

Exminster Community Primary School
Minutes of the Full Governing Body Meeting 05/2014/15
Thursday 21 May 2015 at 19:00 at Exminster Community Primary School

Attendees					
	Initial	Position		Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Simon Palmer	SP	Governor (Co-opt)
Libby Ash	LA	Governor (Co-opt)	Helen Hibbins	HH	Clerk
Vanessa Pestridge	VP	Governor (Co-opt)	Alwyn Reeves	AR	Governor (Co-opt)
Ian Moore	IM	Deputy Headteacher	Dawn Fuller	DF	Governor (Staff)
Karen Sharpe	KS	Governor (Parent)	Ian Beer	IB	Governor (Parent)
Richard Vain	RV	Governor (Co-opt)	Sue Wilkinson	SWi	Governor (Co-opt)
Paul Herring	PH	Staff Visitor	Becky Mason	BM	Governor (Co-opt)
Absences					
Apology	Initial	Reason	Apology	Initial	Reason
Tony Fripp	TF	Family Commitment	Gordon Peacock	GP	Personal Commitment

Summary of Meeting

Decisions

- To approve the amended budget for the current financial year.
- To elect members to the Pay and Performance Committee.
- To start a list of criteria for collaboration.
- To remove Chairs Report from future agendas.

Recommendations

- Teaching and Learning Committee to consider whether policies for child exploitation and radicalisation were required once Babcock had produced the models.

Item	Action
<i>Procedural Items</i>	
<p>1. <u>Welcome</u> LA welcomed those present to the meeting.</p> <p>1.1 <u>Apologies for Absence</u> It was resolved to accept the apologies as listed above.</p> <p>2. <u>Declarations of Interests</u> None declared.</p> <p>3. <u>Minutes and Actions from Previous Meeting</u></p> <p>3.1 <u>Approve Minutes of Previous meeting</u> It was resolved to approve both the part I and part II minutes of the Full Governing Body meeting on 26 March 2015 without amendment. The minutes were signed accordingly by LA.</p> <p>3.2 <u>Progress on Actions</u></p> <p>3.2.1 7/11/13 7.0 Internal repeat of the Governor Healthcheck process to take place in Summer 15 – Update 21/05/2015 Circulate report from last Healthcheck to all Governors for discussion at next Full Governing Body (FGB) meeting (responses to be received by 12 June) - ongoing</p> <p>3.2.2 08/05/14 7.1.13 Governor social – BM offered to organise a suitable event. 07/03/14 To be done in Autumn Term. 27/11/14 to be done in Spring term. 26/03/2015 Games night to be organised on a Thursday evening – ongoing</p>	<p>SW/ HH</p> <p>BM</p>

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3.2.3 27/11/14 4 All Governors to read Safeguarding Policy and look at Safeguarding presentation uploaded on Edmodo Update 12/02/15 Suggested that presentation is part of induction procedure for new Governors. Update 26/03/15 Governors Induction Policy under review - done	
3.2.4 12/02/15 14 Debrief from Financial Audit deferred – done (at the Resources committee meeting on 7 May)	
3.2.5 12/02/15 17 Agreement of Behaviour Principles deferred – done (at the teaching and learning committee meeting on 27 April)	
3.2.6 12/02/15 9 & 10 Rewrite Governor Handbook taking into account new T of R - ongoing	
3.2.7 12/02/15 Ensure up to date mobile numbers are available for all Governors in lieu of the emergency telephone tree. Update 26/03/15 HH had checked and all numbers were up to date. HH to send list to LA - done	
3.2.8 26/03/15 5 All Governors to book onto a training course either related to their lead role or the Governors’ refresher course - ongoing	All
3.2.9 26/03/15 6 Arrange data meeting for summer term, to include looking at RAISE online data – done	SW
3.2.10 26/03/15 6 Speak to JN contracts, caretaker and AM about training issues related to the fire point testing. Update 21/05/2015 SW had spoken to the area manager, and needed to have a further conversation with AM - ongoing	All
3.2.11 26/03/15 7 All Governors to set up and use their new email accounts - ongoing	
3.2.12 26/03/15 11.1 SWi to research which schools with a similar profile had recently achieved an outstanding Ofsted grading Update 21/05/2015 SWi had made a list of schools, but it was difficult to find a complete match with the criteria due to schools not having recent Ofsted reports - ongoing	SWi
3.2.13 26/03/15 11.3 All Governors to read Callington School Ofsted report, regarding Governance and Safeguarding - ongoing	All
3.2.14 26/03/15 11.3 Additional box to be added to Governor visit form to ask children whether they felt safe in school etc - done	
3.2.15 26/03/15 12.2 All Governors to watch Tim Oates video on YouTube about assessment - ongoing	All
3.2.16 26/03/15 12.5 Set up Working Party to look into formal partnerships with other schools - done	
3.2.17 26/03/15 17 Lead Governors to email HH with details of what they intend to do with their lead role (for sharing) and also details of the training they would like to attend. Update 21/05/2015 to be discussed at FGB 9 July - ongoing	All
Governing Body	
4. Housekeeping	
4.1 Governor vacancies	
HH said that there were currently two, but from September likely to be three, co-option vacancies on the Governing Body.	SW
It was suggested that an accountancy firm in Exminster could be approached in the quest to appoint another Finance Governor.	
SW reminded Governors that there were 60 new sets of parents coming into the reception classes in September; a new potential source of Governors.	DF
DF agreed to write an article advertising the vacancies for the July edition of Scene.	
4.2 To elect members to the Pay and Performance Committee	

