

**Exminster Community Primary School Full Governing Board Meeting 8/2017-18**  
**Thursday, 26 Apr 2018, 18:00 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)
Hamish Cherrett	HC	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Ian Moore	IM	Deputy Headteacher	Zac Fox	ZF	Staff Visitor
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Stephen McDonald	SM	Governor (Par)	Personal Reasons		
Alwyn Reeves	AR	Governor (LEA)	Personal Reasons		
Becky Mason	BM	Governor (Co-opted)	Personal Reasons		
Gordon Peacock	GP	Governor (Co-opted)	Personal Reasons		

**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>	
<b>Resolutions:</b>	
<ul style="list-style-type: none"> <li>• To adopt the Devon Model Maternity Policy</li> <li>• To adopt the Devon Model Flexible Working Requests Policy</li> <li>• To approve the budget for the 2018/19 Financial Year</li> </ul>	

<b>Item</b>	<b>Action</b>
<b>1. <u>Welcome</u></b> The meeting opened at 18:02	
<b>2. <u>Apologies for Absence</u></b> 2.1 Accepted as listed above. 2.2 It was reported that Helen Fisher had resigned from the Governing Board.	
<b>3. <u>Declarations of Interest on Agenda Items</u></b> 3.1 PF declared an interest in staffing matters due to his wife's employment as a Learning Support Assistant (LSA)	
<b>4. <u>To approve minutes of the Full Governing Body Meeting on 15 March 2018</u></b> ❖ <b>Related Documents: 2018-03-15 FGB Draft minutes</b> Resolved.	
<b>5. <u>Update on Actions (not included elsewhere on agenda)</u></b>	

Item	Action
<p>❖ <b>Related Documents: 2018-03 Actions List</b></p> <p>5.1 All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record. <i>Ongoing reminder.</i></p> <p>5.2 16/11/2017 - 8.4 - JC to look into office costs overspend and teaching underspend <i>A meeting had taken place regarding this. Done.</i></p> <p>5.3 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings <i>No update.</i></p> <p>5.4 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>On agenda for May meeting.</i></p> <p>5.5 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>No update due to Governor resignation.</i></p> <p>5.6 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, following meeting with Natalie Chandler <i>On agenda for May meeting.</i></p> <p>5.7 18/01/2018 - 8.5 - BM to report on embedding of GOAL: Kagan impact, book look outcome, learning walk outcomes <i>On agenda for May meeting.</i></p> <p>5.8 18/01/2018 - 11 - SM to assist SLT with implementation of GDPR. <i>The data audit was up to date and the new Data Protection Policy had been e-mailed to SM for comment. Progress report to be on agenda for May meeting. Ongoing.</i></p> <p>5.9 08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed in May. <i>Ongoing.</i></p> <p>5.10 08/02/2018 - 13.2 - Fire Risk assessment to be updated to include Thrive Cabin. IM to share information with PF. <i>Done.</i></p> <p>5.11 08/02/2018 - 11.1 - Link to PP online sign up on website and facebook <i>Ongoing.</i></p> <p>5.12 15/03/2018 - 10.1.1 - AR and IR to attend interviews for new teaching staff on 25 and 27 April <i>Done.</i></p> <p>5.13 15/03/2018 - 10.6.5 - Circulate a copy PP review report <i>Done.</i></p> <p>5.14 15/03/2018 - 10.6.6 - Publicise outcome of PP review <i>Done.</i></p>	
<p><b>6. Report on expenditure of sports funding</b></p> <p>❖ <b>Related Documents: Sports Premium Spending 2017-18 – updated</b></p> <p>6.1 Zac Fox gave a presentation on Sports Premium spending over the last 12 months.</p> <p>6.1.1 The total funding received was £19,980.</p> <p>6.1.2 A breakdown of expenditure totalling £19745.04 was given.</p> <p>6.1.3 The Key Indicators were explained.</p> <p>6.1.4 Planned spending for 2018/19 was outlined.</p> <p>6.2 Governors asked the following:</p> <p>6.2.1 <i>Q: Were the school applying for any sports related grants? (RV)</i> <i>A: This was not a priority in the last financial year, due to receipt of double funding. However, all grant opportunities were considered by the school; sport related or otherwise. (ZF/SW)</i></p>	

