

# Exminster Community Primary School Minutes

**Full Governing Body Meeting 05/2012/2013  
Thursday 4<sup>th</sup> July 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)	Libby Ash	LA	Governor (Par)
Vanessa Pestrige	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)
Ian Beer	IB	Governor (Par)	Simon Palmer	SP	Visitor
Sam Gilronan	SG	Staff Visitor	Sarah Whalley	SWh	Deputy Headteacher
Norman Bettinson	NB	Governor (Com)			

Apology	Initial	Reason	Absent Without Apology	Initial
James Brookes	JB	Work commitment		
Jamie Benthall	JBe	Work commitment		
Emma Bird	EB	Family commitment		

Ref	Item	Action
<b>1.0</b>	<b><u>Welcome and Apologies</u></b> GW welcomed everyone to the meeting. Apologies were accepted as listed above.	
<b>2.0</b>	<b><u>Declaration of Interests</u></b> NB – see Register of Business Interests	
<b>3.0</b>	<b><u>Minutes of Previous Meeting and Actions List</u></b>	
3.1	<b>Review Minutes of Previous Meeting</b> Part I and Part II minutes of the meeting on 6 <sup>th</sup> June 2013 were signed as an accurate record by GW.	
3.2	<b>Review FGB Actions List</b>	
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 – <b>Ongoing reminder to remain on Action List</b>	
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 - <b>Ongoing reminder to remain on Action List</b>	
3.2.3	01/12/2011 10.5 Review Work Placement policy – SWi to ensure that policy is signed – <b>Done</b>	HH to check
3.2.4	9/2/12 Review Confidentiality Policy – GW to ensure that policy is signed now that it has been reviewed - <b>Ongoing</b>	
3.2.5	20/09/12 8.4.1 All Governors to review handbook and suggest amendments to the Clerk – <b>Ongoing reminder to remain on Action List</b>	
3.2.6	14/03/13 5.3 Amalgamate H&S policies – A new Health and Safety Policy has been produced by DCC and recommended for adoption. Policy to be checked and adopted next term - <b>Ongoing</b>	HH to agenda Fiss/FGB
3.2.7	14/03/13 7.1.2 Skills audit to be issued to, and completed by, all Governors - <b>Ongoing</b>	
3.2.8	06/06/13 13.2 ICT Policy amalgamation – policies currently under review and awaiting completion including possible implementation of parent/carers acceptable usage agreement - <b>Ongoing</b>	

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3.2.9	06/06/13 9.1 Results of Health and Safety Audit to be discussed at Autumn FiSS meeting. HH to agenda - <b>Ongoing</b>	
3.2.10	06/06/13 9.2 Maintenance plan to be circulated to all Governors prior to July FGB meeting when it would be discussed – <b>Done – see 8.0</b>	
3.2.11	06/06/13 9.3 Meeting to be arranged for key FiSS Governors to discuss problem areas of the site – <b>Done – see 8.0</b>	
3.2.12	06/06/13 10.0 Meeting to be arranged for key Curriculum Governors and SLT to discuss pupil data on a termly basis – <b>Done</b>	
3.2.13	06/06/13 13.1 HH to continue to work out which policies are statutory from latest list - <b>Ongoing</b>	
3.2.14	06/06/13 13.3 GW to sign Curriculum Leaders Policy and put in file - <b>Ongoing</b>	
3.2.15	06/06/13 13.2 GW to sign Model Equality Policy and put in file - <b>Ongoing</b>	
<b>4.0</b>	<b><u>Matters Arising from Meeting on 6<sup>th</sup> June and not on Agenda</u></b> The Governors noted and congratulated Dawn Fuller on her award for Reading Recovery. Dawn had worked intensively with 12 children in year 1 this academic year, and had also transferred her knowledge to LSAs and parents. AR questioned where the funding for the programme came from. BF replied that if the school received adequate funding from the High Needs Block then that would fund Reading Recovery.	
<b>5.0</b>	<b><u>Housekeeping</u></b>	
5.1	<b>Proposal to appoint/nominate Simon Palmer as a LEA Governor</b> It was resolved to appoint/nominate Simon Palmer as a LEA Governor. GW agreed to write an email of support to be sent to DCC alongside other requirements to be fulfilled by the Clerk.	GW/HH
<b>6.0</b>	<b><u>Budget</u></b>	
6.1	<b>Current year budget report</b> NB had received and looked through the budget monitor report to the end of June.	
6.1.1	Governors were informed that there was a variance of -£54,000 on the staffing budget. BF explained that staff appointments had been made after the budget had been set and this had impacted the figure. The £54000 would come from the £67000 unallocated at the beginning of the financial year.	
6.1.2	NB would report back on the 5 year plan at the next FGB meeting.	NB
6.1.3	GW asked if the census date for the next academic year would be in October. BF replied that it would and the headcount on that date would indicate the income for the budget in the next financial year, and therefore by half term in October the safety of jobs and services would be determined.	
6.1.4	GW asked whether there would be the same number of class teachers with an increased PAN. BF replied that there would be and therefore the increase in children would generate additional income, without a proportionate increase in expenditure.	
6.1.5	AR had been investigating the size of school sites with an equivalent PAN. AR asked what the area of the school site was. BF thought that this information may be available in the Asset Management Plan. AM agreed to look for the information. BF agreed to request from DCC, under the Freedom of Information act, the area of school sites for schools across the county. This could be compared with the number of children accommodated to provide information to back up the Health and Safety argument of having 420 children on a site originally designated for 210.	AM/BF
6.2	<b>To discuss priorities for unallocated funds in the current financial year</b> BF reported that although there were indicative values in the 5 year plan for pupil premium, High Needs Block and Olympic Legacy funding for PE, there was only currently a £6000 surplus and	HH to agenda in future

