

Exminster Community Primary School Full Governing Board Meeting 4/2018-19
Thursday, 06 Dec 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 (Parent)	Ian Moore	IM	Deputy Headteacher
Paul Herring	PH	Assistant Headteacher	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Sam Slingsby	SS	Governor (Staff)
Kate Beale	KB	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Ian Rogers	IR	Governor (Co-opted)			
Apologies					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
Becky Mason	BM	Governor (Co-opted)	Family commitment		
Alwyn Reeves	AR	Governor (LEA)	Personal 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 approve the reviewed Governor Expenses Policy and Teacher's Pay Policy
- To appoint Debbie Buckingham as the Headteacher's Appraisal Partner for the 2018/19 appraisal cycle

Item	Action
1. Apologies for absence Accepted as listed above. It was noted that PM was absent without apology.	HH
2. Declarations of Interest on agenda items None declared.	
3. To approve the minutes of the Full Governing Board meeting on 15 November 2018 ❖ Related Documents: 2018-11-15 FGB Draft Minutes Resolved.	
4. Update on actions (not included elsewhere on agenda) 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> 4.2 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	

Item	Action
warranted. Update 18/10/2018 Draft accounts circulated, awaiting Year End Accounts (FYE October).	
<i>Ongoing</i>	
4.3 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.	
<i>Ongoing</i>	
4.4 20/09/2018 - 8.1.3 - Meeting to be organised for parents/carers regarding funding. Update 15/11/2018 To be reconsidered following meeting with Mel Stride.	
<i>See agenda item 6</i>	
4.5 20/09/2018 - 13.2.3 - Governors to consider being on the Headteacher's Appraisal Group	
<i>Ongoing</i>	
4.6 20/09/2018 - 13.3.1 - SW to investigate Headteacher Appraisal partners with other Headteachers. Update 15/11/2018 Partner identified, to be formally contacted by Governing Board.	
<i>See agenda item 9</i>	
4.7 18/10/2018 - 9.3 - Suggested changes to stakeholder communication strategy:	
Finance Aspect: Children to be added as stakeholders	
SDP Aspect: Pre-school and prospective parents to be added as stakeholders	
<i>Done</i>	
4.8 18/10/2018 - 9.3 - PF to source a matrix/document to rank stakeholders in terms of influence and importance. Update 15/11/2018 To be considered when updating the strategy.	
<i>Done</i>	
4.9 18/10/2018 - 11.8 - Detailed School Development Plan (SDP) scopes to be made available to Governors for monitoring purposes	
<i>Ongoing</i>	
4.10 15/11/2018 - 6.3 – Senior Leadership Team (SLT) to collate responses from Analyse School Performance (ASP) data analysis task and arrange a Data Team meeting (all Governors welcome) to discuss results.	
<i>See agenda item 7</i>	
4.11 15/11/2018 - 8.4 - Pupil Premium Strategy Document to be uploaded to website	
<i>Done</i>	
4.12 15/11/2018 - 10.1 - Priority 1: Supporting disadvantaged children's progress – consider the NHT Aspire document and meet with Frankie Hyde, Gail Miller and SW to discuss.	
<i>Ongoing</i>	
4.13 15/11/2018 - 10.2 - Priority 2: Supporting focus identified boys to make accelerated progress in reading and writing - meet with Fiona Jones and Jonathan Scott to discuss the outcome of the environmental audit and actions arising.	
<i>Ongoing</i>	
4.14 15/11/2018 - 10.3 - Priority 3: Improving writing progress - consider the scope and the rationale behind it followed up with a visit to validate the outcome of monitoring.	
<i>Ongoing</i>	
4.15 15/11/2018 - 10.4 - Priority 4: Developing knowledge and understanding of the wider curriculum through GOAL work - find evidence of the children's knowledge during a visit.	
<i>Ongoing</i>	
5. Budget monitoring	
❖ Related Documents: Budget Monitoring Cap Ex & Inc, Budget Monitoring G120, Budget Monitoring G121, Budget Monitor comparison FGB 061218	
5.1 JC sought explanations for the following forecast variances:	
<ul style="list-style-type: none"> • Line 01 – Basic Entitlement: £30,813 – The figure included the rates shown as expenditure on line 83. 	

