

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)
Ian Rogers	IR	Governor (Co-opted)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Ian Moore	IM	Deputy Headteacher	Paul Herring	PH	Assistant Headteacher
Apologies					
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
<p>To reappoint AR as LA Governor.</p> <p>To co-opt Kate Beale as Governor.</p> <p>To approve the Finance, Charging and Remissions, Cyber Bullying, Health and Safety and Online Safety and User Agreement Policies.</p> <p>To approve virement of £14,000 from the Breakfast Club funds into the General Budget for IT.</p>

Item	Action
1. <u>Welcome</u> The meeting opened at 18:03	
2. <u>Apologies for absence</u> Accepted as listed above.	
3. <u>Elections and co-options</u> ❖ 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. <u>Declarations of interest on agenda items</u> None declared.	
5. <u>To approve the minutes of the Full Governing Board (FGB) meeting held on 14 June 2018</u> ❖ Related Documents: 2018-06-14 FGB Draft Minutes	

Item	Action
Resolved.	
<p>6. To update progress on actions (not included elsewhere 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>A list of courses for the Autumn Term to be circulated - Ongoing reminder</i></p> <p>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. <i>Ongoing</i></p> <p>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. <i>Governor visit to take place during the first week of the Autumn Term – Ongoing.</i></p> <p>6.4 08/02/2018 - 7.3 - Address procurement of services issue in the Finance Policy when it is reviewed in May <i>See agenda item 7</i></p> <p>6.5 08/02/2018 - 11.1 - Link to PP online sign-up on Facebook <i>Will be published in September in time for census day in October - Ongoing</i></p> <p>6.6 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>See 6.7</i></p> <p>6.7 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>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</i></p> <p>6.8 17/05/2018 - 6.6.2 - 30s video regarding funding to be made for the school website and Facebook. Update 14/06/2018 SS and SM to liaise with contacts regarding editing. <i>Ongoing</i></p> <p>6.9 17/05/2018 - 8.3.6 - BM to obtain pupil voice regarding GOAL <i>Governor visit to take place in September - Ongoing</i></p> <p>6.10 14/06/2018 - 7.3 - Actions and priorities to be identified from Governance Rubric exercise. <i>See agenda item 12</i></p> <p>6.11 14/06/2018 - 7.5 - Stakeholder communication strategy to be designed with Governor input <i>In progress with the Senior Leadership Team (SLT). To be brought to a FGB meeting in the Autumn Term - Ongoing</i></p> <p>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. <i>Meeting to take place in mid-September - Ongoing</i></p> <p>6.13 14/06/2018 - 9.3 - SW to arrange for ESA accounts to be shared with the Governing Board. <i>To be circulated by email initially and then considered for an agenda item - Ongoing</i></p>	HH
<p>7. Policies</p> <p>❖ Related Documents: 2018-06 Finance Policy, 2018-06 Charging and Remissions Policy, 2018-07 Health and Safety Policy, 2018-07 Cyber Bullying Policy, 2018-07 Online Safety and Use Policy</p> <p>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.</p> <p>7.2 To approve the following policies: All policies had been reviewed by Governors and circulated to the Board.</p>	

Item	Action
<p>7.2.1 Finance JC highlighted changes to the policy following recommendations made at Audit in January. It was resolved to approve the policy.</p> <p>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 residential due to the enrichment and opportunities provided. It was resolved to approve the policy.</p> <p>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 CDM guidance note due to a change to the duty holders with CDM 2015. It was resolved to approve the policy.</p> <p>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.</p> <p>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 devices into school to use during meetings. It was resolved to approve the policy.</p>	<p>HH</p> <p>HH</p>
<p>8. <u>Data headlines</u> The SLT reported on the recently released figures. It was noted that these may not be the exact/final figures that appear in the nationally released data in October/November.</p> <p>8.1 EYFS - 2% increase in Good Level of Development (GLD) compared to last year. Priority areas for next year are writing, shape space and measure, reading and number.</p> <p>8.2 Y1 Phonics screen - 91% pass rate compared to 92% last year.</p> <p>8.3 KS1 results showed a small rise in attainment in reading and writing with a larger rise in maths. The percentage of children exceeding the end of KS1 expectations had increased in reading and writing and decreased in maths.</p> <p>8.4 KS2 results showed 88% of children achieving as expected in reading, with 40% at greater depth, 91% in writing with 33% at greater depth and 88% in maths with 37% at greater depth.</p> <p>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.</p> <p>8.6 <i>TF asked whether the objectives in the current SDP had improved the data.</i> The SLT noted the improvements in boys writing and the narrowing of the gender gap, in particular.</p> <p>8.7 Governors were impressed with the data.</p>	
<p>9. <u>Budget Monitoring</u></p> <p>❖ Related Documents: Cap Exp & Inc 3-7-18, G120 G2420 3-7-18, G121 G2420 3-7-18</p> <p>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. <i>HC asked whether this would impact on Breakfast Club resources?</i> SW advised that there would be sufficient remaining in the Breakfast Club funds. It was resolved to approve the virement.</p> <p>9.2 JC had scrutinised the June Budget monitor and asked the following:</p>	<p>SW</p>

Item	Action
12.3 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.	HH
12.4 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.	
13. <u>Premises, Health, Safety and Welfare Update</u>	
13.1 IM reported that the playground equipment safety inspection had recently taken place and issues raised were being addressed.	
14. <u>Housekeeping</u>	
❖ 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 <i>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.</i>	
14.3.3 SW noted measures taken in school when potentially contentious meetings took place.	
15. <u>To agree term dates for the 2019/20 academic year</u>	
❖ Related Documents: Calendar of Term Dates 2019-2020 Agreed as listed in the circulated calendar.	SW
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.....