

Exminster Community Primary School Full Governing Board Meeting 9/2016-17

Thursday, 18 May 2017, 19:00 at Exminster Community Primary School

MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Helen Hibbins	HH	Clerk
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Helen Fisher	HF	Governor (Co-opted)	Jonathan Wood	JW	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Gordon Peacock	CP	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Paul Herring	PH	Assistant Headteacher	Ian Moore	IM	Deputy Headteacher
Apologies					
Name	Initial	Position	Reason		
Stephen McDonald	SM	Governor (Parent)	Family Commitment		
Becky Mason	BM	Governor (Co-opted)	Family Commitment		
Summary of Meeting					
Resolutions:					
None					

Item	Action
Procedural Items	
1. <u>Welcome</u> TF opened the meeting at 19:08	
2. <u>Apologies for Absence</u> 2.1 Apologies were accepted as listed above. 2.2 It was announced that Libby Ash had resigned from the Governing Board with immediate effect, due to work and family commitments. TF would write to Libby and thank her for her contribution over the last 6 years.	TF
3. <u>Declarations of Interest on Agenda Items</u> None declared.	
4. <u>Minutes from Previous Meeting</u> ❖ Related Documents: 2017-04-27 FGB Draft Minutes It was resolved to approve the minutes of the meeting of 27 April 2017.	
5. <u>Progress on Actions (not included elsewhere on agenda)</u> ❖ Related Documents: 2017-04-27 Actions List 5.1 All Governors to book onto a training courses or undertake GEL training and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder – Link to the new E-learning site on the Actions List.</i>	HH

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p> <p>5.13</p>	<p>28/04/2016 - 10.7 - All Governors to consider questions related to Multi Academy Trusts and add them to the document. <i>To remain on the Actions List until the June meeting.</i></p> <p>13/10/2016 - 11.4 - All Governors to populate Stakeholder Engagement ideas document on the Google Drive. <i>To remain on the Actions List until the June meeting.</i></p> <p>13/10/2016 - 12.1 - Statistic of number of children participating in events as a result of sports premium funding to be added to the document. Update 16/03/2017 document to be revised in April 17 for review by Governors. Update 27/04/2017 Still awaiting review. <i>On agenda - See item 11.</i></p> <p>13/10/2016 - 12.2.4 - Governor visit linking Pupil Premium and Thrive to take place. All Governors to consider whether they could take on the role of pupil premium champion. Update 09/02/2017 Data Team to temporarily take this on. Update 16/03/2017 report on learning walk to be written up and uploaded to Google Drive. Update 27/04/2017 Follow up visit required. <i>JW to take on the role of pupil premium champion. Handover to be organised – Ongoing.</i></p> <p>17/11/2016 - 7.3.4 - Data from Somerset Learning Partnership book trawl of PP books to be anonymised as evidence for Governors. Awaiting inspection by a Governor. Update 09/02/2017 Data Team to look at this as part of their Learning Walk. Update 16/03/2017 to be discussed at the Data Team meeting. <i>GP had examined the books – Done.</i></p> <p>08/12/2016 - 8.1.3 - All Governors to undertake online Prevent training and email certificates to HH. Update 27/04/2017 JW to undertake training as a new Governor. <i>Ongoing.</i></p> <p>16/03/2017 - 6.5 - Ask the Parish Council whether lines could be painted at Deepway to encourage more considerate parking. Update 27/04/2017 Photographic evidence required. <i>Under consideration by the Parish Council - Done.</i></p> <p>27/04/2017 - 8.2 - JC to attend an ESA meeting <i>JC to attend the next available meeting on 23 May – Ongoing.</i></p> <p>27/04/2017 - 8.4 - Fundraising/Income Generation Working Party to meet to discuss strategy and report back to FGB <i>To be reported at the June meeting – Ongoing.</i></p> <p>27/04/2017 - 12.1 - All Governors to take note of Safeguarding information on reverse of ID card <i>Done.</i></p> <p>27/04/2017 - 12.2 - In-house Safeguarding training to take place for HF and SM. SW to organise. <i>To take place on 15 June at 18:30 – Done.</i></p> <p>27/04/2017 - 12.2 - JW to look through Safeguarding presentation on Google Drive in Governor Induction Folder. <i>Ongoing.</i></p>	<p>JW/GP</p>
<p>Strategic Items</p>		
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><u>To note that the following policies have been reviewed in line with the Devon County Council Models</u></p> <p>❖ Related Documents: 2017-05 Staff Capability Policy (Devon Model), 2017-05 Staff Grievance Policy (Devon Model)</p> <p><i>TF asked whether the school should consider deviating from the model policies. RV replied that it would be unwise as the policies had been negotiated with the unions.</i></p> <p>Staff Capability Policy Review accepted.</p> <p>Staff Grievance Policy Review accepted.</p>	

