

Exminster Community Primary School Full Governing Board Meeting /2017-18
Thursday, 15 Mar 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)
Ian Rogers	IR	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Marie Greenslade	MG	Staff visitor (18:45-19:15)			

Apologies			
Name	Initial	Position	Reason
Tony Fripp	TF	Governor (Co-opted)	Personal
Hamish Cherrett	HC	Governor (Co-opted)	Work
Gordon Peacock	GP	Governor (Co-opted)	Prior Commitment
Helen Fisher	HF	Governor (Co-opted)	Family 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
Reviewed Collective Worship Policy approved.
Request for member of staff to take leave in term time approved.

Item	Action
1. <u>Welcome</u> PF opened the meeting at 18:03.	
2. <u>Apologies for Absence</u> Accepted as listed above.	
3. <u>Declarations of Interest on Agenda Items</u> 3.1 PF declared an interest in items concerning staff wages as his wife was employed as a Learning Support Assistant (LSA). 3.2 BM declared an interest in items related to PE due to her employment with the Dartmoor School Sports Partnership.	
4. <u>To approve the minutes of the Full Governing Board meeting held on 8 February 2018</u> ❖ Related Documents: 2018-02-08 FGB draft minutes It was resolved to approve the minutes.	
5. <u>Progress on Actions (not included elsewhere on agenda)</u>	

Item	Action
❖ Related Documents: 2018-02-08 Actions List	
5.1 All Governors to book onto training courses (via the Clerk) or undertake online training and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder</i>	
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 Exminster School Association (ESA) to join. Update 18/01/2018 - SM and JC to attend ESA AGM. <i>See item 10 (section in HT report)</i>	
5.3 12/10/2017 - 9.3 - Report to FGB on narrowing the gender gap in attainment <i>Ongoing – April meeting</i>	
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. <i>Ongoing – April/May meeting</i>	
5.5 16/11/2017 - 8.4 - JC to look into office costs overspend and teaching underspend. <i>Ongoing</i>	
5.6 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings. <i>Ongoing</i>	
5.7 07/12/2017 - 9.1.2 - Consider training on IDSR when Exeter Consortium have arranged a date. <i>Done – training arranged for 20 March. SS, HC and IR booked to attend.</i>	
5.8 07/12/2017 - 11.4.2 - AR to attend an Exclusions course <i>Done – No course available in Summer Term so DfE guidelines downloaded for reference.</i>	
5.9 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 <i>Ongoing – May meeting</i>	
5.10 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? <i>Ongoing – May meeting</i>	
5.11 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 <i>Ongoing – May meeting</i>	
5.12 18/01/2018 - 8.5 - BM to report on embedding of GOAL: Kagan impact, book look outcome, learning walk outcomes <i>Ongoing – May meeting</i>	
5.13 18/01/2018 - 11 - SM to assist SLT with implementation of GDPR. <i>Ongoing (as required)</i>	
5.14 08/02/2018 - 5.1.1 - Investigate NGA e-learning accounts <i>Done - Babcock no longer subscribe to the service so there is no access to e-learning for Governors currently. Babcock recommend subscribing to bettergovernor.co.uk</i>	
5.15 08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed in May <i>Ongoing – May/June meeting</i>	
5.16 08/02/2018 - 7.5 - SW to circulate a copy of the audit response to all Governors when submitted <i>Done</i>	
5.17 08/02/2018 - 9.3 - JC to amend SFVS as discussed. HH to arrange signing and submission. <i>On agenda – see item 9</i>	
5.18 08/02/2018 - 13.2 - Fire Risk assessment to be updated to include Thrive Cabin <i>Done – to be shared with PF</i>	
5.19 08/02/2018 - 15.2 - Reference social media as a method of communication in the Emergency Plan	

