Exminster Community Primary School Full Governing Board Meeting 1/2017-18 Thursday, 21 Sep 2017, 18:00 at Exminster Community Primary School MINUTES

			Present		
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Jonathan Wood	JW	Governor (Co-opted)
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	НС	Governor (Co-opted)	Gordon Peacock	GP	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)
lan Rogers	IR	Governor (Co-opted)	Helen Hibbins	НН	Clerk
Paul Herring	PH	Assistant Headteacher			
		,	Apologies		
Name	Initial	Position	Reason		
Helen Fisher	HF	Governor (Co-opted)	Illness		

Advice given by Governors at this school, in this meeting, is incidental to their professional expertise and is not being given in their professional capacity.

Governors must not disclose what individual governors have said or how they have voted within a meeting.

Governors must respect the confidentiality of Part Two items of business as agreed by the Governing Board.

Summary of Meeting

Resolutions:

- TF elected as Chair
- PF elected as Vice Chair
- IR Co-opted
- Term dates for 2018/19
- Teachers' pay award

Item		Action
1.	Welcome	
	TF opened the meeting at 18:03	
2.	Apologies for Absence	
2.1	Apologies accepted as listed above.	
2.2	Suzannah Bower, potential Governor, had also intended to come to the meeting but had sent apologies due to illness.	
3.	Election of Co-Chairs	
3.1	As there was only one nomination for Chair, it would not be possible to follow a co-chairing model this year.	
3.2	It was resolved to elect TF as Chair of the Governing Board for a term of one year ending at the first Full Governing Body (FGB) meeting of the 2018/19 Academic Year.	НН

4.	Election of Vice Chair	
	It was resolved to elect PF as Vice Chair of the Governing Board for a term of one year ending at the	
	first FGB meeting of the 2018/19 Academic Year.	НН
5.	To consider co-option of Ian Rogers onto the Governing Board	
	It was resolved to Co-opt Ian Rogers onto the Governing Board.	НН
6.	Declarations of Interest on Agenda Items	
6.1	BM declared an interest in items associated with PE due to her employment with the Dartmoor	
0.1	School Sports Partnership.	
6.2	PF declared that his wife was a member of support staff at Exminster School.	
7.	Minutes of Full Governing Board meeting on 13 July 2017	
	It was resolved to approve the minutes of the FGB meeting held on 13 July 2017.	
8.	Progress on Actions (not included elsewhere on agenda)	
8.1	13/10/2016 - 12.2.4 - Governor visit linking Pupil Premium and Thrive to take place. All Governors to	
0.1	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.	BM/
	Ongoing – BM and GP to arrange a date for the follow up visit as soon as possible.	GP
8.2	17/11/2016 - 7.3.4 - Data from Somerset Learning Partnership book trawl of PP books to be	
0.2	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. Update 18/05/2017 JW to take on the role following handover from GP/BM.	
	Update 15/06/2017 still awaiting handover.	
	Ongoing - SW reported that there was a new member of staff on the Pupil Premium (PP) Team. A	
	meeting was arranged for 9 October for JP to meet the team and discuss the PP strategy.	JP
8.3	27/04/2017 - 8.4 - Fundraising/Income Generation Working Party to meet to discuss strategy and	
	report back to FGB. Update 15/06/2017 Matrix of potential income streams to be put together and	
	circulated over the summer pending discussion at the FGB meeting on 21 Sept 2017.	
	On agenda – see item 13.	
8.4	15/06/2017 - 6.2 - Governor Finances to be included in a newsletter in the Autumn Term after	
	discussion of the matrix of potential income streams. Update 13/7/2017 affiliate link for online	
	purchases to be advertised in newsletter.	
	Ongoing – to be in a newsletter as soon as possible.	SW
8.5	15/06/2017 - 13.1 - TF to contact Governors by email to discuss their Lead Roles.	
	Done.	
9.	Approval of Term Dates for 2018/19 Academic Year	
*	Related Documents: Calendar of term dates 18/19	
9.1	The non-pupil days and occasional days had been split between the beginning and end of the week in	
	order to accommodate part time staff.	
9.2	It was resolved to approve the dates.	
10.	To note Devon County Council's admissions policy for Exminster School for the 2018/19 academic	
	<u>year</u>	
*	Related Documents: 2018 Exminster Admissions Policy	
	Noted.	
11.	Pay Awards - To consider a 1% uplift to the minima and maxima of all pay ranges and allowances	
	with the exception of the main pay scale where a 2% uplift would apply and to determine whether	
	the uplift would apply to the discretionary points	
*	Related Documents: Pay Policy and Pay Award September 17	
11.1	PF and SS declared an interest in this item and left the meeting, with PH.	
11.2	SW explained the two options;	
11.4	ove explained the two options,	

Option 1: a 1% increase to the minima and maxima of all pay ranges with the exception of the main pay scale where a 2% increase to the minima and maximum would apply, or Option 2: a 1% increase to all teachers' salaries, with the exception of those on the main pay scale where a 2% increase would apply. (This option includes an increase to the discretionary points within scales).

The unions were recommending option 2.

- 11.3 SW noted that the 2% pay rise had not been budgeted for, as the information was not available at the time of budget setting and would cost between £3,000 and £4,000.
- 11.4 It was clarified that this was a cost of living rise and not a performance related rise.
- 11.5 RV noted that if the increment was not applied universally, the bands would become non-competitive over time.
- 11.6 Discussion took place about funding. SW noted that Governors were booked onto the funding consultation events in October.
- 11.7 It was resolved to apply the uplift in accordance with Option 2. This was the default that HROne would apply automatically. Therefore, no action would be required by the school.
- 11.8 PF, SS and PH returned to the meeting.

