

Exminster Community Primary School Full Governing Board Meeting 6/2017-18
Thursday, 08 Feb 2018, 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)
Ian Rogers	IR	Governor (Co-opted)	Helen Fisher	HF	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Helen Hibbins	HH	Clerk
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Paul Herring	PH	Assistant Headteacher	Ian Moore	IM	Deputy Headteacher
Alison Munslow	AM	Staff visitor			

Apologies			
Name	Initial	Position	Reason
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment
Richard Vain	RV	Governor (Co-opted)	Illness
Gordon Peacock	GP	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 Resolutions
<ul style="list-style-type: none"> • Authority delegated to Headteacher to respond to audit • SFVS approved subject to amendment • Update to Emergency Plan/Business Continuity Plan noted

Item	Action
1. <u>Welcome</u>	
1.1 The meeting opened at 18:04	
2. <u>Apologies for Absence</u>	
2.1 Accepted, as listed above.	
3. <u>Declarations of Interest on Agenda Items</u>	
None on this agenda.	
4. <u>To approve the minutes of the Full Governing Board meeting on 18 January 2018</u>	
❖ Related Documents: 2018-01-18 FGB draft minutes	
4.1 Resolved.	
5. <u>Progress on Actions from previous meetings (not included elsewhere on agenda)</u>	
❖ Related Documents: 2018-01 Actions List	

Item	Action
<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. Click for link to online training. (You will need to register in your own name) – ongoing reminder</p> <p>5.1.1 <i>TF commented that his training account had been closed. This would be investigated.</i></p> <p>5.2 12/10/2017 - 6.4 - Priority projects for income generation to be explored further by SLT and SM. Update 07/12/2017 Working party to invite members of ESA to join. Update 18/01/2018 SM and JC to attend ESA AGM – See agenda item 8</p> <p>5.3 12/10/2017 - 9.3 - Report to FGB on narrowing the gender gap in attainment – See agenda item 10</p> <p>5.4 12/10/2017 - 9.3 - Report to FGB on improving writing attainment through development of SPaG throughout the school. Update 18/01/2018 GP to arrange meeting with Natalie Chandler - ongoing</p> <p>5.5 16/11/2017 - 8.4 - JC to look into office costs overspend and teaching underspend - ongoing</p> <p>5.6 16/11/2017 - 9.2 - IR to complete Safer Recruitment course - done</p> <p>5.7 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings - ongoing</p> <p>5.8 07/12/2017 - 9.1.2 - Consider training on IDSR when Exeter Consortium have arranged a date - ongoing</p> <p>5.9 07/12/2017 - 11.4.2 - AR to attend an Exclusions course - ongoing</p> <p>5.10 18/01/2018 - 8.5 - JW to report on narrowing the gap between disadvantaged and non-disadvantaged children: Outcomes of monitoring, project development and end of Spring term data – next term</p> <p>5.11 18/01/2018 - 8.5 - HF to report on narrowing the Gender Gap: Outcomes of monitoring, end of Spring term data - target children - are they making rapid progress? – next term</p> <p>5.12 18/01/2018 - 8.5 - GP to report on improving the attainment in writing: Editing progression in writing, moderation summary, end of Spring term data, Spotlights overview – next term</p> <p>5.13 18/01/2018 - 8.5 - BM to report on embedding of GOAL: Kagan impact, book look outcome, learning walk outcomes – next term</p> <p>5.14 18/01/2018 - 11 - SM to assist SLT with implementation of GDPR - ongoing</p>	TF/HH
<p>6. Training on the Single Central Record (SCR)</p> <p>6.1 AM explained the purpose of the record; to log all safer recruitment checks including details of Disclosure and Barring Service (DBS) checks.</p> <p>6.2 All members of staff, Governors and volunteers were on the database. Information held included: full name and address, starting date, qualifications, disqualification by association (if required), proof that key safeguarding policies had been read, reference number of the disclosure (DBS), nationality and work permit details, medical clearance and details of receipt of satisfactory references. A new requirement was that photographic identification needed to be copied and kept, where previously it had been satisfactory to record sight of the documents.</p> <p>6.3 It was noted that if a staff member's information changed, they were obliged to alert their line manager to update the record.</p> <p>6.4 Q: <i>How often were DBS checks repeated? (IR)</i> A: Only repeated if existing personnel were not seen for over 3 months. Each check cost £44; expensive to routinely repeat.</p> <p>6.5 Q: <i>When Governors visited the school, what questions could they ask about the SCR? (AR)</i> A: Question any sections highlighted in yellow. These were awaiting information.</p> <p>6.6 Q: <i>How could the record be accessed and amended if AM was absent for a long period of time? (AR)</i> A: The SLT had access and a member of office staff could be granted access if required.</p>	
<p>7. Feedback from audit carried out on 30/31 January 2018</p> <p>❖ Related Documents: Exminster draft audit report – January 2018</p> <p>7.1 The audit report had been circulated to all Governors.</p> <p>7.2 The level of assurance for the areas covered was either a good or high standard. There were no high priority recommendations.</p>	

