

Exminster Community Primary School Full Governing Board Meeting 1/2019-20
Thursday, 12 Sep 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)	Talitha Kerrigan	TK	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	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		

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

TK and SM were elected as Co-Chairs.
 IR was elected as Vice Chair.
 The Safeguarding Policy was approved.
 Lead Governor roles were allocated and vacancies filled on existing Committees.
 Term dates for the 2020/2021 academic year were approved.
 It was agreed to send a letter requesting financial donations from parents/carers.

Item	Action
1. Election of Co-Chairs 1.1 Three candidates had been nominated for the position of Co-Chair. 1.2 Each candidate outlined their expertise and vision for developing the Governing Board. 1.3 Following a vote considering all possible combinations, it was resolved to elect TK and SM as Co-chairs of the Governing Board with a term of office of one year.	HH
2. Election of Vice Chair IR was elected as Vice Chair of the Governing Board with a term of office of one year.	HH
3. Apologies for absence Approved as listed above.	
4. Declarations of Interest on agenda items None declared.	
5. To approve the minutes of the Full Governing Board meeting on 11 July 2019 ❖ Related Documents: 2019-07-11 Draft Minutes	

Item	Action
Resolved.	
<p>6. Update on actions (not included elsewhere on agenda)</p> <p>6.1 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></p> <p>6.2 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 – Agenda for October meeting</i></p> <p>6.3 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 – Agenda for October meeting</i></p> <p>6.4 16/05/2019 8.6 New Ofsted Framework to be on Autumn Term Agendas <i>Done - See item 16</i></p>	<p></p> <p>KB</p> <p>KB</p> <p>KB</p>
<p>7. Register of Business Interests Governors updated and signed their forms.</p>	
<p>8. Reaffirm Code of Conduct ❖ Related Documents: Governing Board Code of Conduct Governors signed to confirm that they had read and would adhere to the Code of Conduct.</p>	
<p>9. Approval of Safeguarding Policy ❖ Related Documents: CP and Safeguarding Policy September 2019 final</p> <p>9.1 AR and HC had reviewed the policy that was adapted from the Local Education Authority model policy.</p> <p>9.2 <i>AR asked whether it was possible to summarise the policy as it was lengthy.</i> SW explained that all staff and Governors were required to read the whole policy on an annual basis due to its content and therefore it would be inappropriate to summarise.</p> <p>9.3 It was resolved to approve the updated Safeguarding Policy.</p> <p>9.4 A signing-sheet to confirm that Governors had read the policy was circulated.</p>	<p></p> <p></p> <p></p> <p>HH</p>
<p>10. Keeping Children Safe in Education - Awareness of changes between the 2018 and 2019 versions ❖ Related Documents: 2019-09-02 KCSIE</p> <p>10.1 All staff and volunteers were required to read the part 1 of the document annually; Governors were required to read the whole document.</p> <p>10.2 SW explained that the content of the document had been mirrored in the Safeguarding policy.</p> <p>10.3 A signing-sheet to confirm that Governors had read the document was circulated.</p>	<p></p> <p></p> <p></p> <p>HH</p>
<p>11. Confirmation of Committee membership ❖ Related Documents: Committee Terms of Reference</p> <p>11.1 There were no proposed changes to the Terms of Reference for the Headteacher's Performance Review Group, Appeals Panel or Pupil Discipline and Exclusion Panel.</p> <p>11.2 The vacancy in the Pay and Performance Committee was filled by SM.</p> <p>11.3 The vacancy in the Headteacher's Performance Group was filled by IR.</p> <p>11.4 It was suggested and agreed that there should be a complaints champion on the Governing Board. PF agreed to take this on, with assistance from RV if required.</p>	
<p>12. Review and Allocation of Lead Governor Roles ❖ Related Documents: Lead Governor Roles 2019.2020</p> <p>12.1 SW explained that the Lead Governor Roles had been aligned with the new OFSTED framework. Governors were allocated to roles as follows:</p>	

Item	Action
12.2 Quality of Education – KB, JW (with a focus on Pupil Premium) and TK 12.3 Student and Family Support (SAFS) and Safeguarding – AR and HC 12.4 Behaviour and Attitudes - SS 12.5 Personal Development - IR 12.6 Early Years Foundation Stage (EYFS) – KB (provisionally) 12.7 Finance – JC and SM 12.8 Personnel - RV 12.9 Buildings, Health and Safety - PF 12.10 Leadership and School Development - TF 12.11 School Development Plan (SDP) Priority Champions: Spelling and early readers – KB and TK, communicators and experts – JW 12.12 Suggested monitoring visits had been outlined within the Lead Governor roles and would also be included in the SDP.	
13. Academic year dates for 2020-21 ❖ Related Documents: Calendar 2020.2021 It was resolved to approve the non-pupil days and inset days for the 2020-21 academic year.	
14. Fundraising Update ❖ 2019-08 Paragraph for contributions 14.1 A paragraph to be included in a letter to parents/carers inviting financial donations to the school was discussed. The following points were raised: <ul style="list-style-type: none"> • The Government had proposed that additional funding for schools would be made available, however this had not been confirmed and with the prospect of a general election, it was unlikely that the funding situation would improve in the near future. Therefore, the letter should be sent as soon as possible. • The “infrastructure” to enable payments to be should be in place before donations were invited. This should include the setting up of Gift Aid, as the ESA (as a charity) would be eligible for this. • What would the donations be spent on? It was agreed that “resources” was a catch-all term that may be used. It was suggested that the resources purchased should be celebrated to increase awareness. • There had been no significant change to the funding situation since the parent/carers funding meeting in June and it was important to follow-through the action to send out the letter. • It was possible that the letter could end up in the local press. SW was not aware of any local schools that had requested parental donations to date. JW noted that it was an established practice in some areas of the country. 14.2 It was agreed to send the letter with the political standpoint at the beginning and highlighting that the funds would be spent on learning resources. 14.3 The letter should be signed jointly by the Governing Board and ESA. 14.4 It was agreed to postpone the funding meeting scheduled for 26 September.	SW
15. School Development Plan: Drafting of Key Priorities ❖ Related Documents: SDP Summary 19.20 15.1 The summary document circulated would be shared with parents/carers and pupils. 15.2 SW explained that guidance and a toolkit from the Education Endowment Fund (EEF) had been used to develop the implementation plans; considering what the problem was, what ingredients were required to solve the problem, how this would be carried out and the	

Item	Action
<p>communication strategy. The implementation plans would be shared with the Governing Board in October.</p> <p>15.3 All of the staff were involved in writing the SDP to ensure that they had ownership of it.</p> <p>15.4 The four headline priorities for the plan were spelling, communicators, reading and experts.</p> <p>15.5 <i>IR asked whether finance would be included in the SDP.</i> SW said that finance would not be specified on the implementation plans, but costs would be linked to them.</p>	SW
<p>16. <u>New OFSTED Framework</u></p> <p>16.1 SW gave a presentation on the new OFSTED framework, that would be circulated to Governors. The presentation was a condensed version of a briefing that the Senior Leadership Team had attended.</p> <p>16.2 The new school inspection handbook was available that outlined the inspection areas and the criteria associated with each grading.</p> <p>16.3 Inspections had already started, based on the new framework.</p>	SW

Dates of next FGB meetings:

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

Signed:.....Stephen McDonald..... Date:.....10 Oct 0219.....