

Exminster Community Primary School Full Governing Board Meeting 9/2017-18
Thursday, 17 May 2018, 18:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Ian Moore	IM	Deputy Headteacher
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)	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)
Paul Herring	PH	Assistant Headteacher	Helen Hibbins	HH	Clerk
Paul Marshall	PM	Prospective Governor			
Apologies					
Name	Initial	Position	Reason		
Jonathan Wood	JW	Governor (Co-opted)	Work commitment		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		

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: <ul style="list-style-type: none"> • To approve the Data Protection Policy • To delegate authority to the Fundraising Working group, in conjunction with the Headteacher and Chair to draft and agree letters to be sent to parents/carers and MP Mel Stride regarding funding and to produce a 30 second video highlighting the funding cuts to be uploaded to the school website and Facebook.

Item	Action
1. Welcome 1.1 In the absence of TF, delayed due to traffic congestion, PF opened the meeting at 18:00. 1.2 All present introduced themselves for the benefit of visitor Paul Marshall, a prospective Governor.	
2. Apologies for Absence 2.1 Accepted as listed above. 2.2 JC was delayed due to traffic congestion; arriving at 18:20.	
3. Declarations of Interest on Agenda Items None declared.	
4. To approve minutes of Full Governing Board meeting held on 26 April 2018 ❖ Related Documents: 2018-04-26 FGB draft minutes Resolved.	
5. Progress on Actions (not included elsewhere on agenda)	

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<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 Ongoing reminder</p> <p>5.2 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings In progress</p> <p>5.3 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 Deferred to June/July meeting</p> <p>5.4 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? GP to take on this monitoring in the short term - ongoing</p> <p>5.5 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 Defer to June/July Meeting</p> <p>5.6 18/01/2018 - 8.5 - BM to report on embedding of GOAL: Kagan impact, book look outcome, learning walk outcomes See item 8</p> <p>5.7 18/01/2018 - 11 - SM to assist SLT with implementation of GDPR. Progress to be on agenda for May FGB See item 7</p> <p>5.8 08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed in May Ongoing</p> <p>5.9 08/02/2018 - 11.1 - Link to PP online sign up on website and Facebook Facebook outstanding - ongoing</p> <p>5.10 26/04/2018 - 8.11 - Write to MP Mel Stride to highlight concerns about inadequate funding See item 6</p> <p>5.11 26/04/2018 - 8.12 - Write to parents (following acceptance of budget by DCC) explaining funding issues See item 6</p> <p>5.12 26/04/2018 - 11.6 - Staff to be reminded that they have a duty to report maintenance/safety issues to the SLT Done</p>	
<p>6. <u>Funding and budgetary issues</u></p> <p>6.1 TF arrived at the meeting.</p> <p>6.2 TF reported that a letter had been drafted to parents/carers and the local MP, but required refinement, noting the different audiences.</p> <p>6.3 Devon Association of Governance had been approached for support and there were various campaigns/petitions online that could be used for lobbying. Ideally, parents should be encouraged to engage with the campaigns. However, it was noted that lobbying would not immediately address the deficit and that fundraising needed to take place in tandem.</p> <p>6.4 Concerns were expressed about scaremongering. Parents needed to understand that this was a national picture and that the school were already being as efficient as possible and stretching funding to meet the needs of children. It was suggested that positive outcomes over the last few years were highlighted with the caveat that in order to maintain these, additional funding was necessary.</p> <p>6.5 Discussion took place about whether some of the more complicated projects identified in the Fundraising Matrix should be revisited. The projects that had been prioritized had been those that would address a short-term deficit, but the situation had now changed. It was suggested that the</p>	

