

# Exminster Community Primary School Governing Body

Minutes of the Full Governing Body meeting 06/2013/2014

Thursday 8th May 2014 at 19:00 at Exminster Community Primary School

Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Jamie Benthall	JB	Governor (Com)
Ian Beer	IB	Governor (Par)	Sue Wilkinson	SWi	Governor (Par)
Becky Mason	BM	Governor (Par)	Paul Herring	PH	Staff Visitor
Vanessa Pestridge	VP	Governor (Com)	Niki Gibson	NG	Governor (Staff)
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Karen Sharpe	KS	Governor (Par)	Alwyn Reeves	AR	Governor (LEA)
Antony Kryz	AK	Parent (Potential Governor)	Norman Bettinson	NB	Governor (Com)
Ian Moore	IM	Governor (Staff)	Glen Woodward	GW	Governor (Com)
Dawn Fuller	DF	Staff (New Staff Governor)			

Apology	Initial	Reason	Absent Without Apology	Initial
Libby Ash	LA	Illness		
Simon Palmer	SP	Family Commitment		

Ref	Item	Action
<b>1.0</b>	<b><u>Welcome</u></b> GW opened the meeting. A round table introduction was done for the benefit of DF and AK.	
1.1	<u>Apologies for absence</u> Accepted as listed above.	
<b>2.0</b>	<b><u>Declaration of Interests</u></b> BM declared an interest due to her involvement with the South Dartmoor Schools Sports Partnership.	
<b>3.0</b>	<b><u>Election of Vice Chair</u></b> LA was nominated, seconded and unanimously voted in as Vice Chair until the first FGB meeting of the 2014/15 academic year. [Although LA was absent from the meeting, confirmation had been received that she was willing to accept the post should a vote go in her favour.]	HH
<b>4.0</b>	<b><u>Minutes and Actions from previous meeting</u></b>	
4.1	<u>Approve Minutes of previous meeting</u>	
4.1.1	<b><u>Minutes of FGB 27/03/2014</u></b> The Part I and Part II minutes (circulated to non-staff Governors at the meeting) were approved and signed accordingly by GW.	HH
4.2	<u>Progress on Actions</u>	
4.2.1	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 reminder to remain on Action List.	
4.2.2	20/09/12 8.4.1 All Governors to review handbook and suggest amendments to the Clerk – ongoing reminder to remain on Action List.	
4.2.3	06/06/13 13.1 HH to continue to work out which policies are statutory from latest list. Update 09/01/14: HH to meet with AM on 22/1/14 to formulate a policy management strategy - ongoing	
4.2.4	7/11/13 7.0 Follow up the skills audit and deal with other issues highlighted in the Governor Healthcheck report. Update 27/03/14 an internal repeat of the Healthcheck process to take place in Summer 15 – to remain on Action List as a reminder	
4.2.5	09/01/14 4.5.2 Any eligible Governor interested in becoming chair to contact GW – ongoing	
4.2.6	09/01/14 4.5.3 More Governor visit reports required when visiting for ANY reason - ongoing	
4.2.7	09/01/14 4.6.3.4 SP to speak to contractors regarding ground clearance for Y1 outside space – SW to follow this up - ongoing	
4.2.8	09/01/14 6.1 Agenda formation of pay committee and amendment of model ToR for Personnel Committee meeting. Then bring back to FGB for approval. 27/03/2014 Deferred to Summer FGB – on agenda - done	
4.2.9	09/01/14 6.3 GW to obtain contact details for potential associate members from AM and then to contact them - done	
4.2.10	09/01/14 11.2 HH to ascertain proposed S106 agreement funding from Sentry's Farm development. Update 27/03/2014 Matter to be raised with Leo Critchlow. Update 08/05/2014 SW meeting with Leo in the next	

