

Exminster Community Primary School Full Governing Board Meeting 4/2019-20
Thursday, 12 Dec 2019, 18:15 at Exminster Community Primary School
MINUTES

| Present | | | | | |
|------------------|---------|---------------------|----------------|---------|---------------------|
| Name | Initial | Position | Name | Initial | Position |
| Sarah Whalley | SW | Headteacher | Jonathan Wood | JW | Governor (Co-opted) |
| Kate Beale | KB | Governor (Co-opted) | Paul Frazer | PF | Governor (Co-opted) |
| Stephen McDonald | SM | Governor (Par) | Sam Slingsby | SS | Governor (Staff) |
| Hamish Cherrett | HC | Governor (Co-opted) | Liam Hatton | LH | Governor (Co-opted) |
| Alwyn Reeves | AR | Governor (LEA) | Ian Moore | IM | Deputy Headteacher |
| John Collins | JC | Governor (Co-opted) | Louise Svetlik | LS | Visitor |
| Ian Rogers | IR | Governor (Co-opted) | Helen Hibbins | HH | Clerk |
| Apologies | | | | | |
| Name | Initial | Position | Reason | | |
| Talitha Kerrigan | TK | Governor (Co-opted) | Illness | | |

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 |
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| <ul style="list-style-type: none"> • LH, HC and JC co-opted onto the Governing Board • JC and LH co-opted onto the Pay and Performance Committee |

| Item | Action |
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| 1. Apologies for absence 1.1 Accepted as listed above. 1.2 Louise Svetlik (standing for election as a parent Governor) was introduced as an observer. | |
| 2. Declarations of Interest on agenda items None declared. | |
| 3. To consider the co-option of the following to the Governing Board: 3.1 Liam Hatton Resolved 3.2 Hamish Cherrett Resolved 3.3 John Collins Resolved | HH |
| 4. To approve the minutes of the Full Governing Board meeting on 14 November 2019 ❖ Related Documents: 2019-11-14 FGB draft minutes 4.1 Resolved. 4.2 Actions should be clearly identified in the minutes for tracking purposes. | HH |

| Item | Action |
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| <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.</p> <p>5.1.1 IR noted that he had been on a Headteacher Appraisal course. Ongoing Reminder</p> <p>5.2 10/10/2019 - 5.1 - All Governors to complete online Safeguarding course and email certificates to HH.</p> <p>5.2.1 Awaiting certificate from JW. Ongoing</p> <p>5.3 14/11/2019 - 7.3 - Addition of infographic into the guide to anti-bullying Done</p> <p>5.4 14/11/2019 - 11.3 - Draft response from Governing Board regarding parking issues to resident of Hillcrest</p> <p>5.4.1 Further incidents of dangerous parking had been reported. Additional support from the PCSO had been sought and would be pursued further. To remain on Actions List for monitoring. Ongoing</p> <p>5.5 14/11/2019 - 12.3 - Pupil Premium report to be uploaded to website Done</p> | <p>IR/HH</p> <p>SLT</p> |
| <p>6. <u>Policy/Procedure Approvals</u></p> <p>6.1 Complaints Procedure</p> <p>6.1.1 SW explained the difference between the existing school policy and the model policy. Further information was required from Governor Services about the labelling of the staging.</p> <p>6.1.2 The approval of the procedure was deferred until the January meeting.</p> <p>6.2 Governor Expenses Policy</p> <p>6.2.1 JC had reviewed the policy that remained in line with the Devon County Council model policy.</p> <p>6.2.2 No changes were proposed. The policy would continue without amendment until the review in December 2020.</p> | <p>SW/HH</p> <p>HH</p> |
| <p>7. <u>Inspection Data Summary Report (IDSR)</u></p> <p>❖ Related Documents: IDSR</p> <p>7.1 The report had evolved since its inception and the current report was the most succinct to date.</p> <p>7.2 It was explained that the report provided OFSTED with lines of enquiry for inspections.</p> <p>7.3 The progress and attainment data was significantly above average and in the top 20% of all schools in 2019.</p> <p>7.4 It was suggested that the school publicised/celebrated the results on the home page of the website. It was agreed to wait until the primary comparison tables were released to do this.</p> <p>7.5 Absence was noted as being above the national average.</p> <p>7.6 The school and local context were explained. Detail of the geographical "local area" and schools within was required to understand the deprivation indicator quintile.</p> <p>7.7 The school workforce absence was questioned as the average days lost to teacher sickness was above the national average. SW explained that there were teachers on long-term sick leave in 2017/18 that had skewed the figures.</p> <p>7.8 In 2017/18, school had received more than the national average in grant funding. This was attributed to a high level of SEND funding due to Education and Health Care Plans (EHCP).</p> <p>7.9 Progress and attainment trends over the past 3 years were noted and the impact of a small cohort and mobility was explained.</p> <p>7.10 It was expected that the EYFS attainment for 2019 would be Q3. (Data had not been validated yet).</p> | <p>SLT</p> |
| <p>8. <u>School Development Plan (SDP) Update</u></p> <p>8.1 We can spell</p> | |

