

Exminster Community Primary School

Minutes

Full Governing Body Meeting 03/2014-15

Thursday 12 February 2015 at 19:00 at Exminster Community Primary School

Summary of Meeting

Decisions:
To note the new constitution of the Governing Body. To co-opt, Simon Palmer, Libby Ash, Sue Wilkinson, Vanessa Pestrige and Becky Mason under the new constitution effective from 12 February 2015. To elect Libby Ash as Chair and Vanessa Pestrige as Vice Chair of Governing Body. To approve Terms of Reference for Resources and Teaching and Learning Committees. To note updated Child Protection (Safeguarding Policy)
Recommendations:
None.

Attendee	Initial	Position	Attendee	Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Ian Moore	IM	Acting Deputy Headteacher
Ian Beer	IB	Governor (Par)	Paul Herring	PH	Staff Visitor
Becky Mason	BM	Governor (Co-opt)	Sue Wilkinson	SW	Governor (Co-opt)
Libby Ash	LA	Governor (Co-opt)	Karen Sharpe	KS	Governor (Co-opt)
Vanessa Pestrige	VP	Governor (Co-opt)	Richard Vain	RV	Visitor
Helen Hibbins	HH	Clerk	Gordon Peacock	GP	Visitor
Alwyn Reeves	AR	Governor (LEA)	Anthony Fripp	AF	Visitor

Apology	Initial	Reason	Absent Without Apology	Initial
Simon Palmer	SP	Work commitment		
Dawn Fuller	DF	Illness		

Ref	Item	Action
Procedural Items		
1.	Welcome LA welcomed everyone to the meeting and there was a round table introduction for the benefit of the visitors who had expressed an interest in potentially becoming Governors.	
1.1	Apologies for absence Apologies were accepted as listed above.	
2.	To note the new constitution of the Governing Body from 12 February 2015 Noted. Copies of the new instrument of Government were distributed to all Governors.	
3.	To consider co-option of Governors displaced by Reconstitution LA explained that under the new constitution, a number of Governors were displaced and that Norman Bettinson, Anthony Kryss and Glen Woodward had decided not to stand for co-option. LA thanked the outgoing Governors for their work and commitment to the Governing Body. HH started the co-option process with each candidate being considered and voted on individually. All co-opted Governors would start a new 4 year term of office.	HH
3.1	Libby Ash Resolved to co-opt. LA took over the co-option process.	
3.2	Vanessa Pestrige Resolved to co-opt.	
3.3	Simon Palmer	

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	Resolved to co-opt in his absence.	
3.4	Becky Mason Resolved to co-opt.	
3.5	Sue Wilkinson Resolved to co-opt.	
4.	<u>Election of Chair</u> Libby Ash was appointed as Chair until the first Full Governing Body meeting of the 2015/16 academic year.	
5.	<u>Election of Vice Chair</u> Vanessa Pestridge was appointed as Vice Chair until the first Full Governing Body meeting of the 2015/16 academic year.	
6.	<u>Declaration of Eligibility Forms</u> Declaration of Eligibility Forms were distributed to all Governors and filled in, as far as possible, at the meeting. The following related documents were explained by SW, with details included in the Headteacher's Report.	
6.1	<u>Safeguarding (Child Protection Policy)</u> It was noted that the policy was revised in line with recommendations from Babcock in October 2014. Hard copies of the policy were distributed to all Governors.	
6.2	<u>Keeping Children Safe in Education</u> Part I of the document was circulated.	
6.3	<u>Staff/Volunteer suitability declaration</u> SW had explained Disqualification by Association in the Headteacher's Report. RV added detail from the perspective of HR One. Governors asked the following questions: Q: <i>Is this legislation or guidance? (AR)</i> A: Legislation Q: <i>How would the school make a decision on a suspension? (VP)</i> A: SW would speak to HR for advice and it would be a Headteacher decision. Applications could be made to Ofsted for a waiver if required. Q: <i>Would this legislation filter down to contractors? (IB)</i> A: No, because they do not come into contact with the children Q: <i>Are the caretaking and catering contractors included? (VP)</i> A: Yes. Their employers would be responsible for collecting the information and the school should receive a written assurance. Q: <i>Would this legislation be applicable to organisations or individuals who rented the school hall? (VP)</i> A: There were some requirements to be fulfilled in the lettings policy, but it was unclear whether the legislation was applicable. RV agreed to find out from HR One. The declaration needed to be filled in and signed by all Governors. To be returned at the FGB meeting on 26 March.	RV All
7.	<u>Declaration of Interests</u> VP declared an interest in items related to lettings. BM declared an interest in items related to PE due to her work with the Dartmoor School Sports Partnership.	
8.	<u>Minutes and Actions from previous meeting</u>	
8.1	<u>Approve Minutes of previous meeting</u> Part I minutes had been circulated electronically prior to the meeting. Part II minutes were circulated at the meeting.	
8.1.1	<u>Minutes of FGB 27/11/2014</u>	

