

Exminster Community Primary School Full Governing Board Meeting 2/2018-19
Thursday, 18 Oct 2018, 18:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Tony Fripp	TF	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Sam Slingsby	SS	Governor (Staff)	Ian Rogers	IR	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Paul Herring	PH	Assistant Headteacher			
Apologies					
Name	Initial	Position	Reason		
Sarah Whalley	SW	Headteacher	Family Commitment		
John Collins	JC	Governor (Co-opted)	Work Commitment		
Jonathan Wood	JW	Governor (Co-opted)	Work Commitment		
Stephen McDonald	SM	Governor (Par)	Work Commitment		
Gordon Peacock	GP	Governor (Co-opted)	Personal Commitment		
Becky Mason	BM	Governor (Co-opted)	No apology received		
Paul Marshall	PM	Governor (Co-opted)	No apology received		

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
Annual SEND report and SEND policy approved School Development Plan for 2018-19 approved

Item	Action
1. <u>Apologies for absence</u> It was resolved to approve the absences, with reasons, as listed above.	
2. <u>Declarations of Interest on agenda items</u> 2.1 PF declared an interest in item 5 as his wife was a Learning Support Assistant. 2.2 SS declared an interest in item 5 as a member of teaching staff.	
3. <u>To approve the minutes of the Full Governing Board meeting on 20 September 2018</u> ❖ Related Documents: 2018-09-20 FGB draft minutes Resolved.	
4. <u>Update on actions (not included elsewhere on agenda)</u>	

Item	Action
<p>4.1 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>4.2 07/12/2017 - 8.4 - Rota to be drawn up for Governor attendance at ESA meetings. Update 14/06/2018 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>4.3 18/01/2018 - 8.5 - 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. Update 12/07/2018 Visit to take place at the beginning of the Autumn Term <i>On agenda – see item 10.1</i></p>	
<p>4.4 08/02/2018 - 11.1 - Link to PP online sign Facebook. Update 12/07/2018 To be done in September ahead of census day. Update 20/09/18 to be published in next week's newsletter and online. <i>Done</i></p>	
<p>4.5 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. Update 12/07/2018 Draft letter circulated awaiting finalisation. Update 20/09/2018 Same letter to be sent to MP as was sent to parents. <i>Done</i></p>	
<p>4.6 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>4.7 17/05/2018 - 8.3.6 - BM to obtain pupil voice regarding GOAL. Update 12/07/2018 Visit to take place in September <i>On agenda – see item 10.2</i></p>	
<p>4.8 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>On agenda – see item 9</i></p>	
<p>4.9 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. <i>On agenda- see item 10.3</i></p>	
<p>4.10 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. <i>Update 18/10/18 – Mid-year accounts circulated – awaiting year-end accounts - Ongoing</i></p>	
<p>4.11 12/07/2018 - 9.2.3 - Investigate why there are indications of notes on budget monitor but no notes accompanying <i>Ongoing</i></p>	
<p>4.12 12/07/2018 - 12.2 - SLT to produce and present monitoring cycle in line with the SDP in the Autumn Term <i>On agenda – see item 11</i></p>	
<p>4.13 12/07/2018 - 12.3 - Item on IDSR and ASP on agenda in November <i>Ongoing</i></p>	
<p>4.14 12/07/2018 - 12.4 - Governor to attend scope and development review meeting <i>Update 18/10/18 – To take place in January; to be on February FGB agenda. KB expressed an interest in attending - Ongoing</i></p>	
<p>4.15 20/09/2018 - 8.1.3 - Meeting to be organised for parents/carers regarding funding <i>On agenda - see item 7</i></p>	

