

# Exminster Community Primary School Minutes

## Full Governing Body Meeting 02/2014-15

**Thursday 27 November 2014 at 19:00 at Exminster Community Primary School**

Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Ian Moore	IM	Acting Deputy Headteacher
Anthony Kryss	AK	Governor (LEA)	Simon Palmer	SP	Governor (LEA)
Becky Mason	BM	Governor (Par)	Kit Hardee	KH	Staff Governor
Libby Ash	LA	Governor (Par)	Carol Glover	CG	Staff Visitor
Alison Munslow	AM	Staff Visitor	Helen Hibbins	HH	Clerk
Dawn Fuller	DF	Governor (Staff)	Alwyn Reeves	AR	Governor (LEA)

Apology	Initial	Reason	Absent Without Apology	Initial
Norman Bettinson	NB	Work Commitment		
Vanessa Petridge	VP	Family Commitment		
Sue Wilkinson	SWi	Family Commitment		
Glen Woodward	GW	Personal Reasons		
Karen Sharpe	KS	Family Commitment		
Ian Beer	IB	Work Commitment		

Ref	Item	Action
<b>Procedural Items</b>		
<b>1.</b>	<b>Welcome</b> LA welcomed everyone to the meeting.	
1.1	<u>Apologies for absence</u> It was resolved to accept the apologies as listed above. The meeting moved on to point 4 – Safeguarding Training.	
<b>2.</b>	<b>Declaration of Interests</b> BM declared an interest in matters associated with PE due to her work with the South Dartmoor School Sports Partnership.	
<b>3.</b>	<b>Minutes and Actions from previous meeting</b>	
3.1	<u>Approve Minutes of previous meeting</u>	
3.1.1	Minutes of FGB 2/10/2014 It was resolved to approve the minutes which were signed accordingly by the chair.	
3.2	<u>Progress on Actions</u>	
3.2.1	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.	All
3.2.2	20/09/12 8.4.1 All Governors to review handbook and suggest amendments to the Clerk – update 27/11/14 will need a complete overhaul with the reconstitution and potential change to a two committee structure – ongoing.	All
3.2.3	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.	HH
3.2.4	7/11/13 7.0 Internal repeat of the Governor Healthcheck process to take place in Summer 15 – ongoing.	HH
3.2.5	09/01/14 4.5.3 More Governor visit reports required when visiting for ANY reason – ongoing reminder.	All
3.2.6	08/05/14 7.1.4 NB to research training available about funding reforms for Finance Governors. SW to ask David Carr for information – done.	
3.2.7	08/05/14 7.1.13	

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	Governor social – BM offered to organise a suitable event. 07/03/14 To be done in Autumn Term – Update 27/11/2014 – Sunday morning orienteering/mountain biking on Woodbury Common to be followed by lunch to be organised – ongoing.	BM
3.2.8	08/05/14 7.1.17 Review how files are shared on Edmodo for easier retrieval – HH to liaise with IM/PH to find the easiest method – done.	
3.2.9	08/05/14 16.1 AM to speak to Sandra about the Hall floor. Update 07/03/14 Quotes for replacement of floor to be obtained. Update 02/10/14 Further quotes to be sought and possibly funding. Update 27/11/14 The floor could be sanded/levelled with damaged blocks replaced and re-sealed for £3.5K. A new floor would cost between £6K and £10K – done.	
3.2.10	03/07/14 6.2 FiSS and Personnel to discuss review of office staff roles – done.	
3.2.11	02/10/14 5.3.2 List of contacts required for Whistleblowing policy – done.	
3.2.12	02/10/14 11 Ascertain costs of Thrive license. Update 27/11/14 Costs not known to date but the Pastoral Support Program (of which the school is a member) were hoping to obtain a discount by buying a number of licences in bulk – ongoing.	SW
3.3	<u>Matters arising from Minutes of previous meeting and not on Agenda.</u> LA reported that Jamie Benthall had resigned from the Governing Body due to family and work commitments. Jamie was thanked for his work with the Governing Body over the past two years.	
<b>Governing Body</b>		
4.	<p><b>Safeguarding Training</b></p> <p>CG presented a safeguarding update for Governors. (The powerpoint presentation to be made available to all Governors on Edmodo).</p> <p>Governors should be aware of the four categories of abuse (physical, emotional, sexual and neglect) and should be able aware of how to respond to a safeguarding issue. Ofsted may ask this during an inspection. The presentation went on to define the categories of abuse and outline the school's procedures for dealing with safeguarding issues, details of which could be found in the Safeguarding Policy on the school website. It was important for all Governors to read and understand the policy.</p> <p>Throughout the presentation Governors asked questions; noted as follows:</p> <p>AR: <i>How many [green] forms from teachers/staff expressing concerns about a child were received in an average week, and how many of the forms required further action?</i></p> <p>CG: Usually about 5 or 6 were received in a week, and depending on the content of the form either a school nurse referral would be made, a conversation may be held with a parent, or if the concerns met certain criteria, a referral may be made to an outside agency (MASH).</p> <p>LA: <i>Did the forms link with DAF?</i></p> <p>SW: DAF in school was usually for SEND rather than social or emotional issues.</p> <p>LA: <i>Where and how were the forms stored?</i></p> <p>SW: The forms were securely stored on Edmodo. Paper copies of the forms were filed and locked away according to guidelines.</p> <p>LA: <i>Did children still choose a named adult within school who they could share any concerns with or talk to?</i></p> <p>CG: Yes, this was often re-enforced on Rainbow Days.</p> <p>AK: <i>Was it likely that the statistics shown in the report appeared to be going up due to increased reporting and awareness?</i></p> <p>CG: Yes and the 5-9 and 10-15 age-groups were most vulnerable.</p> <p>AR: <i>Were there any areas for improvements in safeguarding?</i></p> <p>CG: New information was constantly coming out, via newsletters or the safeguarding forum and key personnel were kept informed through termly meetings at which practice was reviewed and discussed. Fortnightly safeguarding meetings also took place.</p>	<p>All</p> <p>All</p> <p>All</p>

