

**Exminster Community Primary School**  
**Minutes of the Full Governing Body Meeting 06/2014/15**  
**Thursday 22 October 2015 at 19:00 at Exminster Community Primary School**

<b>Attendees</b>					
	<b>Initial</b>	<b>Position</b>		<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Governor (Headteacher)	Simon Palmer	SP	Governor (Co-opt)
Libby Ash	LA	Governor (Co-opt)	Helen Hibbins	HH	Clerk
Becky Mason	BM	Governor (Co-opt)	Alwyn Reeves	AR	Governor (Co-opt)
Ian Moore	IM	Deputy Headteacher	Tony Fripp	TF	Governor (Co-opt)
Richard Vain	RV	Governor (Co-opt)	Sue Wilkinson	SWi	Governor (Co-opt)
Paul Herring	PH	Staff Visitor	Janet Paramore	JP	Visitor
John Collins	JC	Visitor	Hamish Cherrett	HC	Visitor
<b>Absences</b>					
<b>Apology</b>	<b>Initial</b>	<b>Reason</b>	<b>Apology</b>	<b>Initial</b>	<b>Reason</b>
Dawn Fuller	DF	Family Commitment	Gordon Peacock	GP	Governor Training
Karen Sharpe	KS	Governor Training			

<b>Summary of Meeting</b>	
<b>Decisions</b>	
To elect LA as Chair and TF as Vice Chair of the Governing Body	
To adopt the Teachers Pay Policy 2015 version	
To approve the School Development Plan	
To adopt the revised Code of Conduct for Governors	
To adopt the Terms of Reference for Resources, Teaching and Learning and Standing Committees	
<b>Recommendations</b>	

Item	Action
<b><i>Procedural Items</i></b>	
<b>1. Welcome</b> LA welcomed all to the meeting. There were 3 visitors present who were interested in joining the Governing Body. Each potential Governor outlined their background and why they were interested in becoming a Governor. Round table introductions took place.	
<b>1.1 Apologies for Absence</b> It was noted that two Governors were absent due to their attendance at a Governor Training course. It was resolved to accept the apologies as listed above. Ian Beer was absent without apology.	
<b>2. Elections</b>	
<b>2.1 Chair of Governing Body</b> LA was elected as Chair of the Governing Body with a term of office of one year, ending at the first FGB meeting of the 2016/17 academic year.	
<b>2.2 Vice Chair of Governing Body</b>	

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TF was elected as Vice Chair of the Governing Body with a term of office of one year, ending at the first FGB meeting of the 2016/17 academic year.	
<b>3. Declaration of Interests</b> BM declared an interest in items involving PE, due to her employment with the Dartmoor School Sports Partnership.	
<b>4. Minutes and Actions from Previous Meeting</b>	
<b>4.1 Approve Minutes of Previous meeting</b>	
4.1.1 Part I minutes of FGB meeting held on 9 July 2015: Resolved.	
4.1.2 Part II minutes of FGB meeting held on 9 July 2015: Resolved.	
<b>4.2 Progress on Actions</b>	
4.2.1 26/03/15 5 All Governors to book onto a training course either related to their lead role or the Governors' refresher course - <b>ongoing</b>	
4.2.2 26/03/15 7 KS, BM and AR to set up and use their new @exminsterschool.co.uk email accounts - <b>ongoing</b>	
4.2.3 26/03/15 11.1 SWi to research which schools with a similar profile had recently achieved an outstanding Ofsted grading. Update 22/10/2015 SWi intended to visit an outstanding school. TF had connections with the Governing Body at St Michaels School - <b>ongoing</b>	
4.2.4 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 - <b>done</b>	
4.2.5 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 on Agendas for Aut 1 committee meetings - <b>done</b>	
4.2.6 21/05/15 4.1 SW to write to local accountants regarding vacancies for Finance Governors - <b>done</b>	
4.2.7 21/05/15 4.4 All Governors to use the free subscription to The Key - Update 22/10/2015 subscription was due to expire on 31 October and the Resources Committee had resolved not to renew - <b>done</b>	
4.2.8 21/05/15 8 SLT to draw up a list of criteria for collaboration to be brought to the next FGB meeting – <b>ongoing</b>	
4.2.9 21/05/15 9.1 SW to circulate full Partnership Review report to Governors - <b>done</b>	
4.2.10 21/05/15 9.6 AR and SWi to undertake Governor Visits regarding British Values. Update 22/10/2015 SWi had been looking at British Values when she had visited school and noticed that they were embedded. It was intended that this would be written into a Governor Visit report - <b>ongoing</b>	
4.2.11 09/07/15 3.2.1 Governance Healthcheck to be arranged for Autumn Term. Update 22/10/2015 deferred until the second half of the spring term - <b>ongoing</b>	
4.2.12 09/07/15 4.2 LA to ask GP if he would be interested in becoming a member of the HT performance review group - <b>done</b>	
4.2.13 09/07/15 5.12 KS and GP(?) to go on Headteachers performance management training course - <b>done</b>	
4.2.14 09/07/15 6 Response to Financial Audit to be completed and put on Edmodo - <b>done</b>	
4.2.15 09/07/15 7.2 SP to review lettings policy and Governor expenses policy – Update 22/10/2015 lettings policy still under discussion and on Resources Action List so remove from FGB Action List - <b>done</b>	
4.2.16 09/07/15 8.1.2 Comparison against national data to be include on HT report - <b>done</b>	

