

Exminster Community Primary School Full Governing Board Meeting 1/2016-17
Thursday, 22 Sep 2016, 19:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	John Collins	JC	Governor (Co-opted)
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Sue Wilkinson	Swi	Governor (Co-opted)	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Gordon Peacock	CP	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
Paul Herring	PH	Assistant Headteacher	Gail Miller	GM	Teacher (SLT)
Helen Fisher	HF	Visitor (Potential Governor)			
Apologies					
Name	Initial	Position	Reason		
Sam Slingsby	SS	Governor (Staff)	Work commitment		
Libby Ash	LA	Governor (Co-opted)	Work commitment		
Ian Moore	IM	Deputy Headteacher	Work commitment		
Sue Wilkinson	SW	Governor (Co-opted)			
Summary of Meeting					
<p>Resolutions:</p> <p>To elect TF as Co-Chair</p> <p>To elect PF as Vice Chair</p> <p>To agree term dates for the 2017/18 Academic Year</p> <p>To agree parental consultation arrangements</p> <p>To increase the PAN to 73 for the 2017/18 Academic Year subject to negotiation with DCC</p> <p>To approve the Governance section of the Excellence for All Self Evaluation Form</p> <p>To approve the Terms of Reference of the Headteacher's Performance Group</p> <p>To approve the arrangements for appeals panels, complaints and exclusions</p> <p>To agree to adhere to the Governors' Code of Conduct</p>					

Item	Action
Procedural Items	
<p>1. <u>Welcome</u> TF opened the meeting.</p>	
<p>2. <u>Apologies for Absence</u> Approved as listed above. Sue Wilkinson was absent without apology.</p>	
<p>3. <u>Election of Co-Chairs for a term of office of one year ending at the first Full Governing Board meeting of the 2017/18 academic year</u> Nominations had been received prior to the meeting for TF and PF. Due to work commitments, PF felt unable to commit to the role of Co-Chair and declined the nomination, but stated that he would be happy to continue in his role as Vice Chair. RV had received nominations for Vice Chair and TF enquired whether he would consider standing as Co-Chair. RV was concerned about the time commitment and declined the nomination for both Co-Chair and Vice Chair.</p>	

	<p>There were no further nominations. A vote was taken and TF was elected as Chair, with a vacancy remaining for Co-Chair. TF thanked LA for her Chairmanship over the last 2 years.</p>	
4.	<p><u>Election of Vice Chair for a term of office of one year ending at the first FGB meeting of the 2017/18 academic year</u> Nominations had been received prior to the meeting for RV who declined the nomination. PF was nominated as Vice Chair, accepted the nomination and was elected.</p>	
5.	<p><u>Declarations of Interest on Agenda Items</u> BM declared an interest in items associated with PE due to her employment with the Dartmoor School Sports Partnership.</p>	
6.	<p><u>Minutes of the Full Governing Board Meeting on 14 July 2016</u> It was resolved to approve both part I and part II minutes.</p>	
7.	<p><u>Progress on Actions (not included elsewhere on agenda)</u></p>	
7.1	10/12/2015 - 7 - All Governors to book onto a training course - ongoing	
7.2	26/03/2015 - 11.1 - Research into local schools with a recently awarded outstanding Ofsted rating – ongoing	
7.3	17/03/2016 - 4.3 - TF and LA to discuss Governor delegated duties/Lead Roles with all Governors – Update 22/09/2016 The roles had been drafted, and needed to be checked to ensure compliance, before formal acceptance at a future meeting - ongoing	HH/TF
7.4	17/03/2016 - 4.4 - Edison areas to be considered alongside Lead Governor Roles – see 7.1.3	
7.5	03/03/2016 - R5 - Premises/Asset Management review to take place in Summer term. Update 14/07/2016 IM and PF to meet to discuss further. Update 22/09/16 the review had taken place. PF would compare the identified actions with the Asset Management Plan - ongoing	PF
7.6	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. Update 22/09/2016 SW to circulate - ongoing	SW
7.7	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. Update 22/09/2016 A summary sheet had been completed at the recent meeting(s) and would be shared with all Governors - ongoing	GP
7.8	28/04/2016 - 8.5 - JC to meet with AM to explore costs and efficiencies with respect to the budget - ongoing	
7.9	28/04/2016 - 10.7 - All Governors to consider MAT questions. To be fed back to PF - ongoing	
7.10	26/05/2016 - 6.1.1 - SDP priorities to be listed at the top of agendas as a reminder - ongoing	
7.11	26/05/2016 - 10.1.2 - Triad visitors to be asked for the notes of their last visit - done	
7.12	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 22/9/2016 BM attended the provision mapping meeting and observed how the Venn Diagram was used - done	
7.13	26/05/2016 - 12.1.6 - Incidents of homophobic/cyber/racist bullying to be reported in Headteachers Report – done	
7.14	16/06/2016 - 8.1.2 - SS and PH to discuss implementation of a school facebook page. Update 14/07/2016 SS meeting with Irfan Hussain to check set up is suitable - ongoing	
7.15	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	
7.16	16/06/2016 - 10.1.1 - All Governors to reflect on meetings and fill in shared Ofsted summary sheet on google drive – ongoing	
7.17	14/07/2016 - 5.1.18 - Implementation of a checklist for contractors. HC to share examples with SLT - done	
7.18	14/07/2016 - 7.1.2 - Governors to compile a list of strategic questions related to the increase of the PAN from 60 to 73 for the 2017/18 academic year – see agenda item 10 - done	

