

Exminster Community Primary School Full Governing Board Meeting 8/2016-17
Thursday, 27 Apr 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)	Gail Miller	GM	Staff Visitor
Stephen McDonald	SM	Governor (Par)	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)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Jonathan Wood	JW	Governor (Co-opted)	Helen Hibbins	HH	Clerk

Apologies

Name	Initial	Position	Reason
Helen Fisher	HF	Governor (Co-opted)	Family commitment
Paul Frazer	PF	Governor (Parent)	Work commitment

Summary of Meeting

Resolutions:

To Co-opt Jonathan Wood on to the Governing Board.
 To approve the budget for the 2017/18 Financial Year.

Item	Action
Procedural Items	
1. <u>Welcome</u> The meeting opened at 19:01	
2. <u>Apologies for Absence</u> Approved as listed above. It was noted that Libby Ash was absent without apology.	
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>To consider the co-option of Jonathan Wood onto the Governing Board</u> Resolved.	HH
5. <u>To approve minutes of the Full Governing Board Meeting on 16 March 2017</u> ❖ Related Documents: 2017-03-16 FGB Draft Minutes Resolved.	
6. <u>Update on Actions (not included elsewhere on agenda)</u> ❖ Related Documents: 2017-03-16 Actions List 6.1 All Governors to book onto a training courses or undertake GEL training and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder.</i> 6.2 28/04/2016 - 10.7 - All Governors to consider questions related to Multi Academy Trusts and add them to the document. <i>Ongoing reminder.</i>	

6.3	13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the Google Drive. <i>Ongoing reminder.</i>	
6.4	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. Update 16/03/2017 document to be revised in April 17 for review by Governors. <i>The document had been revised by the PE team and was awaiting review by SW. Ongoing.</i>	SW
6.5	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. Update 16/03/2017 report on learning walk to be written up and uploaded to Google Drive. <i>A follow up visit was required. Ongoing.</i>	BM/ GP
6.6	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. Update 16/03/2017 to be discussed at the Data Team meeting. <i>Ongoing.</i>	BM/ GP
6.7	08/12/2016 - 8.1.3 - All Governors to undertake online Prevent training and email certificates to HH. Some Governors had had difficulty accessing the training. The link should be emailed to the individual Governors. JW to undertake training. <i>Ongoing.</i>	HH JW
6.8	19/01/2017 - 10 - All Governors to undertake evidence gathering for SDP and report back as specified on spreadsheet. <i>See item 11.</i>	
6.9	16/03/2017 - 6.5 - Ask the Parish Council whether lines could be painted at Deepway to encourage more considerate parking. <i>BM to take photographs to illustrate the problem. Ongoing.</i>	BM/ HH
6.10	16/03/2017 - 7.2 - Operational amendments in Supporting Pupils with Medical Conditions Policy to be advised to staff in staff meetings. <i>Done.</i>	
6.11	16/03/2017 - 9.1.3 - Invite parents to respond to the Schools' Funding Consultation and encourage staff to do the same. <i>The deadline was too short and the consultation had now closed. Remove from Actions list.</i>	
6.12	16/03/2017 - 9.2.4 - Gather together ideas to increase the school's income. All Governors to input their ideas on the spreadsheet. <i>See item 8.</i>	
6.13	16/03/2017 - 12.3 - SW to arrange a learning walk around the school for interested Governors. To be arranged by email. <i>Done.</i>	

Strategic Items

7.	<u>To approve the budget for the 2017/18 financial year</u> ❖ Related Documents: Summary for Governors 2017.2018	
7.1	Since the summary document was circulated, an oversight by the programme makers of the HCSS budgeting tool software had been identified equating to an additional £12,000 per annum in superannuation costs. SW explained that this had been counterbalanced by a reduction in support staff costs, by reducing the number of LSAs by one. The amended figures were read out at the meeting and Governors adjusted their copies accordingly.	
7.2	JC had met with SW to discuss the figures in detail. JC noted that the deficits predicted could be eradicated by in year admissions and SW had been conservative in predicting the number of	

	children on role with the agreement of the School's Finance Officer.	
7.3	<i>SM asked about the movement in the Support Staff costs (increasing and then decreasing over time). SW explained that it factored in known support requirements for a specific child which would cease when the child left. Due to the ever-changing role, there needed to be flexibility within the Support Staff budget line.</i>	
7.4	<i>SM noted that the Other Costs line flatlined, and asked whether this was realistic. JC explained that there were numerous budget lines contributing to the Other Costs line which he had scrutinized during the meeting with SW; these individual lines showed the fluctuations and SW added that there had been reallocations of funds, for example, from the buildings to ICT lines.</i>	
7.5	<i>HC asked how the budget compared with other schools? SW was aware that other schools were struggling and IM added that he was aware of a local school having to make staff redundant. The School's Finance Officer had reported that all of his schools were in a similar situation with the recent and ongoing budget cuts.</i>	
7.6	<i>JC noted his concerns in approving a budget without a long term sustainable plan in place, but taking into account the caution in forecasting the role going forward he was comfortable in recommending approval, provided a concerted effort was put into generating additional income.</i>	
7.7	It was resolved to approve the budget for the 2017/18 Financial Year.	SW
8.	<u>To consider strategic methods of income generation</u>	
	❖ Related Documents: Funding ideas	
8.1	<i>SM sought clarification on what the Governing Board were hoping to achieve through fundraising. Was it to eradicate a deficit, or to invest in specific areas over and above what was currently being done?</i>	
8.2	JC had produced a document outlining opportunities for fundraising that he had found online. Some of the ideas were already in place, such as a cashback donation system, but they were not well publicised. It was suggested that the information should be in the newsletter. The profile of Exminster School Association (ESA) as a registered charity should also be highlighted. JC expressed interest in attending an ESA meeting to find out more about their activities.	JC
8.3	SM offered suggestions regarding charity cycle rides, whereby the school would pay the registration fee for an event, subject to the parent raising over and above the school's outlay in sponsorship.	
8.4	The Ofsted Inspector was impressed by the parental involvement with school and had suggested that this enthusiasm could be tapped into. It was suggested that this could be extended to parents volunteering and perhaps making donations. JW was aware of a donations system being successful in a school in the South East and would find out more details of how it was implemented	JW
8.5	The alternative to raising income was to cut costs. JW agreed to speak to a contact at his school regarding this and SM agreed to explore cost savings within school.	JW/ SM
8.6	It was agreed to form a working party involving SM, JW and JC to discuss fundraising strategy and report back to the FGB.	JW/SM /JC
9.	<u>To reflect on the recent Ofsted inspection</u>	
	❖ Related Documents: Ofsted Report 2017	
9.1	The written report was not as positive as the verbal feedback from the Inspector on the day. Some of the verbal feedback had not made it into the written report.	
9.2	The development points outlined in the report were being considered by the SLT before being handed onto the relevant teams.	
9.3	The INSTEAD process, that the school bought in last year, had proved extremely useful in preparation for Ofsted, but collaboration and advice from further afield was required. Support would be sought from other schools to address specific needs of this school.	
9.4	<i>AR commented that it was important to go through other validation processes in order to obtain and accreditations. SW noted that the accreditations cost money.</i>	
9.5	SS reported that the staff were positive about the outcome, although some were frustrated that they were not seen by the Inspector.	