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	<p>SW: A new system/software was available for recording safeguarding data, costing between £800 and £900 per annum. Record keeping was a key priority and the system ensured that a chronology could be easily put together and selected elements could be securely shared with relevant parties.</p> <p>SP: <i>If a [green] form was filled in, but no action was necessary, was it still retained/recorded?</i></p> <p>CG: Yes, it was still put on a chronology in Edmodo.</p> <p>SP: <i>Did the safeguarding procedures interface with Thrive?</i></p> <p>CG: Occasionally Thrive may lead to disclosures, but generally Thrive dealt with social and emotional issues.</p> <p>AR: <i>Should IM be trained to level 3 in safeguarding?</i></p> <p>CG: IM was aware of the procedures and knew when SW or CG should be contacted if they were not in school.</p> <p>LA thanked CG for her presentation and the meeting returned to point 2 – Declarations of Interest.</p>	
5.	<p><b>Reconstitution</b></p> <p>HH explained that a decision needed to be made on the constitution of the Governing Body so that Babcock could produce a new Instrument of Government. The minimum requirement for a reconstituted Governing Body under the 2012 regulations is;</p> <ul style="list-style-type: none"> <li>• 2 parent governors (elected),</li> <li>• 1 LEA governor,</li> <li>• 1 staff governor (elected),</li> <li>• Headteacher,</li> <li>• 2 co-opted governors,</li> </ul> <p>plus as many co-opted governors necessary to fulfil the obligations of the Governing Body. All Governors had equal voting rights.</p> <p>At the next FGB meeting (scheduled for Thursday 12 February) Governors would be assigned to the categories in the new constitution, or co-opted as additional Governors to the constitution.</p> <p>It was resolved to reconstitute the Governing Body as stated above with effect from 11 February 2015.</p>	HH
6.	<p><b>Proposal to move to a two committee structure from January 2014</b></p> <p>LA referred to her letter to all Governors dated 19 November explaining the proposal. Following a short discussion, it was resolved to move to a two committee structure (Resources replacing FiSS and taking in the staffing element of the Personnel committee and Teaching and Learning replacing the Curriculum committee and taking in the SEN element of the Personnel committee) with effect from January 2014.</p> <p>It was suggested that the committee meetings prior to the FGB in February were used to discuss the lead roles.</p>	HH
7.	<p><b>Impact of Governor Training</b></p> <p>Governors outlined recent training they had undertaken. Records of training were stored on Edmodo and could be viewed by all members of the Governing Body. Each member gave a brief summary of their training and key aspects that would be implemented as a result of the learning. (Records that were not available on Edmodo are noted in more detail below).</p> <ol style="list-style-type: none"> <li>1. July 14 – DF attended new Governor training.</li> <li>2. Sept 14 – AK attended new Governor training – as the training record was not on Edmodo, AK summarised the course and explained that it would be valuable for all Governors to read the Governor Handbook to understand the responsibility and significance of the role.</li> <li>3. Oct 14 – HH, LA and SW attended the Heads, Chairs and Clerks course.</li> <li>4. Oct 14 – DF took GEL Role of the Staff Governor course.</li> <li>5. Oct 14 – BM took GEL Monitoring and Evaluation course – as the training record was not on Edmodo, BM described the course as explaining the role of the Governing Body in discussing and questioning the SDP and Headteacher’s Report and feeding back on Governor Visits.</li> <li>6. Nov 14 – LA attended the Role of the Chair course.</li> </ol> <p>It was noted that there would be a regular item for feedback and discussion about Governor Training at FGB meetings.</p>	HH
<b>Strategic Items</b>		
8.	<b>Policies and Procedures</b>	

