

Exminster Community Primary School Full Governing Board Meeting 11/2018-19
Thursday, 11 July 2019, 18:00 at Exminster Community Primary School
MINUTES

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Helen Hibbins	HH	Clerk
Ian Rogers	IR	Governor (Co-opted)	Paul Frazer	PF	Governor (Parent)
Stephen McDonald	SM	Governor (Par)	Becky Mason	BM	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Talitha Kerrigan	TK	Governor (Co-opted)
Ian Moore	IM	Deputy Headteacher	Richard Vain	RV	Governor (Co-opted)
Sam Slingsby	SS	Governor (Staff)			
Apologies					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	Governor (Co-opted)	Work Commitment		
Jonathan Wood	JW	Governor (Co-opted)	Work/Family Commitment		
Tony Fripp	TF	Governor (Co-opted)	Work Commitment		
John Collins	JC	Governor (Co-opted)	Work Commitment		
Alwyn Reeves	AR	Governor (LEA)	Unknown		

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: Resolutions
To continue the Co-chair model into the next academic year
To approve Terms of Reference for Committees, Panels and Groups

Item	Action
1. <u>Apologies for absence</u> Approved as listed above.	
2. <u>Declarations of Interest on agenda items</u> None declared.	
3. <u>To approve the minutes of the Full Governing Board meeting on 13 June 2019</u> ❖ Related Documents: 2019-06-13 Draft FGB Minutes Resolved.	
4. <u>Update on actions (not included elsewhere on agenda)</u> 4.1 All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record. Ongoing reminder	

<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>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. Deferred to autumn</p> <p>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. Deferred to autumn</p> <p>14/03/2019 - 10.8 - Governors who are parents to write to MP Mel Stride regarding funding Remove from Actions List</p> <p>16/05/2019 - 8.6 - New Ofsted Framework to be on autumn term agendas Ongoing</p>	
<p>5.</p> <p>5.1</p> <p>5.1.1</p> <p>5.2</p> <p>5.2.1</p> <p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.4</p> <p>5.4.1</p> <p>5.4.2</p> <p>5.4.3</p> <p>5.5</p> <p>5.5.1</p> <p>5.5.2</p> <p>5.5.3</p> <p>5.6</p>	<p>5. Headteacher's Report</p> <p>❖ Related Documents: HT report for Governors Summer Term 2019</p> <p>5.1 Previous OFSTED report</p> <p>5.1.1 <i>RV asked for evidence of the partnership work with parents to increase their involvement in pupils' writing. SW responded that various workshops had taken place that had received good feedback, with more planned for the spring term; "Word of the day" was shared in the newsletter; The introduction of a letter for parents of Reception and Year 1 children outlined the assistance parents/carers could give in all areas of the curriculum; increased focus on reading, particularly for KS1, with parent/carer reading meetings proving popular.</i></p> <p>5.2 Pupil numbers</p> <p>5.2.1 The approximate role for September was 396. Currently, there was a high level of mobility so the figure may change.</p> <p>5.3 Parental enquiries</p> <p>5.3.1 No formal complaints had been received since the last Headteacher's Report.</p> <p>5.3.2 There had been several comments of support recorded for teacher impact, recent productions, the mindfulness parent/child workshop and the mixing of the Y1 classes. Governors were invited to look at the record.</p> <p>5.3.3 There had been a few grumbles/informal complaints regarding the mixing of the Y1 classes that had been resolved. Ongoing, it would be made clear to parents that classes would be mixed at the end of Reception.</p> <p>5.4 Pupil outcomes</p> <p>5.4.1 The headline data for Early Years, Y1 Phonics, KS1 and KS2 were outlined.</p> <p>5.4.2 Of particular note was the high level of Greater Depth (GD) achieved across the board in the KS2 data. <i>RV asked how this would be publicised.</i></p> <p>5.4.3 BM asked how the results compared to the predictions? SW commented that the level of GD was higher than predicted. <i>BM noted that this was evidence that targeted interventions had worked.</i></p> <p>5.5 Safeguarding</p> <p>5.5.1 The Safeguarding Review report had been received and would be circulated to Governors. The SLT had not responded to the report to date. There was only one recommendation on the report that needed to be implemented; related to paperwork/retention of identification documentation. There were various other suggestions that would be included in next year's Safeguarding Action Plan.</p> <p>5.5.2 <i>BM asked whether Babcock would follow up the actions in the report. SW responded that the report was for the school's benefit but Governors could follow-up on implementation of suggestions.</i></p> <p>5.5.3 <i>RV asked whether the level of MASH enquiries had changed. SW responded that there had been no significant change over the last 3 years.</i></p> <p>5.6 Housing at Matford</p>	