9.6 JW was pleased that the response to the parent survey had been so positive.	
Monitoring	
<p>10. Outcomes for Pupils</p> <p>❖ Related Documents: Data Summary Years 1-6</p> <p>10.1 GP was confident that the school had identified issues in the data that they needed to address and that suitable interventions had been put in place. GP commented that he would not welcome a reduction in the level of support (in financial terms).</p> <p>10.2 The data for each individual year group was discussed with the following points noted:</p> <p>10.2.1 Y2 had a particularly wide ability range and the likely impact that this would have on the end of KS1 results.</p> <p>10.2.2 IM outlined the situation in Y3 where 8 low attaining boys were receiving targeted interventions. JW questioned why 8 boys were being targeted. Was this a statistically driven number to improve data? IM explained that it was just the number of boys requiring additional help.</p>	
<p>11. Evidence of implementation of School Development Plan (SDP)</p> <p>11.1 Receive report on SAFS/Learning mentors/Quality Framework for Learning and Teaching</p> <p>11.1.1 AR and HC had visited to assess the impact of the Quality Framework for Learning and Teaching on Learning Support Assistants (LSAs).</p> <p>11.1.2 The new system was more robust and effective and provided ownership for the staff, while supporting the staff development programme.</p> <p>11.1.3 LSAs identified their strengths and weaknesses, assessing what they needed to learn to better support pupils.</p> <p>11.1.4 Two LSAs were interviewed to gather evidence of the impact on learning in reading and arithmetic. The evidence of the reading intervention was expected to show up in the phonics screen.</p> <p>11.1.5 LSAs had been grouped into triads which had not proved particularly helpful, but there was plenty of support among LSAs, just not necessarily within the triads.</p> <p>11.1.6 Nikki Gibson was in the process of producing a skills audit for LSAs.</p> <p>11.1.7 TF asked whether the new Framework had had a positive impact on the SENCo's workload. AR replied that it had.</p> <p>11.2 Receive report on Learning Environment</p> <p>❖ Related Documents: SDP Termly Scope LE draft 2</p> <p>11.2.1 SS explained that answers to Governors Monitoring questions had been completed on the document and gave detailed examples and evidence of the implementation in classes across the school.</p> <p>11.2.2 The overall impact was that pupils clearly took pride in their work.</p>	
<p>12. Safeguarding Update</p> <p>12.1 AR asked whether Governors would know what to do if a child made a disclosure to them when they were visiting school. All Governors were aware that there was safeguarding information on the reverse of their identity cards.</p> <p>12.2 An in-house safeguarding training session would take place for HF and SM. SW would arrange a time for this. As JW undertook safeguarding training on an annual basis as a teacher (at another school) he was asked to go through the safeguarding powerpoint in the Governors Induction folder on the google drive.</p> <p>12.3 A Safeguarding Review meeting had taken place. The action points from the Safeguarding Audit were discussed.</p> <p>12.4 AR and HC asked how the Safeguarding Audit was followed up by the LA. SW replied that the audits were RAG rated and the school was low risk, so no follow up was expected.</p> <p>12.5 Hannah Parker had undertaken training on identifying Child Sexual Exploitation.</p> <p>12.6 Work/life balance was discussed. HC noted that this should be a standing agenda item at Safeguarding Review meetings.</p> <p>12.7 Either Hannah Parker or Claire Norman attended the regular Safeguarding Forum for updates.</p>	<p>All</p> <p>HF/SM /SW</p> <p>JW</p>

12.8	Governor involvement in Safeguarding was discussed.	
12.9	The Devon threshold for MASH referrals had increased. Schools were having to backfill.	
13.	<u>Premises, Health, Safety and Welfare Update</u>	
13.1	PF had advised, by email, that he had no points to raise.	
13.2	SW had spoken to NPS regarding the building enhancements as a result the increased intake in September 2017. £120,000 had been set aside for the project. The Thrive building would be located on the field and other internal works were planned.	
Governing Body		
14.	<u>Set date for Pay and Performance Committee update meeting</u>	
	18 May at 18:30 (before the next FGB meeting).	
The meeting closed at 20:56		

Signed:.....Tony Fripp..... Date:.....18/05/2017.....