Item	Action
<p><i>Done</i> 5.20 08/02/2018 - 11.1 - Link to Pupil Premium (PP) online sign up on website and facebook <i>Ongoing</i></p>	
<p>6. Policies ❖ Related Documents: 2018-03 Collective Worship Policy, 2018-03 Appraisal Policy (DCC Model) 6.1 Approval of Collective Worship Policy BM had reviewed the policy in conjunction with Fiona Jones. Rainbow values were added. It was resolved to approve the updated policy. 6.2 Review of Teachers' Appraisal Policy The Governing Board had adopted the Devon County Council Teachers' Appraisal Policy. This had not been updated since 2013 and therefore the current policy held by the school was the most recent. A note would be put on the policy to this effect.</p>	HH
<p>7. Budget monitoring: February 2018 budget monitor ❖ Related Documents: 2018-02 Budget monitor BF club, 2018-02 Budget monitor Capital, 2018-02 Budget monitor G120 7.1 JC had raised the following questions with the Headteacher prior to the meeting relating to a £16K improvement in the forecast overspend since October. 7.1.1 <i>Q: Office costs had decreased by £6K. Why?</i> A: The costs were based on an estimation by the Business Manager and spending had not been consistent across every month. Savings were being made on photocopying and printing. 7.1.2 <i>Q: What did the £4.6K absence insurance receipt relate to?</i> A: Absence insurance that had been claimed for the period. 7.1.3 <i>Q: Explanation required for the £18K increase in staffing costs?</i> A: There had been changes in teaching staff during this period, including a resignation for which cover was more expensive than planned. An additional LSA had been appointed to support a particular child. 7.1.4 <i>Q: There had been a £7K improvement in catering, comprising a £3.5K rise in income and an equivalent decrease in catering expense. Why?</i> A: More dinners were being purchased than predicted and the food costs had been less than predicted. 7.1.5 <i>Q: There had been a £3K decrease in caretaking and cleaning. Why?</i> A: There had been issues with the cleaning contract, resulting in a refund. 7.1.6 <i>Q: There had been a decrease in the forecast expenditure for buildings improvements and maintenance. Why?</i> A: The work had not taken place to date. 7.2 Further questions raised at the meeting: 7.2.1 <i>Q: Would the school benefit financially from the requests from teachers to change their contracted hours and the recruitment of new teachers?</i> A: This was dependent on the scale point that new staff were appointed on. 7.2.2 <i>Q: Why were the school needing to tighten up on payment for trips, with letters sent out warning of possible cancellations due to non-payment?</i> A: There was a financial cut off point that made the trips viable. Generally, the trips were partly subsidised by creative curriculum funds but parental contributions were also needed. After the letters were sent out, there was an increase in receipt of contributions.</p>	
<p>8. Budget setting: ❖ Related Documents: LSA – staff structure explained, risk factors in budget 2018.2019, staffing structure teachers 2018.2019, buyback 2018.2019 8.1 Consideration of Local Authority Buyback</p>	

Item	Action
<p>8.1.1 The school used to buy back most of the services from Babcock in the past. However, savings were proposed by resourcing elsewhere. These were listed on the buyback report.</p> <p>8.2 Consideration of Staffing structure</p> <p>8.2.1 There was no intention to increase the staff on the SLT in the 2018/19 budget, although it was a longer-term aspiration.</p> <p>8.2.2 The class teaching staff structure continued to evolve and would not be finalised until after the deadline for teaching staff resignations had passed in May.</p> <p>8.2.3 The LSA structure considered need across all year groups. £48K needed to be committed from the budget as the school were required to pay the first £6K of support for children with EHCP. Children’s needs were constantly being reviewed and the staffing structure adapted accordingly.</p> <p>8.3 Other considerations</p> <p>8.3.1 The circulated draft budget indicated that there would be a deficit from year 3 onwards. However, it was noted that the budget was work in progress and that there would be several more drafts prior to the final version that would be checked by the School’s Finance Officer and presented to the Governors in April. The following questions were raised by Governors:</p> <p>8.3.2 <i>Q: Could the brought forward figure from Breakfast Club be used to subsidise the budget.</i> A: The brought forward amount had already been allocated to fund a grant finder and for ICT.</p> <p>8.3.3 <i>Q: Would the minimum wage increase have any effect on the budget?</i> A: This had been factored in.</p> <p>8.3.4 <i>Q: Have the rise in employer pensions contributions been factored in?</i> A: Confirmation would be sought from the School Finance Officer.</p> <p>8.3.5 <i>Q: Was the budget looking healthier than envisaged earlier in the academic year?</i> A: Expenditure had been reduced to a minimum in all areas and there would be an increase in the UIFSM and PP income.</p> <p>8.3.6 <i>Q: Why was the anticipated deficit in year 3 greater than that in year 4 and 5?</i> A: Due to the estimated pupil numbers and support staff costs.</p>	
<p>9. <u>To note the submission of the Schools Financial Values Standard and assurance form</u></p> <p>❖ Related Documents: SVFS assessment form 2017-18 v 1.1 Noted.</p>	
<p>10. <u>Headteacher’s Report</u></p> <p>❖ Related Documents: HT report for Governors Spring Term 2018 The report was taken as read, with the following points highlighted for further information/explanation:</p> <p>10.1 Staffing</p> <p>10.1.1 An advertisement had been placed for two 0.4 and one full time teaching position. Shortlisting would take place on 18 April, with interviews taking place on 25 and 27 April. AR and IR volunteered to attend the interviews.</p> <p>10.1.2 <i>RV asked whether there would be diversity monitoring of the applicants (in accordance with the equality policy).</i> SW replied that there were questions included in the application form, but it was not compulsory to answer them. Statistics could be derived from any responses received.</p> <p>10.1.3 <i>RV noted that several staff were requesting to reduce their contracted hours. Would this have a negative impact on the children in terms of the continuity of teaching they received?</i> SW responded that most of the staff requesting a reduction were already part-time, so it needed to be considered whether the reduction fitted within the overall staffing structure. If it did not, then the request was not honoured. There was one full time member of staff requesting a reduction that could be accommodated, although it would mean that a class had two teachers instead of one. As there had been a precedent set with staff requesting reduced hours in the past, it would be difficult to refuse where it could be adapted for.</p>	AR/IR

