

Exminster Community Primary School Full Governing Board Meeting 6/2016-17
Thursday, 09 Feb 2017, 19:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Paul Herring	PH	Assistant Headteacher
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Helen Hibbins	HH	Clerk	Becky Mason	BM	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Gordon Peacock	CP	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Helen Fisher	HF	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Apologies					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	Governor (Co-opted)	Family commitment		
Libby Ash	LA	Governor (Co-opted)	Personal reasons		
Summary of Meeting					
Resolutions:					
None					

Item	Action
<i>Procedural Items</i>	
1. <u>Welcome</u> The meeting opened at 19:02	
2. <u>Apologies for absence</u> Accepted as listed above.	
3. <u>Declarations of Interest on agenda items</u> BM declared an interest in items regarding PE, due to her employment with the Dartmoor School Sports Partnership.	
4. <u>Approval of Minutes of the meeting held on 19 January 2017</u> ❖ Related documents: 2017-01-19 FGB draft minutes Resolved.	
5. <u>Progress on Actions (not included elsewhere on agenda)</u> ❖ Related documents: 2017-01-19 Actions List SM noted that 16 out of 21 actions were ongoing. It was agreed that the actions should be made more specific.	
5.1 10/12/2015 - 7 - All Governors to book onto a training course Ongoing.	
5.2 03/03/2016 - R5 - Premises/Asset Management review - PF to compare actions identified from review with the Asset Management Plan, alongside IM. The list will be updated by the end of the Spring Term. To be removed from the Actions List as this formed part of a Lead Governor role.	PF
5.3 28/04/2016 - 10.7 - All Governors to consider MAT questions. To be fed back to PF.	

5.4	<p>PF to signpost the file on the Google Drive. Questions to be added by 27 April. Ongoing.</p> <p>16/06/2016 - 10.1.1 - All Governors to reflect on meetings and fill in shared Ofsted summary sheet on google drive.</p> <p>To be completed by 16 March. Ongoing.</p>	All All
5.5	<p>22/09/2016 - 14.1.1 - RAISE online data to be discussed in depth after publication and data to be highlighted to parents via a link in a newsletter. Item to be discussed at the January FGB alongside FFT data.</p> <p>See Agenda item 6. Done.</p>	
5.6	<p>22/09/2016 - 14.5 - Overarching vision to be added to SDP. PF to draft.</p> <p>Remove from Actions List.</p>	
5.7	<p>13/10/2016 - 10.3 - Final version of SDP to be put on school headed paper with logo etc.</p> <p>Remove from Actions List.</p>	
5.8	<p>13/10/2016 - 11.3 - Is additional parental permission required for photographs when linking to Blog from Facebook? SS to circulate draft letter to parents to Governors before sending out.</p> <p>Done.</p>	
5.9	<p>13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the google drive.</p> <p>To be completed by 16 March. Ongoing</p>	All
5.10	<p>13/10/2016 - 12.1 - Statistic of number of children participating in events as a result of sports premium funding to be added to the document.</p> <p>The data had not been received. To be completed by 16 March. Ongoing.</p>	SW
5.11	<p>13/10/2016 - 12.2.4 - Governor visit linking Pupil Premium and Thrive to take place. All Governors to consider whether they could take on the role of Pupil Premium (PP) champion.</p> <p>It was suggested that the Data Team may be best placed to take on the role until a new Governor could be found. A learning walk would take place early next term with a PP focus. To be reported at 27 April meeting. Ongoing.</p>	Data Team/ HH
5.12	<p>13/10/2016 - 14.3 - LA to discuss becoming an associate Governor (linked to Health and Safety) with her contact. Update 19/01/17 HH to look into reporting requirements for Associate Governors.</p> <p>The contact was unable to become an Associate member in the near future, but this may change in the next academic year. However, there was an offer of assistance with Health and Safety inspections if required in the meantime. Done.</p>	
5.13	<p>17/11/2016 - 7.3.4 - Data from Somerset Learning Partnership book trawl of PP books to be anonymised as evidence for Governors. Awaiting inspection by a Governor.</p> <p>To be linked to the Pupil Premium learning walk. Ongoing.</p>	Data Team
5.14	<p>17/11/2016 - 7.10.1 - Governors to consider "What am I proud of in the school" as an Ofsted question</p> <p>The question would be added to the Ofsted Summary sheet. Remove from Action List.</p>	HH
5.15	<p>08/12/2016 - 8.1.3 - All Governors to undertake online Prevent training and email certificates to HH.</p> <p>To be completed by 16 March. A new training link would be emailed to all Governors. Ongoing.</p>	All/ HH
5.16	<p>08/12/2016 - 9.2 - Advertise Governor vacancy with curriculum skillset in newsletter.</p> <p>A potential new Governor had come forward. Inconclusive discussion took place about the skillset required for the remaining vacancy. Done.</p>	
5.17	<p>19/01/2017 - 7.6 - SW to email author of DCC road safety report to ask for an updated report assessing the impact of the closure of the Townfield Gate</p> <p>Done.</p>	
5.18	<p>19/01/2017 - 7.8 - TF to respond to parental email regarding the Townfield Gate closure</p> <p>Done.</p>	
5.19	<p>19/01/2017 - 8.8.3 - SW to advise DCC of Governing Board's decision regarding the PAN for 2017/18</p>	

