

**Exminster Community Primary School**  
**Full Governing Body Meeting 04/2014/15**  
**26 March 2015 at 19:00 at Exminster Community Primary School**

**Minutes**  
**Summary of Meeting**

<b>Decisions:</b>
To co-opt Tony Fripp, Gordon Peacock and Richard Vain onto the Governing Body
To approve the Budget for the 2015/16 financial year
To submit the Schools Financial Values Statement
To set up a working party to consider formal partnerships with other schools
<b>Recommendations:</b>

**Present**

<b>Attendee</b>	<b>Initial</b>	<b>Position</b>	<b>Attendee</b>	<b>Initial</b>	<b>Position</b>
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	Potential Governor
Helen Hibbins	HH	Clerk	Gordon Peacock	GP	Potential Governor
Alwyn Reeves	AR	Governor (LEA)	Tony Fripp	TF	Potential Governor

**Absent with apology**

<b>Name</b>	<b>Initial</b>	<b>Reason</b>	<b>Name</b>	<b>Initial</b>	<b>Reason</b>
Dawn Fuller	DF	Family Commitment			

**Absent without apology**

<b>Name</b>	<b>Initial</b>

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<b>Procedural Items</b>		
1.	<b><u>Welcome</u></b> LA welcomed all to the meeting.	
1.1	<b>Apologies for absence</b> Approved as listed.	
2.	<b><u>Declaration of Interests</u></b> 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.	
3.	<b><u>Minutes and Actions from previous meeting</u></b>	
3.1	<b>Approve Minutes of previous meeting</b>	
3.1.1	<b><u>Minutes of Full Governing Body (FGB) meeting held on 12/02/2015</u></b> It was resolved to approve Part I and Part II minutes of the meeting on 12 February 2015.	
3.2	<b>Progress on Actions</b>	
3.2.1	<b>01/12/2011 8.2</b> 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 – <b>ongoing reminder to remain on actions list.</b>	
3.2.2	<b>7/11/13 7.0</b> Internal repeat of the Governor Healthcheck process to take place in Summer 15 – <b>ongoing reminder.</b>	
3.2.3	<b>09/01/14 4.5.3</b> More Governor visit reports required when visiting for ANY reason – <b>ongoing reminder.</b> <i>LA asked whether the new form was in use yet? VP had used both the new and old forms during recent visits. It was suggested that a safeguarding question was added (see item 11 3). IM agreed to amend the form.</i>	IM
3.2.4	<b>08/05/14 7.1.13</b> 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. <b>Update 26/03/2015</b> BM proposed a games night on a Thursday night during the summer term – <b>ongoing.</b>	BM
3.2.5	<b>27/11/14 4</b> All Governors to read Safeguarding Policy and look at Safeguarding presentation uploaded on Edmodo <b>Update 12/02/15</b> Suggested that presentation is part of induction procedure for new Governors. <b>Update 26/03/2015</b> HH had included it in the Governors Induction Policy which was currently under review – <b>ongoing.</b>	HH
3.2.6	<b>27/11/14 11</b> Proposals to be made about school security at the Spring Resources meeting (2 <sup>nd</sup> half of term) – <b>Update 26/03/2015</b> IB had produced a report that was discussed at the Resources meeting – <b>done.</b>	
3.2.7	<b>12/02/15 14</b> Debrief from Financial Audit deferred - <b>Update 26/03/2015</b> to go on Resources agenda in May - <b>ongoing</b>	
3.2.8	<b>12/02/15 17</b> Agreement of Behaviour Principles deferred – <b>Update 26/03/2015</b> to go on Teaching and Learning agenda in April – <b>ongoing.</b>	
3.2.9	<b>12/02/15 11</b> Impact of Governor Training deferred – on agenda – <b>done.</b>	
3.2.10	<b>12/02/15 9 &amp; 10</b> Rewrite Governor Handbook taking into account new T of R. <b>Update 26/03/2015</b> a draft version had been uploaded onto Edmodo – <b>ongoing.</b>	HH
3.2.11	<b>12/02/15</b> Class link Governors to be confirmed and discussion on Governor Visit Forms at Spr 2 FGB - on agenda – <b>done.</b>	

