

Exminster Community Primary School Full Governing Board Meeting 8/2015-16
Thursday, 14 Jul 2016, 00:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Libby Ash	LA	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Paul Frazer	PF	Governor (Parent)
Paul Herring	PH	Assistant Headteacher	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Gordon Peacock	CP	Governor (Co-opted)
Sam Slingsby	SS	Governor (Staff)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Apologies					
Name	Initial	Position	Reason		
Sue Wilkinson	Swi	Governor (Co-opted)	Childcare		
Tony Fripp	TF	Governor (Co-opted)	Family commitment		
Alwyn Reeves	AR	Governor (LEA)			
Summary of Meeting					
Resolutions:					
Approval of the Safeguarding Policy					
Approval of the E-Safety Policy					
Approval of the Terms of Reference and Membership of the Pay and Performance Committee					
Approval of the appointment of Penny Brown as external advisor to the Headteacher's Appraisal Panel					
DBS checks were not required for Governors who had previously undertaken a CRB check and had not been absent for 3 months					

Item	Action
<i>Procedural Items</i>	
1. <u>Welcome</u> The meeting opened at 19:02.	
2. <u>Apologies for Absence</u> It was resolved to approve 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 and Actions from Previous Meeting</u> It was resolved to approve the minutes of the Full Governing Board (FGB) meeting on 16 June 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	All
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 17/03/2016 - 4.3 - TF and LA to discuss Governor delegated duties/Lead Roles with all Governors	TF/LA

5.1.4	Ongoing 17/03/2016 - 4.4 - Edison areas to be considered alongside Lead Governor Roles	TF/LA
5.1.5	Ongoing 03/03/2016 - R5 - Premises/Asset Management review to take place in Summer term Update 14/07/2016 - PF had looked through the Asset Management plan and requested a meeting with IM to discuss further - Ongoing	IM/PF
5.1.6	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	SW
5.1.7	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. Update 16/06/2016 to be completed at Data Team meeting on 18 July. Ongoing	
5.1.8	28/04/2016 - 8.5 - JC to meet with AM to explore costs and efficiencies with respect to the budget. Update 14/07/2016 – An initial meeting had taken place. Further meetings would be required throughout the year as part of the budget monitoring process - Ongoing	JC/AM
5.1.9	28/04/2016 - 10.7 - All Governors to consider MAT questions. To be fed back to PF. Ongoing reminder	All
5.1.10	28/04/2016 - 13 - LA, SWi, AR and BM?? to meet with AM to undertake DBS checks See item 12.4	
5.1.11	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. Update 16/06/2016 Staff and Governors v Parents football and netball matches to take place at end of term. Governors to wear ID badges at Fayre. Done	
5.1.12	26/05/2016 - 6.1.1 – School Development Plan (SDP) priorities to be listed at the top of agendas as a reminder To be started in the next academic year when the new SDP has been approved – Ongoing	HH
5.1.13	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 On agenda for Autumn FGB. (See item 7.1.2) - Ongoing	HH
5.1.14	26/05/2016 - 10.1.2 - Triad visitors to be asked for the notes of their last visit. Update 14/07/2016 - SW had asked for the notes, but had not received them to date - Ongoing	SW
5.1.15	26/05/2016 - 10.3 - BM to attend meetings when provision mapping for the next academic year was discussed. IM to advise of dates. (Related to the Venn Diagram method of Assessment SDP evidence gathering/validation). Update 14/07/2016 - meeting arranged for Wednesday 20 July - Ongoing	
5.1.16	26/05/2016 - 11.1.7 - Review accident book. Update 16/06/2016 Consider putting the resurfacing of the playground on the asset management plan. See item 5.1.5	
5.1.17	26/05/2016 - 12.1.6 - Incidents of homophobic/cyber/racist bullying to be reported in Headteacher's Report Update 14/07/2016 – to start in the next academic year - Ongoing	SW
5.1.18	16/06/2016 - 5.1.10 - HC to email question about ensuring contractors had correct insurance to SLT for investigation. Update 14/07/2016 – SW advised that the correct insurances for the contractor that was used for maintenance in the school were in place. HC suggested the implementation of a checklist and would send examples - Ongoing	HC

