

Exminster Community Primary School Full Governing Board Meeting 6/2015-16

Thursday, 26 May 2016, 19:00 at Exminster Community Primary School

MINUTES

| Present | | | | | |
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| Name | Initial | Position | Name | Initial | Position |
| Sarah Whalley | SW | Headteacher | Paul Frazer | PF | Governor (Parent) |
| Helen Hibbins | HH | Clerk | Becky Mason | BM | Governor (Co-opted) |
| Tony Fripp | TF | Governor (Co-opted) | Sue Wilkinson | SWi | Governor (Co-opted) |
| Richard Vain | RV | Governor (Co-opted) | Ian Moore | IM | Deputy Headteacher |
| Hamish Cherrett | HC | Governor (Co-opted) | Libby Ash | LA | Governor (Co-opted) |
| John Collins | JC | Governor (Co-opted) | Alwyn Reeves | AR | Governor (LEA) |
| Sam Slingsby | SS | Governor (Staff) | | | |
| Apologies | | | | | |
| Name | Initial | Position | Reason | | |
| Gordon Peacock | GP | Governor (Co-opted) | Family illness | | |
| Summary of Meeting | | | | | |
| Resolutions: | | | | | |
| To adopt the revised Health and Safety Policy | | | | | |
| Item | Action | | | | |
| Procedural Items | | | | | |
| 1. | <u>Welcome</u> | | | | |
| | The meeting opened at 19:04. | | | | |
| 2. | <u>Apologies for Absence</u> | | | | |
| | It was resolved to accept the apologies as listed above. | | | | |
| 3. | <u>Declarations of Interest on Agenda Items</u> | | | | |
| | BM declared an interest in any items associated with PE due to her employment with the Dartmoor School Sports Partnership. | | | | |
| 4. | <u>Minutes from Previous Meeting</u> | | | | |
| | It was resolved to approve the minutes of the Full Governing Board (FGB) meeting on 28 April 2016. | | | | |
| 5. | <u>Progress on Actions (not included elsewhere on agenda)</u> | | | | |
| 5.1.1 | 10/12/2015 7 All Governors to book onto a training course | | | | |
| | Ongoing reminder | | | | |
| 5.1.2 | 26/03/2015 11.1 Research into local schools with a recently awarded outstanding Ofsted rating | | | | |
| | Ongoing | | | | |
| 5.1.3 | 10/12/2015 10.4 Learning walk to investigate embedding of Rainbow Values. Update 28/04/2016 to be completed in mid May. | | | | |
| | On agenda (item 10.1) | | | | |
| 5.1.4 | 10/12/2015 10.5 Carry out assessment lead interview regarding implementation of the Venn Diagram method of assessment. Update 28/04/2016 BM to compile report on evidence gathered so far. | | | | |
| | On agenda (item 10.2) | | | | |
| 5.1.5 | 17/03/2016 3.2.10 Respond to skills audit | | | | |
| | Almost complete. TF and LA would discuss individually with Lead Governors. Ongoing | | | | |
| 5.1.6 | 17/03/2016 4.3 TF and LA to discuss Governor delegated duties/Lead Roles with all Governors | | | | |
| | TF/LA | | | | |
| | TF | | | | |

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| 5.1.7 | <p>TF was in the process of adding the Edison language to the Governor Lead Roles. Ongoing 17/03/2016 4.4 Edison areas to be considered alongside Lead Governor Lead Roles. See 5.1.6</p> | | |
| 5.1.8 | <p>07/05/2015 R10 Site blitz to take place before summer half term. SW to find date. Date confirmed as Thursday 16 June 4pm to 7pm (before the next FGB meeting).</p> | All | |
| 5.1.9 | <p>23/11/2015 R4 H&S Policy to be reviewed. Update 28/04/2016 review completed, awaiting approval at meeting on 26 May. On agenda (item 8.1)</p> | | |
| 5.1.10 | <p>03/03/2016 R5 Premises/Asset Management review to take place in Summer term PF meeting with AM on 27 May to set a date. Ongoing</p> | | |
| 5.1.11 | <p>11/03/2016 T4 Discuss "As a pupil of Exminster Primary School" section of Home/School Agreement with School Learning Team to ensure that they understand the requirements and circulate any amendments as necessary to GB for information. Update 28/04/2016 information gathered, awaiting update and circulation. Ongoing</p> | | |
| 5.1.12 | <p>11/03/2016 T9.1.1 Ask KS how evidence for Humanities report was gathered LA confirmed the information was gathered by email.</p> | | |
| 5.1.13 | <p>11/03/2016 T7 Data Team Governors to attempt to fill in RAISEonline section of Ofsted Preparation document before the data team meeting on 22/3/16. Update 28/04/2016 BM and GP to look at this together. GP and BM to meet on 16 June. Data information required from SW/SLT. Ongoing</p> | | |
| 5.1.14 | <p>28/04/2016 7.1.2 Health and Safety Audit taking place on 11 June. AM and PF to discuss potential Governor involvement, if appropriate. Ongoing</p> | | |
| 5.1.15 | <p>28/04/2016 8.5 JC to meet with AM to explore costs and efficiencies with respect to the budget. Ongoing</p> | | |
| 5.1.16 | <p>28/04/2016 10.7 All Governors to consider MAT questions, and attempt to weight. To be fed back to PF. On agenda (item 7)</p> | | |
| 5.1.17 | <p>28/04/2016 11.2 SWi to carry out a Governor visit relating to "closing the gap" and new strategies of analysing learning barriers and mentoring. On agenda (item 10.2)</p> | | |
| 5.1.18 | <p>28/04/2016 12 Governors to add evidence to Ofsted Grade Descriptors document on Google Drive. Ongoing reminder</p> | | |
| 5.1.19 | <p>28/04/2016 12 Governors to view Youtube video on questions that may be asked during an Ofsted inspection, for further discussion. Done</p> | | |
| 5.1.20 | <p>28/04/2016 13 LA, SWi, AR and BM to meet with AM to undertake DBS checks. Ongoing AM confirmed that there was no policy to review/repeat/renew DBS checks, unless an individual had not been seen by the school for a period of three months.</p> | | |
| 5.1.21 | <p>28/04/2016 13 Governors to help with BBQ and bar at School Fayre on 8/7/16 All Governors to freeze an ice cream container of water to bring along. Ongoing reminder</p> | | |
| Strategic Items | | | |
| 6. | <p><u>Preparation for an OFSTED inspection</u></p> | | |
| 6.1.1 | <p>Gill Kendrick (Edison Adviser) presented a session on OFSTED preparation for Governors. The following points were emphasised:</p> | | |

