## Exminster Community Primary School Full Governing Board Meeting 11/2017-18 Thursday, 12 Jul 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)
Paul Marshall	PM	Governor (Co-opted)	Becky Mason	BM	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Gordon Peacock	GP	Governor (Co-opted)
lan Rogers	IR	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Helen Hibbins	НН	Clerk
lan Moore	IM	Deputy Headteacher	Paul Herring	PH	Assistant Headteacher
		Apol	ogies		
Name	Initial	Position	Reason		
Alwyn Reeves	AR	Governor (LEA)	Personal reasons		
Stephen McDonald	SM	Governor (Par)	Work commitment		
Sam Slingsby	SS	Governor (Staff)	Family 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**

To reappoint AR as LA Governor.

To co-opt Kate Beale as Governor.

To approve the Finance, Charging and Remissions, Cyber Bullying, Heath and Safety and Online Safety and User Agreement Policies.

To approve virement of £14,000 from the Breakfast Club funds into the General Budget for IT.

Item		Action
1.	Welcome	
	The meeting opened at 18:03	
2.	Apologies for absence	
	Accepted as listed above.	
3.	Elections and co-options	
*	Related Documents: Kate Beale – Pen Portrait	
3.1	To consider co-opting Kate Beale to the Governing Board.	
	It was resolved to co-opt Kate Beale.	
3.2	To consider appointing Alwyn Reeves as Local Authority Governor to the Governing Board.	
	It was resolved to appoint AR as Local Authority (LA) Governor.	HH
4.	Declarations of interest on agenda Items	
	None declared.	
5.	To approve the minutes of the Full Governing Board (FGB) meeting held on 14 June 2018	
*	Related Documents: 2018-06-14 FGB Draft Minutes	

## **Full Governing Board Meeting Minutes**

Item		Action
	Resolved.	
6.	To update progress on actions (not included elsewhere on agenda)	
6.1	All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to	
	update the Governors' training record.	
	A list of courses for the Autumn Term to be circulated - Ongoing reminder	НН
6.2	07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings. ESA Chair has	
	been asked for the dates of forthcoming meetings. When received, these will be forwarded to all	
	Governors.	
	Ongoing	
6.3	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.	
	Governor visit to take place during the first week of the Autumn Term – Ongoing.	
6.4	08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed	
•••	in May	
	See agenda item 7	
6.5	08/02/2018 - 11.1 - Link to PP online sign-up on Facebook	
0.5	Will be published in September in time for census day in October - Ongoing	
6.6	26/04/2018 - 8.11 - Write to MP Mel Stride to highlight concerns about inadequate funding.	
0.0	Authority delegated to the Chair, Headteacher and Fundraising Working Group.	
	See 6.7	
6.7	26/04/2018 - 8.12 - Write to parents (following acceptance of budget by DCC) explaining funding	
0.7	issues. Authority delegated to the Chair, Headteacher and Fundraising Working Group.	
	A draft letter to parents regarding underfunding and additional costs to school had been circulated	
	amongst the Fundraising Working Party by email. To be finalised in the next week and circulated to	
	all Governors - Ongoing	
6.8	17/05/2018 - 6.6.2 - 30s video regarding funding to be made for the school website and Facebook.	
0.8	Update 14/06/2018 SS and SM to liaise with contacts regarding editing.	
	Ongoing	
6.9	17/05/2018 - 8.3.6 - BM to obtain pupil voice regarding GOAL	
0.9	Governor visit to take place in September - Ongoing	
6.10	14/06/2018 - 7.3 - Actions and priorities to be identified from Governance Rubric exercise.	
0.10	•	
6.11	See agenda item 12	
0.11	14/06/2018 - 7.5 - Stakeholder communication strategy to be designed with Governor input	
	In progress with the Senior Leadership Team (SLT). To be brought to a FGB meeting in the Autumn	
C 1 2	Term - Ongoing	
6.12	14/06/2018 - 8.2.2 - JW to meet with SW and Frankie Hyde to discuss Pupil Premium (PP) data	
	anomalies and areas for further investigation.	
C 1 2	Meeting to take place in mid-September - Ongoing	
6.13	14/06/2018 - 9.3 - SW to arrange for ESA accounts to be shared with the Governing Board.	
-	To be circulated by email initially and then considered for an agenda item - Ongoing	
7.	Policies	
*	Related Documents: 2018-06 Finance Policy, 2018-06 Charging and Remissions Policy, 2018-07	
7 4	Health and Safety Policy, 2018-07 Cyber Bullying Policy, 2018-07 Online Safety and Use Policy	
7.1	To note that the model Safeguarding policy (that the school policy is based on) is in the process of	
	being updated and therefore the school policy will be reviewed following receipt of the update.	
	Noted.	
7.2	To approve the following policies:	
	All policies had been reviewed by Governors and circulated to the Board.	

