

Exminster Community Primary School Full Governing Board Meeting 3/2018-19
Thursday, 15 Nov 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)
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Richard Vain	RV	Governor (Co-opted)	Gordon Peacock	GP	Governor (Co-opted)
Sam Slingsby	SS	Governor (Staff)	Ian Rogers	IR	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Paul Herring	PH	Assistant Headteacher			
Apologies					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
Alwyn Reeves	AR	Governor (LEA)	Personal commitment		
John Collins	JC	Governor (Co-opted)	Personal commitment		
Kate Beale	KB	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.

Item	Action
1. <u>Apologies for absence</u> Accepted as listed above. It was noted that Paul Marshall (PM) was absent without apology.	TF
2. <u>Declarations of Interest on agenda items</u> 2.1 BM declared an interest in items associated with PE due to her employment with the Dartmoor School Sports Partnership. 2.2 PF declared an interest in staffing matters due to his wife's employment in school as a Learning Support Assistant.	
3. <u>To approve the minutes of the Full Governing Board meeting on 18 October 2018</u> ❖ Related Documents: 2018-10-18 FGB draft minutes, 2018-10-18 FGB Part II draft minutes (circulated in hard copy at the meeting) It was resolved to approve both part I and II minutes from the meeting on 18 October 2018	
4. <u>Update on actions (not included elsewhere on agenda)</u> ❖ Related Documents: Actions list	

Item		Action
4.1	<p>All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record. Update 12/07/2018 HH to circulate list of training courses for Autumn Term</p> <p>Ongoing reminder.</p>	All
4.2	<p>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.</p> <p>The next meeting would be the AGM on 29 January at 19:00.</p> <p>BM resigned her role as the ESA link. TF agreed to take on the role.</p> <p>SM would attend the AGM as a Governor.</p>	TF/SM
4.3	<p>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.</p> <p>GP was resigning from the Governing Board. KB would take on the monitoring. A new monitoring task would be set. Remove current task from Actions List.</p>	
4.4	<p>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.</p> <p>Remove from Actions List.</p> <p>Mel Stride had made an appointment to visit school on 23 November between 11:30 and 12:15. Governors were invited to attend. It was suggested that parents who had responded to the school funding letter may also be invited to attend.</p>	All
4.5	<p>17/05/2018 - 8.3.6 - BM to obtain pupil voice regarding GOAL. Update 12/07/2018 Visit to take place in September</p> <p>BM reported on her meeting with Bev Sydenham. A GOAL book trawl had been carried out, teacher feedback evaluated and various new GOAL initiatives explored. The outcomes were positive and would be followed up in the spring term. Agenda for March.</p>	
4.6	<p>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. Update 18/10/2018 Draft accounts circulated, awaiting Year End Accounts (FYE October).</p> <p>Ongoing.</p>	SW
4.7	<p>12/07/2018 - 9.2.3 - Investigate why there are indications of notes on budget monitor but no notes accompanying</p> <p>Done.</p>	
4.8	<p>12/07/2018 - 12.2 - SLT to produce and present monitoring cycle/tasks in line with the SDP in the Autumn Term</p> <p>On agenda – see item 10.</p>	
4.9	<p>12/07/2018 - 12.3 - Item on IDSR and ASP on agenda in November</p> <p>On agenda – see item 6.</p>	
4.10	<p>12/07/2018 - 12.4 - Governor to attend scope and development review meeting. Update 18/10/2018 meeting to take place in January. To be reported at Feb FGB.</p> <p>Ongoing.</p>	
4.11	<p>20/09/2018 - 8.1.3 - Meeting to be organised for parents/carers regarding funding</p> <p>To be considered following the meeting with Mel Stride. Ongoing.</p>	SLT
4.12	<p>20/09/2018 - 8.2.3 - Dates of Governors' meetings to be added to newsletters</p> <p>Done.</p>	
4.13	<p>20/09/2018 - 13.2.3 - Governors to consider being on the Headteacher's Appraisal Group</p> <p>Ongoing.</p>	All