Monitoring	
7.	<u>Report from Pay and Performance Committee</u>
7.1	RV reported that the meeting provided the Committee with a benchmark of staff's progress towards their objectives to date.
7.2	Governors had asked questions and identified information that would be helpful in the decision-making process in September.
8.	<u>Evidence of implementation of School Development Plan (SDP)</u>
	❖ Related Documents: SDP data circulated at meeting
8.1	SW presented data to support the progress against the priorities in the SDP. The data for Reception had not been updated since the Autumn Term as it was in the process of being moderated.
8.2	Narrowing the gap between pupil premium (pp) and non-pp children: In the majority of year-groups, the gap was being narrowed. Where there were exceptions, analysis was provided. Inward mobility was a contributing factor. <i>JW asked if the data for inwardly mobile children were removed, it would improve the data. PH replied that it would.</i> <i>GP asked if there was a strategy in place for supporting inwardly mobile children? PH responded that there were resources in place, but in the case in question, the child had only been in the school for four weeks.</i> <i>HC noted that in some year-groups the attainment of pp children was higher than non-pp children? PH replied that the gap had still closed, as the non-pp children were catching up. IM added that the data did not show the proportion of pp children who were working at greater depth. SW commented that supporting high achieving pp children was a focus for OFSTED.</i>
8.3	Narrowing the gender gap: There were several Year 2 children in the Pre Keystage Foundation (PKF) band, affecting the data. Progress was being made due to the amount of resources put into the year-group this year, and this would continue next year.
8.4	Improving the attainment in writing: <i>TF asked whether the improvement in writing in the higher year-groups was a cumulative effect of the strategies in place. IM responded that there were many factors that could influence the data including the fact that some of the KS2 year-groups were taught the old curriculum in KS1 with different expectations.</i>
8.5	Embedding a self-organised topic approach: Research on the implementation of Get On And Learn (GOAL) time was being evaluated. Non-negotiables were being identified to be tailored for each year group. <i>RV asked whether there would there be a framework to enable Governors to compare data, once the non-negotiables had been confirmed? SW replied that it was not possible to have statistics for everything and progress would be measured by book trawls and conversations with children and staff. This data was recorded as a written observation. HF noted that this was what the Edison adviser had suggested.</i>
8.6	RV found the data presented useful and asked for it to be provided in advance of the meeting in future.
9.	<u>Responses and Actions resulting from OFSTED Parent View Survey, Pupil Survey and Staff Survey</u>
	❖ Related Documents: Survey responses circulated at meeting
9.1	OFSTED Parent View Survey
9.1.1	IM explained that the school had not commissioned their usual annual survey (in the spring term) due to the response to the OFSTED Parent View Survey during the recent inspection. The School's survey contained the same questions with three additional questions, so there was no comparison data available this year for "The school's environment is well planned and maintained", "I know who the school Governors are" and "The school provides a broad and balanced curriculum".
9.1.2	The actions from last year's survey had been implemented and an increase in positive responses this year, due to those actions, was noted.

