

**Exminster Community Primary School Full Governing Board Meeting 7/2015-16**  
**Thursday, 16 Jun 2016, 19:00 at Exminster Community Primary School**  
**MINUTES**

Present					
Name	Initial	Position	Name	Initial	Position
Ian Moore	IM	Deputy Headteacher	Libby Ash	LA	Governor (Co-opted)
Gail Miller	GM	Teacher (SLT)	Paul Frazer	PF	Governor (Parent)
Sam Slingsby	SS	Governor (Staff)	John Collins	JC	Governor (Co-opted)
Becky Mason	BM	Governor (Co-opted)	Hamish Cherrett	HC	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Gordon Peacock	GP	Governor (Co-opted)
Richard Vain	RV	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Paul Herring	PH	Assistant Headteacher			
Apologies					
Name	Initial	Position	Reason		
Sarah Whalley	SW	Headteacher	Abroad (school related)		
Sue Wilkinson	SWi	Governor (Co-opted)	Work Commitment		
Tony Fripp	TM	Governor (Co-opted)	Work Commitment		
Summary of Meeting					
<b>Resolutions:</b> <b>To approve the Finance Policy</b> <b>To approve the Charging and Remissions Policy</b> <b>To approve the Cyber Bullying Policy</b>					

Item	Action
<b><i>Procedural Items</i></b>	
<b>1. <u>Welcome</u></b> The meeting opened at 19:03	
<b>2. <u>Apologies for Absence</u></b> It was resolved to accept the apologies as listed above.	
<b>3. <u>Declarations of Interest on Agenda Items</u></b> BM declared an interest in items related to PE, due to her employment with the Dartmoor School Sports Partnership.	
<b>4. <u>Minutes from Previous Meeting</u></b> It was resolved to approve the minutes of the meeting on 26 May 2016.	
<b>5. <u>Progress on Actions (not included elsewhere on agenda)</u></b>	
5.1.1 10/12/2015 - 7 - All Governors to book onto a training course <b>Ongoing reminder</b>	All
5.1.2 26/03/2015 - 11.1 - Research into local schools with a recently awarded outstanding Ofsted rating <b>Ongoing</b>	SWi
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. <b>On Agenda (item 9.1)</b>	

Item		Action
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. <b>Ongoing – see 5.1.20</b>	
5.1.5	17/03/2016 - 4.3 - TF and LA to discuss Governor delegated duties/Lead Roles with all Governors <b>Ongoing</b>	TF/LA
5.1.6	17/03/2016 - 4.4 - Edison areas to be considered alongside Lead Governor Roles <b>Ongoing</b>	TF
5.1.7	03/03/2016 - R5 - Premises/Asset Management review to take place in Summer term <b>PF to undertake before the final meeting of academic year - Ongoing</b>	PF
5.1.8	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. <b>Awaiting circulation - Ongoing</b>	SW
5.1.9	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. <b>Work in progress. Data meeting taking place 18 July and the document will be filled in then to include the latest data - Ongoing</b>	Data Team
5.1.10	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. <b>The Audit had taken place. There were a couple of operational matters being followed up. HC had a question about procedures for ensuring that contractors had suitable insurance and would email this to the SLT to look into - Ongoing</b>	HC/SLT
5.1.11	28/04/2016 - 8.5 - JC to meet with AM to explore costs and efficiencies with respect to the budget. <b>Ongoing</b>	JC
5.1.12	28/04/2016 - 10.7 - All Governors to consider MAT questions, and attempt to weight. To be fed back to PF. <b>Ongoing</b>	All
5.1.13	28/04/2016 - 13 - LA, SWi, AR and BM?? to meet with AM to undertake DBS checks. <b>Ongoing</b>	LA/SWi/AR/BM
5.1.14	28/04/2016 - 13 - Governors to help with BBQ and bar at School Fayre on 8/7/16. Please freeze an ice-cream container of water to bring along on the evening. <b>Ongoing reminder – SS said there were staff and Governor v parents football and netball matches towards the end of term</b>	All
5.1.15	26/05/2016 - 5.1.8 - Site blitz to take place before next FGB meeting from 4pm on 16 June <b>Done</b>	
5.1.16	26/05/2016 - 6.1.1 - SDP priorities to be listed at the top of agendas as a reminder <b>To be done in the next academic year with the new SDP priorities - Ongoing</b>	HH
5.1.17	26/05/2016 - 7.1.3 - Implications of increased intake into reception for the 2017/18 academic year to be considered at a future meeting <b>Ongoing</b>	HH
5.1.18	26/05/2016 - 8.2 - Amendments to be noted on the front of policies, or a tracked changes version to be circulated <b>Ongoing</b>	HH/SLT
5.1.19	26/05/2016 - 10.1.2 - Triad visitors to be asked for the notes of their last visit.	SW

