

Exminster Community Primary School Full Governing Board Meeting 11/2016-17

Thursday, 13 Jul 2017, 19:00 at Exminster Community Primary School

MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Jonathan Wood	JW	Governor (Co-opted)
Tony Fripp	TF	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
Ian Moore	IM	Deputy Headteacher	Claire Norman	CN	SENDCo
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Alwyn Reeves	AR	Governor (LEA)	Helen Hibbins	HH	Clerk
John Collins	JC	Governor (Co-opted)	Susannah Bower	SB	Prospective Governor
Helen Fisher	HF	Governor (Co-opted)	Ian Rogers	IR	Prospective Governor
Apologies					
Name	Initial	Position	Reason		
Gordon Peacock	GP	Governor (Co-opted)	Personal reasons		
Paul Frazer	PF	Governor (Parent)	Work Commitment		
Summary of Meeting					
Resolutions:					
To approve the Safeguarding, Finance and Whistleblowing Policies.					
To approve the Terms of Reference for the Pay and Performance Committee.					

Item	Action
<i>Procedural Items</i>	
1. <u>Welcome</u>	
1.1 JC opened the meeting opened at 19:03 as TF was held up by traffic congestion.	
1.2 Two potential new Governors were in attendance. IR was welcomed back, having attended the last meeting and SB was welcomed and introduced herself, outlining her background as a lawyer.	
2. <u>Apologies for Absence</u>	
2.1 Accepted as listed above.	
3. <u>Declarations of Interest on Agenda Items</u>	
3.1 BM declared an interest in items associated with sport and PE due to her employment with the Dartmoor School Sports Partnership.	
3.2 It was agreed to change the order of the Agenda to accommodate CN, so item 7 was taken next.	
7. <u>School Development Plan (SDP) update</u>	
❖ Related Documents: SDP Scope – Area SAFS, Pedagogy and Curriculum Review	
7.1 <u>School and Family Support (SAFS)</u>	
7.1.1 CN outlined the progress made in this area over the past year.	

7.1.2	A new appraisal system had been introduced for support staff, following comments in the previous year's support staff questionnaire.
7.1.3	A new regime for SEND children, allowing them to learn life skills outside of the classroom in the afternoons, had been implemented. Parental feedback had been very positive.
7.1.4	Supporting the Social, Emotional and Mental Health of pupils was a key focus. The school had signed up to a 3-year programme with an Early Help advisor providing training to staff to help with various mental health issues in children. The advisor was also accessible for staff supervision and this had proved valuable. Q: <i>Would the Early Help advisor be accessible after the scheme ended?</i> (IR) A: Possibly, at a cost, but the intention was that the school staff upskilled. However, the supervision element may not be so successful with staff who may be reluctant to open up to another member of staff. (CN) <i>AR commented that it was essential that external supervision was available, particularly for those members of staff involved in safeguarding.</i> SW noted that an employee assistance programme was available for staff to self-refer to with a number of free counselling sessions offered.
7.1.5	CN was thanked for her presentation and left the meeting.
7.2	Pedagogy and Curriculum
7.2.1	IM gave a powerpoint presentation focusing on the success of Get On And Learn (GOAL).
7.2.2	Q: <i>With the must, could and might tasks, were teachers stipulating what each child should attempt?</i> (JW) A: Having completed the first section of work, the child would be conferenced and guided on the next task and this would be recorded on the feedback sheet. (IM)
7.2.3	Q: <i>What was the working environment like during GOAL time?</i> (JW) A: It varied according to the task. Children were encouraged to present their work in different formats, so there may be a group doing drama and a group writing a newsletter. Children were encouraged to work collaboratively. Sometimes there would be music playing in the classroom and sometimes it was quiet. (IM)
7.2.4	Q: <i>Was the GOAL work peer reviewed?</i> (JW) A: Sometimes work was shared in pairs and edited (IM)
7.2.5	Q: <i>How would a governor know that an individual's level of independent learning was on course or improving.</i> (RV) A: The data should be improving in other areas; evidenced through teachers daily feedback and book marking. (IM) Q: <i>How was this being tracked?</i> (RV) A: Any book trawl was recorded. (IM)
7.2.6	Q: <i>Was there a monitoring process to ensure each child worked with a variety of other children?</i> (JC) A: There was a balance of collaborative work and individual work included in GOAL. (IM) <i>JW noted that it was still possible for an individual's input to be evaluated in collaborative work.</i>
7.3	Learning Environment
7.4	SW reported on the further embedding of Rainbow Values, children taking ownership of the working walls in their classroom and that there would be changes made to lunchtimes when the School Learning Team had gathered information from their classes.
7.5	Q: <i>What was the role of a Rainbow Values Ambassador?</i> (JC) A: To spot the use of Rainbow Values in school; particularly in the playground. The Ambassadors would advise a staff member who may record it. A new scheme of buddying up Y6 children with reception children was being implemented next year. (IM)
7.6	Assessment for Learning

