

**Exminster Community Primary School Full Governing Board Meeting 10/2016-17**  
**Thursday, 15 Jun 2016, 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	Jonathan Wood	JW	Governor (Co-opted)
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Ian Moore	IM	Deputy Headteacher	John Collins	JC	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Sam Slingsby	SS	Governor (Staff)
Gordon Peacock	GP	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Helen Fisher	HF	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
			Ian Rodgers	IR	Prospective Governor
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Becky Mason	BM	Governor (Co-opted)	Work Commitment		
Alwyn Reeves	AR	Governor (LEA)	Family Commitment		
Hamish Cherrett	HC	Governor (LEA)	Work Commitment		
<b>Summary of Meeting</b>					
<b>Resolutions:</b>					
Approval of Charging and Remissions Policy, Staff Disciplinary Policy and Procedure, Managing Staff Sickness Absence Policy and Procedures, Attendance Policy and Exclusions Policy.					
Approval of Terms of Reference for Headteacher's Performance Review Group.					

<b>Item</b>	<b>Action</b>
<b><i>Procedural Items</i></b>	
<b>1. <u>Welcome</u></b>	
1.1 The meeting opened at 19:03.	
1.2 Ian Rodgers was introduced as a prospective Governor. IR had over 27 years' experience of Governance in both primary and secondary schools and was looking to join another local Governing Board.	
<b>2. <u>Apologies for Absence</u></b> Accepted as listed above.	
<b>3. <u>Declarations of Interest on Agenda Items</u></b> None declared.	
<b>4. <u>Minutes and Actions from Previous Meeting</u></b> ❖ <b>Related Documents – 2017-05-18 FGB Draft Minutes</b> It was resolved to approve the minutes of the Full Governing Board (FGB) meeting on 18 May 2017.	
<b>5. <u>Progress on Actions (not included elsewhere on agenda)</u></b> ❖ <b>Related Documents – 2017-05-18 Actions List</b>	

5.1	All Governors to book onto a training courses (via the Clerk) or undertake online training and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder</i>	All
5.2	28/04/2016 - 10.7 - All Governors to consider questions related to Multi Academy Trusts and add them to the document <i>To be removed from Actions List. The document would remain on the google drive for information. To be reconsidered in the future.</i>	HH
5.3	13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the Google Drive. <i>To be removed from Actions List. The document would remain on the google drive for information.</i>	HH
5.4	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. Update 27/04/2017 Follow up visit required. <i>Ongoing</i>	GP
5.5	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. Update 18/05/2017 JW to take on the role following handover from GP/BM <i>Ongoing</i>	GP
5.6	08/12/2016 - 8.1.3 - All Governors to undertake online Prevent training and email certificates to HH. Update 27/04/2017 JW to undertake training as a new Governor. <i>Done</i>	
5.7	27/04/2017 - 8.2 - JC to attend an ESA meeting <i>Done</i>	
5.8	27/04/2017 - 8.4 - Fundraising/Income Generation Working Party to meet to discuss strategy and report back to FGB <i>See item 6 - Ongoing</i>	
5.9	27/04/2017 - 12.2 - JW to look through Safeguarding presentation on Google Drive in Governor Induction Folder. <i>Done</i>	
5.10	18/05/2017 - 2.2 - TF to write and thank LA for her work on the Governing Board <i>Done</i>	
<b>Strategic Items</b>		
6.	<b><u>Report from the Funding and Finances Working Party</u></b> JC explained the background to the formation of the Working Party, considering the budget and financial projections for the next five years. Potential income streams were identified and discussed: <ul style="list-style-type: none"> <li>• Parental donations were ruled out for the time being due to the current surplus. However, in the longer term it may be revisited. Parents should be made aware of the funding issues as soon as possible so that there would be an understanding and stakeholder support should it become necessary.</li> <li>• Exminster School Association (ESA) had traditionally provided “the icing on the cake”; extras, such as the outdoor classroom and timber trail that were not essential but desirable. A change in remit would be required if ESA was asked to provide funds to support the day to day running of the school. Any change would need to be handled sensitively. With its charitable status, ESA could be promoted to parents for “just giving” opportunities for sponsored events. It was agreed that ESA should be involved in generally raising the profile</li> </ul>	