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| | <ul style="list-style-type: none"> • Governors should understand the reasons behind the inclusion of and be confident listing the five main priorities of the School Development Plan (SDP). <i>SS suggested that the SDP priorities were listed at the top of future agendas as a reminder.</i> • Governors should be clear about what the school were trying to achieve over the year, how it was being monitored and how the impact would be evidenced. • Case studies were useful in illustrating the impact. • Governor roles in key improvements should be documented. • A small number of Governors who were likely to be available during an OFSTED inspection should ensure that they were aware of the OFSTED language (eg “triangulated evidence”), and feel confident that they could use it during the inspection. • On the day of the inspection, Governors should rehearse what should be said with the Headteacher. It was important that the Governors and SLT were “singing from the same hymn sheet”. • Governors should control the interview with the inspector, focussing on the work that the Governors had carried out in triangulating the evidence through monitoring and the impact that it had had on the children’s learning. <p>6.1.2 Two priorities from the SDP were discussed and suggestions of monitoring methods and evidence of the impact were outlined.</p> <p>6.1.3 It was suggested that the Collaborative Quality Analysis for Governance should be completed to self-evaluate the Governing Board.</p> <p>6.1.4 Many examples of evidence and impact were outlined by Governors who had undertaken focused visits related to the SDP during the last academic year. This information needed to be condensed into a readily available format.</p> <p>6.1.5 The priorities in the SDP for the next academic year should be SMART objectives and narrower in scope than those for this year.</p> <p>6.1.6 Gill Kendrick offered to return and carry out a mock inspection interview and to provide further advice. LA thanked Gill Kendrick for her insightful presentation and attendance at short notice.</p> | HH |
| <p>7.</p> <p>7.1.1</p> <p>7.1.2</p> <p>7.1.3</p> | <p><u>Collaboration update</u></p> <p>PF had received some comments and criteria weightings which would need to be agreed by the whole Governing Board before the options were added to the matrix.</p> <p>Although there had been a change in the Government position on Academy status, SW reported that the school still needed to consider options if it was in the interests of the school and there were clear benefits in moving towards joining a Multi Academy Trust (MAT). However, there was now less pressure to take immediate action.</p> <p>JC asked whether information about the recent news had been communicated to parents. SW confirmed that it had been in a newsletter.</p> <p>Devon County Council had advised the school that the reception intake for the 2017/18 academic year was likely to be higher than normal (estimated at 73 children). The implications of this would need to be discussed at a future meeting.</p> | HH |
| <p>8.</p> <p>8.1</p> <p>8.2</p> | <p><u>Policies and Procedures</u></p> <p><u>Approval of the reviewed Health and Safety Policy</u></p> <p>PF had reviewed the policy and explained that the main changes were associated with updates to the dates of training and testing.</p> <p>It was resolved to approve the reviewed policy subject to the reference to the Resources Committee being removed from P8 and “Governing Board” instead of “Governing Body” being used throughout the policy.</p> <p><u>To note amendments to the Positive Behaviour Management Policy</u></p> <p>IM explained that the amendments were due to references to the Rainbow Rules being changed to Rainbow Values.</p> <p>“Governing Board” instead of “Governing Body” should be used throughout the policy.</p> <p>Noted.</p> | HH HH |

