

Exminster Community Primary School Full Governing Board Meeting 3/2019-20
Thursday, 14 November 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)	Talitha Kerrigan	TK	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Ian Moore	IM	Deputy Headteacher
Paul Herring	PH	Assistant Headteacher	Sam Slingsby	SS	Governor (Staff)
John Collins	JC	Governor (Co-opted)	Jonathan Wood	JW	Governor (Co-opted)
			Liam Hatton	LH	Observer
Apologies					
Name	Initial	Position	Reason		
Kate Beale	KB	Governor (Co-opted)	Family commitment		
Paul Frazer	PF	Governor (Parent)	Family commitment		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
Richard Vain	RV	Governor (Co-opted)	Family commitment		
Alwyn Reeves	AR	Governor (LEA)	Travel issues		
Tony Fripp	TF	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 - Resolutions
To co-opt PF onto the Governing Board, thereby creating a Parent Governor vacancy Approval of Teachers' pay policy Approval of Pupil Premium Strategy report

Item	Action
1. <u>Apologies for absence</u> 1.1 Accepted as listed above. 1.2 TF had resigned with immediate effect due to ongoing work commitments. Governors thanked TF for his service on the Governing Board.	HH
2. <u>Declarations of Interest on agenda items</u> None declared.	
3. <u>To approve the minutes of the Full Governing Board meeting on 10 October 2019</u> ❖ Related Documents: 2019-10-10 FGB draft minutes Resolved.	
4. <u>Update on actions (not included elsewhere on agenda)</u>	All

Item	Action
<p>4.1 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>4.2 10/10/2019 - 5.1 - All Governors to complete online Safeguarding course and email certificates to HH by 22 November <i>Ongoing</i></p> <p>4.3 10/10/2019 - 8.1.3 - Change review date on H&S policy to annual <i>Done</i></p> <p>4.4 10/10/2019 - 13.9 - Thank staff for their input into KS2 excellent results <i>Done</i></p>	
<p>5. <u>To consider the co-option of Paul Frazer to the Governing Board - creating a Parent Governor vacancy.</u></p> <p>5.1 PF's term of office would come to an end in December. PF had expressed an interest in remaining on the Governing Board and co-option would ensure continuity of service.</p> <p>5.2 It was resolved to co-opt PF.</p>	HH
<p>6. <u>Headteacher's Report</u></p> <p>❖ Related Documents: 2019-11 Headteacher's report</p> <p>6.1 On census day there were 400 children on roll. One year-group was at capacity.</p> <p>6.2 Staffing</p> <p>6.2.1 Fiona Jones was on long term sick leave – anticipated to return in the summer term. Mr Preston would cover the absence with support from PH.</p> <p>6.2.2 Louise Snelgrove had given notice due to relocation. The vacancy had been filled from January.</p> <p>6.3 Parental Enquiries</p> <p>6.3.1 No formal complaints had been received this term.</p> <p>6.3.2 Complimentary emails had been received from parents regarding the Rainbow Buddy scheme, supporting children, communication and the community library.</p> <p>6.3.3 <i>JC asked about responses left on the comments' sheets that were available at the recent Parents' Evening.</i> SW highlighted the following Positive comments:</p> <ul style="list-style-type: none"> • Communication • Children challenged at their individual level • Fantastic teachers • High expectations of children • Rainbow Buddy scheme • Pastoral support <p>What would parents like to see more of:</p> <ul style="list-style-type: none"> • Tapestry information • Earlier notice of parental events • Cookery <p>How would parents like to be more involved:</p> <ul style="list-style-type: none"> • Have more of a feel for what is going on in class • Receive more information on children working towards greater depth <p>6.4 Professional Collaboration</p> <p>6.4.1 The school were receiving funding (£5000) to support to a school in Honiton.</p> <p>6.5 Attendance</p> <p>6.5.1 Persistent absenteeism had dropped in the last 3 years. The reasons behind this were being explored.</p>	

Item	Action
<p>6.6 Monitoring</p> <p>6.6.1 A reading questionnaire had been generated; results awaited.</p> <p>6.6.2 Book trawls and planning trawls had taken place.</p> <p>6.6.3 Pupil Premium (PP) spotlights (teacher observation of a child in class followed by discussion and agreement of how to work with the child) had taken place. <i>SS explained how it had worked well from a teacher's perspective.</i></p> <p>6.6.4 <i>TK asked how frequently the spotlights took place.</i> SW explained that it was not intended that the spotlight process was repeated with the same child, but that targets set would be revisited in the spring term. Oracy skills were a focus.</p> <p>6.7 Grants</p> <p>6.7.1 A successful grant application to Ashfords would fund development of a nature school. The grant, totalling £11K, would be received over the next 3 years.</p> <p>6.8 Other</p> <p>6.9 A Christmas community event was planned for 17 December at 18:00. A film of the nativity was in production with the children telling the story and adults acting it out; based at various locations and businesses in the village. The film would be premiered at the event.</p> <p>6.10 <i>JW asked for an update on parental contributions.</i> There were issues with logging into the system that needed to be resolved to find out the latest position. The importance of celebrating funds raised to date was emphasized. It was agreed that Easy Fundraising and the Amazon wish list should be promoted again.</p>	SW
<p>7. <u>Anti-Bulling Policy</u></p> <p>❖ Related Documents: Anti-bullying policy, A guide to anti-bullying</p> <p>7.1 IM gave an overview of the proactive and preventative measures against bullying in school.</p> <p>7.2 The difference between relational conflict and bullying was explained.</p> <p>7.3 An infographic showing the players in a bullying scenario was shown. <i>JW suggested that this was included in the guide as it was simple, clear and removed the emotional element.</i></p> <p>7.4 <i>TK commented that it was important that parents were aware of what children had learned in anti-bullying week.</i></p> <p>7.5 The school had expressed an interest, with Exeter University, in being part of a pilot scheme for KiVA; a research based anti-bullying program.</p> <p>7.6 To monitor the consistent application of the policy, the behaviour team completed a checklist.</p> <p>7.7 The policy would be available on the school website and a link included in the school newsletter.</p>	IM
<p>8. <u>Approval of Teacher's Pay Policy</u></p> <p>❖ Related Documents: 2019-11 Teachers' Pay Policy</p> <p>8.1 RV had reviewed the policy; comparing it against Devon County Council's new model policy.</p> <p>8.2 It was resolved to approve the policy.</p>	HH
<p>9. <u>Budget Monitoring</u></p> <p>❖ Related Documents: 2019-10 Budget monitoring reports, JC questions 13/11/19</p> <p>9.1 <i>JC asked for a breakdown on variances.</i></p> <p>9.1.1 Grants increase: receipt of funding for SKITT trainees and the Nature School grant.</p> <p>9.1.2 Universal Infant Free School Meals (UIFSM): variance due to funding being based on last year's UIFSM census.</p> <p>9.1.3 ICT resources: transfer of funds from last year's Breakfast Club etc.</p> <p>9.1.4 SEND: variance due to additional provision for one child; to be countered by High Needs income.</p> <p>9.1.5 Visits income more than expenditure: due to outstanding invoices for various trips.</p> <p>9.1.6 No budget for 2019 residential: should be a net zero position after the trip.</p>	