<p>9.1.3</p> <p>9.2</p> <p>9.2.1</p> <p>9.2.2</p> <p>9.3</p> <p>9.3.1</p> <p>9.3.2</p> <p>9.3.3</p>	<p>An action identified from this year’s survey was to change the end of year reporting format and to provide termly summaries on attainment, progress measures and targets. <i>RV asked whether the change would put an increased burden on staff.</i> IM and PH explained that the action had been agreed in conjunction with staff. <i>JW asked whether there was merit in providing high frequency data for the more vulnerable children, to set short term targets and increase parental involvement.</i> SW explained that this was already happening and gave an example of children involved in reading interventions being given daily tasks to take home.</p> <p>Pupil Survey</p> <p>The actions from the KS1 survey centered around the learning environment.</p> <p>The KS2 survey highlighted that children needed more information about how they were being assessed. This would be addressed in Year 4 by discussion about targets and marking feedback.</p> <p>Staff Survey (Teachers, Learning Support Assistants, Support Staff)</p> <p>It was identified that there were issues with the open door policy which currently had no parameters. This was causing problems at morning drop off, with parents staying in classrooms longer than needed. It was suggested that school was opened at 08:50. This would be communicated to parents in the newsletter.</p> <p>Additionally, emails to staff should be routed via the Admin account, to address issues with work/life balance.</p> <p><i>AR enquired about a negative response to “The school successfully meets the differing needs of individual pupils” on the LSA survey.</i> IM said that it was one individual response but they had not identified themselves. However, LSA’s would be invited to volunteer reasons behind their responses.</p>	
<p>10.</p>	<p><u>Outcomes for Children</u></p> <p>❖ Related Documents: Assessment for Governors (powerpoint presentation)</p> <p>IM and PH gave a presentation on assessment, covering the Early Years Foundation Stage, KS1 and KS2. The presentation would be emailed to all Governors for reference and uploaded to the Google Drive.</p>	<p>HH</p>
<p>11.</p>	<p><u>Sports Funding</u></p> <p>❖ Related Documents: Sports Premium Spending 2016.17</p> <p>There were no questions on the report. The report would be uploaded onto the school website.</p>	<p>HH</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<p><u>Headteacher’s Report</u></p> <p>❖ Headteacher’s Report for Governors 18.05.17</p> <p>SW highlighted the following items from the report:</p> <p>Number on role: SW would contact the Schools’ Finance Officer to see if the Growth Fund still existed and whether the school were eligible to draw from it to mitigate for the increase on roll since the October 16 census.</p> <p>SEND: The school were writing a letter of appeal against a placement of a child coming from specialist provision, as it was unlikely that the school would be able to meet the needs of the child.</p> <p>End of KS1 predictions: <i>RV asked why the proportion of children working at the required level and working at greater depth was lower than the national average.</i> SW explained that this was due to a high proportion of children in the PKF band.</p> <p>Attendance: <i>RV asked what initiatives that had driven the improvement in attendance.</i> SW responded that attendance was monitored half termly, letters were sent to parents highlighting poor attendance and meetings were arranged with parents of persistent absentees. <i>RV noted that attendance of children with English as an additional language had dipped.</i> SW said that this group were a small proportion within the school and had experienced illness.</p> <p>Monitoring and Moderation: <i>RV asked about the amount of adjustment required following external moderation.</i></p>	

<p>12.6</p> <p>12.7</p>	<p>PH explained that he had recently collaborated with four other schools in moderating Year 6 data. None of the results for this school had been changed following the exercise.</p> <p>The Devon Association of Primary Heads (DAPH) had asked all schools to send out letters to parents to raise the awareness of funding issues in schools, advising them of appropriate questions to challenge canvassing politicians with.</p> <p>The school should consider Multi Academy Trusts again in the next academic year.</p>	
<p>The meeting closed at 21:04</p>		

Signed:.....T Fripp..... Date:.....15/06/2017.....