## Exminster Community Primary School Full Governing Board Meeting 7/2018-19 Thursday, 14 Mar 2019, 18:00 at Exminster Community Primary School MINUTES

	Present						
Name	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)		
lan Moore	IM	Deputy Headteacher	Becky Mason	BM	Governor (Co-opted)		
Alwyn Reeves AR Governor (LEA) Richard Vain RV Governor (Co-opte		Governor (Co-opted)					
John Collins	John Collins JC Governor (Co-opted) Talitha Kerrigan TK Governor (Co-op		Governor (Co-opted)				
lan Rogers	IR	Governor (Co-opted)	Helen Hibbins	HH	Clerk		
		Арс	ologies				
Name	Initial	Position	Reason				
Kate Beale KB Governor (Co-opted) Work commitment							
Hamish Cherrett	Hamish Cherrett HC Governor (Co-opted) Work commitment						
Sam Slingsby	Sam Slingsby SS Governor (Staff) Family commitment						
Stephen McDonald	Stephen McDonald SM Governor (Parent) Transport issues						

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 Resolutions
٠	Co-option of Talitha Kerrigan, Richard Vain and Tony Fripp
٠	Approval of the Schools Financial Values Standard
٠	Approval of the Lettings Policy

Item		Action
1.	Apologies for absence	
1.1	It was resolved to approve absences as listed above.	
1.2	It was noted that Paul Marshall was absent without apology.	HH
2.	To consider co-opting the following onto the Governing Board:	
2.1	<u>Talitha Kerrigan</u>	
	Resolved.	
2.2	Richard Vain (re-appointment)	
	Resolved.	
2.3	Tony Fripp (re-appointment)	
2.4	Resolved	HH
3.	Declarations of Interest on agenda items	
3.1	BM declared an interest in items concerning PE due to her employment with the Dartmoor School	
	Sports Partnership.	

Item	า		Action
4.		To approve the minutes of the Full Governing Board meeting on 7 February 2019	
	*	Related Documents: 2019-02-07 FGB draft minutes	
		It was resolved to approve the minutes.	
5.		Update on actions (not included elsewhere on agenda)	
5.1		All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to	
		update the Governors' training record.	
		Update 14/03/2019: IM outlined a new training course on online safety. In order for the school to be	
		accredited Governors needed to take the course in addition to staff. The link to the course would be	All
		circulated by email.	
		Ongoing reminder	
5.2		20/09/2018 - 13.2.3 - Governors to consider being on the Headteacher's Appraisal Group	
		Update 14/03/2019: TK agreed to join the group.	ТК/НН
		Done	
5.3		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.	
		See agenda item 12	
5.4		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.	
		See agenda item 12	
5.5		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.	
		Ongoing	
5.6		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.	
		See agenda item 12	
5.7		17/01/2019 - 5.3.5 - Parental Engagement survey to be drafted and presented at February FGB	
		meeting. Update 07/02/2019 further draft to be presented at the March meeting.	
		See agenda item 9	
5.8		17/01/2019 - 7 - KB to submit a written report on January data team meeting.	
		Done	
5.9		07/02/2019 - 5.4 - JC to amend draft SFVS for approval at March FGB meeting	
		Done	
5.10	)	07/02/2019 - 12.1.5 - SW to ask AM to contact schools having high self-generated income. (From	
		benchmarking data).	
		Update 14/03/2019 AM had contacted Tavistock school that had a CAIRB (Communication And	
		Interaction Resource Base) unit attached to the school which attracted grant funding. Therefore,	
		income appeared high in comparison with similar schools.	
		Done	
6.		Budget Monitoring	
	*	Related Documents: Budget monitor 270219, Budget Comparison Mar 19-Dec 18	
6.1		JC had analysed the reports and clarified with SW the main components of a £35K improvement in	
<i>c</i> ~		the in-year forecast.	
6.2		Savings had been made in ICT spending by transferring capital and Breakfast Club funds. It was noted	
<b>~ ~</b>		that the capital fund was tightly ringfenced, but ICT was one area that capital could be spent on.	
6.3		JC noted that the general caretaking and maintenance expenses were lower than forecast and was	
		concerned that this could leave the school exposed to significant costs in the future. SW responded	
		that necessary repairs had taken place but few improvements. Projects had been put off in order to	