5.1.19	16/06/2016 - 8.1.2 - SS and PH to discuss implementation of a school facebook page. Update 14/07/2016 - SS had arranged a meeting with Irfan Hussain to ensure that the setup was suitable and secure - Ongoing	SS
5.1.20	16/06/2016 - 8.1.2 - LA to start document on google drive to accept ideas for raising Governors profile and communication. To be an agenda item in Autumn. Ongoing	All
5.1.21	16/06/2016 - 10.1.1 - All Governors to reflect on meetings and fill in shared Ofsted summary sheet on google drive. Ongoing reminder	All
5.1.22	16/06/2016 - 10.1.2 - LA to contact Governor Services about Governor involvement in setting SDP. Done	
Strategic Items		
6.	<u>Collaboration update</u> See Headteacher's Report (7.4)	
Monitoring		
7.	<u>Headteacher's Report</u> SW highlighted the following points from the report:	
7.1	<u>Pupil numbers</u>	
7.1.1	There were 368 pupils expected in school from September. The budget had been set with an expectation that there would be 378, and therefore there would be an income deficit of approximately £30,000.	
7.1.2	SW had met with Sarah Ratnage from Devon County Council (DCC). NHS birth rate data predicted a high intake in September 2017. The school's Planned Admissions Number (PAN) was currently 60 per year group and there were 73 eligible reception age children in the area. DCC wanted to know whether the school were prepared to take the additional children and the Governing Board needed to decide whether to increase the PAN for that year. SW explained that this would require year groups to be mixed. Discussion took place: <ul style="list-style-type: none"> • <i>PF was concerned about the impact on the older children in the classes. IM noted that within year-groups there was a broad spread of abilities anyway (often up to two years' difference) and there was a high percentage of schools in Devon with mixed year-groups.</i> • <i>LA noted that in terms of the budget, it would help to address the deficit predicted for the 2017/18 academic year with the lower than anticipated pupil numbers.</i> • <i>PF and RV said that communications with stakeholders and parents would need to be carefully managed.</i> • <i>RV asked whether the school was confident that it had the resources to ensure that there would be no negative impact to mixing year-groups. SW said that there would need to be extra adult support in the classes for it to be effective.</i> • <i>JC asked whether it would be appropriate to have teachers input before a decision was made.</i> It was agreed that Governors would compile a list of strategic questions to be answered to inform a resolution at the FGB meeting on 22 September.	
7.2	<u>Staffing Structure – Refer to Part II minutes</u>	
7.3	<u>Special Educational Needs and Disabilities (SEND)</u> <i>LA asked what the national average percentage of SEND children in primary schools was. SW replied that the national average for statemented children was 1.4% whereas in Exminster it was 3.2% and the national average for additional needs was 13% whereas in Exminster it was 18%.</i>	
7.4	<u>Collaboration</u>	
7.4.1	SW explained the INSTEAD collaborative work. The peer inspection would take place in the spring term and Governor involvement would be required.	All

<p>7.4.2</p> <p>7.4.3</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p> <p>7.9</p>	<p>The third Edison review had recently taken place. The review highlighted that the school had made progress in a number of areas. Middle leadership was now positively impacting the School Development Plan.</p> <p>The school had been offered a fully funded place on the “Getting to Great” programme, run by Babcock as it had been identified as a school with the potential to get an outstanding Ofsted rating.</p> <p><u>Outcome for learners/Data Headlines</u> Results were positive in all stages. External moderation had taken place for the end of KS1 SATS and statistics showed that the school were above the national and Devon average for KS2 results. All staff were thanked for their hard work throughout this year. Discussion took place about how to communicate the impressive results.</p> <p><u>Nayamba Visit</u> SW showed a video about her visit to Nayamba School and outlined how Exminster school children had been involved with fundraising for the school, demonstrating community values.</p> <p><u>Safeguarding</u> There was one Child in Care (CiC) at school. <i>LA asked who the designated teacher for CiC was and whether they had received appropriate training.</i> SW explained that she would be taking on the role from Carol Glover from September and attending a training course next term. <i>LA asked whether there was a timeframe in place for getting a Personal Education Plan (PEP) in place for a CiC and whether the school were able to operate within the timescale?</i> SW said that the plan had to be in place within 20 days of the child starting at school and was in place. <i>LA asked whether data for CiC would be reported separately from other groups in the school?</i> SW replied that attendance would be regularly reported separately and attainment at end of the Key Stage.</p> <p><u>Attendance</u> Although the attendance reported for the whole year was slightly under target, the Educational Welfare Officer, in conjunction with the school, had set a high target at the beginning of the academic year. It was noted that there had been a high rate of illness in Devon this year.</p> <p><u>School Development Plan</u> A draft of the SDP was circulated for information only. This would be discussed in depth at the beginning of the Autumn Term. There would be 6 areas of the plan, each to be linked to group of Governors. It was noted that the document would be circulated on the Google Drive when it had been considered further by the SLT. <i>RV suggested that there could be guidance dates for when Governors could expect to find evidence so that a plan could be made for the year.</i></p>	
<p>8.</p>	<p><u>Data headlines</u> See Headteacher’s report (7.5)</p>	
<p>9.</p> <p>9.1.1</p> <p>9.1.2</p>	<p><u>Budget Monitoring</u> JC explained that he had met with Alison Munslow to discuss the budget monitoring report and had asked for some clarification from SW by email prior to the meeting. The questions are noted below:</p> <p><i>Q: On catering (line 43), there is a £36k variance; explained as unbudgeted cost of food. How can the budgeting process be tightened up to ensure something like this is not missed in future?</i> A: The food was budgeted for in the sum of £42K, but in error only £6K had been allocated. This had been rectified by altering the forecast by £36K to £42K.</p> <p><i>Q: The LSA expenditure has a forecast variance of £13K. Does this bear relationship to the increase in SEND funding expected?</i> A: The additional SEND funding (line 9) would change throughout the year as needs were assessed and additional funds were applied for or children left. This should balance out with the LSA salary (line 21) and the Supply LSA (line 31).</p>	