Item	Action
<ul style="list-style-type: none"> • Line 10 – PP Income: £17,340 – The original calculation for income had not included the Y6 children who had now left. • Line 20 – Teaching Staff: £22,742 – The budget set in April did not account for appointments made in the Summer Term. However, the sum included pay rises yet to be effective and would therefore reduce by the next Budget Monitor. • Line 32 – Supply Illness: -£12,119 – Caused by long term staff absences. PM asked whether the expenditure had already been recovered. SW confirmed that a proportion of it had and was shown in a different budget line but did not offset the full cost due to the 10-day waiting period. TF asked whether an insurance with a shorter waiting period could be sourced. SW replied that it would be prohibitively expensive. • Line 57 – ICT Resources: £13,000 – These were funds vired from Breakfast Club. <p>5.2 SW reported that the £10,000 budget pledge for “little extras” for schools needed to be spent in the current financial year. To date, there was no information available about the precise allocation or how the limited funds should be spent.</p> <p>5.3 The school were required to submit a balanced 3-year budget plan to Devon County Council (DCC) by 30 November. JC and SW had met to discuss the submission and had presented a balanced budget. IR was concerned that the submission did not present an accurate picture of the reality of the deficit that the school were facing and that it would potentially have long term implications as it would not put sufficient pressure on the Government to increase funding for schools; a stand needed to be made. It was noted that if the Board refused to submit a balanced budget, it could be replaced for failing to carry out its constitutional duty.</p> <p>5.4 JC expressed concern about the implications of Brexit on funding for schools.</p>	
<p>6. <u>Funding/Fundraising update</u></p> <p>❖ Related Documents: Meeting notes with Mel Stride 23.11.18</p> <p>6.1 IR and RV had attended the meeting and complimented SW on presenting the reality of inadequate funding, backed up with case studies, in a straightforward manner.</p> <p>6.2 Discussion about the next steps to be taken took place. Suggestions included:</p> <ul style="list-style-type: none"> • A co-ordinated effort with other schools in Mel Stride’s constituency to pool information on the effect of underfunding. Repetition of the message that Exminster had presented from other schools may be advantageous. • Forward planning and fundraising to plug the gaps. It was noted that alternative sources of funding were limited and that, as many schools were in a similar situation, there may not be sufficient funds available. • A hashtag campaign on social media. Concerns about this being too political were noted. • A parent/carer meeting to highlight the issues that the school were facing. <p>6.3 SW noted that at a recent Fischer Family Trust Conference, statistics had clearly shown a correlation between the level of funding received and results.</p> <p>6.4 Currently, Exminster School was providing value for money by producing good results with limited resources. Looking to the future, this may be unsustainable as it may be necessary to cut interventions.</p> <p>6.5 It was agreed that SW would formulate an action plan to be discussed at a future meeting.</p> <p>6.6 Fundraising/Funding would become a standing agenda item.</p>	<p>SW HH</p>
<p>7. <u>To consider feedback from the data evaluation task carried out at the FGB meeting on 15 November – ASP data</u></p> <p>❖ Related Documents: Exminster Community Primary School Performance Summary 2017-18</p> <p>7.1 IM gave a powerpoint presentation explaining how to analyse the data. The presentation would be circulated to Governors following the meeting.</p> <p>7.2 Governors asked the following questions:</p>	<p>IM</p>

Item	Action
<p>7.2.1 Q: What percentile do the results put the school in? A: Top 10% nationally</p> <p>7.2.2 Q: Which is more important - progress or attainment? A: Progress, although it is harder to show progress for children working at greater depth at the end of KS1. However, floor standards combine progress and attainment data.</p> <p>7.2.3 Q: How is the school intending to publicise the data? A: The data is published on the school website and performance tables would be published on 13 December.</p> <p>7.3 Governors were impressed with the data and believed that wider publicity should be sought. Various possibilities were discussed including a banner on the school railings.</p> <p>7.4 Staff were congratulated on the results.</p>	SLT
<p>8. <u>Update on progress since the Governing Board Self Evaluation in June 2018</u></p> <p>❖ Related Documents: Governance Self Evaluation</p> <p>8.1 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 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. <i>SS had given a presentation at the September FGB meeting on Rainbow values. The presentation included sample questions that Governors could use during visits.</i></p> <p>8.2 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. <i>Governor activities for the four priorities of the SDP had been agreed at the November FGB meeting.</i></p> <p>8.3 Section E: To address the perception that not all Governors could talk about the progress and performance of the school, an item on 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. <i>ASP data had been discussed in item 7 and the IDSR would be on the January agenda. A data team meeting would take place on 17 January at 17:00 immediately before the FGB meeting.</i></p> <p>8.4 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. <i>KB would attend the next scope and development review meeting in January.</i></p>	
<p>9. <u>To consider appointing Debbie Buckingham as the Headteacher Appraisal Partner for the 2018-19 appraisal cycle</u></p> <p>9.1 Resolved.</p>	HH
<p>10. <u>Policies</u></p> <p>❖ Related Documents: 2018-12 Governor Expenses Policy, 2018-11 Teachers' Pay Policy</p> <p>10.1 To agree to defer the review of the Personal, Social and Health Education Policy (PSHE) until September 2019 due to proposed changes to the curriculum in 2020. Agreed.</p> <p>10.2 To approve the reviewed Governor Expenses Policy JC had reviewed the policy and no changes were necessary. It was resolved to approve the policy.</p> <p>10.3 To approve the reviewed Teachers' Pay Policy RV had reviewed the policy in line with the Devon County Council model policy. It was resolved to approve the policy.</p>	HH HH HH
<p>11. <u>Safeguarding update</u></p>	

Item	Action
<p>❖ Related Documents: 181114 HC Governor Visit report form</p> <p>11.1 SW reported that HC and AR had attended a safeguarding review meeting:</p> <ul style="list-style-type: none"> • The safeguarding audit and action plan had been reviewed • A case study of how the school had dealt with a case of bullying was considered. • The case of a child missing in education had been discussed. SW would be writing to the safeguarding board regarding the handling of the case. <p>11.2 AR would write up a Governor Visit report regarding the meeting.</p> <p>11.3 HC had undertaken a further Governor Visit regarding online safety and had circulated a report.</p>	
<p>12. <u>Health, Safety and Welfare update</u></p> <p>12.1 The fire service had recently attended to carry out a safety-standards check. The report was awaited.</p>	
Part II	
<p>13. <u>Report from Pay and Performance Committee</u></p> <p>13.1 Refer to part II.</p>	
The meeting closed at 19:57	

Dates of next FGB meetings:

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

Signed:.....I Rogers..... Date:.....17 January 2019.....