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<p>It was explained that the committee met in September to receive recommendations from the Senior Leadership Team (SLT) regarding staff pay progression following appraisal. Therefore the Headteacher and staff Governors were not eligible to be elected onto the committee. It was resolved to appoint LA, RV and SWi to the Pay and Performance Committee. The meeting would be held on Friday 18 September at 13:00</p>	
<p>4.3 Staff/Volunteer Suitability Declaration Forms At a recent Clerk's update course, HH had been advised that unless Governors were regularly working with under 8 year olds (definition of regular being twice a week or more), they were not required to sign a Staff/Volunteer suitability declaration form and in doing so the school could be deemed to be acting unlawfully by holding unnecessary data on Governors. Accordingly, any forms completed to date would be destroyed and all Governors would need to sign a new Declaration of Eligibility to serve as a Governor form, as the forms signed following reconstitution contained a section about Disqualification by Association. New Declaration of Eligibility forms were distributed and completed at the meeting.</p>	
<p>4.4 6 month subscription to The Key TF had arranged Governors logins as part of his free subscription via SGOSS. SW explained that The Key was a worthwhile resource and should be taken advantage of as the subscription was expensive.</p>	All
<p>5. Feedback on recent training undertaken</p>	
<p>5.1 Clerk's Update HH had attended the annual Clerk's update course. It had been useful to meet other Clerks to share experiences and to appreciate the different approaches to Governance. Changes to procedures, policies and legal requirements would be implemented over the next few months.</p>	
<p>5.2 New Governors GP had been on a New Governors course and would feedback at the next FGB meeting.</p>	
<p>5.3 GEL courses</p> <ul style="list-style-type: none"> • Health and Safety (TF) – feedback at next FGB • Key Functions of the Governing Body (TF) – feedback at next FGB • National Training Program for New Governors (TF) – feedback at next FGB • School Financial Values Statement (TF) – feedback at next FGB • Succession Planning (TF) – feedback at next FGB • Understanding School Finances (TF) – feedback at next FGB • Taking the Chair (LA) – The course had highlighted some ideas that may be include in the next FGB meeting. 	
<p>5.4 Plans for future training</p> <ul style="list-style-type: none"> • New Governors Course (RV, TF) • Data course (BM, SWi, RV) • Advanced Finance for Schools course (TF) 	
<p>5.5 To note provisional meeting dates for the next academic year As listed:</p> <p style="margin-left: 40px;">Autumn Term 2015 Monday 21 September 14:00 Teaching and Learning committee Thursday 8 October 19:00 Resources committee Thursday 22 October 19:00 Full Governing Body Thursday 12 November 19:00 Teaching and Learning committee Wednesday 25 November 14:00 Resources committee</p>	