<p>5.20 Done. 19/01/2017 - 8.9 - TF to write to parents regarding Governing Board's decision regarding the PAN for 2017/18 Done.</p> <p>5.21 19/01/2017 - 10 - All Governors to undertake evidence gathering for SDP and report back as specified on spreadsheet See agenda item 10. Ongoing.</p>		
Monitoring		
<p>6. Outcomes for pupils</p> <p>❖ Related documents: RAISE 2016 digest, Summary Data Analysis, SDP summary – Context Sheet Spring 17 update</p> <p>6.1 The Data Team had considered the documents at a meeting prior to the FGB meeting alongside a target setting document to be uploaded onto the Google Drive. SW explained that target setting was a new process; started in September 2016.</p> <p>6.2 It was suggested that there should be a dedicated data folder on the Google Drive.</p> <p>6.3 Barriers to learning were identified for PP children through a forensic analysis of individual cases. Appropriate interventions were implemented.</p> <p>6.4 TF asked when the impact of the interventions would be apparent. SW replied that the Data Team should be able to see the evidence of the interventions taking place during their learning walk and that it should eventually filter through to the in-year data.</p> <p>6.5 GP noted that it was important to consider the qualitative analysis of impact alongside the quantitative data.</p> <p>6.6 SW had spoken to the Headteachers from two schools that had been recently inspected. Ofsted had noted weaknesses from the Ofsted Data Dashboard and were following trails related to them in order to ascertain how schools were addressing those weaknesses. It was suggested that a Governor visit could take place with this in mind.</p>		<p>SW</p> <p>HH</p>
<p>7. To consider the draft Schools Financial Values Standard (SFVS) return for 2016/17</p> <p>❖ Related documents: A note on the School Financial Values Standard, SFVS 2016-16 return, SFVS Assessment form 2016-17</p> <p>7.1 The report was taken as read with only the bracketed items requiring confirmation and unanswered questions considered at the meeting. The bracketed items were all confirmed as correct.</p> <p>7.2 Answers to the following questions were discussed and agreed:</p> <p>7.2.1 Q1 In the view of the governing body itself and of senior staff, does the governing body have adequate financial skills among its members to fulfil its role of challenge and support in the field of budget management and value for money? <i>Yes</i></p> <p>7.2.2 Q2. Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair? <i>Yes. [The Finance Lead Governor has a clearly defined role and has an accounting background. It was noted that this role being so central that there would be value in having depth of knowledge. It was noted that SM has relevant experience and is happy to assist and TF has undertaken finance training for governors].</i></p> <p>7.2.3 Q10. Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment? <i>Yes. It was felt that the SDP clearly informed the budget and allocations and that careful consideration was given to this</i></p> <p>7.2.4 Q16. Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balances at the end of each year? <i>Yes. Governors had had cause to review budgets in some detail recently, in connection with the increase in PAN and that whilst it was noted that the current year's carry forward would be required to subsidise next year's budget, the budget was still conservatively projected to be balanced.</i></p> <p>7.2.5 Q17. Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement? <i>Yes.</i></p>		