9.1.3 9.1.4	<p>JC explained that it was early in the financial year and, other than those mentioned above, there were no significant variances to be concerned about at this stage. Moving forward, the catering line should be monitored closely to ensure that the savings predicted to be made ahead of budget setting were realised.</p> <p>PF suggested that there may be efficiencies to make with the purchasing for Breakfast Club. PH outlined that there would be a new method of purchasing from next term.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Safeguarding Update</u></p> <p><u>Overview of Governors role in safeguarding and safeguarding review overview</u> HC referred to the article in the latest Devon Governor Magazine on page 2 and recommended that all Governors read the article as it outlined the policies and procedures that should be in place within school. HC asked to see the last two year’s Safeguarding Audit reports for information. A termly Safeguarding Checklist would be implemented, that HC would populate and share with the Governing Board.</p> <p><u>Approval of Safeguarding Policy</u> It was resolved to approve the policy which had been Governor reviewed by AR. It was necessary for Governors to sign to indicate their awareness and understanding of this policy and a signing sheet would be available at the FGB meeting in September.</p> <p><u>Approval of E-safety policy</u> <i>HC asked how the updated version of the policy was being rolled out to staff?</i> PH replied that weekly workshops were run for staff and parents would be informed of the new user agreement in September. <i>HC asked whether there were plans for future development and introduction of ICT in the next academic year?</i> PH replied that there had been a large investment last year on equipment. It was hoped that the equipment would last for 3 years. It was resolved to approved the reviewed policy.</p> <p><u>Updated version of Keeping Children Safe in Education to be implemented on 5 September 2016</u> All Governors should read this document and sign to indicate their awareness and understanding. A signing sheet would be available at the FGB meeting in September.</p> <p>Carol Glover, a Designated Safeguarding Lead (DSL), who was leaving at the end of this term was thanked for her Safeguarding work.</p>	<p>SW</p> <p>HC</p> <p>HH</p> <p>HH</p>
<p>11.</p>	<p><u>Premises, Health, Safety and Welfare Update</u></p> <p>A near miss road traffic accident, involving parents and children, had been recorded near the footpath to the Townfield entrance to school. Discussion took place about the best way to manage the situation due to the strength of feeling from the parent body and community. It was acknowledged that the issue was much broader than considering closing the Townfield entrance, due to increased pressure on other entrances and safety concerns surrounding the Hillcrest entrance. It was agreed to set up a working party to consider the situation in more depth and to bring a recommendation back to the FGB. PF, HC and JC agreed to be on the working party.</p>	<p>PF/HC/ JC</p>
<p>Governing Body</p>		

<p>12. Housekeeping</p> <p>12.1 <u>Terms of Reference and committee membership of Pay and Performance Committee</u> There were no amendments to the Terms of Reference or membership of the Pay and Performance committee and it was resolved to accept them for the 2016/17 academic year.</p> <p>12.2 <u>Set date for Pay and Performance Committee meeting in September</u> Thursday 29 September at 09:00. The mid-term review was provisionally booked for Friday 12 May 2017 at 09:00.</p> <p>12.3 <u>External advisor for Headteacher's Appraisal to be formally appointed by FGB for next academic year</u> It was resolved to appoint Penny Brown to externally advise the Headteacher's Appraisal panel. A third member of the panel needed to be appointed from the Governing Body.</p> <p>12.4 <u>Governing board policy on DBS Checks</u> It was resolved that it was not necessary for Governors to undertake a DBS check if they had undertaken a CRB check on appointment and had not been absent for more than 3 months.</p> <p>The meeting closed at 21:02</p>	
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Signed:.....Tony Fripp..... Date:.....22/09/2016.....