

**Exminster Community Primary School Full Governing Board Meeting 2/2017-18**  
**Thursday, 12 Oct 2017, 18:30 at Exminster Community Primary School**  
**MINUTES**

<b>Present</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Name</b>	<b>Initial</b>	<b>Position</b>
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	HC	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Helen Fisher	HF	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Ian Rogers	IR	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Paul Herring	PH	Assistant Headteacher			
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Gordon Peacock	GP	Governor (Co-opted)	Family Commitment		
Alwyn Reeves	AR	Governor (LEA)	Family Commitment		
Susannah Bower	SB	Potential Governor	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.**

<b>Summary of Meeting</b>
<ul style="list-style-type: none"> <li>• Priorities identified for income generation</li> <li>• Teachers' Pay Policy and Governors' Expenses Policy approved</li> <li>• School Development Plan for the 2017-18 academic year approved</li> <li>• Terms of Reference for Governor Panels approved</li> <li>• Governors' Code of Conduct approved</li> </ul>

<b>Item</b>	<b>Action</b>
<b>1. <u>Welcome</u></b> TF opened the meeting at 18:38.	
<b>2. <u>Apologies for Absence</u></b> 2.1 Apologies were accepted as listed above. 2.2 SS, IM and PH would be late arriving due to Family Learning Conferences.	
<b>3. <u>Declarations of Interest on Agenda Items</u></b> 3.1 BM declared an interest in any items involving Physical Education due to her employment with the Dartmoor School Sports Partnership. 3.2 PF declared an interest in item 8.1 due to his wife's employment as a part-time Learning Support Assistant (LSA).	

Item	Action
<p><b>4. <u>To approve the minutes of the Full Governing Board (FGB) meeting on 21 September 2017</u></b> Resolved.</p>	
<p><b>5. <u>To update progress on Actions (not included elsewhere on agenda)</u></b></p> <p>5.1 All Governors to book onto a training courses (via the Clerk) or undertake online training and inform the Clerk on completion to update the Governors' training record – <b>ongoing reminder</b></p> <p>5.2 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 – <b>ongoing (see item 10)</b></p> <p>5.3 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. Update 18/05/2017 JW to take on the role following handover from GP/BM. Update 15/06/2017 still awaiting handover. Update 21/09/2017 Meeting arranged with JW and new pupil premium lead - <b>done</b></p> <p>5.4 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 - <b>done</b></p> <p>5.5 21/09/2017 - 13.8 - All Governors to fill in Fundraising Matrix for discussion on priorities at FGB on 12 October – <b>on agenda (item 6)</b></p> <p>5.6 21/09/2017 - 13.8 - Explore charitable status of ESA in conjunction with its current constitution - <b>ongoing</b></p> <p>5.7 21/09/2017 - 15.2 - All Governors to read Keeping Children Safe in Education and the Safeguarding Policy by FGB meeting on 12 October. A signing sheet to confirm this has been done will be circulated. The documents can be found in the Safeguarding for Governors folder on the google drive which can be found under "shared with me" on the LHS - <b>done</b></p>	<p>All</p> <p>JW</p> <p>TF</p>
<p><b>6. <u>To consider the responses to the Fundraising Matrix and identify priorities</u></b></p> <p>❖ <b>Related Documents: Exminster School Income Analysis v 0.5</b></p> <p>6.1 SM had updated the document with the scores that were submitted by Governors via the Fundraising Matrix. No new ideas had been submitted.</p> <p>6.2 The graphical representation of the results showed a large variance in Governors perception of the average value of each project. Reasons for this were considered.</p> <p>6.3 Discussion enabled a shortlist of projects to be prioritised to be produced. Points raised included:</p> <ul style="list-style-type: none"> <li>• Operational expenditure may be offset by release of capital expenditure if funding from external sources could be successfully obtained for specific projects.</li> <li>• The longer-term projects would not realise a return in the timescale required but would require a capital outlay.</li> <li>• Exminster School Association (ESA) were aware of the financial pressures and were keen to work with the school to address these by funding smaller projects such as purchase of resources to support GOAL time.</li> <li>• Many of the projects required a charity vehicle. ESA would fulfil that remit.</li> <li>• Promotion of the school to increase pupil intake, and therefore per capita funding, should be considered.</li> </ul> <p>6.4 The following projects were identified as priorities:</p> <ol style="list-style-type: none"> <li>1. Charity of Choice</li> <li>2. Cashback pledge (profile to be raised further)</li> <li>3. Targeted grant applications</li> <li>4. Lottery funding to support an annual fundraising event</li> <li>5. Maximising income generation from existing assets</li> <li>6. Increasing pupil intake (a marketing/PR strategy to be formed)</li> </ol>	<p>SM/SLT</p>