Item	Action
4.14 20/09/2018 - 13.3.1 - SW to investigate Headteacher Appraisal partners with other Headteachers Debbie Buckingham was suggested as the Appraisal partner. Formal letter of appointment to be sent from the Governing Board. Ongoing.	PF/HH
4.15 18/10/2018 - 9.3 - Suggested changes to stakeholder communication strategy: <ul style="list-style-type: none"> • Finance Aspect: Children to be added as stakeholders • SDP Aspect: Pre-school and prospective parents to be added as stakeholders To be completed by January 19. Ongoing.	IM
4.16 18/10/2018 - 9.3 - PF to source a matrix/document to rank stakeholders in terms of influence and importance To be considered by January 19. Ongoing.	IM
4.17 18/10/2018 - 11.8 - Detailed SDP scopes to be made available to Governors for monitoring purposes Ongoing.	SLT
5. To consider the School on a Page (SOAP) document ❖ Related Documents: Guidance for SOAP document, School on a page Exminster See agenda item 6.	
6. Attainment and Progress Data ❖ Related Documents: Exminster Community Primary School Performance Summary 2017-18 6.1 Analyse School Performance (ASP) 6.1.1 The data in the circulated report was unvalidated. The validated data was expected early next year. 6.1.2 SW explained the difference between progress and attainment, the scaled and standardised scores and comparisons against national groups. 6.2 School on a Page (SOAP) 6.2.1 IM explained that SOAP document replaced the Excellence for All self-evaluation that the school used to complete and submit to Babcock on an annual basis. 6.2.2 The report analysed data over a three-year period and would be updated when the validated ASP data was received. 6.2.3 An Indicative Performance Banding informed the level of support that a school would receive from Babcock. 6.3 Governor Tasks 6.3.1 During the meeting, Governors worked in small groups scrutinising both data sources to identify the school's strengths and weaknesses; noting questions and actions. 6.3.2 The SLT would collate the results of the analysis to be discussed in detail at a Data Team meeting open to all Governors. Potential dates for the meeting would be circulated.	SLT/SW
7. Headteacher's Report ❖ Related Documents: Headteacher's report for Governors autumn term 2018, GDPR readiness audit report – updated sept, GDPR report for Governors, Behaviour report for Governors. 7.1 Current Self-Assessment and previous Ofsted Report 7.1.1 SW highlighted the next steps for the school based on the last Ofsted report. Partnership work with parents regarding children's writing was noted as an area that required development. 7.1.2 The Current Self-Assessment had not been updated since the Spring Term. It was suggested that one section of the SEF was considered in conjunction with the Ofsted School Inspection Handbook at each FGB meeting. The importance of revisiting the Ofsted Report and SEF regularly was emphasised. 7.2 Ofsted Update Attention was drawn to the key headings on the new Ofsted Inspection Dashboard. The emphasis on vocabulary and memory was explained.	HH

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<p>7.3 Safeguarding The school had recently challenged a Safeguarding process with relevant authorities. This would be discussed in detail with Safeguarding Governors AR and HC.</p>	SW
<p>7.4 Funding The income that the school would receive to offset the Teachers' pay rise had now been determined. The school would receive approximately £1000 less than it would need to outlay.</p>	
<p>7.5 Behaviour Report 7.5.1 The Positive Behaviour Report explained the mechanisms used within school to promote good behaviour, support specific behavioural social and emotional needs and address incidents of bullying.</p>	SW
<p>7.5.2 JC had requested (by email) that a Governor(s) looked at a case study regarding the anti-bullying policy.</p>	
<p>7.6 General Data Protection Regulation (GDPR) Report</p>	
<p>7.6.1 The report outlined an overview of the school's current GDPR status, steps taken to becoming GDPR compliant, strengths and weaknesses as defined in the audit report and the next steps to be taken.</p>	
<p>7.6.2 RV asked whether there was a deadline for addressing the amber issues on the RAG rated audit report? IM explained that procedures were currently being written by the DPO. It was suggested that the school should set deadlines with the DPO.</p>	
<p>7.6.3 The DPO was pleased with the school's compliance progress to date.</p>	
<p>7.6.4 SM asked whether there had been any data breaches. IM explained that there had been two to date; reported to the DPO and classified as low risk. Procedures had been adjusted as a result.</p>	
<p>8. <u>To receive an update on the Pupil Premium strategy for the 2018-19 academic year</u></p>	
<p>❖ Related Documents: PP strategy 2018.2019 NLYE</p>	
<p>8.1 JW had reviewed the strategy and had submitted a written report on it for the previous FGB meeting.</p>	
<p>8.2 The document identified three key barriers to learning and explained how each would be addressed, including details of the expenditure of PP funding.</p>	
<p>8.3 RV asked whether Governors could have access to anonymised feedback from parents for the evaluation of sections A and C of Quality Teaching for All, for monitoring purposes. SW agreed that this would be possible.</p>	
<p>8.4 It was noted that it was statutory that the document was available on the school website. SW would arrange for it to be uploaded.</p>	SW
<p>9. <u>Premises, Health, Safety and Welfare Update</u> Deferred.</p>	
<p>10. <u>Assignment of School Development Plan (SDP) monitoring tasks</u></p>	
<p>10.1 Priority 1: Supporting disadvantaged children's progress – JW to consider the NHT Aspire document and meet with Frankie Hyde, Gail Miller and SW to discuss. Feedback to be reported at the February FGB meeting.</p>	JW
<p>10.2 Priority 2: Supporting focus identified boys to make accelerated progress in reading and writing - KB to meet with Fiona Jones and Jonathan Scott to discuss the outcome of the environmental audit and actions arising. Feedback on the impact of the actions to be reported at the February/March FGB meeting.</p>	KB
<p>10.3 Priority 3: Improving writing progress - KB to consider the scope and the rationale behind it followed up with a visit to validate the outcome of monitoring. To be reported at the February/March FGB meeting.</p>	KB
<p>10.4 Priority 4: Developing knowledge and understanding of the wider curriculum through GOAL work - BM to find evidence of the children's knowledge during a visit. To be reported at the March FGB meeting.</p>	BM

Item	Action
<p>Meeting evaluation/comments:</p> <ul style="list-style-type: none"> • Data is very important. Are guidance notes available for interpreting data? [SLT offered to produce some] • This is a fantastic school; well lead, with great staff; trying to make good results even better. • The consortium data course had been useful. • GP was thanked for his service on the Governing Board. <p style="text-align: center;">The meeting closed at 19:45</p>	

Dates of next FGB meetings:

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

Signed:.....T Fripp..... Date:.....06/12/2018.....