

Exminster Community Primary School Full Governing Board Meeting 1/2018-19
Thursday, 20 Sep 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)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Gail Miller	GM	Staff visitor
Alwyn Reeves	AR	Governor (LEA)	Gordon Peacock	GP	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Kate Beale	KB	Governor (Co-opted)	Helen Hibbins	HH	Clerk

Apologies			
Name	Initial	Position	Reason
Becky Mason	BM	Governor (Co-opted)	Work commitment
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment
Paul Frazer	PF	Governor (Parent)	Work commitment
Paul Marshall	PM	Governor (Co-opted)	Work commitment
Richard Vain	RV	Governor (Co-opted)	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	
<ul style="list-style-type: none"> • To adopt a Co-Chair model for the Governing Board for the 2018/19 academic year • To appoint TF and IR as Co-Chairs • To appoint PF as Vice Chair • To support a meeting of parents/carers to discuss funding • To decline a request to exceed Planned Admission Number in one year group • To note the Consistent Financial Report submission • To approve the reviewed Safeguarding Policy • To approve the Lead Governor roles and Terms of Reference for the Appeals panel, Pupil discipline and exclusions panel and Headteacher’s Review group 	

Item	Action
1. Election of Chair 1.1 Nominations received via email prior to meeting: TF, PF, IR. Due to work commitments, PF had declined his nomination by email. There were no other nominations put forward at the meeting. 1.2 It was proposed that a Co-Chair model should be implemented for the 2018-19 academic year for succession planning purposes. Resolved.	

Item	Action	
<p>6.9 Ongoing 14/06/2018 - 7.5 - Stakeholder communication strategy to be designed with Governor input. Update 12/07/2018 Discussed by SLT, to be brought to FGB in the Autumn Term. <i>Update 20/09/2018 to be on the agenda for the October FGB meeting.</i></p>	HH	
<p>6.10 Ongoing 14/06/2018 - 8.2.2 - JW to meet with SW and Frankie Hyde to discuss PP data anomalies and areas for further investigation. Update 12/07/2018 Visit to take place in mid-September.</p>		
<p>6.11 Ongoing 14/06/2018 - 9.3 - SW to arrange for ESA accounts to be shared with the Governing Board. Update 12/07/2018 Accounts to be circulated by email prior to decision on whether an agenda item is warranted.</p>		
<p>6.12 Ongoing 12/07/2018 - 7.2.3 - Ask Governor Services about reference to HS0007 CDM guidance note as there had been a change to the duty holders with CDM 2015.</p>		
<p>6.13 Done 12/07/2018 - 7.2.5 - Governors to sign Online safety and acceptable use policy at September FGB</p>		
<p>On agenda</p>		
<p>6.14 12/07/2018 - 9.2.3 - Investigate why there are indications of notes on budget monitor but no notes accompanying</p>		
<p>6.15 Ongoing 12/07/2018 - 11.2 - Link to KCSiE to be circulated. Governors to sign to say that they have read it at September FGB</p>		
<p>On agenda</p>		
<p>6.16 12/07/2018 - 12.1 - Item on embedding of Rainbow Values to be on agenda in Autumn Term</p>		
<p>On agenda</p>		
<p>6.17 12/07/2018 - 12.2 - SLT to produce and present monitoring cycle in line with the SDP in the Autumn Term</p>		
<p>6.18 Ongoing 12/07/2018 - 12.3 - Item on IDSR and ASP on agenda in November</p>		
<p>Ongoing</p>		
<p>6.19 12/07/2018 - 12.4 - Governor to attend scope and development review meeting</p>		
<p>Ongoing</p>		
<p>7. <u>To receive a verbal update on the drafting of the 2018/19 School Development Plan (SDP)</u></p>		
<p>7.1 SW reported that a draft plan would be presented at the October FGB meeting.</p>		
<p>7.2 The current academic year was the third year of the three-year plan.</p>		
<p>7.3 The existing four SDP priorities would remain, although the focus within each priority would change. Each priority had OFSTED descriptors (taken from the new handbook) aligned to it.</p>		
<p>7.4 Targets would be based on Fischer Family Trust data with adaptations for SEND support children.</p>		
<p>7.5 Each Scope Team would produce a document explaining how the priorities would be met.</p>		
<p>8. <u>Fundraising/Funding update</u></p>	SW	
<p>8.1 Letter regarding school funding</p>		
<p>8.1.1 The letter had been sent to parents on Monday and had provoked discussion on social media.</p>		
<p>8.1.2 SW had been contacted by local press interested in highlighting the issue.</p>		
<p>8.1.3 It was suggested that all parents/carers were invited to a meeting with the intention of forming 3 working groups alongside Exminster School Association (ESA); a campaign group, a group investigating other income streams (it was noted that the Governing Board carried out detailed work on this last year, but that the goalposts had moved significantly since then) and a grant finding group. This would need to be managed by the Governing Board and not ESA.</p>		