Item	Action
<p>6.2.2 <i>Q: Within any of the Key Indicators, had there been activities/interventions that could have gone better, or had a greater impact? (RV)</i>  A: With the exception of the Change4Life intervention that lost momentum, all activities had been well received. A meeting would take place with the PE learning team to gather the pupils' perspective. (ZF)</p> <p>6.3 Zac Fox was thanked for his presentation and left the meeting.</p>	
<p><b>7. Policies for Adoption</b></p> <p>❖ <b>Related Documents: 2018-04 Maternity policy, 2018-04 Flexible working requests policy</b>  It was noted that the policies were not statutory but considered best practice. Both policies were Devon Model policies.</p> <p>7.1 <b>Maternity Policy</b>  It was resolved to adopt the policy.</p> <p>7.2 <b>Flexible Working Requests Policy</b>  It was resolved to adopt the policy.</p>	HH
<p><b>8. To approve the budget for the 2018/19 Financial Year</b></p> <p>❖ <b>Related Documents: Budget for Approval April 2018 with NJC pay awards</b></p> <p>8.1 JC had met with the SLT throughout the process of drafting the proposed budget.</p> <p>8.2 SW explained the composition of each line in the budget.</p> <p>8.3 <b>Income</b></p> <p>8.3.1 Individual School Budget Income was based on the Age Weighted Pupil Unit (AWPU). This would be maintained by Devon County Council (DCC) for the next two years and could not be influenced by the school.</p> <p>8.3.2 Other income included High Needs income (expected to decrease by 9% within the next year); Universal Infant Free School Meals (UIFSM) income based on the average take up on census days since January 2018; PE funding based on the October census data; Pupil Premium funding based on the January census data; lettings; catering and School Centered Initial Teacher Training (SCITT) income.</p> <p>8.4 <b>Expenditure</b></p> <p>8.4.1 The Teaching Staff Costs line included supply cover, Planning Preparation and Assessment (PPA) release time, and illness cover (partially covered by insurance).</p> <p>8.4.2 The Support Staff Costs line included, LSA's, admin staff, catering staff, meal time assistants, contingency and supply.</p> <p>8.4.3 Other Employment Costs included the apprenticeship levy, indirect staffing costs and training.</p> <p>8.4.4 Occupancy Costs included maintenance and improvements, caretaking and cleaning, water and sewerage charges, energy charges, rates and refuse collection.</p> <p>8.4.5 Learning Resources included SEN resources, purchase of assessment tools, subscriptions, ICT and other costs necessary to deliver the curriculum.</p> <p>8.4.6 Other Costs included office consumables, insurance, de-delegation, catering supplies, Local Authority services, collaboration and buy-back.</p> <p>8.5 The School Finance Officer was satisfied with the budget proposed.</p> <p>8.6 A letter had been sent to Devon County Council to explain the carry forward.</p> <p>8.7 JC noted that previous drafts of the budget had indicated a three to four-year funding issue, however, it now appeared that the funding issue would be ongoing and may require a different solution to that considered before. A discussion on fundraising would take place at the May FGB meeting.</p> <p>8.8 It was noted that if schools continued to submit balanced budgets, the Government would assume that education funding was adequate.</p> <p>8.9 SW noted a risk in the second year of the budget: Schools' contributions towards teachers' pensions may increase considerably. As the increase was currently unknown this could not be factored into the budget. All schools would be in the same position.</p>	