Item	Action
4.16 20/09/2018 - 8.2.3 - Dates of Governors' meetings to be added to newsletters <i>Ongoing</i>	
4.17 20/09/2018 - 13.2.3 - Governors to consider being on the Headteacher's Appraisal Group <i>Ongoing</i>	
4.18 20/09/2018 - 13.3.1 - SW to investigate Headteacher Appraisal partners with other Headteachers <i>Ongoing</i>	
<p>5. <u>To receive a verbal report from the Pay and Performance Committee</u></p> <p>5.1 It was resolved that aspects of this item were confidential and would be recorded as part II.</p> <p>5.2 PF, SS and staff members PH and IM left the meeting having declared an interest in this item.</p> <p>5.3 The Pay and Performance Committee met on Friday 28 September to consider recommendations from the Headteacher and Senior Leadership Team (SLT) and to make decisions regarding performance and pay.</p> <p>5.4 Refer to part II</p> <p>5.5 The Committee were satisfied that the Appraisal Process had been followed and was adequately moderated.</p> <p>5.6 Refer to part II</p> <p>5.7 PF, SS, PH and IM returned to the meeting.</p>	
<p>6. <u>Safeguarding update</u></p> <p>6.1 The new version of Keeping Children Safe in Education had been read by staff (evidenced by a signing sheet) and was being implemented in school.</p> <p>6.2 HC would undertake a visit after half term to investigate online-safety.</p> <p>6.3 Preparations were underway for the annual safeguarding audit.</p> <p>6.4 The remit of school safeguarding continued to expand with disguised compliance and contextual safeguarding added.</p>	
<p>7. <u>Fundraising/Funding/Financial update</u></p> <p>7.1 <u>Application of Teachers pay award</u></p> <p>7.1.1 HR ONE payroll would apply a pay award of 3.5% to <i>all</i> teacher salaries on the main pay range, 2% to <i>all</i> teacher salaries on the upper pay scale, (not just to the top and bottom of the range) and 1.5% to leadership pay scale by default. If the Governing Board wished to deviate from this default position HR ONE needed to be advised by 26 October.</p> <p>7.1.2 <i>IR asked whether the school would remain in a balanced budget position.</i> IM responded that the Government had agreed to partly fund the award on a per pupil basis and therefore there would be funds coming into the budget to support this. However, the exact cost to the school was not yet known.</p> <p>7.1.3 <i>PF asked when the money would appear in the school budget.</i> IM responded that approximately £6400 would be received in this financial year and £11000 in the next. The SLT would be discussing Budgets and finance after half term and would give a verbal update at the November FGB meeting.</p> <p>7.1.4 <i>HC asked about the impact on pensions contributions.</i> IM confirmed that the School Finance Officer had considered this and contributions would rise.</p> <p>7.1.5 <i>AR asked whether other schools were in the same situation.</i> It was confirmed that they were.</p> <p>7.1.6 It was agreed that to accept the default position.</p> <p>7.2 <u>Fundraising</u></p> <p>7.2.1 PH explained Rocket Fund; a crowdfunding website for IT.</p> <p>7.2.2 The school had set a target figure of £1500 to fund the purchase of 10 Chromebooks within a month. If this was successful, a further round could raise funds for Virtual Reality headsets.</p> <p>7.2.3 The initiative would be advertised on Facebook to inform parents, but local businesses were the main audience. <i>AR asked why businesses would choose to contribute.</i> It was suggested that there may be tax incentives for businesses to make charitable donations.</p>	