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	The policies had been reviewed by members of the Governing body who spoke briefly on their content before a vote was taken.	
8.1	<b><u>Teachers Pay Policy</u></b> Statutory policy; Devon model. It was resolved to adopt the revised policy.	
8.2	<b><u>SEN Policy</u></b> Statutory policy with new requirements and amendments regarding the DAF framework replacing statements. It was resolved to adopt the revised policy.	
8.3	<b><u>Medical Conditions Policy</u></b> Statutory policy. The administration of medication policy was contained within this new policy. It was resolved to adopt the policy.	
8.4	<b><u>Pupil Premium Policy</u></b> New, non-statutory policy, developed in school. It was resolved to adopt the policy.	
9.	<b><u>To approve the School Development Plan (SDP) for 2014/15</u></b> SW explained that amendments had been made to the SDP following discussion and comments at the committee meetings. The following amendments were noted: <ul style="list-style-type: none"> <li>• The outdoor environment had been added to section 3.</li> <li>• Active play encouraged by MTA's and Young Play Leaders had been added.</li> <li>• The individual sections of the plan had been numbered to make the plan easier to review and compare against, for example, the Headteacher's Report.</li> </ul> It was noted that the Behaviour and Safety section required a Governor Link. BM suggested that the headings were placed at the top of each page to make the report easier to read. LA noted that the end of each section mentioned the Curriculum Committee. This should be changed to all Governor meetings. It was resolved to approve the SDP for 2014/15.	SW
<b>Monitoring and Accountability</b>		
10.	<b><u>Headteacher's Report</u></b> The report had been circulated prior to the meeting. SW explained that her report had been linked to points on the SDP. The following items from the report were noted: <ol style="list-style-type: none"> <li>1. RAISE and FFT data should be discussed at the next Teaching and Learning committee meeting in detail, although it was useful for all Governors to have an overview.</li> <li>2. Monitoring of disadvantaged children was a priority. This was undertaken in a number of ways, including book trawls, drop in sessions and talking to the children themselves. <i>LA asked what happened to the responses of children.</i> SW explained that they were recorded, fed back to teachers and examined in relation to data and planning.</li> <li>3. The Literacy cluster group was active and two changes had been implemented with grouping (children working in mixed ability groups) and planning. <i>LA asked how teachers managed differentiation between children in mixed ability groups.</i> KH responded that it was easier to do with literacy than in maths.</li> <li>4. Pupil Premium spending should be discussed in detail at the next Resources committee meeting.</li> <li>5. The Y5 teaching vacancy from January had been re-advertised and had only received a small number of applications to date. One candidate who was unable to attend interview the first time around due to working abroad would be interviewed alongside any other suitable candidates.</li> </ol>	
11.	<b><u>FiSS Committee Update</u></b> SP briefly updated the meeting on developments since the last FiSS meeting. Quotations had been sought for a number of longer term projects such as replacement of the windows in the hall, installation of ovens in room 11, replacement of flooring in various areas of the school and works to the roof.	

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	AK had researched the questions raised about security and had visited other schools, noting that most other schools had more security, but fewer entrances and exits. LA suggested that a task and finish group should be formed and should put together proposals to bring to a future Resources meeting. SW said that a financial audit would be taking place on 20 and 21 January.	AK  HH/SP
12.	<u><b>Curriculum Committee Update</b></u> BM summarised the meeting as receiving an update on Thrive, going through the SDP in detail, discussing uniform and receiving information on the new curriculum.	
13.	<u><b>Personnel Committee Update</b></u> No update available.	
14.	<u><b>Safeguarding Update</b></u> AR had checked the central register and found it to be up to date. A new ruling was being introduced on disqualification by association and pre-employment checks were now required with questionnaires to be sent to existing employees.	

Signed:..... Date:.....