Item	Action
<p>8.2 Budget</p> <p>8.2.1 Fewer children joining the school than left at the end of the last academic year had had a negative impact on the budget. This was mitigated to some extent by the school only being required to pay 1% towards teachers' pay increases, when 2% had been allowed within the budget.</p> <p>8.2.2 The three-year budget plan had been rejected by Devon County Council. This needed revising and re-submitting by November. Cost savings had already been made.</p> <p>8.2.3 It was suggested that parents needed to be aware of how the budget had been managed so far and the constantly changing landscape. Transparency was considered the way forward. Dates of Governor meetings should be publicised in the newsletter so that parents could observe discussion.</p> <p>8.3 Request to exceed Planned Admission Number (PAN)</p> <p>8.3.1 The school had been asked to go over PAN in one year-group. Discussion took place about the advantages and disadvantages. Considering ratios and other factors, the consensus was that the school should decline the request in this particular instance.</p>	SW
<p>9. <u>To note the Consistent Financial Reporting (CFR) Outturn for the Financial Year Ended 31 March 2018</u></p> <p>❖ Related Documents: CFR Outturn</p> <p>9.1 JC noted that the figures on the return (sent to Devon County Council) were in line with those discussed during budget monitoring throughout the last financial year.</p>	
<p>10. <u>Embedding of Rainbow Values in school</u></p> <p>10.1 This agenda item had been included as an action from the Governance Self Evaluation process carried out in the summer term.</p> <p>10.2 SS gave a powerpoint presentation on the Embedding of Rainbow Values including:</p> <ul style="list-style-type: none"> • The history of the values. • A definition of the seven values (Enjoyment, Potential, Inclusion, Community, Motivation, Engagement and Thinking) • Illustration of how the children were introduced to the values using "Austin's Butterfly" • How the values were included in the SDP. • Information on the Rainbow Values displays throughout the school. • How the staff use the values in discussions at achievement team meetings. • The Rainbow Friends and Rainbow Value Ambassadors schemes. • How parental awareness was raised through family learning conferences and on curriculum letters. • Evidence of the positive impact of the values through comments from parents and other reports. <p>10.3 It was suggested that Governors may wish to ask the following questions when visiting school:</p> <ul style="list-style-type: none"> • What are the Rainbow Values? • How do the Rainbow Values contribute to the children's learning? • How do different stakeholders understand and embed the Rainbow Values? • How are the learning forums linked to the Rainbow Values? <p>10.4 The presentation would be uploaded to the Google Drive for future reference.</p> <p>10.5 <i>GP commented that he had experienced the children's pride in the Rainbow Values during a Governor visit.</i></p> <p>10.6 <i>In a previous academic year AR had spoken with children in years 2 to 6 who were aware of and understood the values.</i></p> <p>10.7 <i>Governors who had children at school noted that the Rainbow Values were evident in the home setting.</i></p>	HH
<p>11. <u>Outcomes for Children</u></p>	