Item	Action
<p>10.2 The absence policy/procedure was being followed due to a six week absence. <i>AR asked whether the absence was likely to have a further impact on the school, for example, financially?</i> SW explained that there had been continuity of teaching in the class by a supply teacher and the absence insurance would cover from the 11th day of absence onwards.</p> <p>10.3 Attendance A legal meeting with the Education Welfare Officer had taken place regarding persistent absenteeism. A review meeting was due shortly.</p> <p>10.4 Funding</p> <p>10.4.1 The possibility of producing a school recipe book linked to produce from the school allotment was being explored.</p> <p>10.4.2 An application would be made to Cllr Alan Connett's locality fund for money towards books.</p> <p>10.4.3 ESA would receive £500 from the Long Table event in Exminster on 10 June if ESA volunteers helped at the event.</p> <p>10.5 Other</p> <p>10.5.1 There were few children transitioning to Dawlish School in September, with the majority opting for Isca. Questions were raised as to whether the school should forge links with Isca.</p> <p>10.5.2 SW gave an overview of the position of local schools regarding forming/joining Multi Academy Trusts (MAT). In the South West there appeared to be a drive for schools to join existing MATs rather than form new ones. Currently, there was no external pressure on the school to join a MAT.</p> <p>10.6 Pupil Premium Review The review (that the school had been allocated by Babcock) took place on 13 March.</p> <p>10.6.1 JW and GP had attended from the Governing Board and were interviewed by the reviewer. They were able to give many examples of the provision for PP children in the school.</p> <p>10.6.2 Following the meeting with Governors, the reviewer spoke to SW and IM who explained how the PP strategy had evolved, including data analysis and case studies.</p> <p>10.6.3 The reviewer visited classes and was able to see evidence of the application of the strategy. Book trawls were also carried out.</p> <p>10.6.4 The reviewer gave very positive feedback; praising consistency of practice and inclusivity. It was noted that the strategy had benefits for all children.</p> <p>10.6.5 A hard copy of the report had been received and would be circulated to all Governors.</p> <p>10.6.6 <i>AR asked how the positive outcome of the review could be effectively publicised as it only related to a section of the pupils.</i> It was suggested that as the strategy had impact on all children it should be publicised as such.</p>	<p>SW</p> <p>SW</p>
<p>11. <u>Overview of Maths Reasoning project</u></p> <p>❖ Related Documents: Maths reasoning – impact Deferred.</p>	<p>HH</p>
<p>12. <u>Overview of Early Years Foundation Stage project</u></p> <p>❖ Related Documents: Lighting up learning Action plan</p> <p>12.1 The headline data for the 2016/17 cohort was presented and an explanation for the requirements to obtain a Good Level of Development (GLD) was given. Reasons why the school's GLD was below the Devon and National average GLD for that year were outlined: Two children were significantly disadvantaged and this equated to 8% of the 11% of children who had not achieved the GLD.</p> <p>12.2 In the current reception cohort there were 11 PP children of which 7 had a low entry level. The interim data showed that 71% of children were on track to attain a GLD but some were on the cusp and had become a priority in the unit. These children would be carefully monitored.</p> <p>12.3 Actions to raise attainment were outlined, including liaison with pre-school. Writing was a key focus.</p> <p>12.4 The Lighting up Learning Action plan was circulated and explained.</p>	

Item	Action
12.5 One initiative to encourage children to write was to provide an exciting range of stationery (glitter pens, notebooks etc). The reception unit had resourced these through parental contributions. Tool belts had been made to contain the stationery and the children were keen to wear them.	
12.6 The impact of the action plan was that children were beginning to engage voluntarily with writing, were excited by their writing, were taking risks and were not afraid to make mistakes.	
12.7 The action plan would continue through to the end of the Autumn term 2018.	
13. <u>To consider a request from a member of staff to visit Nayamba School during term time</u>	
❖ Nayamba 2018 letter to Governors	
13.1 It was noted that there would be a cost to the school to cover the staff absence.	
13.2 It was asked whether allowing the absence would set a precedent. It was agreed that each request would be considered on a case by case basis.	
13.3 It was resolved to approve the request. SW would inform the member of staff.	SW
The meeting closed at 20:00	

Dates of next FGB meetings:

Summer Term 2018
26 April
17 May
14 June
12 July

Signed:.....T Fripp..... Date:.....26/04/2018.....