Item	Action
<p><b>7. Report from Pay and Performance Committee</b></p> <p>7.1 PF and staff members left the meeting.</p> <p>7.2 TF reported that the Pay and Performance Committee meeting took place on 29 September. Prior to the meeting the Headteacher had circulated a spreadsheet with recommendations for each member of staff, with supporting evidence, based on their appraisals. All recommendations were approved; this was a good reflection on the application of the Teachers' Appraisal Policy.</p> <p>7.3 Refer to part II</p>	
<p><b>8. Policies and Procedures</b></p> <p>❖ <b>Related Documents: 2017 Teachers' Pay Policy, 2017 Governors' Expenses Policy</b></p> <p>8.1 <b>Approval of Teacher's Pay policy – reviewed by RV</b> Resolved.</p> <p>8.1.1 PF and IM rejoined the meeting.</p> <p>8.2 <b>Approval of Governor Expenses Policy – reviewed by JC</b> Resolved.</p> <p>8.2.1 SS and PH arrived at the meeting.</p>	
<p><b>9. Approval of School Development Plan (SDP) for 2017/18 Academic Year</b></p> <p>❖ <b>Related Documents: SDP 17/18 3 year overview, SDP Summary 17/18 Context Sheet</b></p> <p>9.1 SW explained that the four main priorities from the 2016/17 SDP would remain as priorities to build on the progress made last year.</p> <p>9.2 Ahead of the meeting, questions had been submitted to the Headteacher asking for clarification on the target setting process. SW copied the following response to all Governors: To set targets:</p> <ul style="list-style-type: none"> <li>• We look at national data</li> <li>• We look at current gap</li> <li>• We look at individual children in each year group</li> <li>• We look at their end of previous key stage data</li> <li>• We look at their FFT targets</li> <li>• We look at what is achievable and challenging for that individual child</li> <li>• Some children have unrealistic targets as not contextualised. We use contextualised knowledge of the child (eg May be on SEN register and have significant barriers to learning) in order to set targets</li> <li>• We then collate those individual targets per class, per year group, per whole school</li> <li>• These targets are then set as appraisal targets for teachers – achievable but challenging</li> </ul> <p>It was noted that the national data was only just beginning to be received and would not be fully available until November.</p> <p>9.3 Governor links had been identified for the priorities:</p> <ul style="list-style-type: none"> <li>• PRIORITY 1: to narrow the attainment gap between disadvantaged and non-disadvantaged through accelerated progress – JW (first report due January 2018)</li> <li>• PRIORITY 2: to narrow the gender attainment gap through the accelerated progress of boys – HF (first report due December 2017)</li> <li>• PRIORITY 3: to improve writing attainment through the development of spelling, punctuation and grammar across the school and editing skills – GP (GP not present to agree timescale for reporting)</li> <li>• PRIORITY 4: to embed GOAL (Get On And Learn) across the school – BM (first report due January 2018)</li> </ul> <p>9.4 It was resolved to approve the SDP for 2017/18.</p>	<p>JW</p> <p>HF</p> <p>GP</p> <p>BM</p>

Item	Action
<p><b>10. <u>Report on Pupil Premium Strategy and plans for monitoring</u></b></p> <p>❖ <b>Related Documents: PP report – end of summer 2017, Pupil Premium review JW 121017</b></p> <p>10.1 JW summarised his written report, circulated prior to the meeting.</p> <p>10.2 The key question raised: <i>While acknowledging the value and success of the THRIVE programme, could it be directly linked to the academic outcome of pupils.</i> As a large proportion of the PP allocation was spent on THRIVE, it was important to investigate the cost-effectiveness. A visit would take place next half term focussing on this to be reported back to the FGB in January.</p> <p>10.3 Ahead of the meeting HF had submitted the following question to the Headteacher by email: <i>In the Self Evaluation section of the document for Leadership and Management, how could the score of 2 in two areas be addressed/improved?</i> SW copied the following response to all Governors:  <p style="padding-left: 40px;">“Given that there is a new governor champion for PP, I felt that until embedded in that role and without a thorough overview of what we are doing in school, we could not be above a 2. Having had a meeting with JW yesterday we have agreed the pathway for governor involvement and I am confident that we will quickly move up in this. JW will also be monitoring on a half termly basis and we have shaped the nature of his visits. We are improving outcomes, as shown in the Fischer Family Trust (FFT) data dashboard. The only reason for being a 2 was because the maths Free Schools Meals (FSM) children’s progress is lower than that of others. On review of your comment, the progress still remains above national and still positive so I think I have been overly harsh in this and it needs to be a 1.”</p> </p>	<p>JW</p> <p>HF</p>
<p><b>11. <u>To consider the Self Evaluation Form - updated Autumn Term 2017</u></b></p> <p>❖ <b>Related Documents: SEF updated Autumn 2017</b></p> <p>11.1 The form had been circulated to Governors prior to the meeting.</p> <p>11.2 SW explained that it was a working document, regularly updated and currently awaiting the release of the most recent data.</p> <p>11.3 There were no questions from Governors.</p>	
<p><b>12. <u>Safeguarding Update</u></b></p> <p>12.1 The Safeguarding Audit was in the process of being completed for submission in December. This would be discussed in detail with AR and HC at the next Safeguarding Meeting.</p> <p>12.2 Level 2 Safeguarding training for all staff was nearing completion.</p> <p>12.3 The school had signed up to Operation Encompass to ensure that the school were notified promptly (by 09:00 the following morning) if there had been police involvement in any household with a child at the school.</p>	
<p><b>13. <u>Premises, Health, Safety and Welfare Update</u></b></p> <p>13.1 PF had been sent a set of risk assessments, for comment, by Alison Munslow. PF would attend school to view the modifications.</p> <p>13.2 The THRIVE cabin would be installed in November.</p>	
<p><b>14. <u>Approval of the Terms of Reference for the Appeals Panels and Pupil Discipline and Exclusion Panels</u></b></p> <p>❖ <b>Related Documents: Panels T of R for approval</b></p> <p>14.1 Resolved.</p>	<p>HH</p>

Item	Action
<b>15. Approval of the Code of Conduct for the Governing Board</b> ❖ <b>Related Documents: Code of Conduct for approval</b> 15.1 Resolved. 15.2 TF emphasised the importance of meeting preparation.	HH
The meeting closed at 19:48	

**Dates of next FGB meetings:**

Autumn Term 2017	Spring Term 2018	Summer Term 2018
16 November	18 January	26 April
7 December	8 February	17 May
	15 March	14 June
		12 July

Signed:.....Tony Fripp..... Date:.....16/11/2017.....