<p>of fundraising within school. A further vehicle for fundraising may have to be explored alongside ESA.</p> <ul style="list-style-type: none"> <li>• Due to workload it would not be possible for a member of teaching staff to take on a “fundraising Tsar” role.</li> <li>• Parental skills should be explored. For example, volunteers could be asked to update the school website.</li> <li>• Opportunities for donations to school should be increased. For example, books for the library.</li> <li>• There should be a focus on cost cutting wherever possible.</li> </ul> <p>6.1 <i>PF commented that more strategic opportunities should be considered, such as targeting local businesses for sponsorship and applying for grants. HF asked how any fund generated would be held. SW replied that a project would need to be identified for the sponsorship, allowing the business to see the impact. Any income generated would release funding from within a budget line that could then be spent elsewhere.</i></p> <p>6.2 <i>GP noted a local newspaper article regarding funding in an Exeter School. The article had been effective in explaining the issues to parents and the wider community and had been a good Public Relations exercise. It was suggested that an update on Governor finances could be included in a newsletter following the first FGB meeting of the autumn term.</i></p> <p>6.3 <i>It was agreed to put together a matrix of potential income streams for discussion at the September meeting, to be circulated beforehand for comment.</i></p>	<p>SW</p> <p>SM</p>
<p><b>7. <u>Policies and Procedures</u></b></p> <p>7.1 <b>Approval of reviewed Finance Policy</b> Deferred.</p> <p>7.2 <b>Approval of reviewed Charging and Remissions Policy</b> ❖ <b>Related Documents – 2017-06 Charging and Remissions Policy</b> JC had reviewed the policy alongside SW. A new Devon Model had been adapted to suit the school. It was resolved to approve the policy.</p> <p>7.3 <b>Approval of reviewed Staff Disciplinary Policy and Procedure (Devon Model)</b> ❖ <b>Related Documents - 2017-06 Staff Disciplinary Policy and Procedure</b> RV had reviewed the policy and noted that there had been little change in the previously adopted Devon Model. It was resolved to approve the reviewed policy.</p> <p>7.4 <b>Approval of reviewed Managing Staff Sickness Absence Policy and Procedures (Devon Model)</b> ❖ <b>Related Documents - 2017-06 Managing Staff Absence Policy and Procedure</b> RV had reviewed the policy and noted that there had been little change in the previously adopted Devon Model. It was resolved to approve the reviewed policy.</p> <p>7.5 <b>Approval of reviewed Attendance Policy</b> ❖ <b>Related Documents – 2017-06 Attendance Policy</b> SW had reviewed the policy alongside AR. Some procedural matters and percentage of attendance when action was taken had been amended. It was resolved to approve the policy.</p> <p>7.6 <b>Approval of reviewed Exclusion Policy</b> ❖ <b>Related Documents – 2017-06 Exclusion Policy</b> IM and AR had reviewed the policy. References to the Positive Behaviour Management policy had been included in the revision. It was resolved to approve the policy.</p>	
<b>Monitoring</b>	
<p><b>8. <u>Monitoring and Evaluation</u></b> ❖ <b>Related Documents - Assessment Communication Network, Assessment Communication Network Diagram, Monitoring Timetable 16-17</b></p> <p>8.1 IM gave a powerpoint presentation on the purpose of monitoring and evaluation, including details of the assessment structure and annual cycle.</p>	