7.19	14/07/2016 - 10.1 - SW to send HC the last two years' Safeguarding Audit reports - done	
7.20	14/07/2016 - 10.2 - HC to populate the Safeguarding Checklist to be shared with all Governors - ongoing	
7.21	14/07/2016 - 10.3 - Signing sheets to be available at FGB on 22 Sept for KCSiE and Safeguarding Policy – see agenda item 15 - done	
7.22	14/07/2016 - 11 - Working party to be formed to discuss Townfield Entrance – Update 22/09/2016 Devon County Council Highways had been requested by Councillor Connett to undertake a safety audit of the area. It was suggested that a note was put in the newsletter explaining that the matter was still under discussion – ongoing	SW
Strategic Items		
8.	<u>Approval of Term Dates for the next academic year (2017/18)</u> The Devon County Council (DCC) term date calendar had been circulated, indicating the school's chosen occasional days and training days. <i>BM had received feedback from a reception parent whose child had found it tiring having a whole week for their first week in school.</i> It was resolved to approve the term dates for 2017/18.	
9.	<u>Approve parental consultation arrangements for the current academic year</u> A list of dates for parent/teacher interviews, parent forum topics, written reports and the parent survey had been circulated. It was resolved to approve the arrangements.	
10.	<u>To decide whether to increase the Planned Admissions Number (PAN) to 73 for the Reception intake in the 2017/18 Academic Year</u>	
10.1	Governors had compiled an extensive list of questions before the meeting. SW circulated a paper answering the questions.	
10.2	SW explained that the situation had been discussed at length within the Senior Leadership Team (SLT) and the Early Years Foundation Stage (EYFS) leader. Staff had also been consulted. Ideally, the school would like to be able to take all the children and split the Reception unit into 3 classes. However, this would require employing an additional teacher and, as the year group moved further up the school, additional classroom space. This would be unsustainable in the longer term. Operationally, an alternative model had been devised with a mixed 4 class Reception and Year 1 unit, which would be sustainable. An additional Learning Support Assistant (LSA) would be required in the unit.	
10.3	SW circulated copies of the 5 year plan, showing the forecast position at budget setting, the likely position taking into account this year's census data and a forecast of the figures with an increased PAN. Discussion took place about the additional costs due to the employment of an LSA and the impact on the bottom line figures. <i>JC suggested that there needed to be a minimum number over the current PAN of 60 specified to ensure that the school did not find itself in a loss making situation whereby the additional children were not generating sufficient income to cover the additional expenditure.</i> <i>HC asked whether the additional cost would remain stable as the year group moved up the school.</i> SW replied that it would depend on the needs of the children, but generally, there was less whole-class LSA support higher up the school.	
10.4	<i>Governors questioned whether the model would impact on the School Development Plan (SDP).</i> SW replied that it would need to be considered as the year groups moved up the school.	
10.5	<i>PF asked whether the school was in a position to negotiate with DCC, in order to ensure the best outcome for the school if the PAN was temporarily increased.</i> SW replied that as the school had the capacity to take extra children, it was likely that DCC could insist that it did, but that it was worth asking. <i>JC asked whether it was possible to ensure that the additional children came from the locality.</i> <i>BM asked whether DCC would be able to advise the school of the number of children who had applied as early as possible.</i>	
10.6	<i>PF said that there may be difficulty in communicating the benefits of the model to the parents of children who were currently in Reception.</i>	