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	couple of weeks - ongoing	
4.2.11	27/03/14 3.2.4 VP and LA to undertake a Governor Review. Meetings with every Governor to take place - done	
4.2.12	27/03/2014 4.1.1 Suggest appointment for LEA Governor position at Summer FGB – on agenda - done	
4.2.13	27/03/2014 4.1.2 Staff Governor election to take place in Summer Term - done	
4.2.14	27/03/2014 4.3.1 Adoption of Whole School Model Safeguarding Policy deferred to Summer Term FGB – on agenda - done	
4.2.15	27/03/2014 4.3.2 Adoption of Confidentiality Policy deferred to Summer Term FGB – on agenda - done	
4.2.16	27/03/2014 5.4.1 GW to sign refit form as expression of interest in scheme - done	
4.2.17	27/03/2014 5.4.3 SW to notify Leo Critchlow of leak in ICT suite. Update 08/05/2014 leak needed to be addressed through repairs budget and not via DCC. This was also the case for the leak in 4SJ's classroom - done	
4.2.18	27/03/2014 5.7 BM to analyse parental questionnaires – done – to be discussed at next FiSS and Curriculum meetings.	
4.2.19	27/03/2014 8.1 Governor Visits reports to be discussed at Curriculum meeting – on Curriculum agenda - done	
4.2.20	27/03/14 8.2 Impact and outcomes of G&T children attending DLP events to be discussed at Curriculum meeting – on Curriculum agenda - done	
4.2.21	27/03/14 9.0 Agenda adoption of T of R for personnel and pay and performance committees, and various policies at summer FGB – on agenda - done	
4.2.22	27/03/14 10.00 Federation and Academy status to be removed from agenda and replaced with Collaboration - done	
4.3	<u>Matters arising from Minutes of previous meeting and not on Agenda</u> None.	
<b>5.0</b>	<b><u>Housekeeping</u></b>	
5.1	<u>Governor Vacancies/Terms of Office</u> HH reported the following: a) Receipt of an email from a parent interested in becoming a Governor. A response had been sent, thanking him for his interest and advising that he would be notified if there were any vacancies arising. b) DF had been appointed as Support Staff Governor, replacing NG whose term of office ended on 16 <sup>th</sup> May 2014.	
5.1.1	<b>Immediate vacancy for LEA Governor</b> AK left the room. AK had expressed an interest in joining the Governing Body and had met with VP for further information and discussion. VP proposed that AK was nominated for appointment to the Governing Body as LEA Governor. A vote was taken, unanimously supporting the proposal. The resolution would be reported to DCC as they had responsibility for appointing LEA Governors. AK returned to the room and was advised of the outcome.	HH
5.1.2	<b>Link Governor required for ESA</b> Following Sarah Denton's resignation there was a vacancy for a link Governor for ESA. BM confirmed that she had agreed to take on this role.	
5.1.3	<b>Potential Staff Governor Election</b> As IM would be taking on the role of Acting Deputy Headteacher from September 2014, he would be attending meetings in that capacity. Therefore, he felt that it would be sensible to allow another member of staff to take on the Teaching Staff Governor role if a candidate were to come forward. SW suggested that the nomination procedure was started to ascertain if there were likely to be any candidates. If there were, IM could resign as a Staff Governor at the end of the Summer Term; otherwise he could remain in post until such time as a candidate came forward.	AM
5.2	<b><u>Policies for Adoption</u></b>	
5.2.1	<u>Whole School Model Safeguarding (Child Protection) Policy</u> AR had reviewed the model policy and SW had ensured that it was relevant to Exminster School. It was resolved to adopt the policy and for all Governors to sign to say that they had read and understood its contents. A signing sheet would be placed in the office for this purpose.	All