<p>SW reported on some new initiatives that had been introduced this year, including Learning Forums and Family Learning Conferences. These would be reviewed and embedded further in the next academic year.</p> <p>7.7 Leadership The Ofsted report validated the quality of leadership in the school.</p> <p>7.8 Data</p> <p>7.8.1 SW shared the data headlines for the Early Years Foundation Stage (EYFS), Phonics screen and SATS in KS1 and KS2.</p> <p>7.8.2 Q: <i>Why were the EYFS results lower than the school had predicted?</i> (TF) A: The Early Years objectives contained a number of different strands and, in particular, in reading and writing some of the statements within the objectives were not fulfilled. The assessment scheme for EYFS was “best fit” and therefore less prescriptive than for KS1 SATS. To address this, there would be a change in learning environment in the reception unit next year with a section devoted to directed learning.</p> <p>7.8.3 The KS2 results were very positive. The progress data was not yet available.</p> <p>7.8.4 <i>AR commented that he had attended an Edison review meeting and was pleased to see that their recommendations were being implemented in school.</i></p>	
<p>4. Minutes and Actions from Previous Meeting</p> <p>4.1 To approve the minutes of the Full Governing Board (FGB) meeting held on 15 June 2017 ❖ Related Documents: 2017-06-15 FGB Draft Minutes, 2017-06-15 Actions List Resolved.</p> <p>4.2 To update progress on Actions (not included elsewhere on agenda)</p> <p>4.2.1 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. Ongoing Reminder</p> <p>4.2.2 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></p> <p>4.2.3 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. Update 15/06/2017 Still awaiting handover. <i>Done</i></p> <p>4.2.4 27/04/2017 - 8.4 - Fundraising/Income Generation Working Party to meet to discuss strategy and report back to FGB. Update 15/06/2017 Matrix of potential income streams to be put together and circulated over the summer pending discussion at the FGB meeting on 21 Sept 2017. <i>On agenda for the FGB meeting on 21 September – Ongoing.</i> <i>RV asked if the affiliate link for online purchasing could be regularly advertised in the newsletter.</i></p> <p>4.2.5 15/06/2017 - 6.2 - Governor Finances to be included in a newsletter in the Autumn Term after discussion of the matrix of potential income streams. <i>To be completed after the FGB on 21 September – Ongoing.</i></p> <p>4.2.6 15/06/2017 - 13.1 - TF to contact Governors by email to discuss their lead role. <i>Ongoing.</i></p> <p>4.2.7 15/06/2017 - 13.2 - TF to email a skills audit around. <i>Done.</i></p>	<p>SW</p> <p>TF</p>
<p>Strategic Items</p>	