Item	Action
<p>5.1.20 <b>Ongoing</b> 26/05/2016 - 10.3 - BM to attend meetings when provision mapping for the next academic year was discussed. IM to advise of dates.</p>	IM/BM
<p>5.1.21 <b>Ongoing</b> 26/05/2016 - 11.1.7 - Review accident book <b>PF had reviewed the book. Discussion took place about the location of the accidents. BM noted that the playground needed re-surfacing and this could be put on the asset management plan - Ongoing</b></p>	PF
<p>5.1.22 <b>Ongoing</b> 26/05/2016 - 12.1.6 - Incidents of homophobic/cyber/racist bullying to be reported in Headteacher's Report</p>	SW
<p>5.1.23 <b>Ongoing</b> 26/05/2016 - 12.1.7 - HC to attend safer recruitment training <b>Booked for September 2016 - Done</b></p>	
<b>Strategic Items</b>	
<p>6. <b><u>Collaboration update</u></b> The spreadsheet was ready to be populated. There were no updates since the meeting on 26 May.</p>	
<p>7. <b><u>Policies and Procedures</u></b></p> <p>7.1 <b><u>Approval of reviewed Finance Policy</u></b> JC had reviewed with Finance Policy with input from SW. JC recommended one change from the circulated version of the policy: To transfer the power to accept tenders to the Chair of Governors so as not to concentrate power on one individual. It was resolved to approve the policy.</p> <p>7.2 <b><u>Approval of reviewed Charging and Remissions Policy</u></b> JC had reviewed the policy. There were no changes proposed since last year's review. It was resolved to approve the policy.</p> <p>7.3 <b><u>Cyber bullying Policy</u></b> HC and AR had reviewed the Policy that had been updated by PH. There was nothing contentious in the policy which was based on an approved model. It was resolved to approve the policy.</p>	HH  HH  HH
<p>8. <b><u>Feedback on Staff, Children and Parent questionnaires</u></b></p> <p>8.1 <b><u>Parent Questionnaires</u></b></p> <p>8.1.1 This was the first year that the questionnaire had been sent electronically and the return rate had been lower than normal. To address this, banks of computers would be set up at a parents evening during the next academic year to allow parents to complete the survey while waiting to meet with teachers.</p> <p>8.1.2 <i>LA commented that it was encouraging to see that parents' awareness of the Governors had increased. It was suggested that Governors wore their ID badges at the Summer Fayre. GM suggested that Governors photographs could be displayed somewhere in school. SS suggested that a Facebook account could be used to raise awareness of events taking place in school and could also show occasional profiles of Governors. SS would discuss this further with PH, particularly regarding the e-safety aspect. The profile would not accept comments and would be for information only.</i> <i>LA would put a shared document on the google drive where Governors could leave suggestions for communication. This could be discussed at a future meeting.</i> <i>It was suggested by LA that a Governor attended the parental focus group meetings.</i></p> <p>8.1.3 The Home Learning question had generated a very mixed response. This would be discussed further with the parent focus groups and the children.</p>	All  SS/PH  LA/All /HH

Item		Action
8.1.4	<p>Parents were uncertain about progress that their children were making. It was thought that this was due to the new assessment regime without levels. Plans were in place to create a leaflet for each year group to highlight the expectations for “working towards”, “expected” and “working in greater depth”.</p> <p>The change in expectations between KS1 and KS2 were noted and a meeting with children and parents transitioning from Year 2 to Year 3 would take place at the end of this term.</p>	
8.1.5	<p><i>LA commented that there had been a large increase in positive response to the question about the outdoor environment.</i> There were also many positive comments about the work that had taken place indoors.</p>	
8.1.6	<p>Although the question about how the school dealt with bullying had received a large positive response, this would be reinforced by sending out anti bullying leaflets and holding an evening to inform parents of the school’s procedures in November.</p>	
8.1.7	<p>SW was contacting all parents who had asked to be contacted regarding their comments on the survey.</p>	
8.1.8	<p><i>PF asked if parents would be informed of the actions that had been put in place as a result of the questionnaires.</i> IM explained that parents would be informed about the results of the survey and the actions being taken in newsletters.</p>	
8.2	<p><u>Staff Questionnaires</u> The return rate for the Teachers, Support Staff and Learning Support Assistants (LSA) questionnaires had been higher than last year.</p>	
8.2.1	<p>In the LSA and Teaching survey an issue had been identified regarding behavior management. This was to be addressed by more transparency. A half termly summary would be given by the behavior team to all staff. It was noted that the staff bulletin and CPOMS were information sources but that not all information could be shared, particularly if there were child protection issues.</p> <p>A feedback sheet had been put in the staff room during the LSA meeting to gather ideas on behavior management.</p>	
8.2.2	<p><i>GP asked how the issue of LSA performance management had been addressed.</i> IM explained that LSA Performance management would be taken on by Claire Norman.</p>	
8.2.3	<p>It was encouraging to read in the comments that staff were proud to work for the school.</p>	
8.3	<p><u>Children’s Questionnaires</u></p>	
8.3.1	<p>The KS1 data had been collected verbally, through artwork and, for the Year 2 children, through a written questionnaire. GM highlighted some comments. There were no unexpected results.</p>	
8.3.2	<p>KS2 answered an online survey and there was a very high response rate. <i>PF asked how the questions were chosen.</i> IM explained that the questions had been sourced from Ofsted questionnaires.</p> <p>Children believed that they were being taught well, but were unsure of their progress. This was a reflection of the parental response and was as a result of the new assessment regime. To address some of the issues identified, Achievement Teams (similar to those used by staff) were being run in Years 5/6, a pupil voice group would discuss behaviour matters and pupil interviews would take place about how work could be improved.</p>	
<b>Monitoring</b>		
9.	<p><b><u>Evidence of implementation of School Development Plan (SDP)</u></b></p>	
9.1	<p><u>Learning Walk to investigate the embedding of Rainbow Values</u> AR and HC had visited school and spoken with 20 randomly selected children in Years 1 to 5. Throughout the school children were aware of the Rainbow Values and could provide evidence of how they were used. The values were assisting children with problem solving and older children were able to give examples of how the values were applied outside school.</p>	

