

**Exminster Community Primary School Full Governing Board Meeting  
7/2019-20**

**Thursday, 12 Mar 2020, 18:00 at Exminster Community Primary School**

**MINUTES**

<b>Present</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Name</b>	<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Headteacher	Jonathan Wood	JW	Governor (Co-opted)
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Frankie Hyde	FH	Governor (Staff)
Hamish Cherrett	HC	Governor (Co-opted)	Liam Hatton	LH	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Becky Dupre	BD	Governor (Par)
John Collins	JC	Governor (Co-opted)	Paul Herring	PH	Assistant Headteacher
Kate Beale	KB	Governor (Co-opted)	Helen Hibbins	HH	Clerk
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Paul Frazer	PF	Governor (Co-opted)	Family 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 Resolutions**

To approve the SFVS

**1 Apologies for absence**

1.1 Approved as listed.

**2 Declarations of Interest on agenda items**

2.1 None declared.

**3 To approve the minutes of the Full Governing Board meeting on 13 February 2020**

[2020-02-13 FGB Draft Minutes](#)

3.1 Resolved.

**4 Update on actions (not included elsewhere on agenda)**

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

4.2 12/12/2019 10.8 Read article in Governance Today regarding safeguarding and site security

Done

4.3 13/02/2020 5.6 Lead Governors for curriculum matters and personal development to be kept informed of progress of the RHE and PHSE policies.

*IR reported on a meeting that he had attended with staff regarding the draft policy. A staff meeting outlining the draft policy would take place prior to it being available for parental consultation. After adoption by the Governing Board (in the Summer Term – to be used from September 2020), the policy would be reviewed on an annual basis for the first few years to ensure that amendments could be made as required.*

Ongoing

4.4 13/02/2020 6.2.5 Extra information to be provided in safeguarding review meetings to highlight implementation of behaviour policy.

Ongoing

4.5 13/02/2020 6.2.6 Governors to undertake visits. Implementation of the behaviour policy could be explored.

Ongoing

**ACTION ALL**

4.6 13/02/2020 10.2 Updated SFVS to be approved at March meeting.

See agenda item 6

**5 Budget Monitoring**

[2020-01 Budget Monitor, Comparison Jan 2020](#)

5.1 Questions had been submitted by the Lead Governors for Finance, JC and LH, prior to the meeting. SW responded at the meeting.

**5.2 Variances**

5.2.1 Supply PPA variance – due to changes in staffing; additional cover required.

5.2.2 Supply illness – unpredictable and year end projection was an estimate. Recently, there had been a lot of illness.

5.2.3 Education Support Staff – there had been significant sustained illness for 5 staff members. The Mutual Fund insurance should cover some of the costs.

**5.3 Underspends**

5.3.1 Considering the potential underspends listed, was there any element of expenses being delayed into the next financial year or were they genuine underspends? They were genuine underspends. The grant that had not been fully spent would be carried over into the next financial year.

**5.4 Other**

5.4.1 On future budget monitors could a summary of donations received be included?

**ACTION SW**

5.4.2 Was there a history of high spending at the end of the financial year? (Noting the future income/expense total of £66K)

Not particularly. However, the insurance (large payment) was due by the end of the year.

**6 Approve Schools Financial Values Standard (SFVS)**

6.1 Amendments suggested at the FGB meeting on 13 February had been made.

6.2 Examples of improvements in the use of resources (Q19) were listed as shared CPD, bulk buying and reviews of energy contracts.

6.3 It was resolved to approve the SFVS.

**ACTION JC/HH**

**7 Draft budget considerations**

**Buyback 2020-21**

7.1 SW referred to the circulated report stating that the proposed buyback was similar to the current financial year. The requirement for each service was explained.

7.2 JC asked whether £16 per book from the Library Service represented good value for money?

SW explained that the Library Service was mainly used for topic books. These were refreshed on a termly basis and there was no cap on the amount of topic books that could be ordered.

7.3 Governors had no further questions on the proposed buyback.

## 8 Headteacher's report

[Headteacher's report for Governors Spring Term 2020 v2](#)

### 8.1 **Key statistics**

8.1.1 Attendance had dropped; Free School Meals/Ever6 had increased; Pupil Premium had increased; Special Educational Needs and Disabilities had increased significantly and the number of Education and Health Care Plans in place was likely to follow.

### 8.2 **Staffing**

8.2.1 Updates on staff sickness, new staff and changes to the Senior Leadership Team were outlined.

8.2.2 Penny Langdon, who worked at Breakfast Club and as a Meal Time Assistant had passed away after a long illness. A letter of condolence had been sent from the Governing Board. A memorial bench had been crafted and would be placed in the school grounds.