<p>5. To approve the following statutory policies</p> <p>❖ Related Documents: 2017-07 Safeguarding Policy, 2017-06 Finance Policy, 2017-06 Whistleblowing Policy</p> <p>5.1 Safeguarding (child protection) The policy was based on a Devon County Council Model, adapted to the school. AR and HC had reviewed the policy and clarified some minor points with SW. Governors would need to sign to say that they had read this policy at the FGB meeting on 21 September. It was resolved to approve the policy.</p> <p>5.2 Finance JC had reviewed the policy. It was resolved to approve the policy.</p> <p>5.3 Whistleblowing RV had reviewed the policy. It was resolved to approve the policy.</p>	<p>HH</p> <p>HH</p> <p>HH</p>
Monitoring	
<p>6. Budget Monitoring</p> <p>❖ Related Documents: June Budget Monitor</p> <p>6.1 JC had reviewed the June Budget Monitor report.</p> <p>6.2 Q: <i>The forecast variance on Teaching Staff, Learning Support Assistants (LSAs) and Educational Support Staff was an overspend of approximately £15,000. What had caused this? (JC)</i> A: Amendments to contracts had been made since the budget monitor was produced that would result in an underspend in the Teaching Staff line. The overspend on the LSA line was accounted for under another budget line, as a contingency. The overspend on the Education Support Staff Line was an error as a value had not been transferred from the budgeting software onto SIMS. (SW)</p> <p>6.3 Q: <i>The Mealtime Assistants line forecast variance predicted a 27% overspend. Why? (JC)</i> A: Expenditure had increased due to high needs, although a couple of contracts had not been updated. Overall, the overspend would be in the region of 16%. (SW)</p> <p>6.4 Q: <i>What were the associated costs with the increase in Special Educational Needs (SEND) funding? (JC)</i> A: £10,500 of the funding received was an overpayment (due to funded children leaving) and was being claimed back. Overall, slightly less funding would be received than anticipated; approximately £46,000 instead of £50,000. Q: <i>Could have been accounted for in the budgeting process? (JC)</i> A: No, because the clawback had only just been requested. (SW) The situation with SEND funding was outlined, especially the capping of the funding for children without EHCP or statements.</p> <p>6.5 The end of year position was likely to be a £92,000 overspend, however, there would be £25,000 additional income coming into the budget monitor due to a one-off payment to support the additional reception class.</p> <p>6.6 Q: <i>Was the in house catering more cost effective than outsourcing? (HC)</i> A: There was an overspend last year due to unforeseen equipment replacement, but it was more cost effective than outsourcing.</p>	
<p>8. Safeguarding Update</p> <p>AR and HC recently visited the school with HC to carry out a Safeguarding Audit and met with SW and Hannah Parker (HP) for a safeguarding review. The following was reported:</p> <p>8.1 A Health and Safety learning walk had taken place with the School Learning Team with issues being raised about cluttered areas, trip hazards and paving in the playground.</p>	

<p>8.2 Alison Munslow had undertaken Single Central Record training. The record is now password protected. The Single Central Record was examined and found to be in order.</p> <p>8.3 Some Safeguarding training for governors had taken place with further training planned next term.</p> <p>8.4 There is a separate option on CPOMS for Physical Restraint.</p> <p>8.5 The good practice in terms of information for transition both into and from the school was discussed.</p> <p>8.6 53 staff had received Child Sexual Exploitation training from HP.</p> <p>8.7 The support staff CPD programme had been organised for next year, through in- house training. (Based on the response from support staff questionnaires)</p> <p>8.8 A matrix of LSA expertise, knowledge and experience had been produced.</p> <p>8.9 Those involved in Safeguarding had regular conversations regarding work/life balance and received regular supervision.</p> <p>8.10 Discussion took place about the parameters/protocol associated with the Open-Door Policy.</p> <p>8.11 The dissemination of the information was discussed; ensuring that all staff received it.</p> <p>8.12 Babcock had produced seven "One Minute Guides" on various aspects of Safeguarding. These would be made available on the google drive for Governors.</p> <p>8.13 Schools had been at the forefront of taking responsibility for safeguarding issues; often being the first in line to deal with families, but Social Care and Healthcare were now becoming more involved, therefore easing the burden.</p> <p>8.14 HC and AR would make unannounced visits into school during the Autumn Term to carry out spot checks on staff's knowledge of safeguarding protocol.</p>	<p>SW/ HH</p>
<p>9. <u>Premises, Health, Safety and Welfare update</u></p> <p>9.1 The building works associated with the new reception class would take place between 7 and 30 August, but a contractor had not yet been appointed.</p> <p>9.2 The cube/cabin (to house Thrive) would not arrive until mid-September.</p> <p>9.3 The Accessibility Plan would be updated once the new building works were complete.</p>	
Governing Body	
<p>10. <u>Housekeeping</u></p> <p style="padding-left: 20px;">❖ Related Documents: PP Committee Terms of Reference</p> <p>10.1 To agree the Terms of Reference and committee membership of the Pay and Performance Committee Resolved.</p> <p>10.2 To set a date for the Pay and Performance Committee meeting in September Friday 29 September at 09:00</p> <p>10.3 To sign register of Business Interest Forms Forms were distributed for their annual check and signature. Governors with children at the school were asked to add this to the "Any other Conflicts" section.</p> <p>10.4 To complete Skills Audit With the exception of one Governor, all skills audit forms had been completed.</p>	<p>HH</p>
The meeting closed at 20:52	

Signed:.....A Fripp..... Date:.....21/09/2017.....