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<p>Even the youngest children showed ability to reflect on their learning. In each classroom there was a board on which children could record their achievements. The social and educational impact of the Rainbow Values were apparent inside and outside school.</p> <p>AR had also attended a Year 5 assembly where children had spoken about how they had reached their potential in producing a particular piece of work.</p> <p>9.2 <u>Venn Diagram Method of Assessment</u> No update.</p>	
<b>Governing Body</b>	
<p><b>10. <u>Ofsted Summary Sheet document</u></b></p> <p>10.1.1 RV introduced the document he had produced following the last Governors meeting. The intention was that it was a living document that could be accessed on the google drive and edited by all Governors. After meetings, Governors could reflect on the matters discussed and update the document with relevant information. This document, alongside the data summary, would then become a key information source in the event of an Ofsted visit.</p> <p>10.1.2 <i>PF noted that everything the Governing Board did should be traceable back to a SDP priority.</i> Most Governors were already allocated to a section of the SDP, but LA suggested that all Governors should consider a priority and have the ability to evidence/validate it. Any Governors who were not allocated a section and were unsure which priority to choose should contact LA.</p> <p>10.1.3 The SLT would be drafting next year's SDP at the end of this academic year. LA would contact Governor services for advice on the level of input the Governors should have in this.</p> <p>10.1.4 GM suggested that staff needed to have a greater awareness of the role of Governors, as there was uncertainty whether Governors were linked with subject areas.</p>	<p>All</p> <p>LA</p>
<p><b>11. <u>Feedback on Training</u></b></p> <p>11.1 <u>Health and Safety (GEL) - PF</u> The course was a helpful reminder of Health and Safety Issues.</p> <p>11.2 <u>Leading the Governing Body - LA</u> It was helpful to network with other Chairs and Governors. As a result of the course, the co-chairing model had been implemented, and consultation with stakeholders had been prioritized.</p> <p>11.3 <u>SEND for Governors - HC</u> The course had been interesting and had highlighted some gaps in knowledge. As a result of the course HC had an action to meet with Claire Norman to discuss SEND.</p> <p>11.4 <u>New Governors – PF, SS, HC</u> All new Governors had found the course to be worthwhile. It was reassuring to meet with other Governors who were facing similar issues. The expectations of a Governor and management of workload were outlined. HC noted that he pleased with the in-school Governor induction that had taken place. As a result of the course there would be a Governors section in the newsletter at least once a term.</p> <p>11.5 <u>Key Functions of the Governing Body (GEL) – JC</u> The short course outlined the key functions.</p> <p>11.6 <u>Schools Financial Values Statement (GEL) – JC, PF</u> The course did not provide anything over and above the guidance notes that were included with the SFVS form.</p> <p>11.7 <u>Models of Governance (GEL) – TF</u> Not present.</p>	

Item	Action
11.8 <u>Taking the Chair (GEL) – TF</u> Not present.	
11.9 <u>Primary Curriculum – BM</u> The level of information included in this course was disappointing. It was hoped that there would be further advice on what questions Governors should be asking regarding the curriculum.	
11.10 <u>Effective Governance in a MAT – TF</u> Not present.	
The Meeting closed at 20:48	

Signed:.....Libby Ash..... Date:.....14 July 2016.....