Item		Action
7.2.1	Finance	
	JC highlighted changes to the policy following recommendations made at Audit in January.	
	It was resolved to approve the policy.	
7.2.2	Charging and Remissions	
	Parents in receipt of certain benefits were exempt for paying for board and lodgings on school	
	residential trips and the school had a responsibility to inform parents of this. The policy had been	
	revised accordingly. There would be a financial impact on the school; estimated at £1700 per	
	annum. Governors were supportive of continuing with residentials due to the enrichment and	
	opportunities provided.	
	It was resolved to approve the policy.	
7.2.3	Health and Safety	
	PF outlined a minor change; Construction and Design Management (CDM) 2007 had been	
	superseded by CDM 2015. It was agreed to ask Governor Services about the reference to HS0007	НН
	CDM guidance note due to a change to the duty holders with CDM 2015.	
	It was resolved to approve the policy.	
7.2.4	Cyber Bullying	
	A tracked changes version of policies was requested in the future to make changes noticeable.	
	It was resolved to approve the policy.	
7.2.5	Online Safety and User Agreement	
	HC had raised comments during review related to timescales. These were addressed at the	
	meeting.	
	It was agreed that Governors should sign this agreement in September as they bought their own	HH
	devices into school to use during meetings.	
•	It was resolved to approve the policy.	
8.	Data headlines	
	The SLT reported on the recently released figures. It was noted that these may not be the	
0.1	exact/final figures that appear in the nationally released data in October/November.	
8.1	EYFS - 2% increase in Good Level of Development (GLD) compared to last year. Priority areas for	
8.2	next year are writing, shape space and measure, reading and number. Y1 Phonics screen - 91% pass rate compared to 92% last year.	
8.3	KS1 results showed a small rise in attainment in reading and writing with a larger rise in maths. The	
0.5	percentage of children exceeding the end of KS1 expectations had increased in reading and writing	
	and decreased in maths.	
8.4	KS2 results showed 88% of children achieving as expected in reading, with 40% at greater depth,	
0.4	91% in writing with 33% at greater depth and 88% in maths with 37% at greater depth.	
8.5	IM explained that Exeter Consortium had produced a spreadsheet into which data could be entered	
	and analysed; similar to the Inspection Data Summary Report (IDSR). The output of the spreadsheet	
	presented areas for investigation (in this case all positive) and would inform the School	
	Development Plan (SDP) for the next academic year.	
8.6	TF asked whether the objectives in the current SDP had improved the data. The SLT noted the	
	improvements in boys writing and the narrowing of the gender gap, in particular.	
8.7	Governors were impressed with the data.	
9.	Budget Monitoring	
*	Related Documents: Cap Exp & Inc 3-7-18, G120 G2420 3-7-18, G121 G2420 3-7-18	
9.1	SW explained that Governor approval needed to be sought to vire £14,000 from the Breakfast Club	
	funds into the General Budget; IT line. HC asked whether this would impact on Breakfast Club	
	resources? SW advised that there would be sufficient remaining in the Breakfast Club funds. It was	
_	resolved to approve the virement.	SW
9.2	JC had scrutinised the June Budget monitor and asked the following:	