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4.2.17 09/07/15 8.4 Unauthorised absence to be reported separately from authorised absences. Update 22/10/2015 will be done on next HT report - <b>ongoing</b>	
4.2.18 09/07/15 8.6 Governance sections of OFSTED reports to be on agenda for discussion - <b>ongoing</b>	
4.2.19 09/07/15 8.7 Staff to wear name-badges (safeguarding issue) - <b>ongoing</b>	
<b>Governing Body</b>	
<p><b>5. Housekeeping</b></p> <p>5.1 <b>Agree Terms of Reference and membership of</b></p> <p>5.1.1 Resources Committee: The committee had considered the Terms of Reference at their last meeting and had agreed to recommend them to the FGB for adoption. The Chair of the Resources Committee was confirmed as TF and the Vice Chair as SP. Other members were confirmed as SW, KS, LA, IB and RV.</p> <p>5.1.2 Teaching and Learning Committee: The committee had considered the Terms of Reference at their last meeting and had agreed to recommend them to the FGB for adoption with the addition of EYFS to the School Improvement Lead Governor Role. The Chair of the Teaching and Learning Committee was confirmed as BM and the Vice Chair as SWi. Other members were confirmed as SW, KS, LA, GP, DF and AR.</p> <p>5.2 <b>Review Terms of Reference for Standing Committees</b> It was resolved to approve the Appeals Panel and Pupil Discipline and Exclusion Panel Terms of Reference without amendment. <i>AR noted that in addition to the standing committees Governors should be aware that they could be involved in recruitment and interviewing if required.</i></p> <p>5.3 <b>Review and approve revised Governors Code of Conduct</b> A revised Code of Conduct had been released in June 2015. Copies had been circulated to all Governors. It was resolved to adopt the Code of Conduct.</p>	HH
<b>Strategic Items</b>	
<p><b>6. Approve School Development Plan</b> The latest version of the School Development Plan (SDP) had been circulated to Governors before the meeting. SW explained that it had been the intention to link the plan to the Edison Headings, but it had been decided that the Ofsted headings were more appropriate. The plan was a working document and was not fully costed currently.</p> <p>6.1 <b>Priority 1: Leadership and Management – developing middle and subject leaders to drive improvement</b> Key actions: To pull together the Rainbow Rules, EPIC vision and learning behaviours to assist in decision making processes and to be the foundation of anything the school did. Achievement Teams were being introduced for the staff headed up by middle leaders. Classroom observations had been replaced by Spotlight on Learning. <i>LA asked how the impact of the Spotlight on Learning would be monitored.</i> SW replied that learning conversations would take place. <i>RV asked how Governors could be aware of what to expect in the classroom, when visiting.</i> SW explained that the Governor Visit form that IM designed last year was aligned to the SDP. However this would require updating with the new SDP priorities.</p>	IM

