

# Exminster Community Primary School Governing Body

## Minutes of Full Governing Body Meeting 03/2013/14

Thursday 9<sup>th</sup> January 2014 at 19:00 at Exminster Community Primary School

Attendee	Initial	Position	Attendee	Initial	Position
Karen Sharpe	KS	Governor (Par)	Ian Moore	IM	Governor (Staff)
Sarah Denton	SD	Governor (LEA)	Sue Wilkinson	SWi	Governor (Par)
Becky Mason	BM	Governor (Par)	Paul Herring	PH	Staff Visitor
Vanessa Pestrige	VP	Governor (Com)	Glen Woodward	GW	Governor (Com)
Libby Ash	LA	Governor (Par)	Norman Bettinson	NB	Governor (Com)
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Niki Gibson	NG	Governor (Staff)	Alwyn Reeves	AR	Governor (LEA)
Sam Gilronan	SG	Acting Deputy Headteacher	Sarah Whalley	SW	Acting Headteacher
Simon Palmer	SP	Governor (LEA)	Ian Beer	IB	Governor (Par)

Apology	Initial	Reason	Absent Without Apology	Initial
Jamie Benthall	JBe	Work	James Brookes	JBr

Ref	Item	Action
<b>1.0</b>	<b><u>Welcome</u></b> GW welcomed everyone to the meeting.	
1.1	<b>Apologies for absence</b> 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 and Actions from previous meeting</u></b> Part I minutes had been circulated electronically prior to the meeting. Part II minutes were circulated in hard copy at the meeting.	
3.1	<b>Approve Minutes of previous meeting</b> It was resolved to approve the Part I and Part II minutes from the Full Governing Body (FGB) meeting of 7 <sup>th</sup> November 2013 without amendment. The minutes were signed accordingly by GW.	
3.2	<b>Progress on Actions</b>	
3.2.1	19/05/2011 9.7.2 Update on Federations and Academy Status to remain on FGB agenda – see item 10 - ongoing.	
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	20/09/12 8.4.1 All Governors to review handbook and suggest amendments to the Clerk – ongoing.	
3.2.4	14/03/13 7.1.2 Skills audit to be issued to, and completed by all Governors - ongoing	GW
3.2.5	06/06/13 13.1 HH to continue to work out which policies are statutory from latest list – update: meeting arranged with AM and HH on 22 <sup>nd</sup> January to formulate a policy management strategy and to identify policies that need reviewing.	AM/HH
3.2.6	04/07/13 8.7 VP to report back on progress of maintenance plan and quotations received for works if applicable – Staff asked to email VP details of any proposed capital expenditure ASAP – update: VP said that the matter would be discussed in detail at the FiSS meeting but that the current major issue was roofing as there were leaks in two classrooms and the ICT suite.	VP
3.2.7	12/09/13 9.3 HH and AM to “Exminsterise” DCC model pay policy for approval at next FGB - done	
3.2.8	7/11/13 5.5.3 SLT to come up with a focus for class monitoring with respect to Governor visits – update: SG had produced a document (accessible on Edmodo) that would be discussed in detail at the Curriculum Meeting.	HH agenda