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5.2.2	<p><u>Confidentiality Policy</u></p> <p>KS had reviewed the policy and found no contentious issues. Clarification was sought as to who the designated senior officer was. SW confirmed that it was her.</p> <p>It was resolved to adopt the policy and for all Governors to sign to say that they had read and understood its contents. A signing sheet would be placed in the office for this purpose.</p>	All
6.0	<p><b><u>To consider the implementation of a Confidentiality Agreement to be signed by all Governors</u></b></p> <p>KS explained why it was necessary to implement a confidentiality agreement and that it had been discussed at the Personnel Committee meeting.</p> <p>Discussion followed regarding clause 2 and whether it weakened the agreement by the inclusion of Governor's immediate family.</p> <p>It was proposed to remove the "immediate family" caveat to read:  <i>This agreement is to remain confidential between the parties and will not be revealed to any third party other than professional advisers (or Trade Union representative) or otherwise as required by law.</i></p> <p>The proposal was approved and it was resolved to adopt the amended Confidentiality Agreement with effect from September 2014.</p> <p>It was noted that it should be clearly identified at meetings which information was to remain confidential, as although an item may have been discussed as part I, there may have been elements of the discussion which were part II.</p>	KS  HH
<b>7.0</b>	<b><u>Delegated authority and Committee membership</u></b>	
7.1	<p>VP and LA had carried out Governor Reviews; meeting each member of the Governing Body to discuss what they enjoyed about the role, and how their skills could be put to best use.</p> <p>It was suggested that each Governor could have a main committee (linked to their area of expertise), but be free to attend other committee meetings if they wished.</p> <p>A "Governor Review Actions" table was circulated and actions identified as follows:</p>	
7.1.1	To review roles to include class and curriculum link responsibilities and FiSS roles to ensure and even distribution of responsibilities – BM, VP, SWi and IM by the 03/07/14 FGB.	BM/VP/ SWi/IM
7.1.2	Head, Chairs and Clerks training to be completed annually – HH to find out when and where the course in the Autumn Term was taking place	HH
7.1.3	Publish an article in the Scene to draw out a list of people [in the wider community] who may be interested in becoming a Governor – DF to write and submit the article ASAP	DF
7.1.4	<p>Training about the funding reforms for Governors, specifically for Finance Governors – NB to research training available to be discussed at the 05/06/14 FiSS meeting. SW to ask David Carr for information (DLP) at a forthcoming meeting.</p> <p>[Finance training was seen as a general priority for all Governors]</p>	NB/SW
7.1.5	Issue a list of GEL courses – HH to put GEL training list on a separate post on Edmodo. All Governors to choose a course from the list and indicate their preference on the post to ensure a good spread of training. To be discussed further at 03/07/14 FGB.	HH/All
7.1.6	Safer Recruitment training for 2 Governors to be undertaken – There was a free online course for this. SWi and KS had expressed an interest and IM would also be undertaking the training.	SWi/KS/ IM
7.1.7	Discussion about what the Governing Body want to achieve from class and curriculum visits – It was suggested that the non-staff Curriculum biased Governors were to be linked to a year group rather than a class, and buddied with a Finance biased Governor – to be discussed further at the 22/05/14 Curriculum meeting.	HH
7.1.8	Support for Sarah Whalley by Governors – A "Headteacher Induction Governor" needed to be identified. It was suggested that SW chose a suitable Governor, who was not involved in her performance management.	SW
7.1.9	Ensure that Governors are clear on expectations about what they will be expected to comment/ask questions about before meetings – It was suggested that the "10 Key Questions for Governors" were re-visited at the 03/07/14 FGB meeting, alongside an update from SW regarding the latest information from Ofsted.	SW/HH
7.1.10	Governor representatives to attend staff meetings – SW said that staff meetings took place on a Wednesday at 15:45. If the content of the meeting would be of interest to Governors, a "G" could be placed next to it on the timetable. A Governor should be identified to arrange a timetable for Governors to attend the appropriate meetings.	??
7.1.11	Governor Mentors to be discussed – It was thought that for consistency, it would be good to have one person as a mentor to pass information across. LA was suggested as an appropriate candidate.	LA

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7.1.12	SEND training for Governors – It was suggested that this was put on a Curriculum agenda.	HH
7.1.13	Governor social – BM offered to organise a suitable event.	BM
7.1.14	Governor photographs to be visible in school and on website – NG had taken photographs at a previous meeting. SW asked all Governors to email her a short “pen picture” about why they became a Governor etc, by 15/05/14.	All
7.1.15	Visual presentations and learning walks were found to be the most helpful way to learn about the school. Give consideration to including these in meetings as appropriate.	Chairs/ HH/SW
7.1.16	Discussion about the day of the meetings – a tick list was handed round and completed by all present.	
7.1.17	Review how files were shared on Edmodo for easier retrieval – HH to liaise with IM/PH to find the easiest method.	HH/IM/ PH
7.1.18	ESA link Governor required – see item 5.1.2	
<b>8.0</b>	<b><u>Training Opportunities</u></b> Discussed under item 7	
<b>9.0</b>	<b><u>Chair’s Report</u></b> GW reported as follows:	
9.1.1	A Pay and Performance training session for Governors had been attended. Paperwork from the session would be made available in the office for Governors to look at. It was important to ensure that the Pay and Performance Committee was in place for September. The impact of pay increases on the budget was discussed at the session and the fact that there should be a line in the budget to account for this. SW confirmed that a line had been added.	
9.1.2	A vote of thanks was proposed for James Brookes, Sarah Denton and NG for their work on the Governing Body. VP suggested inviting the outgoing members to the social.	
9.1.3	Any Governor interested in becoming the Chair needed to contact GW. It was not healthy for a Governing Body to have the same Chair in office for 4+ years. VP enquired whether GW would be prepared to remain as chair for a further year. GW responded that he would like to have a succession plan in place.	
9.1.4	The importance of maintaining confidentiality was re-iterated.	
9.1.5	The longer term strategic view of the school should be reconsidered now that the Phase VII extension was nearly complete. Should discussions resume with the Parish Council regarding land for a new school site? The impact of a new primary school at Matford should be considered.	
<b>10.0</b>	<b><u>FISS Committee Update</u></b>	
10.1	<u>Update on Budget</u> SW confirmed that the paperwork was being considered by the FIPS and the outcome would be known shortly. A £40,000 contingency application had been applied for. It was noted that many schools had gone to FIPS this year.	
<b>11.0</b>	<b><u>Curriculum Committee Update</u></b> No update.	
<b>12.0</b>	<b><u>Personnel Committee Update</u></b>	
12.1	<u>Recommend the adoption of the following:</u>	
12.1.1	<b>Revised Terms of Reference for the Personnel Committee (including additional amendments proposed by VP)</b> VP outlined the proposed revisions. The Governing Body resolved to adopt the revised Terms of Reference.	HH
12.1.2	<b>Terms of Reference for the Pay and Performance Committee</b> The Governing Body resolved to form a Pay and Performance Committee and adopt the proposed Terms of Reference. The membership of the Committee would be determined at the 05/07/14 FGB.	HH
12.2	<u>Recommend the adoption of the following Devon County Council Model policies:</u> It was noted that these policies had been discussed by the Personnel Committee.	
12.2.1	<b>Disciplinary Policy</b> The Governing Body resolved to adopt the Disciplinary Policy.	HH/AM/ GW
12.2.2	<b>Managing Sickness Absence Policy</b> The Governing Body resolved to adopt the Managing Sickness Absence Policy.	HH/AM/ GW
12.2.3	<b>Capability Policy</b> The Governing Body resolved to adopt the Capability Policy.	HH/AM/ GW
12.2.4	<b>Grievance Policy</b> The Governing Body resolved to adopt the Grievance Policy.	HH/AM/ GW