Item	Action
7.3 Discussion took place regarding a procurement of services issue. It was agreed that this would be best addressed through the Finance Policy when it was next reviewed in June.	JC/HH
7.4 TF had attended the feedback session at the end of the audit and stated that the report was a true reflection of matters highlighted.	
7.5 Governors delegated authority to the Headteacher to respond to the recommendations in the report and submit the response. A copy of the response would be circulated to Governors.	SW/HH
7.6 AM left the meeting.	
8. Fundraising/Income Generation update	
8.1 JC reported on a meeting with SW and IM regarding the budget. Although in early draft stages, it appeared that the deficit may be less than previously thought. <i>AR questioned why this was the case.</i> It was explained that staffing costs, buy-back and collaboration costs had all been revised and that there may be a slight increase to funding through Free Infant School Meals and Pupil Premium (PP). However, in the longer term, the Special Educational Needs and Disabilities Funding (SEND) would decrease. Overall, expenditure was being reduced to the bare minimum.	
8.2 SW had arranged several meetings with external agencies to address income generation, including a grant finder, working on a no win no fee basis.	
8.3 Next steps were identified: <ul style="list-style-type: none"> • To consider the potential of installation of solar panels and/or LED lighting • To draft a letter to parents regarding the funding gap and increase parental involvement in fundraising. 	
8.4 It was agreed to wait until the Budget was finalised in April to fully understand the level of fundraising required and identify the purpose. This would be discussed in detail at the May FGB meeting and the outcome communicated to parents.	HH
9. To consider the draft Schools Financial Values Standard (SFVS)	
❖ Related Documents: A note on the Schools Financial Values Standard, SFVS assessment form 2017/18	
9.1 JC had completed the form and the draft had been circulated for comment.	
9.2 The recent audit had not identified any issues for the SFVS.	
9.3 It was suggested to amend Q19 to include Local Authority buyback and Edison as examples of the school improving its use of resources over the past year.	JC
9.4 It was resolved to approve the SFVS for submission subject to the aforementioned amendment.	HH
10. Evidence of implementation of School Development Plan: Report on narrowing the gender gap Deferred to the May meeting.	
11. Outcomes for Pupils - Progress on the Pupil Premium (PP) Strategy	
❖ Related Documents: Pupil Premium Strategy 2017/18	
11.1 SW explained that the school had been allocated a PP review on 13 March. JW would attend as the Governor PP champion.	
11.2 SW gave an overview of PP provision in school, explaining the four strands of the strategy as outlined in the circulated document.	
11.3 TF asked the following questions on the document:	
Q: <i>Why had there been an apparent leap forward in progress for PP writing?</i>	
A: The data accounted for five children who had all made progress due to the school-wide focus on writing.	
Q: <i>Why had there been such a challenge in PP progress in Maths?</i>	
A: One child had skewed the data due to a late start at Exminster School.	
Q: <i>It appeared that the PP spending was above the PP budget (£66,500 against the PP income of £66,020). Was it not possible to provide within the direct PP income?</i>	

Item	Action
<p>A: There was a large overlap with Quality for All teaching. Non-disadvantaged children also benefitted from PP strategy.</p> <p>Q: <i>Total spending on Maths appeared to be lower than spending on Writing; was this funding the success of the Writing at the 'expense' of progress in Maths?</i></p> <p>A: The data in the current document reflected the end of KS2 last year. Current in-year data showed a different and more balanced position.</p> <p>11.4 <i>JC asked how the school could ensure that the PP sign up was maximised to ensure maximum funding was received. SW explained that currently children eligible for free school meals, (not the universal infant entitlement) only paid half price for trips, but that other incentives could be considered. It was noted that the application form was online and suggested that this could be publicised on the school website and via facebook.</i></p> <p>11.5 <i>BM asked whether visiting and supply teachers were made aware of PP children. SS said that PP children were identified through planning but it was not recorded on the register.</i></p>	SW
<p>12. <u>Report on implementation of the General Data Protection Regulation (GDPR)</u></p> <p>IM (designated as Data Protection Officer) reported as follows:</p> <p>12.1 All SLT members had attended GDPR training.</p> <p>12.2 Teachers were aware of GDPR but had not formally been trained to date.</p> <p>12.3 Office staff were aware of GDPR and the Senior Administrator/Business Manager had been on training.</p> <p>12.4 The information audit had started. The audit would consider all data systems.</p> <p>12.5 DCC had updated the privacy notice for schools that would be sent to parents by 24 May.</p> <p>12.6 Subject access requests were rare in school, but a form had been designed in case of a request.</p> <p>12.7 Consent forms could no longer be opt-out and needed to clearly state how permission could be withdrawn. All forms were being reviewed.</p> <p>12.8 A form had been designed to record data breaches.</p> <p>12.9 A privacy impact assessment form had been designed.</p> <p>IM would undertake further training and support was being received from Teignmouth Community College; the school's ICT support.</p> <p>12.10 Governors would have the opportunity to look at the information audit once completed.</p>	
<p>13. <u>Premises update</u></p> <p>13.1 PF had looked at the accident book. Of note, there had been two incidents of trips and falls that were being addressed:</p> <ul style="list-style-type: none"> • The loose paving slabs had been reset. In the long-term funding was being sought to develop the area where the trip occurred. • The area of the playground where water pooled was slippery. A specialist had been booked to clean this area and adjacent areas with the same surface. <p>13.2 The Fire Risk Assessment required updating following the addition of the Thrive cabin.</p>	IM
<p>14. <u>Safeguarding update</u></p> <p>14.1 There were now two additional Governors trained in safer recruitment.</p> <p>14.2 Governors had been trained on the SCR earlier in this meeting.</p> <p>14.3 Staff had undertaken refresher training on Prevent.</p> <p>14.4 There was no update from the safeguarding audit completed in the Autumn Term. It was explained that the audits were RAG rated by DCC but individual schools did not receive feedback.</p>	
<p>15. <u>To note the updated Emergency Plan</u></p> <p>❖ Related Documents: 2018-01 Emergency Plan</p> <p>15.1 It was suggested that practice procedures were carried out, particularly for lockdown, to test the plan.</p>	

Item	Action
15.2 It was noted that there was no reference to social media in the plan as a method of contacting parents in the event of an emergency.	IM
The meeting closed at 19:45	

Signed:.....Paul Frazer..... Date:.....15/03/2018.....