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	safeguard funds to carry forward. RV suggested that volunteers may come forward to assist with	
	improvements following the parental survey.	
6.4	IR asked about capital spending on improvements. SW explained that the Connect 2 premises report	
	was RAG rated and grants were sought for the larger projects, such as playground resurfacing.	
6.5	RV asked about health and safety implications of high priority items on the premises report. IM	
	reported that any red issues were dealt with, with the exception of an area of the playground with an	
	uneven surface. Children were advised that the area was designated as a quiet area, where running	
	was not allowed in order to mitigate the risk of trips and falls. PF agreed to look at the area alongside	
	IM and to report back at a future meeting.	Р
7.	To Approve the Schools Financial Values Standard (SFVS) assessment form for the 2018/19	
	Financial Year	
*	Related Documents: SFVS assessment form 2018-19	
7.1	JC confirmed that the changes agreed at the February meeting had been included in the final	
	document.	
7.2	It was resolved to approve the SFVS.	Hł
8.	Draft budget considerations	
*	Related Documents: Budget setting overview 19.20 for Gov March, Buyback 2019.2020	
8.1	Three scenarios of draft 3-year budgets had been circulated with accompanying notes. JC had met	
0.1	with SW to review the draft budgets.	
8.2	The school had no control over the individual school budget allocation. The national formula would	
	be implemented in 2021/22. It was noted that smaller schools generally benefitted from the new	
	national formula, but schools the size of Exminster did not.	
8.3	JC asked for additional detail on the reduction in support staff costs year on year and catering for	
0.0	children with Special Educational Needs or Disability (SEND). SW responded that interventions for	
	children requiring extra input were gradually disappearing because high complex needs were not	
	being met with other SEND funding due to Individually Assigned Resources (IAR) not being sufficient	
	to cover costs for the majority of those children. Lower needs were not being met as effectively due	
	to less funding and therefore capacity had gone to support those with higher needs.	
8.4	There had been no indication from Government whether the teachers' pay grant and superannuation	
0.1	funding would continue beyond the next financial year. Scenario 1 took account of this. In scenarios 2	
	and 3 it was assumed that the funding would continue for all 3 years.	
8.5	There was new eligibility criteria for Pupil Premium (PP) funding, so it was likely that there would be a	
0.5	decrease in the amount received. Families who were potentially eligible would be targeted and asked	
	to apply.	
8.6	BM mentioned that the PE grant would change in the future. There was a further year of double	
0.0	funding beyond the next financial year but it was unknown what would happen thereafter.	
8.7	AR asked about funding received for profoundly deaf or blind children. SW replied that a higher level	
0.7	of funding was available (plus package).	
8.8	TF asked how much funding would be lost with the re-banding of SEND needs. SW did not have the	
0.0	figure to hand but noted that the funding had been based on historical employment costs and was	
	therefore not realistic anyway.	
8.9	SW (with advice from the School Finance Officer) proposed that scenario 1 was submitted in April. It	
0.7	was likely that Devon County Council (DCC) would then ask for a recovery plan. The Finance Officer	
0 10	said that the vast majority of schools were in the same situation (approximately 70%).	
8.10	JC was concerned about the £1M overspend by DCC on SEND in the current financial year and the likelihood of DCC panding to resour it.	
0 1 1	likelihood of DCC needing to recoup it.	
8.11	<i>JC was concerned about presenting a deficit budget.</i> What was the backup plan? Asking for voluntary	
	parental contributions could be a backup plan but was not considered sustainable. It was noted from	
	p21 of the Governance Magazine that it was illegal to ask parents for contributions towards resources Full Governing Board Meeting Minutes	