8.2	<p>Governors asked the following:</p> <ul style="list-style-type: none"> <li>• Q: <i>Were the support staff appraisals introduced as a result of comments in the support staff questionnaire in 2016? (GP)</i> A: There had always been a process in place, but it had been enhanced this academic year, incorporating the Edison Quality Framework. (SW)</li> <li>• Q: <i>Why was there no specific mention of Pupil Premium (PP) within the structure? (JW)</i> A: PP children were discussed in all of the meetings, with SW and Gail Miller appointed as staff PP Champions. (IM)</li> <li>• Q: <i>Were the book trawls/work scrutinies carried out by staff peers? (JW)</i> A: Yes</li> <li>• Q: <i>Was there a strategy or formula for the work scrutinies or were they reactive?</i> A: There was always a key focus for work scrutinies. (IM)</li> <li>• Q: <i>What external moderation was used? (IR)</i> A: The Instead process (as part of collaboration work), the Somerset Literacy network and recently, Ofsted. (SW)</li> <li>• Q: <i>Were Personal Education Plans used for the majority of children? (IR)</i> A: No, only children in care. (SW)</li> </ul>	
9.	<p><b><u>Y6 writing moderation - process and outcomes</u></b></p> <p>❖ <b>Related Documents – Exminster KS2 Moderation</b></p> <p>9.1 SW explained that moderation of KS2 writing took place every 3 to 4 years. 15% of the cohort were sampled with a range of books across the curriculum examined for evidence.</p> <p>9.2 Overall, the moderators were in agreement with the school’s judgements and there was an opportunity for further internal moderation of writing for children who were borderline.</p> <p>9.3 The GOAL books had been complimented by the moderators.</p>	
10.	<p><b><u>EYFS moderation process and outcomes</u></b></p> <p>❖ <b>Related Documents – EYFS Profile Moderation Visit note</b></p> <p>10.1 SW explained that the school had requested EYFS moderation, due to a number of new staff in the Reception unit who had not experienced moderation before.</p> <p>10.2 Actions had been agreed with the staff in terms of gathering further evidence before the final submission.</p> <p>10.3 <i>JC asked whether the school agreed with the moderators view that the writing moderation was over cautious.</i> SW explained that there was a “best fit” moderation process in Reception, different to that at the end of KS1, and the moderators view was accepted.</p> <p>10.4 TF commented that the exercise validated the work of the staff and was impressive.</p>	
11.	<p><b><u>EYFS data</u></b></p> <p>❖ <b>Related Documents - EYFS current data</b></p> <p>11.1 SW outlined the EYFS assessment process.</p> <p>11.2 The “good” level of development currently stood at 71% for this academic year, although this was expected to increase with further moderation in four specific areas.</p> <p>11.3 <i>TF asked whether the writing moderation would generate a 30% uplift.</i> SW said that it would, to bring it in line with national average.</p>	
<b>Governing Body</b>		
12.	<p><b><u>Headteachers performance review group</u></b></p> <p>12.1 <b>Review Terms of Reference</b></p> <p>❖ <b>Related Documents – T of R HT performance review group</b></p> <p>It was resolved to approve the Terms of Reference with an amendment to the number of Governors in the group. Two additional Governors were required. TF agreed to fill the first vacancy with the second vacancy remaining unfilled.</p> <p>12.2 <b>Appoint external advisor</b></p>	

<p>GP proposed that Penny Brown should be appointed for the 2017/18 academic year. Resolved. It was noted that this would be Penny's third year as advisor.</p>	
<p><b>13. <u>Lead Governor Roles</u></b>  <b>❖ Lead Roles Development</b></p> <p>13.1 TF would contact Governors by email regarding their roles. The intention was to appoint deputies to roles in some cases and to even up the workload.</p> <p>13.2 As there were a number of new Governors, a skills audit would be emailed around and the results would help to inform any changes to be made.</p> <p>13.3 JW would take on the Pupil Premium role; to be added to the Leadership and School Development Role.</p> <p>13.4 SM was asked to consider taking on the Community and Parent Links role.</p>	<p>TF</p> <p>TF</p> <p>JW</p> <p>SM</p>
<p><b>14. <u>Feedback on and allocation of training</u></b>  <b>❖ Related Documents – List of online courses</b></p> <p>14.1 Governors were reminded that they could access the National Governors Association (NGA) online training by signing up for it individually.</p> <p>14.2 The training was best accessed through a Microsoft Edge browser.</p> <p>14.3 A list of Babcock training courses was available in Devon Governor Magazine. To book onto a course, email HH with the details.</p>	<p>All</p> <p>All</p>
<p><b>15. <u>Any Other Business</u></b>  <i>JC asked for an update on the building works, required due to the increased reception intake for the next academic year.</i>  SW had requested a programme of works (start date, order and contractors involved) from NPS, but had not received a response to date.</p>	
<p>The meeting closed at 20:42</p>	

Signed:.....Tony Fripp..... Date:.....13/07/2017.....