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	therefore the discussion should be deferred to future meeting when confirmed figures were available.	meeting
6.2.1	VP had obtained information that it was possible that a special exception could be made for schools that consistently had a high number of SEN children on role, regarding the cut in High Needs Block funding. VP had also looked into further sources of funding.	
<b>7.0</b>	<b><u>Edmodo training</u></b> IM explained that, in the interest of security and confidentiality, it was suggested at the beginning of the academic year, all staff and Governors should be using a school e-mail account for school correspondence and Edmodo for document management.	
7.1	<b>School e-mail addresses</b> To access school email addresses, type <i>mail.exminster-primary.devon.sch.uk</i> into the address bar of the browser. User name is the first initial of first name, followed immediately by surname (no space), all in lower case. Initially the password would be surname (lower case) but this should be changed immediately through the options. If the password is forgotten, please contact Leonie Welch in the office to reset it. In order to set up outlook to receive school email addresses, visit this link <a href="http://www.rm.com/Support/TechnicalArticle.asp?cref=TEC472386">http://www.rm.com/Support/TechnicalArticle.asp?cref=TEC472386</a>	All
7.2	<b>Edmodo</b> To access edmodo, type <a href="http://www.edmodo.com">www.edmodo.com</a> into the address bar of the browser. The log on is the username as above in 7.1 immediately followed by exminster (no space, all lower case), password is first name. Please change password immediately following log on. Folders containing Governing Body information can be found in the Governors option. With immediate effect, all documents will be uploaded onto Edmodo. Please notify IM of any issues before the end of next week.	All
<b>8.0</b>	<b><u>Maintenance Plan</u></b> VP explained that the document circulated was a summary of all items identified on either the learning walk from the FiSS meeting or subsequent inspection by JB, VP, BF and IB. It was acknowledged that there were a large number of items on the list and that not all of them would be instantly addressed through the current budget, although a new Huff and Puff shed was on order.	
8.1	LA asked whether some of the items would be addressed by the caretaking contract. VP replied that anything highlighted as cleaning or maintenance on the document would, which included the redecoration of the KS2 toilets.	
8.2	A deep clean of the premises was scheduled during the summer holidays, after Playscheme week.	
8.3	BF said that of the £10,000 budget for improvements, there was still £8,000 available this year.	
8.4	KS1 boys' toilets required attention. IB had found a loose pipe, leaking water onto cracked vinyl.	
8.5	IB had sourced data sheets for the cleaning of the vinyl which should be passed to Carol to ensure that the vinyl was being cleaned with the correct chemical. There was a query as to whether the purchase of the correct cleaning agent may have an impact on cost. BF said that any additional costs outside the contract would have to be advised to the school before works were undertaken.	
8.6	IB suggested that bamboo huts may be a solution to the Willow area problem. The huts would be maintenance free. IB had sourced a deal to purchase two huts for approximately £5000. GW asked whether the Willow area would be disturbed by the Phase VII extension. BF replied that the adventure playground would be lost, the outside classroom would need moving, but the Willow area would remain untouched.	
8.7	Quotations were being received for various works and VP would update progress at the next meeting.	VP
8.8	BF advised that the knock through into the hall would start next week and that the asbestos in the boiler room would be removed over the weekend.	
8.9	BF reported that Phase VII was still on course and that there would be no hold up with the placement of the temporary classrooms as they did not require planning permission.	
8.10	During the Phase VII works, the staff car park would be out of bounds, so all staff would be required to park at Deepway. GW was concerned about the access to Deepway Lane as cars	