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	It was resolved to approve both part I and part II minutes.	
8.2	Progress on Actions	
8.2.1	01/12/2011 8.2: All governors to advise the clerk of any training they have undertaken within the last 12 to 18 months plus any potential future training including any online training using GEL – ongoing reminder	
8.2.2	20/09/12 8.4.1: All Governors to review handbook and suggest amendments to the Clerk. Update 12/02/15 The handbook would require a complete re-write due to the reconstitution and significant changes in the Governing Body - ongoing	HH
8.2.3	06/06/13 13.1: HH to continue to work out which policies are statutory from latest list. Update 09/01/14: HH to meet with AM on 22/1/14 to formulate a policy management strategy. – Ongoing. There had been significant progress with policies now allocated to Lead Governors in the Terms of Reference for the new Committees - ongoing	HH
8.2.4	7/11/13 7.0: Internal repeat of the Governor Healthcheck process to take place in Summer 15 – ongoing	
8.2.5	09/01/14 4.5.3: More Governor visit reports required when visiting for ANY reason. Update 12/02/15 A new form for class visits had been devised by IM and tested by BM. This would be discussed in detail at the Teaching and Learning (T&L) committee meeting - ongoing	HH
8.2.6	08/05/14 7.1.13: Governor social – BM offered to organise a suitable event. 07/03/14 To be done in Autumn Term. 27/11/14 to be done in Spring term - ongoing	BM
8.2.7	02/10/14 11: Ascertain costs of Thrive license. Update 27/11/14 It was hoped to obtain a discount by purchasing licences with a group of schools. Update 12/02/15 SW reported that 4 learning partnerships had grouped together and the cost of the license from May would be £700 for the year - done	
8.2.8	27/11/14 4: All Governors to read Safeguarding Policy and look at Safeguarding presentation uploaded on Edmodo - done	
8.2.9	27/11/14 6: Committee meetings prior to FGB in February to discuss lead Governor roles and T of R for the new Committee structure - done	
8.2.10	27/11/14 10: Update SDP to say monitoring is done at all Governor meetings and not just Curriculum - done	
8.2.11	27/11/14 11: Proposals to be made about school security at the Spring Resources meeting (2 nd half of term) – Update 12/02/15 IB agreed to take this on now that Anthony Kryes had left - ongoing	IB
Governing Body		
9.	<u>To approve Terms of Reference for the Resources Committee</u> Draft Terms of Reference had been circulated before the meeting. It was explained that the default position was that all Governors would be listed as members of the Resources or Teaching and Learning Committee unless they chose to opt out. BM and AR chose not to be members of the Resources Committee. It was resolved to adopt the Terms of Reference for the Resources Committee to be reviewed in the Autumn Term.	HH
10.	<u>To approve Terms of Reference for the Teaching and Learning Committee</u> IB chose not to be a member of the Teaching and Learning Committee. It was resolved to adopt the Terms of Reference for the Teaching and Learning Committee to be reviewed in the Autumn Term.	HH
11.	<u>Impact of Governor Training</u> Deferred to FGB 26/03/15.	HH
12.	<u>Governor Visit Form</u> Deferred to FGB 26/03/15 following discussion at T&L meeting on 23/02/15. It was noted that Class Link Governors would need to be re-allocated.	HH
13.	<u>Other Housekeeping Matters</u> It was decided that the Emergency Telephone tree was no longer required as a text message and/or email could be sent by the Clerk to all Governors.	HH
Strategic Items		