| Item | Action |
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| <ul style="list-style-type: none"> • New scheme implemented focusing on learning spelling rules rather than learning words for testing purposes • Fast spelling implemented 4x per week. (Writing the word as many times as possible in 30 seconds) • Spelling tests carried out using google forms • Book looks ensured a consistent approach to spelling across the school • Staff appraisal targets included spelling • A trial of Literacy Planet (spelling games) was underway <p>8.2 We are readers</p> <ul style="list-style-type: none"> • Parent workshops had taken place to enable parents to support children’s reading at home • Guidance for parents on reading given out at Family Learning Conferences • KS2 pupils had completed a reading questionnaire • There was a new online tracker for book bands and phonics progression • Nursery rhyme week was planned for Pre-school, Reception and Y1 • Whole class guided reading was taking place <p>8.3 We are communicators</p> <ul style="list-style-type: none"> • New collaborative learning strategies implemented in class • “Spotlights” used to observe Pupil Premium children with a focus on oracy • Agree, Build-on, Challenge (ABC) used in Y2-Y6 • “Child in mind” highlighted in weekly Shout Out to encourage staff to speak to specific children about their interests to encourage oracy. <p>8.4 We are knowledge experts</p> <ul style="list-style-type: none"> • Curriculum overview (for parents) updated on website • Year group overviews for each term in the process of being uploaded to website • Curriculum planning completed; vertical links across years • Knowledge mats in use • Subject leaders’ intents developed (summary guides for subject leaders) • Subject leader audits underway • Subjects being taught identified to children. For example, history instead of topic. • Different methods of knowledge assessment were being trialled | |
| <p>9. Fundraising/Funding update</p> <p>9.1 Easy Fundraising had been advertised in the newsletter.</p> <p>9.2 The following donations had been received:</p> <ul style="list-style-type: none"> • October £365 • November £190 • December £151 <p>9.3 Some funds donated had been spent in response to the KS2 reading questionnaire and children had been involved in choosing the books. This would be publicised in the newsletter. The reading element of the budget would be reduced by the amount spent on the new books.</p> <p>9.4 Information on fundraising had been communicated to all parents and not specifically the fundraising committee.</p> <p>9.5 Amazon wishlists for each class had been confirmed. These would be shared on the school website and through Facebook. Teachers would be able to add to the wishlist if specific resources were required for activities (such as GOAL).</p> <p>9.6 LH noted that there may be an imbalance between purchases made for different year groups depending on the level of deprivation. This would need to be monitored.</p> | <p style="text-align: right;">SW</p> <p style="text-align: right;">JC/SW</p> |

| Item | Action |
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| 9.7 JC and SW would meet to discuss how spending from donations could be tracked against the budget. | |
| 10. <u>Safeguarding update</u> 10.1 The safeguarding audit (annual requirement in the autumn term) had been completed. 10.2 Instances where practice needed to be developed had been identified. These were predominantly as a result of additional requirements being put in place by the Local Authority and not communicated to schools. 10.3 Gender identity labels had been discussed and the necessity for staff training to support this. 10.4 Suicide and feelings of worthlessness were discussed. 10.5 It was noted that some safeguarding issues that had previously appeared at secondary level were now appearing in Y5 and Y6. 10.6 Safeguarding links and practices would be developed with pre-school providers. 10.7 AR would undertake unannounced visits to, for example, check staff's understanding of the online safeguarding training. 10.8 Attention was drawn to an article in the Governance Today magazine regarding safeguarding and site security. | All |
| 11. <u>To consider co-options on to the Pay and Performance Committee</u> It was resolved to co-opt JC and LH. | HH |
| Part II | |
| 12. <u>Report from Pay and Performance Committee</u> | |
| 12.1 Refer to part II minutes | |
| The meeting closed at 20:08 | |

Signed:.....T Kerrigan..... Date:.....16 January 2020.....