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	required during school hours. IM explained that the costs incurred staffing extra-curricular trips were	
	budgeted in with the cost.	
8.11.1	Regarding Buyback, RV noted that the expenditure on SCOMIS (office system) appeared high and	
	asked if there was an alternative. SW explained that retraining would be costly if the package was	
	changed and that many schools used SCOMIS. SW would investigate costs of alternative packages for	
	the future.	
8.12	RV noted the lack of provision for HR resources on the buyback report. SW explained that the school	
	bought into HR One at the basic level.	
8.13	TF noted that the board were spending considerable time looking into saving funds, however the	
	savings that could realistically be achieved were a drop in the ocean. This was evidence of the gravity	
	of the situation.	
8.14	The budget would be presented at the April meeting for resolution.	SLT
9.	Fundraising update: To approve the parent/carer questionnaire	
*	Related Documents: Funding Questionnaire	
9.1	The questionnaire had been refined through email input. The version presented to the meeting still	
5.1	required some updating and formatting.	
9.2	The questionnaire would be sent to parents before Easter.	
9.2 9.3	Responses would be collated in a spreadsheet and the results would be shared with the Governing	
9.5	Board.	SLT
10		JLI
10.	Headteacher's report	
*	Related Documents: Headteacher report for Governors Spring term 2019	
	SW highlighted the following from the report:	
10.1	The Ofsted inspection window was currently 4 years so the school would next be due for inspection	
	in March 2021.	
10.2	Schools currently rated "Good" would have a 2 day inspection with very limited notice. The	
	inspectors would arrive at the school by noon, with the school only being advised two hours earlier.	
10.3	The new framework was being used during inspections even though it would not be officially	
	implemented until September 2019. Findings from these "pilot" inspections were outlined.	
10.4	RV asked whether exit surveys took place for teaching staff leavers. SW confirmed that these were	
	carried out. SW explained that there was a national teacher recruitment and retention issue and that	
	various measures had been put into place to address this. It was noted that the school always	
	considered CPD as part of the appraisal process and that records of CPD were logged.	
10.5	A short overview of School Development Plan progress was given.	
10.6	An explanation of Children in Care arrangements was given.	
10.7	A recent safeguarding newsletter stated that references were no longer required for volunteers in	
	schools (although a DBS check was still required). However, SW proposed that references continued	
	to be sought, with a stipulation on suitable types of referee. Governors agreed to this.	
10.8	On 4 March a letter was sent to all parents regarding funding (at the request of Devon Association of	
	Primary Headteachers) following a press release. Governors who were parents were asked to write to	Parent
	MP Mel Stride.	Govs
10.9	Consideration needed to be given to a new person stepping up to Co-chair the Governing Board in	
	September.	
10.10	A Governor was required to champion mental health. TK agreed to take on the role.	ТК
11.	The potential impact of Brexit on education	
*	Related Documents: Guidance - EU exit: no deal preparations for schools in England	
11.1	SW explained the implications of the guidance.	
<u>11.1</u> 12.	SDP Monitoring reports:	
12.1	Priority 1: Supporting disadvantaged children's progress	
12.1	JW would attend a learning walk in school on 3 April.	WL
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Item		Action
12.2	Priority 2: Outcome of environmental audit supporting boys' progress	
	KB was not present to report.	
12.3	Priority 4: Evidence of children's understanding/wider knowledge due to GOAL	
12.3.1	IM reported on a recent visit by an external advisor, Rachel Higginson who supported the review of	
	the GOAL curriculum and how it could be developed.	
12.3.2	Next steps identified included changes to timetabling, development of pupil voice and changes to	
	teachers planning process.	
12.3.3	BM would arrange to meet with Bev Sydenham and report back at a future meeting.	BM
13.	Policies for approval	
13.1	Lettings policy	
	There were no changes proposed to the policy itself, only to the schedule of charges in Appendix 3. It	
	was agreed that the revised rates would be publicised (for example, in Scene Magazine).	
	It was resolved that the policy continued with the amended rates.	HH/SW
	The meeting closed at 20:01	

## Dates of next FGB meetings:

Summer Term 2019
25 April
16 May
13 June
11 July

Signed:.....I Rogers..... Date:.....25/04/2019.....