Item	Action
<p>9.1.7 What made up the CapEx? Replacement windows, storage radiators, classroom furniture, kitchen improvements.</p> <p>9.1.8 What was the position regarding the increased funding from Devon County Council – Additional funding had been confirmed for Devon but no confirmation of allocation had been given to date. The pensions grant had been confirmed for 2020-2022 and the teachers’ pay grant had been confirmed for next year only.</p> <p>9.2 <i>JC asked about the impact on children of reduced funding and how Governors could identify the areas that were not covered in Governing Board meetings. [Following discussion of decreased THRIVE provision at a previous meeting].</i> SW explained: <ul style="list-style-type: none"> • The main impact was on behaviour. Some children would benefit from additional adult support. Ideally, 3 additional Learning Support Assistants (LSA) would be employed to address this. • There was parental expectation (generated by external agencies) that school would provide support through THRIVE. Funding was not available to fulfil all requests. • Family SEAL had been cut back. </p> <p>9.3 Was a meeting of the Fundraising Committee required? It was agreed that progress on fundraising to date should be shared with the committee to retain momentum. Exminster School Association (ESA) posts on Facebook should be shared on the school Facebook page to promote activities and generate wider support.</p> <p>9.4 SS noted that many LSA’s had stepped up to help with fundraising, and this should be recognized.</p>	
<p>10. OFSTED Education Inspection Framework (EIF) Presentation</p> <p>10.1 The presentation started with a quiz for Governors on the EIF.</p> <p>10.2 Key points from the EIF were explained; <ul style="list-style-type: none"> • curriculum at heart of inspection • focus on reduction in teacher workload • all pupils accessing high quality education • promotion of reading for enjoyment and engagement </p> <p>10.3 The current situation and the next steps required to embed the EIF within school were outlined.</p> <p>10.4 To assist with subject leadership, JW offered to share secondary school knowledge organizers. These would illustrate the level of knowledge required at the end of Y6 and show how learning was structured across a year.</p> <p>10.5 As an activity, Governors, in groups, considered the four aspects of the EIF (Quality of Education, Behaviours and Attitudes, Leadership and Management and Personal Development) to determine how best to find evidence of good practice for each in school.</p> <p>10.6 Quality of Education: Governor visits could include <ul style="list-style-type: none"> • speaking to the children about what they remembered on a topic from earlier years • looking at books </p> <p>10.7 Personal Development: Governors could <ul style="list-style-type: none"> • be informed about events regarding personal development. For example, anti-bullying week and the Civic Award. • ensure that relevant policies were up to date and being implemented </p> <p>10.8 Behaviours and Attitudes: Governors could <ul style="list-style-type: none"> • visit school to get a “feel for” the atmosphere </p>	

Item	Action
<p>10.9 Leadership and Management: Governors should</p> <ul style="list-style-type: none"> • JW noted points 205 and 210 from the EIF and how the school could illustrate that policies were in place to address issues. • ensure that leaders had high expectations of pupils • be informed as to how strong leadership impacted on outcomes for children (through data) • ensure (through records of CPD) that staff were supported to provide a high level of education 	
<p>11. Premises and Health and Safety (H&S) Update</p> <p>❖ Related Documents: 2019-10 email regarding parking in Hillcrest</p> <p>11.1 The results of the recent H&S audit commended the school on the progress made since the previous review. IM had put additional processes in place to monitor the monitoring and had undertaken various H&S related courses.</p> <p>11.2 An email had been received from a resident of Hillcrest regarding inconsiderate parking by parents. The school consistently reminded parents (in newsletters) about this and individual parents had been spoken to. It was possible that support from a PCSO could be requested.</p> <p>11.3 SM agreed to draft a response to the email from the Governing Board.</p>	SM
<p>12. Pupil Premium Report</p> <p>❖ Related Documents: 2019-11 Pupil Premium Report for Website</p> <p>12.1 SW explained that there was new Education Endowment Fund guidance on Pupil Premium alongside a wider remit of how the funding could be used.</p> <p>12.2 A new template for the Pupil Premium Strategy report had been devised and this year's report was based on it.</p> <p>12.3 It was resolved to approve the report that would be uploaded onto the school website.</p>	SW

Dates of next FGB meetings:

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

Signed:.....S McDonald..... Date:.....12/12/19.....