

**Exminster Community Primary School Full Governing Board Meeting 7/2016-17**  
**Thursday, 16 Mar 2017, 19:00 at Exminster Community Primary School**  
**MINUTES**

<b>Present</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Name</b>	<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Headteacher	Helen Hibbins	HH	Clerk
Ian Moore	IM	Deputy Headteacher	Paul Frazer	PF	Governor (Parent)
Stephen McDonald	SM	Governor (Parent)	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Jonathan Wood	JW	Visitor
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Helen Fisher	HF	Governor (Co-opted)
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Gordon Peacock	GP	Governor (Co-opted)	Personal		
Tony Fripp	TF	Governor (Co-opted)	Personal		
Libby Ash	LA	Governor (Co-opted)	Illness		
Sam Slingsby	SS	Governor (Staff)	Illness		
<b>Summary of Meeting</b>					
<b>Resolutions:</b>					
To permanently close the Townfield Entrance					
To submit the Schools Financial Values Standard (SFVS)					

<b>Item</b>	<b>Action</b>
<b><i>Procedural Items</i></b>	
<b>1. <u>Welcome</u></b> The meeting opened at 19:00. Jonathan Wood was welcomed as a potential Governor.	
<b>2. <u>Apologies for Absence</u></b> Accepted as listed above.	
<b>3. <u>Declarations of Interest on Agenda Items</u></b> BM declared an interest in items associated with PE, due to her employment with the Dartmoor School Sports Partnership.	
<b>4. <u>To approve the minutes of the Full Governing Board meeting on 9 February 2017</u></b> ❖ Related documents: 2017-02-09 FGB draft minutes Resolved.	
<b>5. <u>Progress on Actions (not included elsewhere on agenda)</u></b> ❖ Related documents: 2017-02-09 Actions List 5.1 All Governors to book onto a training courses or undertake GEL training and inform the Clerk on completion to update the Governors' training record. <b>Ongoing reminder</b> 5.2 28/04/2016 - 10.7 - All Governors to consider questions related to Multi Academy Trusts. PF to signpost document on the Google Drive. <b>Ongoing</b>	

- 5.3 16/06/2016 - 10.1.1 - All Governors to reflect on meetings and fill in shared Ofsted summary sheet on Google Drive.  
**Remove item from action list for the time being until the Ofsted inspection report had been received and fully considered.**
- 5.4 13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the Google Drive: [https://docs.google.com/spreadsheets/d/1nZtTjZ3aDV77\\_7f8iyfVV0X6S8o-SgmcyeQMPprFnaQ/edit#gid=1315834247](https://docs.google.com/spreadsheets/d/1nZtTjZ3aDV77_7f8iyfVV0X6S8o-SgmcyeQMPprFnaQ/edit#gid=1315834247)  
**Ongoing**
- 5.5 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.  
**Document needs to be updated in April 2017 and reviewed by Governors. Ongoing**
- 5.6 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 champion. Update 09/02/2017 Data Team to temporarily take this on. Learning walk to take place Spring Term.  
**BM and GP had taken on the role of Pupil Premium champion in the short term. BM and GP had undertaken a learning walk, talking to children in years 2, 5 and 6. A report would be written up on the visit and uploaded to the Google Drive. Ongoing**
- 5.7 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. Update 09/02/2017 Data Team to look at this as part of their Learning Walk.  
**To be discussed at the next data team meeting. Ongoing**
- 5.8 08/12/2016 - 8.1.3 - All Governors to undertake online Prevent training and email certificates to HH.  
 Link to training: <https://www.elearning.prevent.homeoffice.gov.uk/>  
**Ongoing**
- 5.9 19/01/2017 - 10 - All Governors to undertake evidence gathering for the School Development Plan (SDP) and report back as specified on spreadsheet  
**See agenda item 11**
- 5.10 09/02/2017 - 6.1 - Upload Target Setting document to shared Governors Data folder on Google Drive: <https://drive.google.com/drive/u/2/folders/0B1kB3jKI06y8ZUFTeDFwU3U3RG8>  
**Done**
- 5.11 09/02/2017 - 7.3 - SFVS to be updated and presented for approval at meeting on 16/03/2017  
**See agenda item 8**

### **Strategic Items**

- 6. To consider a recommendation from the Lead Governor for Health and Safety regarding the Townfield Gate**
- ❖ Related documents: Townfield Gate, Exminster Safety Assessment (1), Exminster Safety Assessment 2 – January 2017
- 6.1 IM circulated the results of the annual travel survey, which informed the school travel plan. 94 responses were received from parents.
- 6.2 15% of respondents commented on the Townfield gate.
- 6.3 The main concern was the lack of crossing patrol. Devon County Council (DCC) were attempting to recruit a replacement.
- 6.4 Other items of concern were parking, speeding and pavement widths.
- 6.5 It was noted that parking at Deepway would be easier if there were marked parking bays. It was agreed to approach the Parish Council about this.
- 6.6 JC noted that parents still double crossed Main Road near the garage to walk up Townfield to the Hillcrest entrance. PF said that the main incentive to cross the road at that point had been removed by closing the Townfield gate.