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	were forced to queue on the main road outside school and Tesco due to the chicane.	
8.11	GW asked whether the builders would be CRB checked. It was explained that the building work would be separated from the school by a cordon. SP said that it was normal practice to delineate the site and for the builders to remain on their side of the boundary. SP added that generally, contractors would be keen to inform the children about the building work in assemblies.	
<b>9.0</b>	<b><u>Policies</u></b>	
9.1	<b>Approval of amalgamated Health and Safety Policy</b> Awaiting scrutiny of the DCC policy, which is was recommended that the school adopts.	
9.2	<b>Approval of ICT policies</b> GW had met with Paul Herring and made some further changes to the policies. They were not in a position to be approved at this meeting.	
<b>10.0</b>	<b><u>Governing Body matters</u></b>	
10.1	<b>Outcome of Governing Body Health-check</b> GW invited comments on the document. Points noted included:	
10.1.1	AR was disturbed about the comment that the records of Governor visits were limited, as from the signing in book it was clear that Governors were attending school on a regular basis. VP commented that it related to the lack of written-up link class and subject reports.	
10.1.2	GW mentioned succession planning as he had been the chair of the Governing Body for 3 years.	
10.1.3	VP commented that the skills audit had been ongoing for some time and needed to be completed in order for the Governing Body to move forward.	
10.1.4	AR asked what was meant by a Governing body being more strategic. GW suggested that it meant making sure that the SDP was tuned to every child's needs and monitoring the results. BF commented that in order to make strategic judgements, some level of operational experience was required. An example was cited that a Governing body appoint a Headteacher without having experience of interviewing for teaching staff. BM asked why Governors were not informed of the new class teachers before the information was made available to the wider school community. BF said that it was an internal operational decision and that Governors had not been advised in the past. It was suggested that next year, Governors could be informed 24 hours before the information was released, on a for information, rather than discussion basis.	
10.1.5	A discussion regarding the Personnel committee took place. It was noted that there had not been a meeting of the committee for some time. It was agreed that the Terms of Reference for the Personnel committee should be examined and a decision taken at the first FGB meeting of the next academic year as to how they could be amended to more accurately reflect working practice.	
10.1.6	BF said that the weekly meetings with SD and GW were working well and that there purpose was to ensure that the Chair and Vice Chair were adequately informed so that nothing happening within school should come as a surprise to them. There was trust between the Head and Chair, that the Chair would cascade appropriate information to the Governors.	
10.1.7	A discussion as to whether the current model of all Governors being members of all committees, except Personnel, needed revision. VP suggested that each Governor should have a main and second committee. It was agreed that the allocation to committees would be discussed at the first FGB meeting of the next academic year.	
10.2	<b>Function of the Governing Body during the past academic year</b> GW asked for comments from Governors.	
10.2.1	LA was pleased that in the Parental Survey, 80% of parents knew who the Governors were.	
10.2.2	AR said that the Ofsted judgement that the Governing body were excellent was a fair reflection.	
10.2.3	VP said that there was room for improvement.	
10.2.4	BF was delighted that Ofsted ranked the Governing body was excellent, but that the Health-check report had highlighted some areas that could be improved on.	
10.2.5	NB was pleased with the Ofsted outcome and that Phase VII was going ahead.	
10.2.6	BM had enjoyed seeing a different side to the school and found it a valuable experience.	

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10.2.7	SWi thought that the Governing body had a good balance of strengths.	
<b>11.0</b>	<b><u>Federation/Academy Update</u></b> KP had no update. SWi commented that 3 large schools in the Crediton area were federating.	
<b>12.0</b>	<b><u>Safeguarding Update</u></b> AR drew attention to an article on P10 of the Devon Governor Magazine regarding Child Protection. AR suggested that to satisfy the “sharing information” requirement, the safeguarding audit’s action plan could be circulated.	AM/HH
<b>13.0</b>	<b><u>Meeting dates for next term</u></b> Following a poll over which days of the week were best to hold meetings, Thursdays were agreed, at least for the Autumn Term and the following dates were set: 12 <sup>th</sup> September – Full Governing Body 26 <sup>th</sup> September – Curriculum 3 <sup>rd</sup> October – FiSS 17 <sup>th</sup> October – Full Governing Body	All to note
<b>14.0</b>	<b><u>AOB</u></b>	
14.1	Governors’ attention was drawn to Georgie Ertle’s charity head-shave and sponsorship.	
14.2	BF reported that year 6 had done well in their SATS and that approximately 80% of year 1 had passed the Phonics Screen.	
14.3	GW and BF thanked KP and JP for their long-standing commitment to the Governing body as this was their last meeting.	

Signed:.....Glen Woodward..... Date:.....12/09/2013.....