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<p>Thursday 10 December 19:00 Full Governing Body Spring Term 2016 Wed 13 January 14:00 Resources committee Thursday 28 January 19:00 Teaching and Learning committee Thursday 11 February 19:00 Full Governing Body Monday 22 February 14:00 Teaching and Learning committee Thursday 3 March 19:00 Resources committee Thursday 17 March 19:00 Full Governing Body Summer Term 2016 Thursday 28 April 19:00 Resources committee Monday 9 May 14:00 Teaching and Learning committee Thursday 26 May 19:00 Full Governing Body Thursday 16 June 19:00 Teaching and Learning committee Wednesday 29 June 14:00 Resources committee Thursday 14 July 19:00 Full Governing Body</p> <p>6. <u>To approve response to Financial Audit Report</u></p> <p>VP reported that there were some items in the report that had been queried and required amendment by the audit department prior to a response being formulated. It was acknowledged that the Finance Policy required attention and this was in hand and would be ready for approval at the FGB meeting on 9 July.</p> <p><i>LA asked whether there was an issue with the timescale to respond to the report as it was understood that there was a three week turnaround required.</i></p> <p>SW replied that the report had not been received by the school until 3 months after the audit took place and it would be acceptable for the report to be approved at the next FGB meeting on 9 July.</p>	<p>VP/IB/ TF</p>
Strategic Items	
<p>7. <u>Policies and Procedures</u></p> <p>7.1 <u>Governor Induction Policy</u></p> <p>VP and HH had reviewed the Induction Policy as part of the induction process for the three most recently appointed Governors. There were no major changes to the policy; it had been amended in line with practice.</p> <p>Governors noted the review of the policy.</p>	<p>HH</p>
<p>8. <u>Collaboration</u></p> <p>Although there was no immediate intention for the school to partner with any other school, in the current climate it was necessary to have an awareness of collaboration.</p> <p>RV had circulated a document with a number of different options for collaborating with other schools and explained that the driver for collaboration should be a list of criteria that the school wanted from a partner school alongside a vision of how the school wanted the arrangement to work. The choice of partnership type (Co-operative Trust, Federation etc) was arbitrary, depending on the current status of any partner school. It was important to remember that a soft federation would be easier to terminate than a formal partnership if it was not meeting expectations.</p> <p>SW said that there was no rush to partner with a school and that the first step to collaboration had been made by joining the Exeter Consortium.</p> <p><i>RV asked whether the school had been approached by the Kenn/Kenton Federation?</i></p>	

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<p>SW responded that it had, alongside other school in the DLP, but generally the schools were a lot smaller and there would not be sufficient benefit for Exminster. <i>AR noted that any expertise required as part of the criteria could be found across many different schools and not just from one.</i> <i>SWi suggested that in a larger school there was more likely to be expertise across the board.</i> <i>AR asked whether geographical proximity an issue.</i> SW replied that it was important that any partner school was within a short drive, so that staff could drive between schools over lunchtime if required. <i>RV suggested that the criteria should be ranked to identify the deal breakers.</i> It was agreed that a list of criteria would be drawn up for further discussion.</p>	SLT
Monitoring and Accountability	
<p>9. Headteacher's Report incorporating School Development Plan update</p>	
<p>SW talked through her report which had been circulated prior to the meeting.</p>	SW
<p>9.1 Partnership Review.</p>	
<p>SW would circulate the full Partnership Review report to all Governors. Governors asked the following questions on the summary in the report: <i>Q: In the Even Better If (EBI) section of Achievement, it mentioned "the attainment and progress of EYFS children were improved through continued focus on maths and writing development". How did that fit in with the Early Years ethos? (VP)</i> A: The prime areas required in the Foundation Stage were covered in the first two terms and continued in the summer term but with a greater focus on maths and writing within the tasks carried out. The intention was not to formally structure it. (SW) <i>Q: In the EBI section for Teaching and Learning it was suggested that there should be more creativity in designing learning tasks. Why was this the case? (VP)</i> A: The lessons were far more structured in the morning, and it was mainly morning lessons that were observed during the review. Afternoon lessons allowed far more creativity. <i>Q: Were there choices of learning available in morning lessons? (LA)</i> A: Yes, at the end of a teaching sequence (SW)</p>	
<p><i>AR noted that without the explanation that the partnership reviewers had not seen afternoon lessons was key to understanding their findings.</i></p>	
<p>9.2 Safeguarding</p>	
<p>SW outlined several exclusions that had happened this term. <i>AR asked whether the exclusions were likely to escalate?</i> SW explained that one child had already left and the other was leaving after half term.</p>	
<p>9.3 Attendance</p>	
<p><i>AR asked whether the school believed that there was any value in positive recognition of good attendance?</i> SW replied that it was the persistent absentees that brought the average attendance down and the majority of children were off school for genuine reasons. Additionally, there was a county wide policy that children could not return to school following an episode of sickness for 48 hours, and therefore it was felt inappropriate to reward good attendance. <i>VP enquired about the consequences of high levels of unauthorised absence.</i> SW said that it could be a trigger for Ofsted. <i>LA suggested that it would be interesting to look at benchmarking data for unauthorised absence.</i></p>	
<p>9.4 Budget</p>	

