

Exminster Community Primary School Full Governing Board Meeting 3/2016-17

Thursday, 17 Nov 2016, 19:00 at Exminster Community Primary School

MINUTES

Present						
Name	Initial	Position	Name	Initial	Position	
Sarah Whalley	SW	Headteacher	Libby Ash	LA	Governor (Co-opted)	
Tony Fripp	TF	Governor (Co-opted)	Hamish Cherrett	HC	Governor (Co-opted)	
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)	
John Collins	JC	Governor (Co-opted)	Gordon Peacock	CP	Governor (Co-opted)	
Helen Fisher	HF	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)	
Ian Moore	IM	Deputy Headteacher	Paul Herring	PH	Assistant Headteacher	
Apologies						
Name	Initial	Position	Reason			
Paul Frazer	PF	Governor (Parent)	Attending Governor training course			
Becky Mason	BM	Governor (Co-opted)	Family/work commitments			
Summary of Meeting						
Resolutions:						
To co-opt TF and HC onto the Pay and Performance Committee.						
Item						Action
<i>Procedural Items</i>						
1. <u>Welcome</u>	The meeting opened at 19:03					
2. <u>Apologies for Absence</u>	It was resolved to approve the apologies as listed.					
2.1	TF reported that Sue Wilkinson had resigned from the Governing Board. Sue was thanked for her work on the Governing Board over the last 5 years and all Governors were thanked for their commitment.					
2.2	The resignation left a vacancy on the Pay and Performance Committee which needed filling immediately, as the Committee were due to meet to discuss the Headteacher's Performance Review in the near future. It was resolved to co-opt both HC and TF onto the Pay and Performance Committee to ensure that all meetings were quorate.					HH
2.2.1	It was reported that a new Parent Governor had been appointed: Stephen McDonald.					
3. <u>Declarations of Interest on Agenda Items</u>	None declared.					
4. <u>Minutes and Actions from Previous Meeting</u>	To approve the Part 1 Minutes of the Full Governing Board meeting held on 13 October 2016 Resolved.					
4.1	To approve the Part II Minutes of the Full Governing Board meeting held on 13 October 2016, circulated in hard copy during this meeting Resolved.					
4.2						
5. <u>Progress on Actions (not included elsewhere on agenda)</u>	10/12/2015 - 7 - All Governors to book onto a training course					
5.1	Ongoing reminder					

5.2	26/03/2015 - 11.1 - Research into local schools with a recently awarded outstanding Ofsted rating. Information to be included in the Headteacher's Report - Done	
5.3	17/03/2016 - 4.3 - Governor Lead Roles (including Edison Leads) to be checked and then agreed by Governors. See item 9 - Ongoing	
5.4	03/03/2016 - R5 - Premises/Asset Management review - PF to compare actions identified from review with the Asset Management Plan, alongside IM. IM had emailed PF with the details required - Ongoing	
5.5	28/04/2016 - 8.5 - JC to meet with AM to explore costs and efficiencies with respect to the budget. The meeting would take place later in the financial year - Ongoing	
5.6	28/04/2016 - 10.7 - All Governors to consider MAT questions. To be fed back to PF. Ongoing reminder	
5.7	26/05/2016 - 6.1.1 - SDP priorities to be listed at the top of agendas as a reminder Done	
5.8	16/06/2016 - 10.1.1 - All Governors to reflect on meetings and fill in shared Ofsted summary sheet on google drive Ongoing reminder	
5.9	14/07/2016 - 10.2 - HC to populate the Safeguarding Checklist to be shared with all Governors Safeguarding Audit meeting taking place on Monday 21 November- Ongoing	
5.10	14/07/2016 - 11 - Working party to be formed to discuss Townfield Entrance. Awaiting DCC safety audit. The Community Policeman expressed an opinion that the Townfield entrance should be closed. The safety audit had been carried out but the school had not received the report, to date. It was noted that the report was on the agenda for discussion at the Parish Council meeting on Monday. Item to be discussed at the next FGB meeting - Ongoing	HH
5.11	22/09/2016 - 7.7 - Summary sheet prepared following recent data review meeting to be shared with all Governors. SW to email to HH. A further data meeting had taken place and IM would send to the summary to HH to circulate - Ongoing	IM
5.12	22/09/2016 - 14.1.1 - RAISE online data to be discussed in depth after publication and data to be highlighted to parents in a newsletter. See item 8 - Ongoing	
5.13	22/09/2016 - 14.5 - Overarching vision to be added to SDP. PF to draft. No update - Ongoing	
5.14	13/10/2016 - 10.1 - SDP summary document to be circulated to Governors On Google Drive - Done	
5.15	13/10/2016 - 10.3 - Final version of SDP to be put on school headed paper with logo etc. SW to organise - Ongoing	SW
5.16	13/10/2016 - 11.3 - Is additional parental permission required for photographs when linking to Blog from Facebook? SS to organise a separate slip to be sent out to parents - Ongoing	SS
5.17	13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the google drive. Ongoing reminder - Ongoing	
5.18	13/10/2016 - 12.1 - Statistic of number of children participating in events because of sports premium funding to be added to the document. SW awaiting the statistics from staff - Ongoing	
5.19	13/10/2016 - 12.2.4 - Governor visit linking Pupil Premium and Thrive to take place. Due to Sue Wilkinson's resignation, another Governor would be required to take on the Pupil Premium (PP) champion role - Ongoing	

