

Exminster Community Primary School
Minutes of the Full Governing Body Meeting 06/2014/15
Thursday 9 July 2015 at 19:00 at Exminster Community Primary School

Attendees					
	Initial	Position		Initial	Position
Sarah Whalley	SW	Governor (Headteacher)	Simon Palmer	SP	Governor (Co-opt)
Libby Ash	LA	Governor (Co-opt)	Helen Hibbins	HH	Clerk
Vanessa Pestridge	VP	Governor (Co-opt)	Alwyn Reeves	AR	Governor (Co-opt)
Ian Moore	IM	Deputy Headteacher	Dawn Fuller	DF	Governor (Staff)
Richard Vain	RV	Governor (Co-opt)	Sue Wilkinson	SWi	Governor (Co-opt)
Paul Herring	PH	Staff Visitor	Tony Fripp	TF	Governor (Co-opt)
Absences					
Apology	Initial	Reason	Apology	Initial	Reason
Becky Mason	BM	Work Commitment	Ian Beer	IB	Work Commitment
Karen Sharpe	KS	Family Commitment	Gordon Peacock	GP	Personal Commitment

Summary of Meeting

Decisions

- To commission a Governance Healthcheck in the Autumn Term.
- To approve the updated policies for Finance, Charging and Remissions and Safeguarding.
- To adopt Babcock's model Complaints Procedure and Managing Unreasonable Behaviour Policy.
- To join Edison learning with effect from September 2015
- To purchase mobile IT devices.

Recommendations

Item	Action
Procedural Items	
<p>1. <u>Welcome</u> VP welcomed those present to the meeting as LA had been delayed.</p> <p>1.1 <u>Apologies for Absence</u> VP reported that SP had been delayed at work and would join the meeting when available. It was resolved to accept the apologies as listed above.</p> <p>2. <u>Declarations of Interests</u> None declared.</p> <p>3. <u>Minutes and Actions from Previous Meeting</u></p> <p>3.1 <u>Approve Minutes of Previous meeting</u> It was resolved to approve both the part I and part II minutes of the Full Governing Body meeting on 21 May 2015 without amendment. LA joined the meeting and signed the approved minutes.</p> <p>3.2 <u>Progress on Actions</u></p> <p>3.2.1 7/11/13 7.0 Internal repeat of the Governor Healthcheck process to take place in Summer 15. Update 21/05/2015 Circulate report from last Healthcheck to all Governors for discussion at next Full Governing Body (FGB) meeting (responses to be received by 12 June) UPDATE 09/07/2015 It was resolved that a further external check took place, costing in the region of</p>	

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£400, during the Autumn Term. Governor availability was discussed. SW to organise – ongoing	SW
3.2.2 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. 26/03/2015 Games night to be organised on a Thursday evening. UPDATE 09/07/2015 this did not need to be on the Action List. Remove from list – done	
3.2.3 12/02/15 9 & 10 Rewrite Governor Handbook taking into account new T of R – done	
3.2.4 12/02/15 Ensure up to date mobile numbers are available for all Governors in lieu of the emergency telephone tree. Update 26/03/15 HH had checked and all numbers were up to date. HH to send list to LA - done	
3.2.5 26/03/15 5 All Governors to book onto a training course either related to their lead role or the Governors’ refresher course – ongoing	All
3.2.6 26/03/15 6 Speak to JN contracts, caretaker and AM about training issues related to the fire point testing UPDATE 09/07/2015 caretaker had received an overview - done	KS, BM, AR
3.2.7 26/03/15 7 KS, BM and AR to set up and use their new email accounts - ongoing	
3.2.8 26/03/15 11.1 SWi to research which schools with a similar profile had recently achieved an outstanding Ofsted grading - ongoing	SWi
3.2.9 26/03/15 11.3 All Governors to read Callington School ofsted report, regarding Governance and Safeguarding - done	
3.2.10 26/03/15 12.2 All Governors to watch Tim Oates video on YouTube about assessment – UPDATE 09/07/2015 to be shown at a teaching and learning committee meeting - ongoing	HH
3.2.11 26/03/15 17 Lead Governors to email HH with details of what they intend to do with their lead role (for sharing) and also details of the training they would like to attend UPDATE 09/07/2015 to be discussed at committee meetings during the Autumn Term - ongoing	HH
3.2.12 21/05/15 4.1 SW to write to local accountants regarding vacancies for Finance Governors UPDATE 09/07/2015 it was noted that it had proved worthwhile Governors attending the parents’ evening as a number of parents had expressed an interest in joining the Governing Body - ongoing	SW
3.2.13 21/05/15 4.4 All Governors to use the free subscription to The Key – ongoing	
3.2.14 21/05/15 8 SLT to draw up a list of criteria for collaboration to be brought to the next FGB meeting - ongoing	SLT
3.2.15 21/05/15 9.1 SW to circulate full Partnership Review report to Governors - ongoing	SW
3.2.16 21/05/15 9.4 SW to advise DCC that the Governors had approved the amended budget - done	
3.2.17 21/05/15 9.6 AR and SWi to undertake Governor Visits regarding British Values UPDATE 09/07/2015 to be done in the Autumn Term - ongoing	SWi, AR
3.2.18 21/05/15 10 All Governors to help with Summer Fair bar and BBQ on 26/6 if available. BM to circulate list of jobs UPDATE 09/07/2015 the Fair had been rescheduled to 17/7/15 - done	