12. To consider the Governance assessment section of the Excellence for All document

- **❖** Related Documents: Excellence for All
- 12.1 SW explained that the Senior Leadership Team (SLT) had completed the document; due for submission to Devon County Council (DCC) by the end of September. On receipt, DCC would RAG rate the document and contact schools if their answers raised concerns.
- 12.2 The Governance section of the document (1B) was discussed:
- 12.2.1 AR asked how the Governing body/SLT could evaluate that the school was outstanding in particular areas when the recent Ofsted inspection judged it as good. SW replied that the Ofsted judgement had been due to a gap in the data with 7 out of 10 children attaining as expected at KS1 then the assessment standards changing with increased emphasis on spelling. This meant that some children were not able to attain as expected in KS2 for the spelling strand alone. The inspection that took place was a section 8 inspection which could not change the judgement from the existing Good and only a section 5 inspection could change the judgement in any of the Ofsted sections.
- 12.2.2 Debate took place about "Governors systematically challenge senior leaders"; evaluated as outstanding by the SLT. Some Governors felt that the challenge was not always apparent in FGB meetings due to lack of time and depth of discussion. Other Governors disagreed with this, citing the level of scrutiny in the Data Team meetings and Safeguarding meetings. The evaluation was taken to the vote and it was resolved that the evaluation should remain outstanding. However, when Governors fed back to the FGB meetings about their Lead Role areas, they should emphasise the challenge and evidence gathered.
- 12.2.3 "Governors have a deep and accurate understand of the school's effectiveness" should be changed from outstanding to good.
- 12.2.4 There were currently low governor vacancies (less than 10%).
- 12.2.5 Debate took place about the financial planning and management, taking account of the following Finance section (1C). Consideration was given to how other schools would judge the question, the current political climate and unknown changes to funding and it was decided that the financial planning and management should be evaluated as strong and not robust due to the proposed deficit in years 4 and 5 of the 5 year plan.

SW

- 13. Update from the Income Generation Working Group
 - ❖ Related Documents: Exminster School Income Analysis v0.4, Fundraising for Exminster Primary School
- 13.1 JC explained that £93,000 would need to be raised over the next 5 years. The Governing Board needed to decide on a fundraising approach and it was suggested that several smaller projects were tackled simultaneously, taking into account that there may be an initial capital outlay before benefits could be recouped.

13.2	The Income Analysis presentation was intended to generate discussion and further fundraising ideas. SM explained the complexity/benefit matrix; validation of the figures in the report was required; consideration needed to be given to any potential operational disruption that may be caused by the projects.	
13.3 13.4	It was noted that in addition to fundraising, cost efficiencies would need to be explored. Parental engagement was discussed. It was suggested that Parents Evenings would be a good opportunity to raise awareness.	
13.5	JC noted that Exminster School Association (ESA) was needed as a vehicle to maximise return due to its charitable status.	
13.6	 SW outlined what was already being done to generate income: Solar Panels were being explored. The roof had been surveyed last term, but a report was not available to date. 	
	 There was approximately £4,000 income from successful grant applications in the last academic year. It had proved fruitful targeting the smaller, local, grant opportunities. In the past, the School had used a Grant Finder, when funding was secured for the Y1 outdoor area. 	
13.7	It was asked whether partnering up with other schools would assist with funding. It was agreed that this topic warranted further discussion as a separate agenda item.	
13.8	 Next steps were identified as: SM to produce a spreadsheet/matrix for Governors to feedback/rank the projects and identify new ideas, for discussion at the October FGB meeting. TF to explore the Charitable Status of ESA in conjunction with its current constitution. SW to ensure that the cashback link was included on a newsletter as soon as possible. This item would be on the agenda for the FGB meeting on 12 October. 	SM/ All TF SW
14.	School Development Plan update	
*	Related Documents: SDP Summary 2016.2017 – Context Sheet	
14.1	SW presented data that would be scrutinised in depth by the Data Team.	
14.2	The gap between PP and non-PP children was closing in all cohorts except last year's Y3 in maths. It was noted that there was a large crossover between Special Educational Needs (SEN) and PP.	
14.3	The gap between boys' and girls' attainment in reading was closing overall, but was changeable within different cohorts. Targeted support was being put in place to address this. Likewise, the gap in writing attainment was narrowing, but required further work. It was noted that there had been a change to the writing assessment, making it less technical.	
14.4	The drive to increase writing standards would continue within Get On And Learn (GOAL) time.	
14.5	The new Assessing Schools' Performance (ASP) data – a replacement for RAISEonline - would be released in October.	
14.6	DfE provisional progress figures were 0.4 in writing, 2.4 in maths and 2.4 in reading, showing an improvement on last year.	
15.	Safeguarding Training	
±3. ❖	Related Documents: 2017-07 Safeguarding Policy	
15.1	SW presented a Safeguarding training powerpoint.	
15.2	All Governors need to read Keeping Children Safe in Education – September 2016 edition, and Exminster School's Safeguarding Policy by the next FGB meeting and sign to say that this has been done.	All

Signed:T Fripp	10/12/2017Date:10/12/2017
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