

Exminster Community Primary School Minutes

**Full Governing Body Meeting 01/2013/2014
Thursday 12th September 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)	James Brookes	JB	Associate Member
Becky Mason	BM	Governor (Par)	Libby Ash	LA	Governor (Par)
Vanessa Pestridge	VP	Governor (Com)	Glen Woodward (Chair)	GW	Governor (Com)
Simon Palmer	SP	Governor (LEA)	Paul Herring	PH	Staff Visitor
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Niki Gibson	NG	Governor (Staff)	Sarah Whalley	SWh	Deputy Headteacher
Ian Beer	IB	Governor (Par)	Jamie Benthall	JBe	Governor (Com)
Sam Gilronan	SG	Staff Visitor	Norman Bettinson	NB	Governor (Com)

Apology	Initial	Reason	Absent Without Apology	Initial
Sue Wilkinson	SWi		Emma Bird	EB
			Alwyn Reeves	AR

Ref	Item	Action
1.0	<u>Welcome and Apologies</u> GW welcomed everyone to the meeting.	
1.1	The cleanliness and tidiness of the school were remarked upon and the staff thanked for their hard work in achieving this prior to the start of term.	
1.2	Apologies were accepted from Sue Wilkinson.	
2.0	<u>Declaration of Interests</u> NB – see Register of Business Interests.	
3.0	<u>Elections</u>	
3.1	<u>Election of Chair</u> GW was proposed as Chair by VP and seconded by SD. A vote took place and GW was elected as Chairman of the Governing Body for a term of 1 year, ending at the first FGB meeting of the 2014/15 academic year.	HH to advise Babcock
3.2	<u>Election of Vice Chair</u> SD was proposed as Vice Chair by VP and seconded by LA. A vote took place and SD was elected as Vice Chair of the Governing Body for a term of 1 year, ending at the first FGB meeting of the 2014/15 academic year.	HH to advise Babcock
BF requested that the item listed at 9.0 on the agenda was heard next.		
4.0	<u>Headteacher and Deputy Headteacher's Report</u>	
4.1	<u>Authorisation of Holidays During Term Time</u> Holidays could no longer be authorised at the discretion of the Headteacher with effect from 1 st September 2013. All requests from last term would be honoured.	
4.1.1	A letter had been sent to parents from Babcock LDP explaining the change.	
4.1.2	SP questioned the definition of "exceptional circumstances" for authorising absence. BF said that requests would be considered on a case by case basis, and that it was likely that there would be some test cases coming to light in the near future.	
4.2	<u>Staffing</u> BF requested that all members of staff left for the duration of this item.	
4.2.1	Governors were updated on the new staff; NQT's Lucy Jacobs and Nathalie Vass and LSA Sophie Burnham.	
4.2.2	Arlene Badcott and Kate Nowell had returned from maternity leave and Maeve Kay had just started her maternity leave.	
4.2.3	Following discussions last term with GW and SD, BF proposed his retirement as of Sunday 3 rd November 2013. BF, GW and SD recommended that this request was agreed by the Governing Body and that SWh and SG were given the opportunity as Acting Head and Acting Deputy with	