IM/HH

6.7	JC noted concerns about the way the original decision to close the gate had been taken. It was agreed that protocol for Governing Board decision making had not been followed although it was acknowledged that the matter was operational. Governors were reminded that decisions could not be made by email.	
6.8	Taking into account the two DCC safety assessment surveys, PF (as Lead Governor for Health and Safety) proposed that the gate remained closed. Resolved.	
6.9	SW would advise parents of the permanent closure in the newsletter.	SW
<b>7.</b>	<b><u>Policies</u></b> ❖ Related documents: 2017-02 Supporting Pupils with Medical Conditions Policy, 2017-03 Appraisal Policy (DCC Model)	
7.1	<b>To note that the Devon County Council model Teachers' appraisal policy has not been updated since the Governing Board review in March 2016</b> Noted.	
7.2	<b>To note operational amendments in the Supporting Pupils with Medical Conditions policy</b> Noted. The amendments would be highlighted to staff in staff meetings.	SW/IM
<b>8.</b>	<b><u>To agree the submission of the March 2017 Schools Financial Values Standard assessment form</u></b> ❖ Related documents: 2017-03 SFVS Final	
8.1	HC proposed that the answer to question 2 (Does the governing body have a finance committee (or equivalent) with clear terms of reference and a knowledgeable and experienced chair?) should be changed to Yes, to reflect the Lead Governor for Finance Role. Resolved.	
8.2	No further amendments to the circulated document were proposed and it was resolved to submit the document with the aforementioned amendment to question 2.	JC/HH
<b>Monitoring</b>		
<b>9.</b>	<b><u>Budget</u></b> ❖ Related documents: FRS Summary by CC G120 2-3-17, BUDGET Comparison of variances, Buyback 2017.2018	
9.1	<b>To note Governors concern about funding cutbacks and actions taken</b>	
9.1.1	Parents had been encouraged to write to MP Mel Stride and Local Councillors regarding the cuts.	
9.1.2	SW had had a telephone conversation with Mel Stride who had assured her that he would take up the points raised with Schools' Minister Nick Gibb.	
9.1.3	The second stage of the consultation was now open and SW had responded on behalf of the school. Consideration was given to asking parents to respond the consultation. It was agreed that the consultation would be advertised in a newsletter and that staff would also be encouraged to respond.	SW
9.2	<b>To receive a report from the Lead Governor for Finance on the most recent budget monitor</b>	
9.2.1	JC had looked at the forecast variance from term to term and had circulated a comparison report.	
9.2.2	JC raised questions on the following budget lines and SW responded: Q: <i>Teaching Staff and LSA's: There was no forecast variance for these in October, what has happened since?</i> A: A member of staff had taken maternity leave at Christmas and had been replaced by a NQT, one SEN Support child left (therefore the school was not funding the first £6K of support) and there had been other small changes with individual SEN Support children. Q: <i>Supply illness: What is the variance and on what basis is the budget set for this?</i> A: There had been a high level of illness. (It was noted that the absence policy was being followed). Additionally, the insurance policy had changed and there was a change to the way that claims were being settled. There were outstanding claims that were yet to be received. The budget was set based on previous need. Q: <i>Photocopier: What does the variance relate to?</i> A: There had been a change in photocopier supplier due to increased need. 5 quotations had been sought and analysed by the IT technician and Paul Herring. There was an additional cost in the first year of the five-year contract, but the costs would decrease next year.	