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3.2.12	<b>12/02/15</b> Ensure up to date mobile phone numbers are available for all Governors in lieu of the emergency telephone tree. <b>Update 26/03/2015</b> – HH confirmed that all mobile numbers were up to date. It was suggested that LA also held the list. HH to send numbers to LA. – <b>ongoing.</b>	HH
3.2.13	<b>12/02/15</b> Clarify whether disqualification by association legislation applies to groups hiring the premises. <b>Update 26/03/2015</b> – It was agreed to ask for the appropriate documentation to be completed by individuals hiring the premises with a written assurance from groups – <b>done.</b>	
<b>Governing Body</b>		
<b>4.</b>	<b><u>Co-option and Vacancies</u></b> There were five vacancies on the Governing Body with three potential co-optees. Each candidate outlined what they felt they could bring to the Governing Body ahead of the co-option process. The candidates left the room while the Governing body voted.	
4.1	<b>Richard Vain</b> Resolved to co-opt.	HH
4.2	<b>Anthony (Tony) Fripp</b> Resolved to co-opt.	HH
4.3	<b>Gordon Peacock</b> Resolved to co-opt.	HH
<b>5.</b>	<b><u>Impact of Governor Training</u></b> LA explained the different types of training available for Governors for the benefit of the newly co-opted Governors. Page 10 and 11 of the Devon Governor Magazine contained course details. VP asked for a commitment from Governors to attend a course either related to a lead role, or alternatively the Governors refresher course.	All
5.1	<b><u>Understanding School's Finance</u></b> LA had recently taken the Governors E-Learning (GEL) course. The course outlined the different forms of funding and the expectations on the Governing body with relation to planning and monitoring of budgets.	
5.2	<b><u>Getting it right as a Staff Governor</u></b> DF had taken the GEL course.	
5.3	<b><u>Key Functions of the Governing Body</u></b> KS had taken the GEL course. A training summary was available on Edmodo.	
5.4	<b><u>Role of the SEN Governor</u></b> KS had taken the GEL course. A training summary was available on Edmodo.	
<b>6.</b>	<b><u>Governor Visit Reports</u></b> Governors gave a brief summary of their recent activity in school. <ul style="list-style-type: none"> <li>• VP had visited SW regarding finance and the budget. VP had also undertaken a year group visit with year 5 that had included a short conference with a group of children from one of the classes. The children's responses were very positive and a repeat visit would take place in the summer term with the other year 5 class.</li> <li>• SWi intended to carry out her class link visit after Easter. There had not been a recent data meeting and it was suggested that one should be arranged early in the summer term.</li> <li>• BM had visited a year 3 class and had also carried out Arts and PE curriculum visits.</li> <li>• AR had met with SW and CN to discuss the accessibility plan. Some of the items within the plan had financial implications. SW noted that there was capacity for them with the budget.</li> </ul>	SLT

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	<ul style="list-style-type: none"> <li>• IB had reviewed the security arrangement and presented a report to the Resources Committee. The fire logs had been signed off. The visit had highlighted a training issue regarding testing of the fire points. It was agreed that SW would speak to AM and JN Services to address this. <i>VP asked whether there were other matters that the new contractor was not aware of and AR asked if there were any immediate safety issues.</i> SW replied that AM would be aware of the majority of the checks that should take place.</li> <li>• SP had had meetings with the SLT regarding various premises issues, met with IB to investigate maintenance priorities, discussed the Health and Safety Policy with SW and attended the debrief from the Financial Audit. SP was also researching a school version of the Green Deal (a renewable energy project). SW explained that the school needed to sign up to be part of a pilot process for the project. <i>VP asked what the school were committing to by signing up?</i> SP advised that the commitment was for the cost of the initial survey. If the school went ahead with the project the survey costs would be absorbed. It was envisaged that it would cost around £44K to fully equip the school, to be repaid over 9 years at approximately £6K per year (including interest), however the savings on energy bills should be more than the repayments.</li> <li>• KS had visited year 2, concentrating on child led learning and pupil voice. KS had also met FJ and KN to go through the humanities policy and a further meeting had been organised for an update.</li> <li>• LA had been in school a number of times regarding a complaint that had now been resolved. Regular catch-up meetings had also taken place with VP and SW.</li> </ul>	SW
7.	<p><b><u>Other Housekeeping Matters</u></b></p> <p>All Governors had been allocated new Governor email addresses @exminsterprimary.co.uk as the school was moving away from using easymail due to cost. (It was anticipated that the move would save approximately £1K per year). PH had instructions should anyone experience problems logging in or setting up their account.</p>	All
<b>Strategic Items</b>		
8.	<p><b><u>Budget</u></b></p> <p>The budget had been discussed at length at the Resources Committee meeting. The Committee recommended that the budget should be approved by the FGB, with the caveat that there should be flexibility to tweak the budget once the carry forward from this financial year was known on 30 April. SP asked what the magnitude of any tweaking might be? SW replied that it was likely to be a maximum of £10K.</p> <p>It was resolved to approve the budget with the aforementioned caveat.</p>	
9.	<p><b><u>Schools Financial Values Statement (SFVS)</u></b></p> <p>The SFVS had been circulated and discussed by the Resources Committee who recommended that the Governing Body approved it for submission.</p> <p><i>LA asked why question 22 (Does the school have adequate arrangements for audit of voluntary funds?) had been answered "No".</i> VP confirmed that the school did not have any voluntary funds as Exminster School Association (ESA) ran as a separate entity.</p> <p>It was resolved to approve, sign and submit the SFVS.</p>	HH
10.	<p><b><u>SDP Update</u></b></p> <p>Included within the Headteacher's Report.</p>	
<b>Monitoring and Accountability</b>		