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9.5	SW
<p>SW had received a letter from Sue Clark, congratulating the Governors on turning the budget around over the last 12 months.</p> <p>Amendments to the budget had been made since it was approved at the FGB meeting on 26 March, as confirmation of an underspend had been received.</p> <p>An amended budget had been circulated, indicating the allocation of the overspend from the 2014/15 financial year.</p> <p>It was resolved to approve the amended budget.</p> <p>Staffing</p> <p>DF was thanked for increasing to full-time hours to temporarily cover MG's maternity leave. SS would be covering for the second half of the summer term and between September and November the leave would be covered by other members of the reception unit team. Parents would be advised of staffing for next year when it had been confirmed. It was hoped that this would be within the first couple of weeks after half term.</p>	
9.6	AR/ SWi
<p>Ofsted update</p> <p>LA suggested that there should be more information for Governors on British Values and the way they are introduced in school.</p> <p>AR and SWi agreed to do a Governor visit on British Values to feedback to FGB.</p>	
10.	BM/ All
<p>Chair's Report</p> <p>It was resolved to take Chair's report off the agenda as any matters would be covered under other agenda items.</p> <p>BM reported on the Exminster School Association (ESA) meeting for the Summer Fair to be held on Friday 26 June between 18:00 and 20:00. The Governors had been asked to run the bar and BBQ. A list of jobs would be circulated.</p>	
11.	
<p>Resources Committee Update</p> <p>A report on priorities for spending had been circulated, with each item categorised as A, B or C. Quotations were being sought for the items and it was hoped that the work could be carried out over the summer holiday.</p>	
12.	
<p>Teaching and Learning Committee Update</p> <p>A data meeting had taken place with the SLT where data from different groups of children and year groups had been scrutinised. The SLT had been questioned about issues identified and Governors were reassured that appropriate interventions were in place where required. A further data meeting was scheduled for 9 July.</p>	
13.	
<p>Ofsted Update</p> <p>Included in the Headteacher's report.</p>	
14.	
<p>Safeguarding Update</p> <p>In addition to the Headteacher's report, AR reported that recently child exploitation and radicalisation had been listed under the umbrella of Safeguarding policies and questioned whether the Governing Body should have policies for these. Babcock were producing model policies and SW suggested that it should be considered whether they could be incorporated into existing policies or stand alone as guidance rather than policy.</p> <p>A poster reminding staff of rules regarding information sharing should be displayed in the staffroom.</p> <p>The Educational Psychologist was preparing a list of appropriate sexual language to be considered for use within schools.</p>	
<p>It was resolved to move into part II and exclude Staff Governors and Staff members from the following items.</p>	

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DF and PH left the meeting at 20:45	
Part II Strategic Items	
15. <u>Approval of letter to be sent to parents</u> Refer to part II minutes.	
16. <u>Staffing Matters</u> Refer to part II minutes.	
The meeting closed at 20:55	

Dates of Next Meetings

Thursday 11 June 19:00 Teaching and learning committee

Wednesday 17 June 14:00 Resources committee

Thursday 9 July 19:00 Full Governing Body

Signed:.....Libby Ash..... Date:.....9 July 2015.....