Item	Action
<p>Governing Board should begin to address the deficit predicted in three-year's time now, noting that if the political landscape changed over that time, there would be money in the bank.</p> <p>6.6 At the conclusion of discussion, it was resolved:</p> <p>6.6.1 To delegate authority to the Fundraising Working Group, in conjunction with the Chair and Headteacher to draft letters to be sent to parents/carers and MP Mel Stride. The letter to parents/carers should be kept brief – linking to further, more in-depth information.</p> <p>6.6.2 A 30 second video highlighting the position should be uploaded onto the school website and Facebook.</p> <p>6.6.3 A further discussion on fundraising would take place at the October FGB meeting.</p>	<p>TF/SW JC/SM</p> <p>SLT HH</p>
<p>7. <u>Progress towards compliance with the General Data Protection Regulation</u></p> <p>❖ Related Documents: Data Protection Policy</p> <p>7.1 Report from Data Protection Officer (DPO)</p> <p>7.1.1 IM reported that new processes associated with the GDPR were already being implemented in school. Staff had undertaken training on keeping data safe and random compliance spot-checks were taking place.</p> <p>7.2 Although IM would remain DPO for the time being, the services of an independent DPO were being bought in. This may not need to be an annual ongoing cost but would provide assistance on ensuring compliance in the early days. The DPO would provide 50 hours of support per annum; visiting the school, conducting a readiness audit and listing actions. Termly meetings would take place with the SLT or Governors as required. The cost of the service was £1850.</p> <p>7.3 Approval of Data Protection Policy</p> <p>7.3.1 Two versions of the policy had been circulated; a draft version, including comments and questions from SM (with answers from IM) and a final version. It was noted that staff members had had the opportunity to input into the document, based on practice.</p> <p>7.3.2 It was resolved to adopt the policy.</p> <p>7.3.3 <i>JC asked whether information would be sent out to parents/carers.</i> IM said that once the new DPO had had the opportunity to review the privacy notices, they would be uploaded onto the website and distributed by email.</p>	<p>HH</p>
<p>8. <u>Evidence of implementation of School Development Plan (SDP)</u></p> <p>❖ Related Documents: SDP summary 17-18 Context Sheet</p> <p>8.1 Report on narrowing the gap between disadvantaged and non-disadvantaged children Deferred.</p> <p>8.2 Report on improving attainment in writing Deferred.</p> <p>8.3 Report on the embedding of Get On And Learn (GOAL)</p> <p>8.3.1 BM reported on meetings with Sarah Stapleton and Rachel Norris.</p> <p>8.3.2 A spotlight on learning would take place to look at the delivery of GOAL across the school.</p> <p>8.3.3 A selection of GOAL books across the school was shared. The PLAYS marking system (Positive, Love it, Actions, Your Turn and Spellings) was explained.</p> <p>8.3.4 SS explained how GOAL became more structured and focused as children progressed from EYFS to Y6. The aim was to promote independence in learning. This assisted with the transition to secondary school.</p> <p>8.3.5 GOAL Mascots were being implemented. Within each classroom there would be a large box filled with GOAL resources including examples of work and information packs.</p> <p>8.3.6 BM would meet with children over the next half term/early autumn term to hear the pupil voice on GOAL.</p> <p>8.3.7 <i>AR mentioned that Edison had queried the standard of writing in GOAL. Had this been addressed?</i> SW replied that it was still a work in progress; the standard of writing was not as high as in the structured literacy sessions, but there had been an improvement and there was an aspiration that it should be the same standard.</p>	<p>BM</p>

Item	Action
<p>9. <u>Outcomes for Children</u></p> <p>❖ Related Documents: SDP summary 17-18 Context Sheet</p> <p>9.1 GP reported on the data team meeting. The SDP summary had been considered in conjunction with more detailed in-year data.</p> <p>9.2 Variances between the targets and actual outcomes in the in-year data was analysed. Actions to address any deficits were written into the information received by the data team.</p> <p>9.3 In many cases mobility (children recently joining the school) affected the data. BM noted that the targets were aspirational and could not be changed to accommodate a change of cohort.</p>	
<p>10. <u>Headteacher's report</u></p> <p>❖ Related Documents: Headteacher's report, SEND update Gov report May 18</p> <p>The following points were noted from the report that was circulated prior to the meeting:</p> <p>10.1 Pupil numbers: Projection of 407 pupils in October 2018. <i>RV asked whether the school had sufficient capacity to accommodate 407 children.</i> SW replied that, with 15 classrooms, the school had capacity for 450, however there were several classes with less than 30 pupils.</p> <p>10.2 Staffing: Three new appointments had been made for September.</p> <p>10.3 A £1000 grant had been received from Alan Connett towards the community library.</p> <p>10.4 Funding for SEND had been confirmed as maintained. However, there was still uncertainty regarding statutory funding. There were two instances where assessment for an Education and Health Care Plan (EHCP) had gone over the 26-week deadline and the school did not receive funding until an EHCP was confirmed.</p> <p><i>PF asked whether the school had a right of recourse where there was a failure to make a decision on an EHCP.</i> SW confirmed that there was no opportunity for back-dated payments.</p> <p>10.5 Collaboration: The school was coming to the end of working with Edison, and no longer needed support from the programme. An Edison advisor would undertake an analysis of where the school was now, compared to where it was at the start of the programme. The advisor would attend the FGB meeting in June to report to the Governors.</p> <p>10.6 Reception Classes were closed on 8 May due to an outbreak of diarrhoea and vomiting. Public Health England was satisfied that the school had been proactive in handling the issue and carrying out a deep clean.</p> <p>10.7 BM carried out a Governor visit to ensure that the necessary procedures were followed during SATS. Conflicting advice had been received (regarding the coding of a paper) from the SATS helpline and the school was considering lodging a complaint. PH had maintained a log of conversations with the helpline as evidence.</p> <p>10.8 Community Plan: The school had responded to a request from the Parish Council to raise issues that may be addressed by the Community Plan.</p> <p>10.9 <i>RV asked whether the GOAL programme could potentially be rolled out in other schools (for remuneration).</i> SW responded that it was worth considering in the future but not immediately.</p> <p>10.10 <i>AR asked whether the school were benefitting from SW presenting an inspiring leaders course.</i> SW said that there was negotiation on fees for the NQTs attending from Exminster.</p>	
<p>The meeting closed at 19:35</p>	

Signed:.....Paul Frazer..... Date:.....14/06/2018.....