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<p>6.2 <b>Priority 2: Quality of teaching, learning and assessment - to develop the reading culture and progression of reading skills and to develop the 'deepening' aspect of the curriculum across all subjects</b>  Explanation was given about how this was put into practice within school.</p> <p>6.3 <b>Priority 3: personal development, behaviour and welfare - to develop spaces, behaviours and voice in order to take greater ownership and partnerships in learning.</b>  This had been called Behaviour and Safety in previous years.</p> <p>6.4 <b>Priority 4: Outcomes for pupils - to ensure attainment and progress of all groups of pupils at least match or are rapidly approaching that of other pupils nationally and in the school</b>  Several groups of learners had been identified for scrutiny and intervention.</p> <p>6.5 <b>Priority 5: Early Years Foundation Stage</b>  This was a new section to the SDP. It was intended that closer links would be forged with Pre-school to assist with early identification of additional needs.  The gap between boys and girls attainment at the end of Foundation Stage would be addressed.  <i>TF asked how the Governing Body would monitor the SDP.</i> SW said that it would be reported through the HT report at FGB meetings.  <i>LA asked about the use of the word "learners" in the Vision and whether it may be better to widen the term somehow, to include staff and governors.</i> SW said that staff were still learners, but that the term stakeholders could be used as an alternative. This matter would be discussed further.  <i>BM asked whether the collaborative work was within the SDP as it would impact on attainment through the support.</i> SW said that there was always an expectation to collaborate and it would be shown in the actions for middle and subject leadership. It was explained that not everything appeared in the SDP, however any new collaborations may be noted.  It was resolved to approve the SDP.</p>	
<p><b>7. <u>Policies and Procedures</u></b></p> <p>7.1 <b>Teachers' Pay Policy</b>  The annual update of the Teacher's Pay Policy had been circulated to all Governors. RV had checked through the document from a HR perspective and found it to be satisfactory. It was resolved to adopt the September 2015 revision of the Teacher's Pay Policy.</p>	HH
<b>Monitoring and Accountability</b>	
<p><b>8. <u>Headteacher's Report</u></b>  The report had been circulated prior to the meeting and SW highlighted certain key points.</p> <p>8.1 <b>Parent Forum</b>  IM explained the purpose of the Parent Forum which had recently had its first meeting. Ten parents had expressed an interest in being involved. The Anti Bullying policy had been discussed at the first meeting. <i>LA asked whether parents who were not part of the parent forum could become involved or make suggestions.</i> SW said that agendas and minutes of all meetings would be put online, topics for discussion advertised and Parents were welcome to join at any time.  <i>TF asked whether the time investment would be kept under review.</i> IM said that it had been worthwhile and the meeting had taken less than an hour.</p> <p>8.2 <b>Attendance</b>  The school had reached its attendance target last year and had set an aspirational target of 97% for this year. At a recent meeting, the Educational Welfare Officer (EWO) suggested that this</p>	