Governing Body

4. Housekeeping

LA reported the resignation of VP, effective from the end of the Summer Term. VP was thanked for her input into the Governing body over the last 6 years. There were now 3 co-opted Governor vacancies.

4.1 To review the Terms of Reference for the Pay and Performance Committee

The Terms of Reference had been circulated prior to the meeting. HH explained that it was necessary to increase the number of times the committee met to twice a year, to include a mid-term review meeting at the beginning of the Summer Term.

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<p>There were no further amendments suggested. It was resolved to approve the updated Terms of Reference.</p> <p>4.2 To review the Terms of Reference for the Headteacher's Performance Review Group and to agree membership for the next academic year</p>	HH
<p>The Terms of Reference had been circulated prior to the meeting. An additional group member was required and an additional meeting should take place in March. It was resolved to amend the Terms of Reference to reflect the additional meeting and to ask GP if he would become a member of the group.</p> <p>4.3 Register of Business Interest Forms</p>	HH, GP
<p>HH explained that as from September 2015, it was a statutory requirement that details of relevant Governors' Business Interests were on the school website. The forms had changed since last signed in September 2014, and new forms were distributed for completion at the meeting.</p>	HH
<p>5. <u>Feedback on recent training undertaken</u></p>	
<p>SP joined the meeting.</p> <p>5.1 New Governors course (RV, TF, GP)</p>	
<p>TF and RV reported that the course had provided a useful general overview of Governorship. It had been emphasised that Governors should ask questions. In terms of an action for the Governing Body taken from the training; it should be more self-reflective. SW noted that this would be partly addressed by buying in another Governance Healthcheck.</p>	
<p>5.2 Academies (RV)</p>	
<p>The GEL course had outlined an alternative school structure and model of Governance.</p>	
<p>5.3 Data (RV, SWi)</p> <p>RV and SWi both felt that there had not been sufficient detail covered on the course and that it would have been advantageous to spend more time analysing the data. Further detail was required as to what would happen when there were no longer levels in place. Further training should be sought after September when more information about assessment was known. The course had suggested that schools did not use online reporting in the near future. SW suggested that RV joined a data team meeting for a more thorough overview of the school's data.</p>	
<p>A brief discussion on assessment took place and Governors asked the following: <i>Q: What did scaled as opposed to standardised scores mean? (AR)</i> A: IM gave a brief overview and stated that further information could be found on the DfE website. <i>Q: How were the school preparing for the new testing? (VP)</i> A: Teachers would be attending training in September and October and there were sample tests available. <i>Q: How would the change in marking schemes be taken into account (TF)</i> A: No one knew but all schools were in a similar situation.</p>	
<p>5.4 Health and Safety (TF)</p> <p>TF had taken a number of GEL courses (listed below) and had found them easy to access, providing a useful overview of topics, although not particularly in depth. He had found the School Financial Values Statement course to be particularly useful.</p>	
<p>5.5 Key Functions of the Governing Body (TF)</p>	
<p>5.6 National Training Program for New Governors (TF)</p>	
<p>5.7 School Financial Values Statement (TF)</p>	

