

Exminster Community Primary School Full Governing Board Meeting 10/2017-18
Thursday, 14 Jun 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)
David Herbert	DH	Edison Advisor	Paul Frazer	PF	Governor (Parent)
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Kate Beale	KB	Visitor (Potential Governor)	Ian Rogers	IR	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)
Ian Moore	IM	Deputy Headteacher	Helen Hibbins	HH	Clerk
Apologies					
Name	Initial	Position	Reason		
Gordon Peacock	GP	Governor (Co-opted)	Personal		
Tony Fripp	TF	Governor (Co-opted)	Personal		
Hamish Cherrett	HC	Governor (Co-opted)	Work		
Paul Marshall	PM	Governor (Co-opted)	Work		

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: To co-opt Paul Marshall onto the Governing Board.

Item	Action
1. Welcome	
1.1 As TF was not present, PF chaired the meeting.	
1.2 The meeting opened at 18:03	
2. To consider the co-option of Paul Marshall on to the Governing Board Resolved.	HH
3. Apologies for Absence	
3.1 It was resolved to approve absences as listed above.	
4. Declarations of Interest on Agenda Items	
4.1 None declared.	
5. To approve the minutes of the Full Governing Board meeting on 17 May 2018 ❖ Related Documents: 2018-05-17 draft minutes Resolved.	

Item	Action
<p>6. <u>Progress on Actions (not included elsewhere on agenda)</u></p> <p>❖ Related Documents: Actions List (on Agenda)</p> <p>6.1 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>6.2 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at Exminster School Association (ESA) meetings <i>Ongoing – BM had asked the Chair of the ESA for the dates of forthcoming meetings. These would be circulated to Governors when received.</i></p> <p>6.3 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 <i>On agenda – see item 8</i></p> <p>6.4 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? Update 17/05/2018 GP to take on this reporting in the short term. <i>Ongoing</i></p> <p>6.5 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 <i>On agenda – see item 8</i></p> <p>6.6 08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed in May. Update 14/06/2018 Policy to be agreed at July FGB meeting. <i>Ongoing</i></p> <p>6.7 08/02/2018 - 11.1 - Link to PP online sign-up on Facebook <i>Ongoing</i></p> <p>6.8 26/04/2018 - 8.11 - Write to MP Mel Stride to highlight concerns about inadequate funding. Authority delegated to the Chair, Headteacher and Fundraising Working Group. <i>Ongoing</i></p> <p>6.9 26/04/2018 - 8.12 - Write to parents (following acceptance of budget by DCC) explaining funding issues. Authority delegated to the Chair, Headteacher and Fundraising Working Group. <i>Ongoing</i></p> <p>6.10 17/05/2018 - 6.6.2 - 30s video regarding funding to be made for the school website and Facebook. <i>Ongoing – SS and SM to ask contacts for assistance in editing the video.</i></p> <p>6.11 17/05/2018 - 8.3.6 - BM to obtain pupil voice regarding GOAL <i>Ongoing</i></p>	<p>BM</p> <p>SS/SM</p>
<p>7. <u>Governance self-evaluation lead by David Herbert, Edison Advisor</u></p> <p>❖ Related Documents: NAHT Aspire Governance Review Rubric</p> <p>7.1 SW summarised the Edison journey over the last 3 years.</p> <p>7.2 Governors divided into groups to consider the 8 governance strands within the rubric. The responses were circulated between groups for moderation.</p> <p>7.3 The responses would be collated and discussed by the SLT and a group of Governors. Priorities for improvement would be identified and actioned.</p> <p>7.4 It was desirable to repeat this self-evaluation process on an annual basis.</p> <p>7.5 DH suggested that Governors should be involved in designing a communication stakeholder management plan. Once in place, this could be revisited on an annual basis.</p> <p>7.6 DH commented that he had enjoyed working with Exminster School over the last 3 years, was complimentary about the progress made and wished the school every success in the future.</p>	<p>SLT</p> <p>HH</p> <p>SLT</p>
<p>8. <u>Evidence of Implementation of the School Development Plan (SDP)</u></p>	

Item	Action
<p>❖ Related Documents: 2018-05 monitoring writing development GP, Pupil Premium review spring data 2018</p> <p>8.1 Report on development of writing</p> <p>8.1.1 GP had circulated a report in his absence.</p> <p>8.1.2 SW noted that development of vocabulary would be included in a priority in next year's SDP.</p> <p>8.2 Report on narrowing the gap between disadvantaged and non-disadvantaged children</p> <p>8.2.1 JW outlined key outcomes, anomalies and areas for further investigation following scrutiny of the end of spring term data. Overall, the data was very positive.</p> <p>8.2.2 Actions were identified involving a follow up visit with SW and Frankie Hyde to discuss anomalies and consider areas for further investigation.</p>	JW
<p>9. <u>Update on fundraising/funding issues</u></p> <p>❖ Related Documents: Email regarding funding, Exminster School income analysis v0.5</p> <p>9.1 JC had raised 4 issues regarding the formulation of a planned and sustainable fundraising strategy.</p> <ul style="list-style-type: none"> • Should Exminster School Association (ESA) be promoted as a village "charity of choice"? • Should a fundraising governor role be created? • What next steps needed to be taken to ensure that funds raised by ESA were visible and suitably directed? • As the fundraising gap had changed to an ongoing deficit, did the suggestions put forward in the funding matrix dated October 2017 need to be re-prioritised or revisited? <p>9.2 It was noted that the letters to parents and the local MP were still in draft. It was confirmed that authority had been delegated to TF, SW and the Fundraising Working Group to agree and send the letter. The letter would be circulated to all Governors for information.</p> <p>9.3 IR asked whether ESA accounts could be shared with the Governing Board. SW would arrange this.</p> <p>9.4 SM had raised funds for ESA through sponsorship. It was agreed that this should be publicised in newsletters, in Scene and on Facebook with the intention of encouraging parents and members of the community to consider ESA when entering events that may attract sponsorship.</p> <p>9.5 The possibility of the school running a large community event to create momentum for fundraising was discussed; concern was expressed about operational costs. It was agreed to consider this alongside other income streams identified in the fundraising matrix. SM would re-visit the matrix and invite comment from other Governors via email.</p> <p>9.6 The need to identify a tangible fundraising target that would appeal to parents was important. The SLT would identify suitable budget lines that could be supplemented by fundraising.</p>	TF/SW/ FWG SW SW SM SLT
<p>10. <u>Verbal report on Pay and Performance Committee mid-year review meeting</u></p> <p>10.1 The meeting took place on 25 May.</p> <p>10.2 The Headteacher had shared the outcomes of the mid-year review for each member of teaching staff and Governors had asked questions.</p> <p>10.3 Governors were satisfied that the appropriate policies and procedures were being followed.</p>	
<p>The meeting closed at 19:40</p>	

Signed:.....A Fripp..... Date:.....12/07/2018.....