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3.2.9	7/11/13 5.6.1 Governor required to scrutinise the appraisal process – done at Personnel Committee meeting.	
3.2.10	7/11/13 7.0 Follow up the skills audit and deal with other issues highlighted in the Governor Healthcheck report – ongoing.	GW
3.2.11	7/11/13 10.0 Investigate the possibility of getting the school decorated in the first half of the 2014 summer holiday – to be discussed at FiSS meeting – ongoing.	HH agenda
3.3	<b><u>Matters arising from Minutes of previous meeting and not on Agenda.</u></b> None.	
<b>4.0</b>	<b><u>Headteacher's Report</u></b> SW presented a report (appendix A) that had been circulated prior to the meeting. Questions and comments from the Governors were recorded as follows:	
4.1	<b><u>Safeguarding</u></b>	
4.1.1	<b><u>Numbers</u></b> Refer to Part II	
4.2	<b><u>Staffing</u></b>	
4.2.1	Refer to Part II	
4.2.2	Refer to Part II	
4.3	<b><u>Attainment and Progress</u></b> The data would be discussed in detail at the Curriculum Committee meeting, and a meeting of the data team had been arranged. A number of sources of data had been uploaded onto Edmodo for Governors to scrutinise.	All
4.4	<b><u>Finance</u></b>	
4.4.1	The most recent Budget monitor (December) had just been made available and was predicting a £34,000 overspend at year end.	
4.4.2	The largest variation was in staffing costs (£70,000 over budget forecast). VP explained that when the Budget was set for this year, a large amount of money was left unallocated for staffing.	
4.4.3	This year, the budget would be set differently. It would be necessary to have 2 budget plans because of the Headteacher recruitment. The main priority was to have an accurate and balanced budget. The budget would also need to be clearly linked to the SDP.	
4.4.4	GW asked about the Y6 residential trip costs and whether all parents paid? AM said that there were usually 2 or 3 per cohort who did not pay in full and that in the past, funds had been received from charitable trusts to cover the cost for some children whose parents were unable to afford it. The way in which the trip was recorded in the budget was slightly misleading, but this would be changed in the next financial year. VP asked about the policy for chasing up payments. AM said that reminders were sent out on a termly basis, and that a meeting would be held with the Y6 teachers next week to formulate an approach to parents who were behind with payments.	
4.4.5	Breakfast club was showing approximately a £1000 loss. There were bad debts of £500 relating to two families. AR said that the Education Visits Policy regarding payment for trips and other events did not apply to Breakfast club and that the matter should be discussed at a safeguarding meeting, and it may be necessary to involve other professionals. VP was concerned with the budgeting for Breakfast Club. AM said that the staffing costs were difficult to budget for as the number of children attending fluctuated from one week to the next.	
4.5	<b><u>Governor Healthcheck</u></b> SW requested input from the Governors as to whether matters highlighted in the Governor Healthcheck report were being addressed.	
4.5.1	Governors agreed that issues with finance and the strategic influence in budget setting were being resolved.	
4.5.2	GW emphasised the importance of strategic thinking moving forward. He said that he had chaired the Governing Body for 4 years and that next year someone else should be prepared to take on the role. It was agreed that the next chair needed to be an established Governor. Anyone interested and eligible to take	All

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	up the role should speak to GW.	
4.5.3	LA said that there were still not enough Governor visits being written up. If necessary, Governors could electronically fill in a form, email it to HH to print and file. Governors could write up a visit for any reason, not just when undertaking a class link or subject link visit. VP would be visiting PH's class in the next few weeks and invited any Governors along who wished to shadow her. KS needed a link class. SD agreed to email details.	All  SD
4.5.4	The Clerk's appraisal had not taken place. GW agreed to arrange a time with HH.	GW/HH
4.5.5	The Personnel Committee had re-formed and was being Clerked.	
4.6	<b>SDP Progress</b>	
4.6.1	<u>Appraisal</u> The appraisal process had been discussed at the Personnel Committee Meeting and had been uploaded onto Edmodo. SW invited questions on the process. There were no questions.	
4.6.2	<u>Premises</u>	
4.6.2.1	The main priorities were identified as the leaking roof, Y1 outside play area and phase VII internals. GW enquired whether there was any insurance for the roof. AM replied that there was no insurance for the outside of the building as schools were uninsurable.	
4.6.2.2	Items identified in the Health and Safety audit needed actioning; a lightning risk assessment costing £150, a kitchen deep clean costing £2000 and a new roller shutter for the kitchen costing £2000 were all required. AM agreed to ascertain the timescale for the actions. IB suggested that Churchill may quote for the kitchen deep clean.	AM AM/IB
4.6.3	<u>Phase VII</u>	
4.6.3.1	The project was running approximately 1 week behind schedule. The site manager was unconcerned by this. Weekly meetings continued with SP, SW and the site manager.	
4.6.3.2	GW asked how our relationship with the neighbours was in the light of the building work. During the storms a tree branch had fallen onto a car parking space. AM confirmed that at the last audit, the tree was deemed to be safe.	
4.6.3.3	Governors were concerned about the gas bill liability. It was agreed to fight against paying it.	
4.6.3.4	It was agreed that SP should speak with the contractors regarding the groundworks for an outside area for Y1. The cost of the clearing, compacting and gravelling would be approximately £500. At a later stage, grants could be sourced to install decking. LA asked whether there would be any Health and Safety implications during the work. SP replied that the work would take place outside school hours and therefore there would be no risk.	SP
4.7	<b>Curriculum</b> To be discussed at the Curriculum Committee meeting.	
5.0	<b>Finance Update</b> See item 4.4	
6.0	<b>Housekeeping</b>	
6.1	<b>Formation of a Pay Committee</b> It was agreed to delegate the amendment of the model Terms of Reference to the Personnel Committee to bring back to the next FGB meeting for approval.	HH agenda
6.2	<b>Clerking arrangements</b> No update until after the Clerk's appraisal.	
6.3	<b>Associate members</b> 2 of the 4 people who applied for the Parent Governor role had expressed an interest in becoming associate members. GW agreed to obtain the contact information for them from AM and speak to them. To be discussed again at the next FGB meeting.	GW/AM/ HH agenda
6.4	<b>Authority Governor expiry of Term of Office in May 2014</b> AR had asked to be considered for reappointment as a LEA Governor for a further 4 year term. VP proposed AR, a vote was taken and it was unanimously resolved to nominate AR to the DCC selection panel.	HH
6.5	<b>Co-option of Karen Sharpe to the Personnel Committee</b> KS was proposed by VP for co-option to the Personnel Committee. A vote was taken and it was	