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5.8 Succession Planning (TF)	
5.9 Understanding School Finances (TF)	
5.10 Clerks' Refresher (HH) Information about which Policies the Governing Body were required to hold and review had been discussed alongside various pieces of new legislation. There had also been networking opportunities. Important legislative points from the course had been fed back to the LA and SW.	
5.11 Taking the Chair (LA) The course had provided some team building/delegation suggestions that would be taken forward in the next academic year.	
5.12 Plans for future training SW, LA and HH were considering attending the Heads, Chairs and Clerks course. The course was attended last year, and it had proved useful to spend time together to focus on Governance. A number of positive changes had been implemented following the course. AR expressed an interest in attending SEND training in the future. TF was attending a School Finance Course in October. It was suggested that KS and GP (if he agreed to join the Headteacher's performance review group) should attend the Heads appraisal course.	KS, GP
6. Response to Financial Audit VP and TF had held a meeting with SW and AM to go through the relevant paperwork. The Finance Policy was now aligned with practice. AM would write up the report and any amendments would be signed off by TF, VP and SW. The final response would be uploaded on Edmodo for the information of all Governors. <i>AR commented that he would like training on Finance.</i> The GEL courses were suggested and TF offered to do a presentation on relevant financial issues at a future meeting.	AM, SW, TF, VP
Strategic Items	
7. Policies and Procedures	
7.1 Safeguarding Policy An updated Safeguarding Policy had been circulated. There had been amendments to the Staff Training section to include a reference to part 1 of the document "Keeping Children Safe in Education April 2015". Sections on radicalisation and child sexual exploitation had also been included. The Record Keeping section had been updated to include CPOMS. <i>VP asked how the Governing Body would know that appropriate staff had attended the safeguarding forum?</i> SW responded that it would be fed back in the safeguarding section of the Headteacher's Report. It was resolved to adopt the amendments.	HH
7.2 Finance Policy The Finance Policy had been radically overhauled following the Financial Audit and it was now a requirement that the Full Governing Body approved the review of the document on an annual basis. Accordingly, the document had been circulated prior to the meeting. It was noted that the previous Finance policy had included sections for Lettings and Governor Expenses which would now need to become stand alone policies, that were statutory, and would need to be reviewed by the first Resources meeting of the next academic year. SP offered to review the policies.	SP

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<p><i>RV questioned the data highlighted in the teaching and learning committee meeting minutes "The spring data highlighted progress across both Key Stages but indicated issues in Y5 with writing and maths. Y2 had below age related expectations in Spring, but it was believed that this would be resolved by the time the summer term data was released. Similarly, further progress was expected to be shown in the Y3 writing data."</i></p> <p><i>enquiring whether progress had been made in line with expectations.</i></p> <p>SW responded that generally progress had been made in line with expectations, but that there would be further interventions required in Y5 into the next academic year.</p> <p><i>Q: What was the SEN cohort for the end of KS2?</i></p> <p>A: There were 2 statemented children, but both had made the expected level of progress.</p> <p><i>Q: Looking at the results, what would Ofsted pick up on? (SWi)</i></p> <p>A: Reading, which traditionally had been really strong throughout the school.</p> <p><i>Q: Will reading be a focus from September? (SWi)</i></p> <p>A: Yes.</p> <p>It was suggested that a comparison of data against national could be included in the Headteacher's report.</p> <p>Discussion on assessment and levels took place.</p> <p><i>Q: How could the application of skills be demonstrated to show progress? (AR)</i></p> <p>A: Mastery levels would be introduced.</p> <p><i>Q: Was this a nationally derived measure? (TF)</i></p> <p>A: It was not national, it was on pupil tracker, and the school were trialling it.</p> <p>Additionally, the school were working with a number of other schools to look at models.</p>	SW
<p>8.2 Priority 1 – Achievement</p>	
<p>8.2.1 Pupil Premium (PP) attainment:</p> <p><i>Q: In Y2 and Y4 the PP attainment gap had widened in reading, writing and maths, why was this the case and what action was being taken to resolve? (RV)</i></p> <p>A year group case study had been done for Y2 and Y4. SW showed the data which indicated the number of children involved, and explained that there was some cross-over with SEND.</p> <p><i>Q: In Y3, the PP attainment gap was above the non PP group, why was this the case and could it be replicated elsewhere? (RV)</i></p> <p>The Y3 PP children were high achieving with no SEND cross-over.</p> <p><i>Q: Was the data for PP also broken down by gender? (RV)</i></p> <p>A: Yes, in the Year Group data. It was noted in KS1 that the gender gap had closed</p>	
<p>8.3 Priority 2 – Teaching and Learning</p>	
<p><i>Q: Did the school operate a mentoring scheme so that best teaching practice was shared? (RV)</i></p> <p>A: Yes, peer observations had been planned for the Summer Term, but that was cancelled due to focussed requirements in specific year groups. Alternatively, team teaching had taken place. Individual feedback was given following monitoring. Subject leadership and creativity would be a focus in the Autumn Term. A trial would take place so that release time (PPA) would be take place simultaneously across a year group if possible to allow teachers to collaborate.</p> <p><i>Q: Would that have an impact on the budget? (VP)</i></p> <p>A: No, it was still happening in the same way as before with part time teachers making additional claims for PPA.</p>	
<p>8.4 Priority 3 – Behaviour and Safety</p>	