	<p>Q: <i>Catering: The variance has increased by £8k since October, what does this relate to. (It was noted that variances for catering staff and catering income have improved by £5k.)</i></p> <p>A: This was the first year in-house catering, so the costs were best estimates. The menu had changed in January, which initially increased the cost per meal but has since come back down. There was additional income as there was a higher take-up of school meals. At the end of the financial year the costs of running the kitchen would be analysed and compared to predictions to inform next year's budget.</p> <p>Q: <i>Insurance: how is there a variance? Was this not fixed at the beginning of the financial year?</i></p> <p>A: The costs were based on the previous insurers. The insurance company and policy had been changed.</p> <p>Q: <i>SEN: The forecast variance has increased by almost £9k since October, what does this relate to?</i></p> <p>A: This is paying for the educational provision for one child in 2 additional settings. This money comes into our budget under the High Needs line.</p> <p>Q: <i>Caretaking and cleaning and Grounds Maintenance: Forecast variances have increased by a combined £8k since October. Why?</i></p> <p>A: With Caretaking and cleaning there were some refunds due to lack of staffing originally agreed. With Grounds maintenance the budgeted figure had not been spent as this was an area to claw-back from to increase carry forward to support future years' budgets.</p> <p>Q: <i>The budget remaining for PP income and Universal Income Free School Meals (UIFSM) Income is largely unchanged since October. Are these yet to be spent?</i></p> <p>A: PP has all been spent and there is a separate analysis of the spending. UIFSM funding has been spent on staffing and food/catering expenditure.</p> <p>9.2.3 JC noted that the school was currently looking to cut spending in order to maximise the brought forward to allow funding of future years, which were estimated to be in deficit without the current brought forward. Although there was agreement that this was necessary to fund the future, was there a risk of curtailing children's opportunities now to enhance the opportunities in the future?</p> <p><i>SM asked if some budget lines were ring-fenced?</i></p> <p>SW replied that there would be one teacher per class, and this would not change. Discussion took place about addressing the needs for learning using human resources.</p> <p>SW noted that the effect of the national funding formula had not been accounted for in the long-term budget plan.</p> <p>9.2.4 JC highlighted the need to raise funds using other means and had uploaded a spreadsheet to gather ideas from Governors. This would be discussed at the Governing Board meeting on 27 April.</p> <p>9.3 <b>To consider Local Authority (LA) Buyback</b></p> <p>9.3.1 A prioritized list of services for buyback had been circulated. It was noted that not all buyback was through the LA; other providers had been chosen where appropriate.</p> <p>9.3.2 JC had considered the list and was confident that it met the aims of the SDP and represented value for money.</p>	
<p><b>10.</b></p>	<p><b><u>Headteacher's Report</u></b></p> <p>❖ Related documents: HT report for Governors 16.03.17</p> <p>SW updated and expanded on items in the report and took questions from Governors.</p> <p>10.1.1 The school had been asked to take two Children in Care which would take a year group over PAN. <i>PF asked whether DCC would supply additional funding.</i> SW said that she had asked the question and there was no additional funding available, but the children would automatically be eligible for pupil premium plus funding.</p> <p>10.1.2 An NQT had been appointed for the third Reception class for the next academic year.</p> <p>10.1.3 Three KS2 posts were now being advertised. <i>PF asked about the quality of the candidates applying for the positions.</i> SW responded that there were a large number of applications coming in and this was the best time of year to recruit. The SLT were of the opinion that a maximum of 2 NQT's could be supported in the KS2 posts.</p>	

All

10.1.4	The crossing patrol was a non-statutory position. DCC were attempting to recruit, but there were already a number of vacancies in the area. A parent had suggested that volunteers could marshal the crossing.	
10.1.5	DCC and NPS had met with SW and noted all the improvements that were needed across the school to accommodate the additional reception class in the next academic year. DCC's budget for the improvements was unknown.	
10.2	<b>Initial feedback from OFSTED</b>	
10.2.1	SW outlined the timetable of the visit.	
10.2.2	The lines of enquiry that the inspector chose to pursue were all aspects of the SDP: Safeguarding, pupil premium, writing and boys achievement.	
10.2.3	Governors who attended the feedback session agreed that the inspector endorsed the approach that the school were currently taking. There had been no surprises with the lines of enquiry.	
10.2.4	The next steps identified were; to continue to use the team approach to leadership at all levels within school and to undertake further external collaboration to extend the range of strategies used in supporting pupil premium children, to encourage partnership working with parents, particularly with writing and, to give boys additional opportunities to practice spelling, punctuation and grammar across the curriculum (and in GOAL time) to ensure that basic skills are embedded.	
10.2.5	The Governing Board thanked the staff and senior leaders for their commitment and hard work.	
10.2.6	It was suggested that the school Self Evaluation Form (SEF) should be challenged by Governors on a termly basis in comparison with the Ofsted schedule.	
10.3	<b>Outcomes for Pupils</b> To be considered at the Data Team meeting.	HH
10.4	<b>School Development Plan update</b> To be considered at the Data Team meeting.	
11.	<b><u>Evidence of Implementation of the School Development Plan</u></b> ❖ Related documents: SDP Termly Scope LE Draft 2 Review 2017 Not discussed.	
<b>Governing Body</b>		
12.	<b><u>Feedback on Training</u></b>	
12.1	Courses undertaken since June 2016: <ul style="list-style-type: none"> <li>• Understanding safeguarding and child protection responsibilities for new Governors (PF)</li> <li>• Clerk's update (HH)</li> <li>• Safeguarding children from radicalization (WRAP) (HC)</li> <li>• Options for change – partnership models (PF)</li> <li>• Prevent online training (TF, HF, HH, RV, PF, SM, JC)</li> <li>• Role of the chair (TF)</li> <li>• Responsibilities of the safeguarding lead (AR)</li> <li>• New Governors induction (HF, SM, JC)</li> </ul>	
12.2	Governors were encouraged to sign up for courses.	All
12.3	SW offered a learning walk for all Governors to learn more about the school. To be arranged by email.	SW
The Meeting closed at 20:50		

Signed:.....T Fripp..... Date:.....27 April 2017.....