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11.	<p><b><u>Chair's Report</u></b></p> <p>LA and VP had attended a Chairs' briefing and reported as follows on some key points from the briefing:</p> <ol style="list-style-type: none"> <li>1. <b>Ofsted Outcomes</b>            The total of schools being graded as outstanding or good in Devon over the last term was lower than other counties with only 47% achieving those grades and only 3% being Outstanding. Two actions were identified:           <ul style="list-style-type: none"> <li>• Identify schools with a similar profile (possibly through looking at Benchmarking data) who had either been graded outstanding, or whose grading had dropped from outstanding, for information. <i>GP noted that due to the small number of recently graded Outstanding schools within Devon, it may be necessary to look outside the county for this.</i> SWi agreed to research this.</li> <li>• RAISE online data should be looked at sooner rather than later; in the summer term instead of autumn.</li> </ul> </li> <li>2. <b>Dealing with Complaints</b>            Advice and model letters would be issued by Devon County Council (DCC) in the near future. The briefing had suggested that early mediation was the key. RV had looked at the complaints policy and had also composed a letter/leaflet for parents, to try and encourage resolution with the class teacher in the first instance. It was important to have a formal process in place, including a section about vexatious complaints.</li> <li>3. <b>Safeguarding</b>            Governors were advised to look at the Callington school Ofsted report. Appropriate safeguarding processes and practices were in place, but the Governors had not had first hand experience of speaking to the pupils regarding safeguarding matters, although they had scrutinised and accepted what the Senior Leadership Team (SLT) had told them. There had been safeguarding issues which the Governing Body were unaware of. <i>LA suggested that a question should be added to the Governor Visits form to ask the children how the staff helped them feel safe and who they would talk to if they had an issue.</i> It was agreed that a box containing suitable safeguarding questions would be added to the form, possibly with a scoring system where children could grade how safe they felt.</li> <li>4. <b>Attendance</b>            There needed to be greater awareness of children with part-time timetables.</li> <li>5. <b>Virtual School for Children in Care (CIC)</b>            Only 5% of CIC were awarded A-C grades at GCSE and therefore a virtual school had been set up by DCC to raise the attainment. Children would attend their normal school and have a teacher tracking them in the virtual school through termly review meetings ensuring that each child's learning journey was monitored and supported in a more detailed way. <i>VP asked how many CIC were in Exminster school?</i> SW replied that there was currently 1. <i>AR noted that the Governing Body also had an extra responsibility for CIC.</i></li> <li>6. <b>Schools and Academies causing concern</b>            An Excellence for All programme was being implemented in September with every school having a data sheet looking at 21 different aspects ranging from persistent absence rate to performance in KS2. <i>BM asked who would benefit from this?</i> VP said it was to be used by</li> </ol>	<p>SWi</p> <p>Data team</p> <p>All</p> <p>IM</p>