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	unanimously resolved that KS should become a member of the Personnel Committee.	
<b>7.0</b>	<b><u>Policies</u></b>	
7.1	<b>Approval of Appraisal Policy</b> Governors unanimously voted to adopt the Appraisal Policy.	
7.2	<b>Final version of Teachers' Pay Policy</b> A final version of the Teachers' Pay Policy had been uploaded to Edmodo for information.	
<b>8.0</b>	<b>CPD grant funding</b> Refer to Part II	
<b>9.0</b>	<b>Federation /Academy Status Update</b>	
9.1	Information on neighbouring schools: Kenton School and Kenn School had recently Federated. Alphington School was entering into a co-operative trust with several other schools including Westexe.	
9.2	A question was raised as to whether becoming an academy would affect admissions.	
<b>10.0</b>	<b>Safeguarding Update</b>	
10.1	Safeguarding meetings continue on a fortnightly basis.	
10.2	Thrive is being implemented. VP asked whether the school received funding for running Thrive. SG replied that the training was all paid for.	
10.3	Claire Godbeer would be running Family SEAL.	
<b>11.0</b>	<b>Any Other Business</b>	
11.1	BM had received an email from Adrian Wood from the Parish Council to ask whether the school would be prepared to give out flyers to ascertain whether there was enough demand to provide a tennis court in Exminster. The Parish Council were also planning to provide a Multi Use Games Area (MUGA) which the school may have access to, as it was likely to be built on Spurfield. BM agreed to draft a response on behalf of the Governors.	BM
11.2	GW reported that it was likely that another development was proposed on the land near the junction of the A379 and Chudleigh Road leading into Alphington. Discussion took place about the implications of another primary school and a through school in the South West Exeter development. VP asked how much funding DCC were likely to receive in S106 agreements from the Sentry's Farm Development, should planning permission be granted.	HH
<p><b>The meeting closed at 20:50</b></p> <p><b>Dates of next meetings:</b>  <b>Personnel Committee: Thursday 30<sup>th</sup> January 19:00</b>  <b>Curriculum Committee: Thursday 6<sup>th</sup> February 19:00</b>  <b>FiSS Committee: Thursday 27<sup>th</sup> February 19:00</b>  <b>Full Governing Body: Thursday 13<sup>th</sup> March 19:00</b></p>		

Signed:.....Sarah Denton..... Date:.....27<sup>th</sup> March 2014.....