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14.	<u>Debrief from Financial Audit</u> Deferred. The written report had not yet been received.	HH
15.	<u>To note the review of the Whole School Child Protection Policy and Procedures following DCC update (Oct 14 version)</u> See item 6.1.	
16.	<u>SDP Update</u> Included in Headteacher's Report (Item 18).	
17.	<u>To agree Behaviour Principles</u> Deferred to FGB 26/03/15.	HH
Monitoring and Accountability		
18.	<u>Headteacher's Report</u> The report had been circulated prior to the meeting. (Appendix A). Comments and questions from Governors on the report were noted as follows:	
18.1	SW explained that she had been advised to add a section in on progress since last OFSTED report. Q: <i>Was any action taken if Home Learning was not carried out? (LA)</i> A: No, opportunities may be given to complete the Home Learning during school time. Generally, children were keen to show that they had done something in the termly project exhibitions to other classes and parents which was an incentive.	
18.2	Priority 1 - Achievement A number of different approaches to "closing the gap" were being trialled. Advice had been received that the gap may not close in the initial stages, but to keep a longer term view.	
18.3	Priority 2 – Teaching and Learning SW presented a powerpoint outlining OFSTED updates. LA suggested that gradings for governorship should be on a future agenda to assess where the Governing Body felt that they were. Q: <i>How will Governors assess the rigour of assessment procedures? (VP)</i> A: It will be part of a T&L meeting. Q: <i>What is the definition of disadvantaged pupils? (VP)</i> A: There is no real definition, but it includes pupil premium eligible children and children having difficult accessing education for any number of reasons. Q: <i>How can Governors track the progress of disadvantaged pupils with no clear definition? (VP)</i> A: It cannot be easily measured with data, a more subjective approach needs to be taken. Q: <i>What is the current position on exclusions? (AR)</i> A: If the school permanently excludes a child, it is responsible for paying for the child's ongoing education elsewhere. AR noted that the LEA signpost this school for children with difficulties and therefore this could be potentially costly.	
18.4	Priority 3 – Behaviour and Safety SW demonstrated the CPOMS computer system for safeguarding which had just been implemented in school. Q: <i>Is the attendance data for one child or the whole school? (VP)</i> A: The data is for the whole school and is taken from SIMS. The data can be looked at on a class or individual basis if required. Q: <i>Does the school reward good attendance? (AR)</i> A: No. Q: <i>Are the "green forms" still in use and, if so, are they fed into the new system? (LA)</i> A: Eventually, the forms will be phased out once staff have had training on using the web based form. Q: <i>Where do the behaviour incidents logged on CPOMS come from? (LA)</i> A: They are the significant incidents from the class behaviour books.	

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	<p>Q: <i>What is the threshold for a concern? (AR)</i> A: A teacher may speak to a member of the safeguarding team for advice. There is not a set of criteria.</p> <p>Q: <i>Can a parent request details of records held on their child under FoI? (VP)</i> A: Yes.</p>	
18.5	<p>Priority 4 – Leadership and Management SW explained the Learning Partnership structure for next year.</p> <p>Q: <i>What benefits were there to the school contributing 30% to centralised administration? (AR)</i> A: There would be administrative support, website support and procurement benefits.</p> <p>Q: <i>What was the benefit for the children? (LA)</i> A: Enrichment of the curriculum.</p>	
18.6	<p>Budget The most recent budget monitor had been circulated, alongside notes. The forecast was for a 9K underspend, which was far better than initially predicted.</p> <p>Q: <i>Funding had been sought for 4 children with additional needs, but one application had been unsuccessful. Is the school able to appeal? (LA)</i> A: No, but the needs of the child can be reassessed and resubmitted at any point.</p> <p>Q: <i>How is CN managing with the new DAF system? (VP)</i> A: She has been on a number of training courses and is thoroughly up to date with the latest legislation.</p> <p>VP thanked SW for her diligent management of the budget over the last year.</p>	
18.7	<p>Leadership of English and Maths LA noted that there appeared to be lots of maths support. SW said that some of it was very light touch in some year groups and was constantly being reassessed.</p>	
19.	<p>Resources Committee Update VP reported that there was a new caretaker, Mike, employed by Glen Cleaning who were the new caretaking contractors in place until March 2016. An update on the gas bill situation was given by SW. New Governors were required with a Financial or Health and Safety background.</p>	
20.	<p>Teaching and Learning Committee Update Lead Governor roles were allocated at the meeting. The agenda was heavily weighted towards input from SW and this needed to be addressed at future meetings.</p>	
21.	<p>Ofsted Update See item 18.3.</p>	
22.	<p>Safeguarding Update SW reported that the latest Safeguarding Review meeting looked at CPOMS, allocated policies for review, feedback was received on a recent course attended by CG and individual cases were discussed.</p>	
Part II		
Strategic Items		
Staff and visitors left the meeting to allow confidential business to be transacted. Items 23 and 24 recorded in separate minutes.		
23.	Staffing and Contracts	
24.	Senior Leadership Team Roles	
The meeting closed at 21:00		

Signed:.....Libby Ash..... Date:.....26 March 2015.....