Item	Action
<p>❖ Related Documents: SDP Summary 17/18 - Context Sheet – Summer</p> <p>11.1 The document informed the focus for the current academic year’s SDP.</p> <p>11.2 The attainment gap between disadvantaged and non-disadvantaged children had closed in writing. There were gaps in maths, but analysis of the cohort provided answers. Gaps within reading had been identified and analysed.</p> <p>11.3 Narrowing the gender gap had mixed results as girls had also improved alongside boys.</p> <p>11.4 The results for writing indicated that vocabulary building was a weakness and would become a focus for this year’s SDP.</p> <p>11.5 Extracts from the unvalidated Analyse School’s Progress (ASP) report were shared.</p> <p>11.6 In the Key Stage 2 results progress was above national average for reading and writing and well above national average for maths.</p> <p>11.7 For disadvantaged pupils, progress was positive for reading and maths, but negative for writing.</p> <p>11.8 Boys outperformed girls in progress in reading although attainment was 3% lower.</p> <p>11.9 It was stressed that the results were cohort dependent and that the validated report would be discussed in more depth later this term.</p>	
<p>12. Safeguarding</p> <p>❖ Related Documents: 2018-09 Safeguarding Policy, Keeping Children Safe in Education Sept 2018</p> <p>12.1 Approval of reviewed Safeguarding Policy</p> <p>12.1.1 SW explained that the policy was based on the Devon Model Policy; adapted to the specific systems in place in school. The policy reflected the new KCSiE requirements.</p> <p>12.1.2 It was resolved to approve the policy</p> <p>12.1.3 Governors signed to say that they had read and understood the policy.</p> <p>12.2 Keeping Children Safe in Education</p> <p>12.2.1 Governors signed to say that they had read the September 2018 revision of the document.</p>	
<p>13. Housekeeping</p> <p>❖ Related Documents: Governing Board Code of Conduct, T of R for review, Governing Board Code of Conduct, Lead Governor Roles, Governors Photo Consent</p> <p>13.1 Review Lead Governor Roles</p> <p>It was resolved to approve the following amendments and to adopt the roles for the 2018/19 academic year:</p> <p>13.1.1 Remove references to Edison/SLT throughout and replace with Scope Team.</p> <p>13.1.2 Changes to wording in the Curriculum and Pedagogy lead role, including addition of a career development section. KB to become a Lead Governor for Curriculum and Pedagogy.</p> <p>13.1.3 Changes to wording in the Student and Family Support (SAFS), Assessment for Learning (AFL) and Safeguarding lead role. AR to be named as Governor responsible for Children in Care and IR to be added as Equal Opportunities Lead.</p> <p>13.1.4 Addition of to “ensure that the school is GDPR compliant” to Community and Parent Links role and add SM as lead Governor alongside HC.</p> <p>13.1.5 In the Leadership and School Development Section, add that each priority of the SDP is assigned to a Governor.</p> <p>13.2 Review Terms of Reference for:</p> <p>13.2.1 Appeals Panel - Resolved</p> <p>13.2.2 Pupil Discipline and Exclusions Panel - Resolved</p> <p>13.2.3 Headteachers Performance Review Group – Resolved - It was noted that there were vacancies within the group that needed to be filled.</p> <p>13.3 Appoint a Headteacher Appraisal Partner</p>	<p>HH</p> <p>All</p>

Item	Action
13.3.1 Penny Brown would carry out the Headteacher’s appraisal in November 2018. For the next appraisal cycle a new partner needed to be sought. SW would investigate alternative appraisal partners through discussion with other Headteachers.	SW
13.4 Reaffirm Governing Board Code of Conduct Resolved – all Governors present signed the code of conduct.	
13.5 Annual update of Register of Business Interest forms Forms were circulated and signed by all Governors present.	
13.6 Signing of Consent forms for Governor photographs on website Forms were distributed and signed by all Governors present.	
13.7 Signing of Online Safety User Agreement Governors signed to say that they had read and understood the agreement.	
The meeting closed at 19:57	

Dates of next meetings:

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

Signed:.....T Fripp..... Date:.....18/10/2018.....