Item	Action
<p>7.2.4 It was noted that if the crowdfunding was successful in enabling the purchase of Chromebooks, then it would release funds from the IT budget to be spent elsewhere.</p> <p>7.3 Campaigning for Fairer Funding for Schools</p> <p>7.3.1 Several parents had responded to the letter sent out regarding funding and had written to MP Mel Stride, copying in the school. Responses to the letters had been generic.</p> <p>7.3.2 Parents were keen to invite the MP to a meeting in Exminster. If the invitation was accepted, the Victory Hall was a likely venue.</p>	
<p>8. <u>To approve the Annual Special Educational Needs and Disability (SEND) report and policy</u></p> <p>❖ Related Documents: 2018-10 SEND Policy, SEN information report 2018-19 FINAL</p> <p>8.1 Annual SEND report</p> <p>8.1.1 AR and HC had reviewed the report written by Claire Norman (SENCo).</p> <p>8.1.2 It was a statutory requirement that the report was on the school website.</p> <p>8.1.3 It was resolved to approve the 2018-19 report.</p> <p>8.2 SEND policy</p> <p>8.2.1 Claire Norman had amended the policy; HC and AR had reviewed it.</p> <p>8.2.2 It was resolved to approve the policy.</p>	<p>HH</p> <p>HH</p>
<p>9. <u>To receive a progress update on drafting a Stakeholder Communication Strategy</u></p> <p>❖ Related Documents: Communication Strategy</p> <p>9.1 The implementation of a Stakeholder Communication Strategy was recommended following the Governance Self Evaluation in the summer.</p> <p>9.2 IM explained that the strategy had been adapted from a template provided by Edison and that it could be added to, to consider new “Aspects”, as and when required. The SLT would be using the strategy regularly on an operational basis and generation of the document had been an insightful process. It was envisaged that as new Aspects were developed, they would be circulated to Governors.</p> <p>9.3 School Development Plan Aspect</p> <p>9.3.1 It was suggested that Pre-school and prospective parents were added in as stakeholders.</p> <p>9.4 Finance Aspect</p> <p>9.4.1 It was suggested that children should be added as stakeholders as they could be made aware of the importance of, for example, not wasting paper and taking care of property, as a cost saving measure.</p> <p>9.4.2 <i>RV noted that care needed to be taken not to alarm parents when communicating the financial position of the school as it may cause them to withdraw their child/children.</i> It was suggested that the financial position was communicated alongside the positive academic results.</p> <p>9.5 <i>PF suggested that the stakeholders were ranked in terms of importance and influence</i> and would source a suitable template for this.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>PF</p>
<p>10. <u>School Development Plan Governor Reports</u></p> <p>❖ Related Documents: PP review JW 17 10 18</p> <p>10.1 Narrowing the gender gap GP was not present to report.</p> <p>10.2 Get On and Learn (GOAL) BM was not present to report.</p> <p>10.3 Pupil Premium</p> <p>10.3.1 JW had submitted a comprehensive written report in his absence.</p> <p>10.3.2 Governors raised no questions on the report.</p>	
<p>11. <u>Approval of 2018-19 School Development Plan (SDP)</u></p> <p>❖ Related Documents: SDP 18-19</p> <p>11.1 IM gave a presentation outlining this year’s plan. The slides would be circulated.</p> <p>11.2 It was explained that this was the third year of the three-year SDP cycle.</p> <p>11.3 The four priorities for this academic year were stated;</p>	

Item	Action
<p>1. to support disadvantaged children to make accelerated progress in reading, writing and maths,</p> <p>2. to support focus identified boys to make accelerated progress in reading and writing,</p> <p>3. to improve writing progress through vocab development, spelling and handwriting across the school and,</p> <p>4. to develop knowledge and understanding of the wider curriculum through GOAL work, including tier 3 vocabulary development.</p> <p>11.4 The current position for priorities 1, 2 and 3 were illustrated with data.</p> <p>11.5 Targets and Scope Actions were explained for each priority.</p> <p>11.6 Context sheets would be produced termly to show progress. However, it was noted that it was difficult to assess mid-year on an end of year curriculum. The measurement method would be the percentage of children on track for their end of KS target.</p> <p>11.7 On the strategy document the Ofsted schedules were listed as an aid to Governors when visiting.</p> <p>11.8 It was noted that the detailed scopes would be made available to Governors for monitoring.</p> <p>11.9 The SDP was approved for the 2018-19 academic year.</p>	SLT
<p>12. Equality</p> <p>❖ Related Documents: Governor Visit Report form 15.6.18</p> <p>12.1 Agree ongoing Equality Objectives (arising from SDP)</p> <p>12.1.1 IR explained that the objectives for the 2018-19 academic year were in line with the first two priorities of the SDP:</p> <ul style="list-style-type: none"> • To narrow the attainment gap for disadvantaged children • To accelerate the progress of boys in reading and writing <p>12.1.2 In year data showed short-term gaps, but over time, the gaps narrowed as evidenced by Analyse School Performance (ASP) data and the Inspection Data Summary Report (IDSR).</p> <p>12.2 Receive Governor report on Equality</p> <p>12.2.1 IR had visited the school in the Summer Term and had submitted a written report including details of equality metrics relating to recruitment.</p> <p>12.2.2 While visiting, IR had observed a lunchtime playtime and reported that children had shown good safety awareness in the playground.</p> <p>12.2.3 Areas of the playground were discussed. IM noted that there had been changes to playtimes this term.</p>	
The meeting closed at 19:40	

Dates of next FGB meetings:

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

Signed:.....I Rogers..... Date:.....15 Nov 18.....