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	<p>DCC in order to work out which schools were underperforming and required additional support/monitoring.</p> <p><b>7. Financial Oversight</b></p> <p>Governors were reminded that they a global responsibility to oversee the schools finances, including forward planning as well as monitoring.</p>	All
<b>12.</b>	<p><b><u>Headteacher's Report</u></b></p> <p>SW summarised her report that had been circulated prior to the meeting and highlighted several important sections. Governors commented and asked questions.</p> <p><b>1. Achievement section</b></p> <p>Q: <i>How many months was the current data based on as it was only part way through the year? (VP)</i></p> <p>A: The expected progress was eight months.</p> <p>Q: <i>Had resources been changed to address the issues identified? (GP)</i></p> <p>A: Yes, this year there had been very structured, targeted interventions put in place. PH and IM explained two of the interventions used from years 4-6.</p> <p>Q: <i>Were the interventions lead by teachers or teaching assistants? (VP)</i></p> <p>A: Teaching Assistants, although the initial diagnostics were carried out by teachers.</p> <p>Q: <i>How was the quality of the teaching in the interventions assessed? (VP)</i></p> <p>A: An adviser visited and was very pleased with the practice.</p> <p>Q: <i>Was an increase in the statistics expected as a result of the interventions? (RV)</i></p> <p>A: Yes, particularly with the Pupil Premium (PP) children.</p> <p>Q: <i>Would the interventions have the same effect if they were embedded within the class teaching? (AR)</i></p> <p>A: Yes, this was a key focus ongoing.</p> <p>It was agreed that GP would become a member of the data team.</p> <p><b>2. Teaching and Learning</b></p> <p>IM gave an overview of assessment which would be discussed further at the Teaching and Learning Committee Meeting.</p> <p>It was recommended that Governors watched a video by Tim Oates on assessment on YouTube.</p> <p>Q: <i>Was it likely that groups of schools would come up with joint system of assessment? (AR)</i></p> <p>A: It was not likely that DCC would have an overarching method and part of the reason that this school was joining the Exeter Consortium was to explore what was happening within similar schools.</p> <p><i>GP noted that working with other schools would give the opportunity to moderate.</i></p> <p>Q: <i>When did the new assessment need to be implemented? (LA)</i></p> <p>A: In September</p> <p><b>3. Safeguarding Update</b></p> <p>Q: <i>Why were birth certificates being checked for new starters? (BM)</i></p> <p>A: This had not been done in past.</p> <p><b>4. Ofsted update</b></p> <p>Q: <i>What was the process for becoming a Headteacher Ofsted inspector? (VP)</i></p> <p>A: Submission of a CV</p>	All

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	<p><i>GP noted that a school could lose their Headteacher for up to 16 days per year (1 day per fortnight), and yet 16 days Ofsted experience did not provide enough consistency of learning for the Headteacher in carrying out the process. However this could be balanced by it being a valuable experience for a school. The pros and cons needed to be weighed up.</i></p> <p><b>5. Future of Formal Partnerships</b></p> <p>It was agreed to set up a working party to explore models for formal partnerships with other schools. SWi and RV agreed to be on the working party.</p> <p>Q: <i>What were the school looking for in a partnership? (AR)</i></p> <p>A: Support for the curriculum and teaching and learning.</p> <p><i>AR noted that children at this school should not lose out by losing key members of staff.</i></p>	SWi / RV
13.	<p><b>Resources Committee Update</b></p> <p>Items covered elsewhere on agenda.</p>	
14.	<p><b>Teaching and Learning Committee Update</b></p> <p>Items covered elsewhere on agenda.</p>	
15.	<p><b>Ofsted Update</b></p> <p>See Headteacher's Report.</p>	
16.	<p><b>Safeguarding Update</b></p> <p>See Headteacher's Report.</p>	
17.	<p><b>Any Other Business</b></p> <p>Due to time constraints, Governors were asked to email the Clerk with details of their intentions for their lead roles and to book appropriate training courses.</p>	All
The meeting closed at 21:15		
<p><b>Date of next meetings:</b></p> <p>Monday 27 April 14:00 Teaching and Learning Committee</p> <p>Thursday 7 May 19:00 Resources Committee</p> <p>Thursday 21 May 19:00 Full Governing Body</p> <p>Thursday 11 June 19:00 Teaching and Learning Committee</p> <p>Wednesday 24 June 14:00 Resources Committee</p> <p>Thursday 9 July 19:00 Full Governing Body</p>		

Signed:.....Libby Ash..... Date:.....21 May 2015.....