### 8.3 **School Development Plan Overview**

8.3.1 TK asked how consistency in the teaching of spelling was maintained throughout the school.

Years 3-6 used the no-nonsense spelling program.

Reception and Year 1 were taught phonics.

Year 2 used the spelling pathway.

### 8.4 **Parental Enquiries**

8.4.1 There had been one formal complaint, following a Subject Access Request. This had been resolved and there were some actions for the school to pick up on.

8.4.2 SM asked whether the new Complaints Procedure had been easy to follow. SW replied that the procedure was much clearer from both the parent and school's perspective.

### 8.5 **Children in Care (CIC)**

8.5.1 There were two children in care. AR was the designated Governor and SW was the designated teacher.

8.5.2 A monitoring visit had taken place from Cornwall Virtual School who were responsible for CIC being educated outside of their area. The monitoring visit had been positive and would take place again in a year.

8.5.3 IM was providing support for a school in Honiton. All support and suggested actions had been clearly documented. Exminster school was receiving income for this work.

### 8.6 **Safeguarding**

8.6.1 The concept of contextualised safeguarding was introduced. This was defined as safeguarding responding to children's experiences of harm outside of the home environment and therefore outside of parental control.

8.6.2 It was suggested that Governors read the one-minute guide on contextualised safeguarding. This would be made available on the google drive.

**ACTION HH/ALL**

8.6.3 The next Governor to carry out a school visit was asked to check the Single Central Record.

**ACTION ALL**

8.6.4 A new half-termly safeguarding meeting had been introduced where outcomes from staff training, safeguarding newsletters and other information was shared. All staff were invited to attend.

## **8.7 Other**

8.7.1 In a recent consultation, 85% of Devon Headteachers had voted not to make the 0.5% transfer to the high needs block. The Local Authority would now plan a new report in conjunction with Headteachers, to be submitted to the Education Funding Agency.

8.7.2 The Mutual Fund had agreed to a 20% teacher discount and a 10% support staff discount for the next financial year.

8.7.3 The changing landscape of teaching schools was explained.

## **9 Coronavirus Update**

### [2020-03 Coronavirus – Governors overview](#)

9.1 The school were following Government policy.

9.2 Public Health England (PHE) would contact the school directly if there was a confirmed case.

9.3 A decision to close the school would need to be made by the Governing Board and Headteacher in conjunction with the Local Authority.

9.4 School had a plentiful supply of soap. Children were regularly encouraged to wash their hands. Instructions on how to do this effectively had been given.

9.5 The children had been given age appropriate factual information about Coronavirus in class.

9.6 The school were making preparations in the event of a closure; looking at methods of providing education to children at home. For KS2, Google Classrooms would be used. Reception and KS1 arrangements were still under discussion.

9.7 SM asked how families with multiple children without access to computers would access remote education.

It was suggested that most had access to mobile devices.

9.8 TK outlined procedures to ensure that the Governing Board did not become a blocker to decision making. Authority was largely delegated to the Chair(s) to ensure that actions could be implemented in a timely manner.

9.9 Any enquiries from the media should be directed to the Local Authority's press office. A link would be circulated.

**ACTION HH**

9.10 HC asked if the new 7-day self-isolation recommendation would present a challenge with potential staff shortages.  
SW outlined possible contingencies.

- 9.11 BD asked whether guidance was available about self-isolation and whether the school would be responsible for sending children home if they felt that there was potential risk.  
SW said that school would have to call parents and request that they were collected. PHE guidance would be adhered to.
- 9.12 Parents were updated when the school received new information from PHE.

**10 Update on recent Governor Training**

- 10.1 LH and BD had attended Governor Induction Courses. Both had found it informative and said that it would give them more confidence in their roles.
- 10.2 BD found it useful to speak to other Governors and to understand the Parent Governor role in particular.
- 10.3 LH said that it was interesting to hear the situation in other schools.
- 10.4 BD said that the training had highlighted the legalities of the Governor role and how it fitted in with the school structure. This overall picture was very helpful.
- 10.5 Both LH and BD noted the importance of regular Governor visits to school.
- 10.6 It was suggested that new Governors could “buddy up” with a more experienced Governor to undertake their first visit. This suggestion was extended to all Governors who could arrange to visit with a Governor with a different role. For example, a finance Governor visiting alongside a safeguarding Governor. This would give Governors a wider overview. SW noted that ex-Governor, Becky Mason, was happy to help new curriculum Governors.
- 10.7 TK set a goal for all Governors to visit during the summer term. SW should be contacted to arrange visits.

**ACTION ALL**

The meeting closed at 19:20

**Date of next meeting: Thursday 23 April**

**Signed.....Stephen McDonald.....**

**Date.....24/04/2020.....**