Exminster Community Primary School Minutes

Ref	Item	Action
	effect from Monday 4 th November, with a view to appointing a substantive head for September 2014. The Governing Body resolved to agree to this proposal and recommendation.	
4.2.4	GW and BF confirmed that they would inform Babcock.	
4.2.5	GW had researched the formal process for recruiting a Headteacher and, with the support of Neil Chislett, it was hoped that a job specification would be written by the end of the Autumn Term, with advertisements for the role being placed in the Spring Term.	
4.2.6	It was acknowledged that the teaching commitment would need to be reduced for both SWH and SG. Sian Lewis would be returning to the school to teach for one day per week in Year 1. Further staffing arrangements would be decided in the near future.	
4.2.7	Staff salaries were discussed in detail. Refer to part 2.	
4.2.8	VP questioned how the finances would be managed. BF agreed to pass the details of the finances to NB and VP, and advised that there would be support for SWH and SG from other nearby schools if necessary.	
4.2.9	JB proposed a vote of thanks for BF.	
4.2.10	Staff returned to the meeting.	
4.3	Pupil Numbers BF reported that the academic year had started with just over 350 on roll, and despite being oversubscribed in Year 3, the average class size of 25 was being maintained.	
5.0	<u>Minutes of Previous Meeting and Actions List</u>	
5.1	Review Minutes of Previous Meeting Minutes of the meeting on 4 th July were approved and signed by GW, subject to the removal of item 7.0 Edmodo Training.	
5.2	Review FGB Actions List	
	9/2/12 Review Confidentiality Policy – GW to ensure that policy is signed now that it has been reviewed – GW to bring into school.	GW
	14/03/13 5.3 Amalgamate H&S policies – adopt recommended DCC policy at next meeting - done	
	14/03/13 7.1.2 Skills audit to be issued to, and completed by, all Governors – awaiting results – ongoing.	GW
	06/06/13 13.2 ICT Policy amalgamation – policies currently under review and awaiting completion including possible implementation of parent/carer acceptable usage agreement – to be adopted at FGB on 17th October - ongoing	GW HH to agenda
	06/06/13 9.1 Results of Health and Safety Audit to be discussed at Autumn FiSS meeting. HH to agenda – on FiSS agenda - done	
	06/06/13 13.1 HH to continue to work out which policies are statutory from latest list - ongoing	HH
	06/06/13 13.3 GW to sign Curriculum Leaders Policy and put in file – done	HH to check
	06/06/13 13.2 GW to sign Model Equality Policy and put in file - done	HH to check
	04/07/13 6.1.2 NB to report back on 5 year plan at next meeting – on agenda – done	
	04/07/13 6.1.5 AM to find out area of school site from Asset Management Plan – see below	
	04/07/13 6.1.5 BF to ask DCC for details of school site areas – BF had ascertained that 3 schools with a similar roll had sites of approximately 3 x the area of Exminster school - done	
	04/07/13 6.2 HH to agenda discussion of priorities for unallocated funds at a future meeting – on FiSS agenda - done	
	04/07/13 7 All to set up Edmodo and school email addresses and notify IM of any problems accessing – done – IM was thanked for setting this up.	
	04/07/13 8.7 VP to report back on progress of maintenance plan and quotations received for works if applicable – on FiSS Agenda – VP asked staff to e-mail details of proposed large capital expenditure before the FiSS meeting.	Staff
6.0	<u>Matters Arising from Meeting on 4th July and not on Agenda</u> None	

Exminster Community Primary School Minutes

Ref	Item	Action
7.0	<u>Housekeeping</u>	
7.1	Register of Business Interests Forms were circulated for amendment and initialling accordingly.	
7.2	Review Committees' Terms of Reference Discussion took place regarding the Personnel Committee and whether it should continue in its present form.	
7.2.1	BF explained the rationale in the formation of the Personnel Committee, but highlighted that now that regular meetings were taking place on a Wednesday morning with GW and SD, there was less of a need for Personnel meetings as frequently.	
7.2.2	VP stressed the importance of having information from the Personnel Committee feeding into the FGB in the interests of transparency.	
7.2.3	It was agreed that the Terms of Reference for all Committees were to remain unchanged, with all Governors being members of the FiSS and Curriculum Committee, but with an expectation that Governors would have a preferred Committee. Roles within the Committees would be decided at the individual Committee meetings.	
7.3	Associate Members JB was voted in as an associate member for the current academic year.	
7.4	Review Governing Body Handbook HH requested amendments to be sent via Edmodo or e-mail so that the Handbook could be updated. It was noted that "Standing Orders" referred to on page 44 no longer existed and the reference to them should be removed.	All HH
8.0	<u>Approval of School Development Plan</u> A draft of the SDP had been circulated prior to the meeting. It was proposed that the plan contained the same four areas of focus as last year, Teaching and Learning, The Achievement of Pupils, Behaviour and Safety and Leadership and Management. Members of the SLT presented each area to the meeting. The following points were noted:	
8.1	Clarification was sought from the Governors on some of the abbreviations/acronyms used.	
8.2	Fischer Family Trust Data was explained.	
8.3	In the Behaviour and Safety section, the Governors undertaking the Health and Safety checks needed to be revised.	
8.4	Thrive was explained. Sue Hughes and Hannah Parker were currently being trained.	
8.5	LA asked whether there would be challenges with the new curriculum. SWH explained that the subject leaders would need to prepare, but that there was support available from the LEA.	
8.6	SD noted that The Achievement of Pupils and Behaviour and Safety sections did not have Governors allocated for reporting and evaluation. It was suggested that the Governor Data Group from the Curriculum Committee would undertake the role for the Achievement of Pupils, and AR for Behaviour and Safety. A Governor was also required for the Communication Forum. A suitable candidate would be identified at a later date.	
8.7	BM commented that there was no mention of the active play in the Behaviour and Safety section, and the impact that it had on behaviour. It was suggested that this was added.	
8.8	The SDP would be amended and recommended for approval at the FGB meeting on 17 th October.	
9.0	<u>Approval of Teachers' Pay Policy</u> A model pay policy had been circulated prior to the meeting. The SLT had discussed the policy and highlighted four main changes: <ul style="list-style-type: none"> • Pay rises through the incremental points were no longer automatic, but based on appraisal outcomes. • The SLT would jointly agree recommendations. • There would be two appeal stages for staff, firstly with the SLT and then via the Headteacher and Chair of Governors. • There was no longer the requirement to pay the "going rate", so posts could be advertised with whatever salary was deemed appropriate. 	
9.1	VP sought clarification on the appeals process. Following discussion it was decided that the	

