

**Exminster Community Primary School Full Governing Board Meeting 5/2018-19**  
**Thursday, 17 Jan 2019, 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)	Paul Herring	PH	Assistant Headteacher
Becky Mason	BM	Governor (Co-opted)	Ian Moore	IM	Deputy Headteacher
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Helen Hibbins	HH	Clerk

Two parent observers

Apologies			
Name	Initial	Position	Reason
Sam Slingsby	SS	Governor (Staff)	Work commitment
Paul Marshall	PM	Governor (Co-opted)	
Hamish Cherrett	HC	Governor (Co-opted)	

**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
Agreed to draft a parental survey on fundraising. Resolved to not increase the Planned Admissions Number for the Reception 2019 intake.

Item	Action
<b>1. Apologies for absence</b> 1.1 Approved as listed above. 1.2 PM and HC were absent without apology.	
<b>2. Declarations of Interest on agenda items</b> JC declared an interest in item 9 due to having a child due to start in Reception in September 2019.	
<b>3. To approve the minutes of the Full Governing Board meeting on 6 December 2018</b> ❖ <b>Related Documents: 2018-12-06 FGB Draft minutes, 2018-12-06 FGB Draft Part II minutes (circulated in hard copy at meeting)</b> Approved.	
<b>4. Update on actions (not included elsewhere on agenda)</b> 4.1 All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record.	

Item	Action
<p><i>Ongoing reminder</i></p> <p>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 warranted. Update 18/10/2018 Draft accounts circulated, awaiting Year End Accounts (FYE October). <i>The ESA AGM would take place on Tuesday 22 January. The accounts would be available thereafter.</i> <i>Ongoing</i></p> <p>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 February meeting. <i>Ongoing</i></p> <p>4.4 20/09/2018 - 13.2.3 - Governors to consider being on the Headteacher's Appraisal Group <i>Ongoing</i></p> <p>4.5 18/10/2018 - 11.8 - Detailed SDP scopes to be made available to Governors for monitoring purposes <i>KB to attend scope meeting on Monday 28 January.</i> <i>Ongoing</i></p> <p>4.6 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></p> <p>4.7 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></p> <p>4.8 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></p> <p>4.9 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></p> <p>4.10 06/12/2018 - 6.5 - Action plan regarding funding "lobbying" to be formulated. <i>Ongoing</i></p> <p>4.11 06/12/2018 - 7.1 - Circulate presentation on ASP data <i>Done</i></p> <p>4.12 06/12/2018 - 7.3 - Consider publicity for data <i>Done</i></p>	
<p><b>5. Fundraising update</b></p> <p>❖ <b>Related Documents: Fundraising Note, Increasing Pupil Numbers</b></p> <p>5.1 JC explained the purpose of the documents that he had circulated.</p> <p>5.2 <b>Increasing Pupil Numbers</b> Discussion yielded the following:</p> <p>5.2.1 Pupil numbers had risen due to the increase in housing in the village, but were all children in the catchment area attending Exminster School? It was concluded that there was a very small number of children who attended school elsewhere.</p> <p>5.2.2 There were pupils from outside the catchment area in each year group, although due to the rise in the number of pupils in the catchment area it may not be possible to accept them in the future. In-year applications continued to be received from outside the catchment area.</p> <p>5.2.3 It was agreed that the focus should be on retaining pupils within the catchment area and discussion turned to public relations:</p> <ul style="list-style-type: none"> <li>• Questions were raised as to whether the school website was adequately promoting the school and how it could be improved.</li> </ul>	

Item	Action
<ul style="list-style-type: none"> <li>• It was suggested that the Scene article was reviewed so that it celebrated the success of the school.</li> <li>• The new format of the newsletter was complimented.</li> <li>• Local businesses who had supported the school, like Tesco, should be publicly thanked on Facebook.</li> </ul> <p><b>5.3 Fundraising Note</b> The report contained key points from an academic report on primary school fundraising and two school case studies, suggestions of next steps for Exminster school based on the findings of the report and case studies and a draft parental questionnaire for consideration.</p> <p>5.3.1 There were already over 50 regular volunteers at school; ranging from book buddies to people who undertook small maintenance projects.</p> <p>5.3.2 Was teachers' expertise charged for when assisting other schools? SW explained that there was an element of sharing good practice between schools but that in certain cases the school benefitted financially, such as the phonics hub showcase in March.</p> <p>5.3.3 Were there any extra-curricular activities that the school was currently paying for that could be chargeable? It was thought not.</p> <p>5.3.4 Working together with ESA was essential to ensure that funds raised were directed appropriately. The potential to gift aid donations would be explored further.</p> <p>5.3.5 It was agreed that parental engagement was important and that a survey would be drafted for approval at the February FGB meeting. SM, JW, JC and SW would devise the questions.</p>	<p>SLT</p> <p>SM/JC/ JW/SW</p>
<p><b>6. <u>Analysis of the Inspection Data Summary Report (IDSR)</u></b></p> <p>❖ <b>Related Documents: IDSR 2017-18</b></p> <p>6.1 The report had changed in format since last year. It had been slim-lined and aligned with the Ofsted Inspection Handbook.</p> <p>6.2 Governors needed to be familiar with the first page in particular as it informed key lines of enquiry for an Ofsted Inspection. This year, all areas of investigation were strengths.</p> <p>6.3 SW explained the charts and graphs within the report.</p>	
<p><b>7. <u>Outcomes for children: To receive feedback from the data team meeting</u></b></p> <p>7.1 KB verbally reported on the meeting and would submit a written Governor visit report.</p> <p>7.2 The assessment summary for each year group had been considered and the SLT explained how they were addressing anomalies.</p> <p>7.3 Teachers assessment and end of term assessments were discussed. The results of these informed provision mapping for the following term.</p>	<p>KB</p>
<p><b>8. <u>Self Evaluation against Ofsted Criteria</u></b></p> <p>❖ <b>Related Documents: SEF (Self Evaluation Form) updated beginning spring 2019</b></p> <p>8.1 Section 5 of the school inspection handbook was circulated; relating to a 2-day inspection. Page 46 explained what inspectors were looking for, for each grading; setting out the criteria a school was measured against.</p> <p>8.2 The SEF was updated termly and in the event of an inspection, it is the document that would be sent to the inspector. It was important that the document was concise and current.</p> <p>8.3 The Leadership and Management section was briefly explained. The SLT had just started a review of the curriculum.</p> <p>8.4 Governors agreed that they needed more time to study the document so it would be on the agenda for the February Meeting.</p>	
<p><b>9. <u>To consider a request from Devon County Council (DCC) regarding the Reception 2019 intake</u></b></p> <p>9.1 DCC had contacted the school to advise that NHS birthrate data suggested that there would be 71 children in the catchment area for the reception 2019 intake. DCC had asked whether the school</p>	

Item	Action
would be prepared to go over the Planned Admissions Number (PAN) for the intake, if applications through the admissions procedure warranted it.	
9.2 As all 15 classrooms in the school were occupied there would be difficulty accommodating a third reception class and numbers in the current reception would make it difficult to mix year groups.	
9.3 It was resolved not to increase the PAN for the reception 2019 intake due to lack of accommodation and financial reasons.	SW
<p>The meeting moved to part II</p> <p>The meeting closed at 19:56</p>	

**Dates of next FGB meetings:**

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

Signed:.....I Rogers..... Date:.....07/02/2019.....