10.7	<p>It was noted that the model was not unusual: Many schools successfully operated mixed year groups.</p> <p>At the conclusion of the discussion it was resolved that, in principle, the Governing Board would support increasing the PAN for the 2017/18 academic year subject to negotiation taking place with DCC.</p>	
11.	<p><u>Noting of Devon County Council Admissions Policy for Exminster School</u></p> <p>The Policy is owned and maintained by Devon County Council.</p> <p>Noted.</p>	
12.	<p><u>Agree leadership section of the Excellence for All self-evaluation document and review other sections</u></p> <p>12.1 The Governance section (1B) was reviewed. Governors agreed with the SLT's assessments.</p> <p>12.2 <i>GP suggested that the Governing Board needed to become more analytical and smarter. TF suggested that the lead roles would concentrate Governors thinking.</i></p> <p>It was noted that the 3 Governor vacancies needed to be filled and the Parent Governor election process should be re-run as soon as possible.</p> <p>12.3 It was resolved to approve the document without amendment.</p>	SW
13.	<p><u>Collaboration Update</u></p> <p>13.1 Informal work with Hazeldown primary was planned for this term, stemming from the INSTEAD review.</p> <p>13.2 SW had had been approached by Martin Boxall asking whether Exminster School may potentially be interested in joining the MAT that he was involved in setting up, as there appeared to be a new requirement for 8 schools to be put forward to form a new MAT. This suggested that the Government wanted schools to join existing MAT's rather than set up new ones.</p> <p>13.3 <i>RV asked whether the option of a soft partnership or federation was a possibility for the school. SW replied that it was not worth it considering due to the current deadline of becoming part of a MAT by 2022.</i></p>	
14.	<p><u>Evaluation of the 2015/16 School Development Plan (SDP) and update on the drafting of the 2016/17 SDP</u></p> <p>14.1 Key outcomes from last year's SDP:</p> <p>14.1.1 The initial KS2 data for 2016 was very positive compared to both national and Devon results. <i>HC asked whether there was information available to enable Governors to understand the data. SW said that it was more important for Governors to understand the headlines of the data rather than the intricacies of the data itself. It was suggested that time was given to discussing the RAISEOnline Data at a FGB meeting when it was published in October.</i></p> <p>14.1.2 <i>RV asked whether the results had been advertised to parents. SW replied that the school were required to put them on the website and that they had been included in a newsletter. PF added that the results should be published in a newsletter again (possibly after the official RAISEonline data was released).</i></p> <p>14.1.3 The end of KS1 data did not have national and Devon comparators. It was impossible to compare the results to previous years as the curriculum had changed.</p> <p>14.1.4 The KS1 phonics screen had a 90% pass rate.</p> <p>14.1.5 The end of Early Years Foundation Stage results were higher than the previous year's. Writing had the lowest average points score and this was to be a focus across the whole school in this year's SDP.</p> <p>14.2 Priorities for the 2016/17 SDP:</p> <p>The four priorities in this year's SDP were outlined and expanded on.</p> <ol style="list-style-type: none"> 1. To narrow the gap between pupil premium (pp) and non pp children 2. To narrow the gap in attainment between boys and girls 3. To improve the attainment of writing through the development of spelling, punctuation and grammar across the school and editing skills 4. To embed self organised topic approach where children are encouraged to be independent in their learning and teachers are facilitating their learning. The use of group work is progressive and consistent across school. 	

14.3	SW explained that Governors would receive a four page summary document of the SDP. This was backed up operationally with a full scope for each priority.	
14.4	<i>RV asked whether the priorities should be more specific, following the advice Governors had received from the Edison advisor at a previous meeting.</i> It was noted that priorities 1-3 could be evidenced with data, but there were questions over how priority 4 could be measured. It was suggested that learning walks may be necessary.	
14.5	<i>BM noted that there was nothing about children's health in the plan.</i> It was agreed that this could be added in the scoping information. <i>PF asked for a Governor Learning section to be included alongside an overarching vision outlining the core values of the school.</i> PF would draft a document for consideration.	
14.6	It was agreed that there should be 2 Governors assigned to each priority.	
14.7	A final version would approved at a future meeting.	

Governing Body

15. House-keeping

15.1 Approve Terms of Reference/Membership of Headteacher's Performance Review Group

It was resolved to approve the Terms of Reference without amendment. It was noted that there was still a vacancy on the group.

15.2 Agree procedures for handling of complaints, exclusions and appeals

It was resolved to approve the procedures without amendment.

15.3 Agreement to adhere to Governors' Code of Conduct during the 2016/17 academic year

It was resolved to adhere to the Governors' Code of Conduct.

15.4 Update and sign Register of Business Interests Forms

Forms were circulated and signed at the meeting.

15.5 Confirmation that the Safeguarding Policy (July 2016) and part I of the September 5 2016 version of Keeping Children Safe in Education has been read and understood

Signing sheets were circulated.

The meeting closed at 21:07

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