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<p>year penalty notices were issued for 10 or more sessions (each session being half a day) unauthorised absence. The EWO also suggested that medical appointments made within school time were targeted as they were currently the second highest cause of absence at school.</p> <p>Persistent absenteeism would be more rigorously monitored and addressed this year. It was noted that there were currently 76 children with below 90% attendance. A number of these were reception children. <i>AR noted that children under 5 were below statutory school age and therefore should not be counted within the statistics.</i> SW said that although there may be good reasons why the children were absent, it was important to set a precedent for good attendance. SW noted that the school's attendance compared to the national average was acceptable.</p> <p><i>SP asked what would happen if the school did not meet its attendance target.</i> SW replied that if it dropped below the national average then Ofsted would be concerned, but there were no consequences from the EWO if the 97% target was not met.</p> <p><i>LA explained that it was important for Governors to have an awareness of absenteeism in case there were welfare or safeguarding issues involved.</i></p> <p>SW highlighted the correlation between good attenders and good attainment.</p> <p><i>AR asked whether the percentage attendance would be the trigger for action or the concern about the reasons behind the absenteeism.</i> SW said it would be the concern, although it may be indicated by the percentage.</p>	
<p>8.3 <b>Data:</b></p> <p>SW briefly went through the Devon comparative data.</p> <p>The RAISEonline data had only been released this week, but had been analysed at the Data Team meeting on 22 October. This would be on the agenda for discussion at the next FGB meeting alongside the Excellence for All assessment.</p> <p>Fischer Family Trust (FFT) data had been released and circulated to all Governors and had been analysed at the Data Team meeting on 22 October.</p>	HH
<p>8.4 <b>Collaboration</b></p> <p><i>SWi asked whether there were any reading collaboration projects coming up as part of the consortium.</i> SW said that there were in-school reading projects taking place but currently nothing external.</p> <p><i>RV asked whether any of the other schools in the consortium had had dips in reading attainment.</i> SW said that there did not appear to be.</p> <p><i>RV asked what the school's initial impression of the Edison Programme were.</i> SW said that the Spotlight on Learning had had a positive impact and the Extended Edison Learning Team training days had been well received by the staff who had attended. To date, apart from the initial assessment, there had been no on site advisor days, and the expectations were set high for those.</p> <p><i>BM asked about how the Edison categories fitted with the Lead Governor Roles.</i> LA had been advised by a chair of Governors of another school in the Edison programme that it wasn't advisable to change the Governing body structure to meet Edison Criteria with any haste although it may be that elements were introduced next year as the school evolved with the programme.</p> <p>LA mentioned the Edison Rubrics matrix as a useful tool and it was agreed that it should be discussed further at a Teaching and Learning committee meeting.</p>	HH
<p>8.5 <b>Ofsted update</b></p>	

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<p>8.6 SW had attended an Ofsted Governors' update. New guidance had been published. There were three documents that Governors needed to be aware of that were all on the Google Drive and outlined within the HT report.</p> <p>The school would next be inspected under Section 8 as it was currently judged Good. SW explained that under a section 8 inspection they would not change any of the Evaluation Grades. However, during the course of the inspection, it could be decided to change it into a section 5 inspection, in which case the inspection would be extended to 2 days and the Evaluation Grades could be changed.</p> <p>Ofsted were particularly focussing on middle leadership.</p> <p><b>Safeguarding update</b></p> <p>A safeguarding audit would be taking place on 18 January.</p> <p>The format of safeguarding meetings had changed, but were still taking place a fortnightly basis.</p> <p>Various safeguarding policies were under review and summary sheets were being drawn up for each one.</p> <p><i>RV asked whether staff were required to sign to say that they had read the policies.</i> SW replied that staff only had to sign to say they had read the Safeguarding Policy and Keeping Children Safe in Education.</p> <p>Governors were reminded that CG and SW were designated safeguarding leads and if both were off site, HP and IM were also level 3 trained. There was a blue box file in the staffroom containing safeguarding documents and information if Governors needed to access them.</p> <p><i>SWi commented that when she visited school she had asked someone on work placement about safeguarding and they did not have awareness.</i> SW explained the circumstances surrounding this lapse as a new process for work placement had recently been introduced. The matter had also been discussed at the safeguarding meeting.</p> <p>A signing sheet was passed around for Governors to sign to confirm that they had read both the July revision of the Safeguarding Policy and Keeping Children Safe in Education. Both documents were on the google drive and had been circulated with the paperwork for this meeting.</p>	
<p><b>9. <u>Resources Committee Update</u></b></p> <p>TF gave a brief verbal update on the Resources committee meeting, including advertising the Lead Role for Finance to the potential Governors.</p>	
<p><b>10. <u>Teaching and Learning Committee Update</u></b></p> <p>BM reported on the Teaching and Learning committee meeting. Link Governors had been confirmed for subjects and classes, as far as possible and subject to current vacancies within the Governing Body, and Governor visits discussed.</p>	
<p>It was resolved to move to part II to discuss staffing matters and the visitors left the meeting. The meeting (including part II) closed at 20:55</p>	

Signed:.....Libby Ash..... Date:.....10/12/15.....