

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	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)
Ian Moore	IM	Deputy Headteacher	Becky Mason	BM	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Richard Vain	RV	Governor (Co-opted)
John Collins	JC	Governor (Co-opted)	Talitha Kerrigan	TK	Governor (Co-opted)
Ian Rogers	IR	Governor (Co-opted)	Helen Hibbins	HH	Clerk
Apologies					
Name	Initial	Position	Reason		
Kate Beale	KB	Governor (Co-opted)	Work commitment		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
Sam Slingsby	SS	Governor (Staff)	Family commitment		
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
<ul style="list-style-type: none"> • Co-option of Talitha Kerrigan, Richard Vain and Tony Fripp • Approval of the Schools Financial Values Standard • Approval of the Lettings Policy

Item	Action
1. <u>Apologies for absence</u>	
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. <u>To consider co-opting the following onto the Governing Board:</u>	
2.1 <u>Talitha Kerrigan</u> Resolved.	
2.2 <u>Richard Vain (re-appointment)</u> Resolved.	
2.3 <u>Tony Fripp (re-appointment)</u>	
2.4 Resolved	HH
3. <u>Declarations of Interest on agenda items</u>	
3.1 BM declared an interest in items concerning PE due to her employment with the Dartmoor School Sports Partnership.	

Item	Action
<p>4. <u>To approve the minutes of the Full Governing Board meeting on 7 February 2019</u></p> <p>❖ Related Documents: 2019-02-07 FGB draft minutes It was resolved to approve the minutes.</p>	
<p>5. <u>Update on actions (not included elsewhere on agenda)</u></p> <p>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 circulated by email. Ongoing reminder</p> <p>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. Done</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>5.8 17/01/2019 - 7 - KB to submit a written report on January data team meeting. Done</p> <p>5.9 07/02/2019 - 5.4 - JC to amend draft SFVS for approval at March FGB meeting Done</p> <p>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</p>	<p>All</p> <p>TK/HH</p>
<p>6. <u>Budget Monitoring</u></p> <p>❖ Related Documents: Budget monitor 270219, Budget Comparison Mar 19-Dec 18</p> <p>6.1 JC had analysed the reports and clarified with SW the main components of a £35K improvement in the in-year forecast.</p> <p>6.2 Savings had been made in ICT spending by transferring capital and Breakfast Club funds. It was noted that the capital fund was tightly ringfenced, but ICT was one area that capital could be spent on.</p> <p>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</p>	

Item	Action
<p>safeguard funds to carry forward. RV suggested that volunteers may come forward to assist with improvements following the parental survey.</p> <p>6.4 <i>IR asked about capital spending on improvements.</i> SW explained that the Connect 2 premises report was RAG rated and grants were sought for the larger projects, such as playground resurfacing.</p> <p>6.5 <i>RV asked about health and safety implications of high priority items on the premises report.</i> 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.</p>	PF
<p>7. <u>To Approve the Schools Financial Values Standard (SFVS) assessment form for the 2018/19 Financial Year</u></p> <p>❖ Related Documents: SFVS assessment form 2018-19</p> <p>7.1 JC confirmed that the changes agreed at the February meeting had been included in the final document.</p> <p>7.2 It was resolved to approve the SFVS.</p>	HH
<p>8. <u>Draft budget considerations</u></p> <p>❖ Related Documents: Budget setting overview 19.20 for Gov March, Buyback 2019.2020</p> <p>8.1 Three scenarios of draft 3-year budgets had been circulated with accompanying notes. JC had met with SW to review the draft budgets.</p> <p>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.</p> <p>8.3 <i>JC asked for additional detail on the reduction in support staff costs year on year and catering for children with Special Educational Needs or Disability (SEND).</i> 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.</p> <p>8.4 There had been no indication from Government whether the teachers' pay grant and superannuation 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.</p> <p>8.5 There was new eligibility criteria for Pupil Premium (PP) funding, so it was likely that there would be a decrease in the amount received. Families who were potentially eligible would be targeted and asked to apply.</p> <p>8.6 BM mentioned that the PE grant would change in the future. There was a further year of double funding beyond the next financial year but it was unknown what would happen thereafter.</p> <p>8.7 <i>AR asked about funding received for profoundly deaf or blind children.</i> SW replied that a higher level of funding was available (plus package).</p> <p>8.8 <i>TF asked how much funding would be lost with the re-banding of SEND needs.</i> SW did not have the figure to hand but noted that the funding had been based on historical employment costs and was therefore not realistic anyway.</p> <p>8.9 SW (with advice from the School Finance Officer) proposed that scenario 1 was submitted in April. It was likely that Devon County Council (DCC) would then ask for a recovery plan. The Finance Officer said that the vast majority of schools were in the same situation (approximately 70%).</p> <p>8.10 <i>JC was concerned about the £1M overspend by DCC on SEND in the current financial year and the likelihood of DCC needing to recoup it.</i></p> <p>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</p>	

Item	Action
12.2 <u>Priority 2: Outcome of environmental audit supporting boys' progress</u> KB was not present to report.	
12.3 <u>Priority 4: Evidence of children's understanding/wider knowledge due to GOAL</u>	
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. <u>Policies for approval</u>	
13.1 <u>Lettings policy</u> 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.....