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<b>13.0</b>	<b><u>Pupil numbers for Reception 2014/15</u></b>	
13.1.1	The Reception intake for the next academic year had exceeded the PAN of 60. There were at least two appeals and a number on the waiting list for places. It was possible that the school could be asked to take over PAN.	
13.1.2	The possibility of mixing the new Reception class with next year's Y1 was discussed. This was not an ideal scenario as it would become difficult as the classes moved further up the school.	
13.1.3	It was likely that, from this year onwards, the intake would always be at PAN due to the development taking place in the village. Questions were raised about whether many of the new children were out of catchment area. SW replied that there were 4 or 5, but a couple of the children already had siblings at this school.	
13.1.4	VP asked whether LSA support would be proportional to the class size. SW said that LSA support was based on need, but that traditionally reception had a high level of LSA support due to the age of the children.	
13.1.5	Having considered the points above, Governors reluctantly agreed to stick to the PAN of 60.	
<b>14.0</b>	<b><u>Safeguarding Update</u></b> AR reported as follows:	
14.1.1	The Safeguarding Central Register had been checked and found to be up to date.	
14.1.2	Fortnightly safeguarding meetings continued.	
14.1.3	Hannah Parker continued to manage the safeguarding and child protection workload which was being added to by outside agencies. It was noted that the outside agencies needed greater clarification about the role of the school.	
14.1.4	SW added that the way in which records were stored was changing so that staff had secure access to the records and reports via Edmodo.	
<b>15.0</b>	<b><u>Collaboration</u></b>	
15.1.1	PH had visited 2 schools in Torquay which had an Executive Head between them. The schools worked very closely together; much closer than the schools in the DLP.	
15.1.2	SW was due to visit Pinhoe school next week and IM would be visiting Willowbank.	
<b>16.0</b>	<b><u>Any Other Business</u></b>	
16.1	BM was concerned about the floor in the hall which was in a poor condition and required at least a deep clean, and possible maintenance. AM agreed to speak to Sandra in the first instance.	AM
16.2	SW reported that Exminster Parish Council had enquired whether the school would be interested in the land at Townfield. The ongoing maintenance costs needed to be considered. It was agreed to obtain further information to be discussed at a FiSS meeting.	
16.3	An allowance of £2,000 per classroom (for 2 classrooms only) would be available to furnish phase VII. IM had sourced furniture costing £4,796 for the classrooms and approximately an extra £1,000 to furnish the meeting rooms. Therefore, the allowance would need supplementing by approximately £1,796 from the repairs and maintenance budget.	
The meeting closed at 21:00		

Signed:.....Glen Woodward..... Date:.....3/7/14.....