and their corresponding value added figures as the results were not predicted to be as high as those over the past 3 years. It was acknowledged that although the value added figures were likely to be healthy and would still be shown on the school dashboard, they would not be taken into account by Ofsted.	
6.3	Inclusion – In accordance with item 3.2.7, BF had written to DCC regarding the funding cuts and implications for vulnerable children and had managed to secure £10,000 from the High Needs Block for the current financial year.	
6.4	Budget - discussed under item 8.0	
6.5	Dawlish Learning Partnership	
6.5.1	Federation - A letter had been received from Kenton and Kenn School who are federating. There would be a joint Governing Body and initially two Headteachers would remain in post, with the possibility of an executive Headteacher at a later date.	
6.5.2	Dawlish Schools – Refer to Part II	
6.6	Changes to the National Curriculum – SWh outlined the changes to the curriculum which were currently under consultation, with a closing date for responses in July. <ul style="list-style-type: none"> • The Curriculum was due out in September 2013, not statutory until September 2014 and not Ofsted recognised until September 2016. • The main change was to History which would be taught chronologically with a focus on British history. • DCC were advising that schools should wait to adopt the new curriculum. • There would be changes to the level system (i.e. 2B, 3C) allowing greater flexibility for schools to develop their own. Governors questioned how this would work on a national comparison basis. • ICT would be re-branded as computing. 	
6.7	Changes to the Early Years Foundation Stage – SWh explained the new assessment methods. <ul style="list-style-type: none"> • Assessment took place on an ongoing basis through observations. • Regular profiling meetings were held and children were classified as emerging, expected or 	

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	<p>exceeding in each of the assessment criteria.</p> <ul style="list-style-type: none"> • AR questioned whether there was still a requirement that 80% of evidence had to be child initiated. SWH replied that that requirement had now been removed. • SD reported that a meeting had taken place with pre-school to ensure that they were working on the same wavelength as school. 	
7.0	<p><u>Chair's Report</u> GW had circulated the report before the meeting. In addition to the report, discussion took place regarding the consultation on increasing the PAN from 350 to 420. The following points were noted:</p>	
7.1	The PAN would be raised to 420 from 2016, although guidelines (not statutory) suggested that the site was only suitable for 210.	
7.2	VP questioned how much control the Governing Body had in controlling the size of the classes. BF replied that DCC admissions had control.	
7.3	AR said that there were no longer limits on the number of children per class in KS1.	
7.4	Ideally, the school wanted the Phase VII extension without an increase in PAN.	
7.5	AR suggested that safety audits and risk assessments should be undertaken once Phase VII was complete to determine if it was safe for 420 children to be on site.	
7.6	It was suggested that benchmarking of the site capacity v number of children attending other schools in Devon should be carried out.	
8.0	<p><u>Budget</u></p>	
8.1	<p>3 Year Plan As part of the Headteacher's report, BF circulated a 3 year budget plan. BF said that the objective of the budget was to be affordable and sustainable.</p>	
8.1.1	<p>Discussion took place regarding the overspends identified during the last 3 years in Supply and LSA costs. BF explained that to address the issue, all support staff had now been included on the DCC insurance policy to mitigate some of the costs of covering long term illness. Additionally KP's role had been re-defined in order to be available to cover absence. There was also an additional £5000 in the supply budget for the current financial year. VP asked how staff absence rates were monitored. BF replied that the SLT and Personnel Committee oversaw them.</p>	
8.2	<p>Comparison of Final Budget Monitor for 2012/13 and Current Year Budget Monitor to 04/06/13 The Budget Monitor reports were circulated at the meeting and therefore Governors did not have time to consider them beforehand. The following points were noted:</p>	
8.2.1	Staffing costs were 91% of total income for the last financial year, whereas this year they were forecast to be 84%. AR noted that historically, staffing costs had always been in the high 80% range. BF added that human resources had always been a priority at Exminster and that generally the spending on supply teachers, energy and resources was comparatively low. JB asked what the percentage of staffing cost would be for other schools. The response was that the figure would generally be between 70% and 80%. It was noted that Benchmarking would be discussed at the Autumn Term FiSS meeting.	
8.2.2	<p>The budget line for the Churchill cleaning contract remained as Premises Staff under Staffing, and on the 2013/14 budget it was noted that the figure included resources as they were part of the contract, which may slightly skew the staffing budget. IB asked about the management of the cleaning contract and AM explained how the contract was monitored against agreed standards. IB expressed an interest in becoming involved with monitoring of the contract.</p>	
8.2.3	BM enquired when the Olympic Legacy sports funding was expected. BF replied that it was imminent and was expected to be in the region of £9000 for this school. The funding would become an additional budget line and would be ring-fenced for expenditure on sports and PE.	
8.2.4	VP asked about the Capital Formula Grant and whether any funds would be forthcoming for the current financial year. BF replied that it may now have closed as no funds were expected.	
8.2.5	VP enquired about pupil numbers for the forthcoming academic year. BF replied that the current year 6 totalled 38 children and the incoming reception class was likely to be 42.	

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8.2.6	BF highlighted a forecast overspend of £10,000 for 2012/13, but actually the overspend was only £5000.	
8.2.7	The current year budget forecast a £22,000 surplus. It was agreed that priorities for this surplus would be discussed at the next meeting.	HH to agenda
8.2.8	At the conclusion of discussion, BF proposed that the 2013/14 budget was accepted. The Governors voted unanimously to accept the budget.	
9.0	<u>Update from FiSS Committee</u> VP reported as follows:	
9.1	A Health and Safety Audit had taken place at school on 6 th June. A written report would be received by the end of the month and the outcome would be discussed at a future FiSS meeting.	HH to agenda
9.2	BF, JBe and VP had met to discuss the maintenance plan, including outcomes from the learning walk at the last FiSS meeting. The plan would be circulated to all Governors once completed.	VP/HH
9.3	A meeting was to be arranged with key FiSS Governors to discuss the problem areas of the site.	VP
10.0	<u>Update from Curriculum Committee</u> SD reported that a meeting would take place with the SLT and Governors LA, SD and SWi to look at data.	SD to arrange
11.0	<u>Governors' Training</u> GW would be attending a Safer Recruitment and Allegations Management course. All Governors were asked to advise HH of training undertaken, in order for it to be recorded.	All
12.0	<u>SDP Update</u> SWH updated Governors on the Teaching and Learning section of the School Development Plan. There were no questions from Governors.	
13.0	<u>Policies</u>	
13.1	<u>Latest Statutory Policies document</u> HH advised that a new list of Statutory Policies had been released in April. Work would continue on attempting to condense the current list of Policies held.	HH
13.2	<u>Approval of ICT policies</u> GW explained the current situation with regard to the ICT policies and suggested that there should be 2 in place, 1 for staff and 1 for pupils. A review of the policies was underway and Paul Herring was to be involved. A further parent/carer acceptable use agreement may be implemented.	GW/PH
13.3	<u>Approval of Curriculum Leaders' policy</u> Approved by Governors.	GW to sign
13.4	<u>Adoption of Devon Model Equality Policy</u> Adopted by Governors.	GW to sign
14.0	<u>Federation/Academy Update</u> No update.	
15.0	<u>Safeguarding Update</u> No update.	
16.0	<u>AOB</u> The ESA Summer Fair would be taking place on Friday 21 st June. Governors had been asked to run the bar. Please could all Governors freeze an ice-cream container of water to bring along on the day in order to chill drinks.	All
The meeting closed at 21:10		

Forthcoming Meetings:

Full Governing Body: 4th July 2013

Signed:.....Glen Woodward..... Date:.....4th July 2013.....