<p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.11.1</p> <p>5.12</p> <p>5.12.1</p> <p>5.13</p>	<p>Building of the first 50 houses was due to commence in spring 2020. There was no formal information on the opening date of the All Through School.</p> <p>Reception Cohort 59 children were expected in September.</p> <p>Staff Questionnaire Aspects of the questionnaire had been followed up. The main issue with workload was related to change; predominantly due to the new OFSTED framework. Staff were willing to be part of a team to consider workload across the school. Additionally, changes were proposed to behaviour procedures.</p> <p>Dawlish College (feeder secondary school) The college were forming a MAT with Newton Abbot college and several primary schools. The Y6 cohort would transfer to 9 different secondary schools. It was noted that Exeter schools were starting to reach capacity within their own catchment areas.</p> <p>MATs IM and SW had visited the Learning Academy Partnership; involving schools in the Torbay area, South Hams and Dunsford. <i>KB asked whether there was a financial benefit in joining a MAT.</i> SW said that it would not be a financial consideration as it would be based on the needs of the community. There were, however, some cost savings due to shared resources. PF noted that the Governmental pressure for schools to join MATs had lessened.</p> <p>Education, Health and Care Plans (EHCP)</p> <p>The number of children in the school with EHCP had doubled over the past year. Additional income would be received as a result.</p> <p>Lead Governor Roles</p> <p>In line with the new OFSTED criteria, the Lead Governor roles would need to be changed in September. SW was re-configuring the roles.</p> <ul style="list-style-type: none"> • Curriculum and Pedagogy would change to Quality of Education • AFL would be moved from the existing SAFS, AFL and Safeguarding role to Quality of Education • Learning Environment would change to Behaviours and Learning Attitudes • There would be a new Personal Development role. • The Community and Parent Link and Leadership and School Development roles would be scrapped; principles would be divided among other roles. • A Lead Governor for Complaints was required. It was thought that this would sit under the Personnel Role. • There were no proposed changes to the Finance role. <p>SW extended thanks to BM for her service as a Governor. BM said that she had enjoyed her time on the Board and would consider becoming an Associate Governor.</p>	
<p>6.</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.1.3</p> <p>6.2</p>	<p>Budget Monitoring</p> <p>❖ Related Documents: Budget Monitor 06-19 Capital, Budget Monitor 06-19 G120, Budget Monitor 06-19 G121 G2420</p> <p>SW reported on variances. Of particular note:</p> <p>A positive variance in SEND income was due to a higher level of need and additional individual assigned resources. This was set against a negative variance in SEND expenditure due to the additional LSA support required.</p> <p>There was a forecast overspend for catering and mealtime assistants.</p> <p>The ICT resources budget was forecast to over-spend, however this was balanced against the funding transferred from Breakfast Club last year.</p> <p>Governors had no questions on the Budget Monitoring reports.</p>	
<p>7.</p> <p>7.1</p>	<p>Fundraising Update</p> <p>Notes from the Funding Committee Meeting were circulated.</p>	

7.2	The need for a concise paragraph alerting parents/carers to the funding crisis was required. This was identified as a priority.	
7.3	A video involving pupils would be filmed to highlight funding issues. KB had a contact in the Social Media team at Exeter University who may be able to assist.	
7.4	Wish-lists for items required were in the process of being drawn up.	
7.5	ESA members would have specific class-link roles to communicate key funding priorities.	
7.6	A parent-body skills audit would be carried out.	
7.7	Governors suggested various fundraising events/sponsored events/input from local businesses and larger companies who had community days. Dates of other village events had been sought to avoid clashes.	
7.8	All the above needed to be ready to advertise at the autumn term Family Learning Conferences.	
7.9	The next meeting of the Fundraising Committee would be held on 26 September.	
8.	<u>Policies</u>	
	❖ Related Documents: 2017-03 Appraisal Policy (DCC Model)	
8.1	Appraisal Policy There had been no update to the DCC model policy (adopted by the Governing Board) since March 2017. Therefore, the March 2017 version of the policy would remain in-force, unamended.	
9.	<u>Premises, Health, Safety and Welfare update</u>	
9.1	PF and IM would arrange a meeting to discuss the Asset Management Plan.	
9.2	PF had received copies of risk assessments for review.	
10.	<u>Housekeeping</u>	
	❖ Related Documents: Committee Terms of Reference	
10.1	Expressions of interest for position of chair/co-chair for 2019/20 academic year	
10.1.1	It was agreed to continue with the co-chair model for the next academic year.	
10.1.2	HH would circulate an email asking for nominations with a deadline of 10 August. Nominees would be contacted to ensure that they were happy to be put forward for election. Self-nomination was acceptable.	
10.2	Dates of FGB meetings for next year See list below.	
10.3	Terms of Reference: It was noted that vacancies on the committees/working groups would be filled in September in conjunction with the restructuring of Lead Governor roles.	
10.3.1	Pay and Performance Committee – approval of Terms of Reference and membership Resolved.	
10.3.2	Headteacher’s Appraisal Group – approval of Terms of Reference and membership Resolved.	
10.3.3	Appeals Panel – approval of Terms of Reference Resolved.	
10.3.4	Pupil Discipline and Exclusion Panel – approval of Terms of Reference and Chair Resolved.	
10.4	IR read out an email from TF explaining that he would remain on the Governing Board for at least the next academic year but due to increased work commitments he would have limited capacity to continue in his role as co-chair and Lead Governor for leadership and school development. TF was thanked for his commitment as Chair.	
10.5	IR thanked BM for her service as a Governor.	
The meeting closed at 19:14		

Dates of next FGB meetings:

Autumn Term	Spring Term	Summer Term
12 September	16 January	23 April
10 October	13 February	21 May
14 November	12 March	18 June
12 December		16 July

Signed:.....Talitha Kerrigan..... Date:.....16/09/2019.....