Item		Action
9.2.1	Q: The final figures for 2017/18 showed an unexpected surplus. Why?	
	A: Several budget lines had been forecast to spend up that were not spent at the end of the	
	financial year due to timing of payments. (SW)	
9.2.2	Q: What were the movements against budget for basic entitlement and rates?	
	A: The rates had been combined with the basic entitlement and were therefore showing as a	
	positive variance in line 01, then as an expenditure in line 83. This did not impact on the budget	
	overall (SW).	
9.2.3	IR commented that there were indications of notes on some budget lines, but no notes	
	accompanying them. SW would investigate.	SW
10.	Fundraising Update	
10.1	A leaflet was circulated listing costed items (chromebooks, software subscriptions, books etc) that	
	could be funded externally by parents or businesses therefore releasing funds in the school budget.	
	This was considered a suitable way of engaging parents and it was suggested that it should be	
	published in Scene magazine to reach the wider community.	
10.2	The school fete raised £3371; £900 more than last year. It was suggested that the fete could be up-	
	scaled to a village event held on Deepway Green.	
11.	Safeguarding Update	
11.1	Report on recent Safeguarding Review meeting	
11.1.1	The Safeguarding Audit had a question on modern slavery and drug running. However, there was	
	no training available locally on this. PM asked whether this had been fed back to the LA. SW	
	advised that it had been; with no response.	
11.1.2	Funding for early help with mental health would only last for a further term. This had been useful.	
11.1.3	The school had demonstrated good practice in handling and escalating safeguarding concerns, but	
	health and social care support was lacking; primarily due to insufficient funding.	
11.1.4	The Safeguarding Governors had been made aware of two cases. One referred to the Multi Agency	
	Safeguarding Hub (MASH) and the other de-escalated. Staff had gained valuable experience from	
	attending the MASH meetings.	
11.1.5	Safeguarding officers were involved in briefing teachers during the transition between classes,	
	ensuring that teachers were aware of ongoing issues.	
11.1.6	It was suggested that Governors asked to check the Single Central Record (SCR) when attending	All
	school for Governor visits.	
11.1.7	The next Safeguarding Review Meeting was scheduled for November.	
11.2	To note the new version of Keeping Children Safe in Education (KCSiE)	
11.2.1	The new guidance would be implemented on 3 September 2018.	
11.2.2	A link to the guidance would be circulated.	нн
11.2.3	Governors would be required to sign to say that they had read the document at the September FGB	
	meeting.	All
12.	Governance Self Evaluation - to consider next steps and actions	
*	Related Documents: NAHT Aspire Governance Review Rubric Update	
	The following development points were identified:	
12.1	Section A: To address the perception that only <i>most</i> Governors were able to talk about vision and	
	values and their implementation in school, it was suggested that an item on how the rainbow values	НН
	were embedded on a day to day basis should be on the agenda. Governors could undertake visits	
	where they spoke to the staff and children about the values and their impact on day to day learning	
	and relationships.	
12.2	Section D: To address the perception that the cycle of review for the SDP was not clearly articulated	
	to Governors, the SLT would produce and present the cycle in line with the SDP in the Autumn	
	Term.	SLT

Item		Action
12.3 12.4	Section E: To address the perception that not all Governors could talk about the progress and performance of the school an item on Analyse School Performance (ASP) data and the IDSR should be on the agenda in the late Autumn Term. The data team would continue to scrutinise and monitor in year data and report back to FGB. Section F: To address the perception that Governors were not sufficiently involved in setting objectives for the School Development Plan it was suggested that a Governor attend a scope and development review meeting.	нн
13.	Premises, Health, Safety and Welfare Update	
13.1	IM reported that the playground equipment safety inspection had recently taken place and issues raised were being addressed.	
14.	Housekeeping	
*	Related Documents: P&P Committee Terms of Reference	
14.1	To approve the Terms of Reference and committee membership of the Pay and Performance	
	Committee.	
	Resolved.	
14.2	To set a meeting date for the Pay and Performance Committee meeting in September.	
	28 September at 09:00.	
14.3	Other matters	
14.3.1	TF noted that a reminder would be sent to parents about appropriate conduct when speaking to staff, following reports of aggressive behaviour.	
14.3.2	RV asked whether there was sufficient support for staff following such an incident. SW noted	
	support within the staff body and an employee assistance programme that was advertised	
	throughout the school.	
	SW noted measures taken in school when potentially contentious meetings took place.	
15.	To agree term dates for the 2019/20 academic year	
*	Related Documents: Calendar of Term Dates 2019-2020	SW
	Agreed as listed in the circulated calendar.	
	The meeting closed at 19:25	

## Dates of next FGB meetings:

Autumn Term 2018	Spring Term 2019	Summer Term 2019
20 September	17 January	25 April
18 October	7 February	16 May
15 November	14 March	13 June
6 December		11 July

Signed:.....T Fripp...... Date:.....20 Sept 2018.....