- 5.20 13/10/2016 - 14.2 - Accident and Fire Logs to be checked and signed.
The following information was sent by PF and reported in his absence:
- **Accident book up to date. Accident rate does not appear to be excessive; many trips and falls in the playground - whether this could be reduced by resurfacing is open for discussion. Resurfacing of the playground would be an expensive option.**
 - **There had not been a fire drill this term when PF visited, so the fire log would be signed when that had been carried out.**
 - **The record of the fire alarm service for 2016 was not available for inspection. SW confirmed that it was on the Connect 2 system.**
 - **The new caretaker would carry out checks on the alarm call points.**

Done

- 5.21 13/10/2016 - 14.3 - Consider whether an Associate Governor position was appropriate for a parent with experience in Health and Safety.
Yes. Libby to contact the potential Associate Governor - Ongoing

Monitoring

6. Budget Monitoring

- 6.1 JC had summarised the Budget Monitors into a single document to simplify tracking the budget throughout the year.
- 6.2 JC highlighted variances which required explanation:
- PP income had increased compared to the original budget. This was due to the prediction at the time of budget setting differing from the actual census data.
 - SEN funding had increased beyond the increase estimated in July. This was due to a child leaving where the school were required to provide the first £6K of support and additional funding received due to changing needs.
 - There was a £13k budgeted overspend on Learning Support Assistants in July, but this had reverted to the budgeted amount in October. This was due to changing needs with SEN and staff movement. The budget line was predicted by SIMS based on salaries and contract end dates.
 - There was a discrepancy between the budgeted expenditure figure on the original budget and that shown on the October Budget Monitor. SW had investigated and found it to be due to a difference in staffing and support predicted on SIMS, a discrepancy in the occupancy costs and an unallocated amount of £7K which the Finance Office would be asked to investigate.
- 6.3 It was noted that in-house catering was proving favourable to outsourcing.
- 6.4 *AR asked about the financial difference between employing a NQT and a teacher on the upper pay scale.* SW said that it was approximately £10K difference.
- 6.5 *TF asked why there appeared to be an underspend on the PE/Sports Grant budget line.* SW explained that most of the expenditure was allocated to fund the Sports Partnership which had not yet been paid. *AR asked whether, if there was an underspend on this budget line, it would affect next year's grant.* SW said that it would not and it was likely that there would be an increase in the grant next year.
- 6.6 *TF noted that very little of the budget for numeracy and science had been spent, and that as numeracy was a priority in the SDP, Governors needed to question this.* SW explained that there was an intention to spend the entire budget; some on CPD.
- 6.7 *RV was concerned about the amount of paperwork (and cost) that was generated by letters to parents.* SW would remind staff that communication should be sent out from the office via Parentpay.
- 6.8 SW highlighted some considerations for setting the budget for next year.
- The Local Authority (LA) would be clawing back funds from the AWPU in the sum of £55 per child. This would amount to approximately £20K.

SW

- The total staffing budget would need to increase by approximately 0.5% due to the Apprenticeship Levy.
- The DAF process required the school to fund the first £6K of assistance for SEN, but the reimbursement of additional expenditure by the LA was being capped at £2K. This would affect 3 children currently on role, but it was expected that 2 of those children would transfer to an EHCP.

7. **Headteachers Report**

SW highlighted the following from the report:

7.1 **Admissions:**

7.1.1 Dialogue continued with the LA regarding the September 2017 intake. Consideration needed to be given to several factors; sustainability of employing an additional teacher long term, building adaptations with room 11 returning to a classroom and the loss of Thrive space.