Exminster Community Primary School Minutes

Ref	Item	Action
	second appeals panel would consist of a member of the first panel, plus the Chair and Vice Chair of the Governors in order that there would be an odd number on the appeals panel.	
9.2	VP asked whether a monitoring process was in place, so that staff would be made aware if they were not on track. BF explained that a minimum of 3 targets were set for staff in the Autumn Term, 1 standard and 2 chosen. During the Spring Term a progress meeting would be held at which it would become evident whether or not the targets were likely to be met.	
9.3	HH and AM were asked to adapt the model policy to include details of Exminster School and the Governing Body resolved to adopt the Teacher's Pay Policy. An "Exminsterised" version of the model policy would be circulated after amendment.	HH / AM
10.0	<u>Federation/Academy Update</u>	
10.1	Kenn and Kenton school had Federated.	
10.2	JBe enquired whether it was possible to approach Federated schools to ask about the problems and benefits of the process. SD replied that she had visited schools in the past to ask about the issues.	
10.3	GW asked whether there was still a push to Federate. BF said that in some cases there were huge conglomerates of schools which had become out of hand.	
10.4	BF pointed out that 1 in 4 Devon schools were in an Ofsted category.	
11.0	<u>Report on 5 Year Plan</u>	
11.1	NB had looked at the 5 year plan over the summer and had found it to be in order.	
11.2	NB explained that there were 2 tiers to the plan, BF's plan and the plan submitted to the LEA. All queries with BF's plan had been resolved, but the plan submitted to the LEA needed further clarification, and would be explored by NB.	
11.3	NB explained that the budget was changing all of the time and VP added that with current commitments the school's budget was healthy.	
11.4	SWh noted that the SEN budget would be changing next year.	
11.5	BF explained that the 2014-2015 budget would be provisionally calculated following the pupil census day on 3 rd October and that it would be useful to cost out and prioritise anticipated major expenditure over the next 2 to 3 years.	
12.0	<u>Safeguarding Update</u>	
12.1	Referrals were taking place and issues being addressed.	
12.2	Safeguarding meetings would continue to be held on at least a fortnightly basis.	
13.0	<u>Meeting dates</u>	
13.1	Curriculum Committee meeting confirmed as Thursday 26 th September.	
13.2	FiSS Committee meeting changed to Tuesday 8 th October.	
13.3	FGB meeting scheduled for 17 th October, although there is a possibility that this may change if strike action takes place.	
14.0	<u>AOB</u>	
14.1	<u>Phase VII</u>	
14.1.1	GW reported, for information, on progress with Phase VII, which was on track to start on 16 th October, for completion by 6 th June.	
14.1.2	JB declared an interest as he worked with Interserve, the proposed contractor.	
14.1.3	It was expected that a Health and Safety plan would be received in the near future. It was suggested that SP and JB looked at the document together.	
14.1.4	JB suggested that the "value engineering" should not be agreed to.	
14.2	<u>Data gathering meeting</u> SD reminded Governors that the data gathering meeting would be taking place at 1pm on Wednesday 18 th September.	

Signed:.....Glen Woodward..... Date:.....7th November 2013.....