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<p>8.5</p> <p><i>Q: What reasons were there for absences? (RV)</i> A: Some children were educated off site, such as those attending open days. Some children had interventions off site. There were also medical appointments and illness that counted as absence. In the aforementioned cases the absences were authorised.</p> <p><i>Q: Would it be a good metric to have a record of unauthorised absence? (TF)</i> A: Yes, it would be useful to unpick the attendance results further.</p> <p>The new Ofsted Inspection booklet was circulated to all Governors.</p> <p>Collaboration and Edison Learning Paperwork had been circulated introducing Edison learning to the Governors. SW explained the background to the scheme which the school could buy into over a three year period at a cost of £15,000 per annum. SW confirmed that the budget was able to support and sustain the level of expenditure required. SW had received very good reviews of the scheme. On signing up, the school would be assessed to ascertain its current level of operation. Governors asked questions and commented as follows:</p> <p><i>Q: Were the criteria that they assessed the school on OFSTED criteria? (LA)</i> A: No, but they were related to Ofsted criteria.</p> <p><i>Concern was expressed that the school would be lumped in with "Requiring Improvement" (RI) schools as the scheme originally worked solely with RI schools. (LA)</i> SW responded that there would be a range of schools within the cluster that had been widened to include some schools as far afield as Plymouth.</p> <p><i>Q: How would joining Edison benefit children in the school? (TF)</i> A: By improving the quality of teaching and learning.</p> <p><i>VP commented that the scheme would provide a good framework as a new Headteacher and Deputy Headteacher (and potentially Assistant Headteacher team).</i></p> <p><i>Q: If, for some reason, the school could not afford to stay in the scheme, what was the notice period? (VP)</i> A: One term (£5000)</p> <p><i>Q: How would it work with the consortium collaboration already in place? (RV)</i> A: It would allow the school to work with an even wider range of schools.</p> <p><i>Q: Was there enough in the CPD budget line to cover the expenditure? (TF/VP)</i> A: Yes.</p>	<p>SW</p>
<p>8.6</p> <p>It was noted that the scheme would also develop middle leaders.</p> <p><i>Q: Would middle leaders be offered a TLR payment? (RV)</i> A: No, the requirement was included within the Teaching Standards.</p> <p>It was proposed that the school join Edison Learning from September 2015. Resolved.</p> <p>OFSTED Update</p>	<p>SW</p>
<p>8.7</p> <p>The new OFSTED inspection framework document was circulated to all Governors at the meeting. SW noted that it was likely that the school would be inspected in the next academic year.</p> <p><i>Q: Would there be any training for new Governors on OFSTED inspections? (TF)</i> A: Some review booklets were being produced on SEND, British Values, EYFS, SMSC, English and Maths that would contain more than enough information for Governors.</p> <p>It was suggested that the Governance sections of OFSTED reports were scrutinised for information and that it should become an agenda item at a future FGB meeting.</p> <p>Safeguarding Update AR had attended the Parents evening as a Governor and noted that identification of staff was an issue as many were not wearing name badges. Additionally, there were a number of unpoliced entrances and exits to the school.</p>	<p>HH</p>

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<p>It was noted that children were the responsibility of their parents at such occasions, so the accessibility of the school should not be an issue in this case. It was suggested that staff wore their name badges.</p>	SLT
<p>9. <u>Resources Committee Update</u></p>	
<p>9.1 <u>Details of ICT expenditure</u></p>	
<p>A report had been circulated on the acquisition of mobile devices, containing a breakdown of quotations and recommendations. SW noted that the funds had been allocated in the budget. There were no questions from Governors on the report.</p>	
<p>It was proposed to accept the recommendations in the report and purchase the devices. Resolved.</p>	PH, SW
<p>10. <u>Teaching and Learning Committee Update</u></p>	
<p>SWi reported that the allocation of class links and subject links had been discussed at the meeting.</p>	
<p><i>RV asked about the protocol when speaking with individual children.</i> VP advised that the interviews took place in a communal space, therefore not putting Governors in an isolated 1:1 position.</p>	
Part II Strategic Items	
<p>11. <u>Staffing Matters</u></p>	
<p>Refer to part II</p>	
<p>The meeting closed at 21:12</p>	

Signed:.....Libby Ash..... Date:.....22/10/2015.....