7.1.2 Parents had expressed concerns and a letter to Reception parents had been drafted outlining the facts and possibilities. The letter had been circulated to Governors prior to the meeting and there had been input and amendments suggested by RV and PF. JC suggested that a paragraph was added explaining why the letter was being sent. It was agreed to send the amended letter to Reception parents and an adapted version of the letter to Exminster Pre-school parents.

7.1.3 The impact on the budget was discussed and it was noted that a contribution from the LA (in the sum of £25K) for an extra member of staff would be until the AWPU funding was available for pupil numbers from the following April.

7.2 **Staffing:**

7.2.1 AR would assist with the interviews to fill the vacancy left by Tina Roberts' resignation.

7.3 **Collaboration:**

7.3.1 SW said that the collaboration work taking place was very constructive.

7.3.2 PH gave an overview of his role as a Specialist Leader in Education. *AR asked whether the school benefitted financially from PH's external work.* SW said that it was done in the spirit of learning and sharing.

7.3.3 The school had recently been visited by an Edison Advisor who was very complementary. An Edison Development Day would take place on 8 December. GP and HF expressed an interest in attending and other Governors were invited if available.

7.3.4 *RV asked whether Governors would see the results from the Somerset Learning Partnership book trawl of Pupil Premium books as it would be useful evidence for the SDP.* SW said that the data could be anonymised for Governors to look at.

7.4 **Outcomes:**

7.4.1 SW suggested that Pupil Outcomes should be an agenda item for every FGB meeting.

7.4.2 A new assessment system called Pupil Asset was being implemented. IM explained the benefit of this more flexible system.

7.5 **Safeguarding:**

7.5.1 *LA asked whether Children in Care (CIC) spending needed to be analysed separately.* SW explained that it was combined with Special Guardianship Order and funding for adopted children. *LA said that there should be a lead Governor specifically responsible for CIC.* It was agreed to amend this within the Lead Governor roles.

7.5.2 *AR asked why there was one child on a part time timetable.* SW said that the school could not fully meet their needs and there was other provision in place. The decision had been made by the large group of professionals involved with the child.

7.6 **Wrap around provision:**

7.7 If the next Ofsted inspection of the Westbank After School Club was judged inadequate, the school would need to consider running an after school club. *RV noted that this could be a good revenue stream.*

SW

HH

TF

7.8	Attendance:	
7.8.1	The data was positive in comparison with national data.	
7.8.2	The number of children being discussed at the attendance meetings had reduced. Seasonal trends needed to be considered.	
7.9	Monitoring:	
7.9.1	in addition to the information included in the report there was external SEND and Y6 moderation taking place. <i>RV asked whether Governors would be able to view evidence from this. TF noted that it was intended that Lead Governors looked at this evidence and reported back to the FGB.</i>	
7.10	Ofsted:	All
7.10.1	“What are you proud of in the school” was noted as a key question for Governors to consider and present answers to at an Ofsted Inspection, alongside outlining what data did not show.	
7.10.2	Governors should know how much PP funding the school receive (£70K last year, £78K this year) and how it was spent. Key focus areas for Ofsted are disadvantaged children, most able children and most able disadvantaged children.	
7.10.3	The importance of Governors attending training was highlighted.	
7.11	Update on SDP priorities:	
7.11.1	IM explained Maths Workshops; a new initiative targeted at specific families. Positive verbal feedback had been received. <i>RV asked whether the feedback could be in writing for evidence.</i>	IM
7.11.2	Governors would be allocated SDP priorities at the next meeting.	
7.11.3	A video explaining Get On And Learn (GOAL) time was shown and pupils Goal books were circulated.	
8.	RAISE Online To be discussed at the next meeting, alongside the Ofsted Data Dashboard.	HH
Governing Body		
9.	Lead Governor Roles	
9.1	Version 4 of the Lead Governor Roles document would be available on the Google Drive as soon as TF had amended it.	TF
9.2	It was intended that each Governor would focus on the priorities identified in their role and report evidence back to the FGB.	
9.3	The Roles would be allocated and approved at the December FGB meeting.	HH
9.4	GP noted that very few Governors appeared to have visited school this term according to the signing in book.	
The meeting closed at 21:05		

Signed:.....T Fripp..... Date:.....08/12/16.....