<p>7.2.6 Q18. Does the school consider collaboration with others, e.g. on sharing staff or joint purchasing, where that would improve value for money? <i>Yes. [Examples cited as the reduction in the cost of the Thrive License and CPD due to the school's participation in the Exeter Consortium.]</i></p> <p>7.2.7 Q19. Can the school give examples of where it has improved the use of resources during the past year? <i>Yes. [Breakfast club and the change in School Meal catering arrangements.]</i></p> <p>7.3 JC would update the document with the responses above and present it for approval at the meeting on 16 March.</p>	<p>JC</p>
<p>8. Safeguarding update</p> <p>8.1 The next Safeguarding Review would take place on 28 February. HC and AR would attend.</p> <p>8.2 The latest Safeguarding Newsletter from Babcock outlined that sexting and gender identity were to be considered under the safeguarding umbrella.</p> <p>8.3 The single central record had been inspected in January and was found to be up to date. The record was diligently maintained and the procedures were well documented to enable other members of staff to update or access the record if Alison Munslow was not present.</p> <p>8.4 PH had undertaken level 3 safeguarding training.</p>	
<p>9. Benchmarking</p> <p>❖ Related documents: A note on Benchmarking, Benchmarking Graphs</p> <p>9.1 JC explained the purpose of Benchmarking and explained that he had run comparisons on alternative sets of data but was satisfied that the default criteria presented an adequate set of results.</p> <p>9.2 <i>The following were noted by Governors as requiring further explanation:</i></p> <p>9.2.1 Admin supply costs were extremely high. Explanation: Items had been incorrectly allocated to the admin supply ledger code during the last financial year. Misplaced expenditure included ICT, the Edison Subscription and Local Authority buy-back. This was being corrected in the current financial year.</p> <p>9.2.2 Education support staff expenditure was comparatively high. Explanation: The school is in the top 20% of schools with children with additional needs.</p> <p>9.2.3 Expenditure on admin and clerical staff per pupil was comparatively low. Explanation: Additional hours were claimed through a different cost centre at busy times of the year. An additional member of administrative staff was taken on during the current financial year and this should be reflected in next year's Benchmarking exercise.</p> <p>9.2.4 Generated income per pupil was relatively low. Explanation: The school were now taking SCITT trainee teachers instead of Plymouth University trainee teachers, representing a drop in income. <i>RV asked whether it would be possible to contact a school from the higher end of the benchmarking graph to ascertain where their additional revenue streams were coming from.</i> It was agreed that further research was required into generating income and a document to gather ideas would be put on the Google Drive for Governor input.</p> <p>9.2.5 The energy expenditure per pupil was low. Explanation: Further investigation required.</p> <p>9.2.6 Low teaching staff cost per pupil yet higher staff to pupil ratio. Explanation: There were a higher number of recently qualified teachers to experienced teachers. <i>JC asked how Governors could be sure that the teaching quality was maintained.</i> It was explained that within the staffing structure recently qualified teachers were always supported by experienced teachers.</p>	
<p>10. Evidence of implementation of School Development Plan</p> <p>10.1 To report back on information gained from reading OFSTED reports for schools recently classified as outstanding with a focus on the following:</p> <p>10.1.1 Leadership and Governance</p> <p>❖ Related documents: Outstanding Ofsted Governance results</p> <p>TF highlighted the salient points from the report:</p> <ul style="list-style-type: none"> To know and understand the challenges that the school faces 	

- To be able to interpret the data
- To triangulate evidence
- To have an awareness of how the school is addressing its issues and weaknesses
- Inspectors had generally met with 5 or more members of the Governing Board
- Evidence of Governor training was important. Governors were reminded to report training undertaken to HH.

10.1.2 Parental engagement

❖ Related documents: Community and Parent Link report.

SM and SS highlighted evidence of good practice from the report. It was intended that the report would be a living document that could be updated with evidence gathered by Governors.

- It was important to understand where the gaps occurred and to identify opportunities for the school to address them.
- *BM noted that the Maths programme and the Sports activities targeting PP children in particular could be used as evidence.*
- *BM enquired about the uptake in the new learning games alternative to assemblies. To date the attendance had been high, but only KS1 had been involved so far.*
- RV had looked at resources for parents on the school website and noted that the most recent was April 2016.
- Facebook would be a good forum for parental engagement. It was noted that it was important to ensure the correct protocols for updating the information to ensure that it was launched successfully.

10.2 Update from data team meeting

❖ Related documents: Summary Data Analysis

10.2.1 BM and GP would be seeking evidence on the Actions column from the aforementioned report.

10.2.2 The INSTEAD process highlighted the importance of all Governors being confident with data.

10.2.3 SM noted that, as a new Governor, he could feel overwhelmed by the amount of data. GP explained that the three reports circulated with the papers for this meeting condensed all the data into one place, and that these documents would be regularly updated.

11. Feedback from INSTEAD inspection

11.1 The report from the inspection was only in draft form, but the verbal feedback given to the SLT was very positive.

11.2 SW outlined the numerous strengths alongside a few areas for development that were highlighted.

11.2.1 GP commented that the Governors who had been able to attend on the day had done so with the right attitude; complementing each other and acting as a team.

11.3 TF proposed a vote of thanks to the staff for their work in ensuring a positive outcome to the INSTEAD process and the Governors were also thanked for attending.

The meeting closed at 21:00

Signed:.....Paul Frazer..... Date:.....16/03/2017.....