Item	Action
<p>8.10 IR noted the disparity in funding between rural and metropolitan areas. Various bodies were campaigning for this to change.</p> <p>8.11 JC proposed that the budget presented was approved. Resolved.</p> <p>8.12 It was agreed to write to the local MP, Mel Stride, to highlight the concerns about inadequate funding.</p> <p>8.13 It was agreed to write to parents, following acceptance of the budget by DCC, explaining the funding issues in terms of services and items that the school now have to pay for that they were not liable for before. Data on the disparity of funding across the country should be included and potentially a template letter for parents to send on to their MP regarding schools' funding.</p> <p>8.14 It was suggested that the school should collaborate with other bodies to raise awareness and publicise the funding deficit.</p> <p>8.15 Thanks were extended to JC and the SLT for their work on the budget.</p>	<p>SW</p> <p>SW</p> <p>TF</p>
<p><b>9. <u>Outcomes for Pupils</u></b></p> <p>❖ <b>Maths Reasoning - Impact</b></p> <p>9.1 Josh Mamola and Kate Nowell lead the initiative in school.</p> <p>9.2 The mastery approach was explained – having a deep conceptual understanding to enable project solving and reasoning.</p> <p>9.3 Progress data indicated that the impact was greater further up the school, due to familiarity with the vocabulary.</p> <p>9.4 <i>IR asked whether the approach supported the transition to maths at secondary level.</i> IM responded that it did as it was about understanding concepts rather than methods.</p>	
<p><b>10. <u>Safeguarding Update</u></b></p> <p>10.1 SW reported on the half-termly safeguarding learning walk that had recently been carried out.</p> <p>10.2 A number of safeguarding measures within school were checked as part of the walk, including whether staff were wearing ID badges, the sufficiency of sign-posting of the safeguarding officers and whether the glass door panels to classrooms were unobstructed.</p> <p>10.3 Adults present in school (but not teachers) were asked how they would respond to a disclosure from a child or raise a concern about a child. In a couple of instances, it was suggested that the class teacher would be informed whereas the correct procedure was to advise a safeguarding officer. This would be re-iterated to all staff.</p> <p>10.4 100% of the children questioned said that they felt safe in school and could identify an adult who they would share any concerns with and were comfortable talking to.</p> <p>10.5 Children were asked how they were taught to stay safe. Primarily, children talked about internet safety. Other safety initiatives, such as Strong, Safe and Free would be reinforced later this term.</p> <p>10.6 A date had been set for the next formal safeguarding review that HC and AR would attend.</p>	
<p><b>11. <u>Premises, Health, Safety and Welfare Update</u></b></p> <p>11.1 PF reported that the Health and Safety policy was currently under review.</p> <p>11.2 DCC were dealing with a personal injury claim against the school.</p> <p>11.3 Questions were raised about what Governors could do to prevent a recurrence of the incident.</p> <p>11.4 <i>JC asked whether the claim would affect future insurance premiums.</i> SW explained that the insurance was managed by DCC and therefore it would not impact on the school directly.</p> <p>11.5 <i>HC asked how often safety checks were carried out.</i> IM replied that perimeter checks took place half termly.</p> <p>11.6 It was agreed to remind staff that they had a duty to report maintenance/safety issues.</p>	<p>SW</p>
<p><b>12. <u>Housekeeping</u></b></p> <p>12.1 The following roles were vacant on the Governing Board, due to the resignation of Helen Fisher:</p> <p>12.1.1 Headteacher Appraisal Team member: PF agreed to take on this role.</p> <p>12.1.2 Lead Governor for Pedagogy and Curriculum (joint with BM): It was agreed to leave this role vacant pending the outcome of advertising for a new curriculum focused Governor.</p>	

Item	Action
12.1.3 Data Team member: IR agreed to join the team.	
12.2 An expression of interest in co-option onto the Governing Board had been received from Mr Paul Marshall, through Governors for Schools. Mr Marshall had been invited to attend the May FGB meeting.	
12.3 AR's term of office as a Local Education Authority (LEA) Governor would end at the end of May. SW would speak to AR to find out whether he intended to stand as an LEA Governor again.	SW
12.4 The mid-year Pay and Performance Committee meeting would take place on Friday 25 May at 09:00.	
The meeting closed at 19:45	

**Dates of next FGB meetings:**

<b>Summer Term 2018</b>
17 May
14 June
12 July

Signed:.....A Fripp..... Date:.....17/05/2018.....