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| <p><i>HC asked for amendments to be noted on front of policies or a tracked changes version to be made available in future.</i></p> | <p>HH</p> |
| <p>Monitoring</p> | |
| <p>9. Report from Pay and Performance Committee</p> <p>9.1.1 BM reported that the Pay and Performance Committee had met on 6 May to receive an update following Teachers' mid-year reviews. The Committee were confident that the Appraisal policy was being followed and that all staff were fully aware of progress towards their targets.</p> <p>9.1.2 RV asked whether the information had been documented. SW replied that it had been.</p> <p>9.1.3 PF asked whether potential increases in salary had been forecast in the budget. SW replied that increases had been budgeted for, however decisions on pay progression were independent of the school's budget.</p> | |
| <p>10. Evidence of implementation of School Development Plan (SDP)</p> <p>10.1 <u>Report on Embedding of Rainbow Values</u></p> <p>10.1.1 AR and HC would visit to gather evidence later in the Summer Term.</p> <p>10.1.2 SW reported that a Triad visit had recently taken place. The visitors, Headteachers from three schools with similar profiles, had discussed Rainbow Values with the children and had been impressed by their understanding of them. <i>HC asked how the triad visits were recorded and whether the Governing body were able to view them.</i> SW agreed to ask the visitors for their notes.</p> <p>10.1.3 Questions were raised about whether parents were adequately aware of the values/vision and the Governors involvement in shaping it.</p> <p>10.2 <u>Report on Pupil Premium</u></p> <p>10.2.1 SWi had carried out a Governor visit relating to "closing the gap" and new strategies of analysing learning barriers and mentoring. An Achievement Team meeting had been attended as part of the visit. The awareness of targeting pupil premium children could be seen across the board; teachers, teaching assistants and management were all working together. Although the gap was being closed there was still an issue with boys in a particular year group. This had been identified and further action was being taken to address it, with short term targets being set. Interventions were being analysed to ensure that they were having the desired impact. Changes to interventions were being made where appropriate. Forensic analysis of individual pupil premium children were taking place to assess their barriers to learning. This was followed by mentoring of the child.</p> <p>10.2.2 SW outlined a case study of a child who lacked confidence. The class teacher had worked with the child and a repeat visit noted a definite improvement.</p> <p>10.3 <u>Report on implementation of Venn Diagram method of assessment</u> It was suggested that case studies were looked at to illustrate the impact of the assessment. IM suggested that BM attended meetings where the provision mapping for the next academic year took place and agreed to advise the dates when these were taking place.</p> | <p>SW</p> <p>IM/BM</p> |
| <p>11. Premises, Health, Safety and Welfare Update</p> <p>11.1.1 SW reported that there was a programme of maintenance and repairs taking place this half term.</p> <p>11.1.2 The Connect 2 data had been checked to ensure that no items were being missed.</p> <p>11.1.3 The flat roof continued to leak. NPS had surveyed it and questions had been asked as to when the school would be on the capital programme for a permanent repair.</p> <p>11.1.4 The windows in the Year 1 and Year 2 classrooms required replacement. Quotations were being sought.</p> <p>11.1.5 The hall floor was being renewed at half term.</p> | |

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| 11.1.6 | Plans had been drawn up for the garden to provide an enhanced outdoor learning area. Costs were estimated at £34,000. The Parish Council had been approached to ask whether Community Infrastructure Levy could be contributed, and grants were being sought. | PF |
| 11.1.7 | <i>BM noted that the playground required re-tarmacking. Questions were raised about the number of accidents due to the surfacing. PF would review the accident book.</i> | |
| 12. | <u>Safeguarding Update</u> | SW HC/HH |
| 12.1.1 | AR reported that there was a safeguarding review taking place on Monday 20 June at 13:00. | |
| 12.1.2 | SW proposed that Hannah Parker would take over the safeguarding role from Carol Glover. Some of Hannah Parker’s current workload would be taken on by Sue Hughes to accommodate this. SW would be named as the designated safeguarding lead. | |
| 12.1.3 | AR outlined some issues highlighted in the recent safeguarding newsletter. | |
| 12.1.4 | <i>LA asked whether there was any information available about internet safety. SW advised of a new production that would be available to tours schools in the next academic year.</i> | |
| 12.1.5 | <i>HC noted that there was now information about keeping safe online for parents embedded into the school website. SW said that it would be good to have a children’s version of the information.</i> | |
| 12.1.6 | <i>LA requested that incidents of bullying (cyber, homophobic, racist) were reported in the safeguarding update as part of the Headteacher’s report.</i> | |
| 12.1.7 | HC agreed to attend Safer Recruitment training. | |
| 12.1.8 | HC reported that he had met with SW and Carol Glover as part of a Safeguarding Governor induction. The induction had been written up as a Governor visit and was outlined at the meeting. | |
| The Meeting closed at 21:02 | | |

Signed:.....Libby Ash..... Date:.....16/06/2016.....