

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 16 July 2020

Time: 18:00

Venue: Virtual (due to Covid-19 restrictions)

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Paul Frazer	PF	Governor (Co-opted)
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Paul Herring	PH	Assistant Headteacher
John Collins	JC	Governor (Co-opted)	Liam Hatton	LH	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Becky Dupre	BD	Governor (Par)
Alwyn Reeves	AR	Governor (LEA)	Ian Moore	IM	Deputy Headteacher
Jonathan Wood	JW	Governor	Gillian Ratcliffe	GR	Visitor (Potential Governor)
Apologies					
Name	Initial	Position	Reason		
Frankie Hyde	FH	Governor (Staff)	Moving house		
Kate Beale	KB	Governor (Co-opted)	None given		
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 Resolutions

To approve the Risk Assessment for September.

To approve the RSE policy.

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1 **Apologies for absence**

- 1.1 Accepted as listed.
- 1.2 Potential Governor, Gillian Ratcliff, introduced herself, outlined her background in education and reasons for wanting to join the Governing Board.
- 1.3 Governors introduced themselves.

2 **Declarations of Interest on agenda items**

- 2.1 None declared.

3 **To approve the minutes of the Full Governing Board meeting on 18 June 2020**

[2020-06-18 Draft FGB minutes](#)

- 3.1 Resolved.

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

[Actions list 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.
 - TK encouraged Governors to undertake virtual training.
 - IR noted that Babcock would be hosting virtual training for at least the first half of the Autumn Term.
 - Ongoing reminder
- 4.2 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.
 - See agenda item 7
- 4.3 13/02/2020 6.2.5 Extra information to be provided in safeguarding review meetings to highlight implementation of behaviour policy.
 - A safeguarding meeting would take place on 17 July.
 - Ongoing
- 4.4 13/02/2020 6.2.6 Governors to undertake visits. Implementation of the behaviour policy could be explored.
 - Ongoing
- 4.5 12/03/2020 10.7 All Governors to carry out a school visit in the Summer Term
 - Not possible this term. Carried over into the Autumn Term.
 - Ongoing
- 4.6 18/06/2020 6.5 Submission of SFVS
 - Done

5 **To receive a report on matters relating to Covid-19**

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Staff Covid Handbook – September

Risk Assessment – September

- 5.1 New guidance was issued on 2 July relating to the full re-opening of schools in September.
- 5.2 All pupils would be required to attend from September. The standard attendance policy would be re-introduced.
- 5.3 Health and Safety Law must be complied with. The risk assessment had been updated accordingly and circulated to staff for consultation.
- 5.4 Contact with individuals who were unwell must be minimised. Handwashing would be a priority, alongside good respiratory hygiene (lidded bins, tissues) and enhanced cleaning. PPE would be used if necessary.
- 5.5 Test and trace would be adhered to. If there was a case within school PHE would provide guidance. There was the possibility of a local lockdown.
- 5.6 Social distancing measures would continue but children would be in bubbles of 30 (instead of 15). Playtimes and lunchtimes would be staggered. There were measures in the operational plan to minimise movement in classrooms.
- 5.7 *Would equipment be brought in from home or provided by school? (SM)*
Predominantly, equipment would be provided by school (within a named, zipped wallet) but Y2-6 children were allowed to bring in a pencil case. Pencil cases would have to be kept in school would be required to keep their pencil case within school. (SW)
- 5.8 Most staff were expected to attend in September and were allowed to work across classes. Risk assessments for clinically vulnerable or exceptionally clinically vulnerable have been completed and reviewed. This would be minimised as far as possible. Adaptions were being made to the support staff timetable. There was still the possibility of some staff working from home if their role meant that they could work from home eg. Admin member of staff may not work full time in school as able to do their role from home.
- 5.9 Residential visits were not allowed. Day trips would need to be risk assessed but it had been decided that no trips would take place in the Autumn Term.
- 5.10 Full school uniform would be required from September. Rec-Y3 children would be allowed to leave a PE kit at school. Y4-6 children would be asked to attend in their kit on the PE days.
- 5.11 Wrap around care (Breakfast Club) would continue with children remaining within their bubbles as far as possible by having tables for each bubble.
- 5.12 There would be staggered start and pick up times. Lunchtime had been shortened by 10 minutes to compensate for this.
- 5.13 The curriculum should remain broad and ambitious but there was flexibility to make adjustments up until summer 2021.
- 5.14 Remote education would need to be provided in the case of a local lockdown to ensure that learning could continue. Contingency plans for local lockdowns were in place. Vulnerable children and key workers' children may still be required to attend

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school.

5.15 Routine OFSTED inspections were suspended until January.

5.16 All assessments (SATs, phonics screens etc.) would be going ahead as scheduled.

5.17 *Would the school be used during the holidays? (IR)*

There had been no requests. (SW)

5.18 *Were children encouraged to bring in their own packed lunch? (BD)*

School lunches would be available as normal. (SW)

5.19 *If a child were removed from a class because of behaviour issues, was there provision for them to remain isolated (BD)*

There was no specified isolated space but there was a space that would be used for interventions or for an unwell child. Generally, corridors or shared areas would be used but the intention was to deal with disruption within the class as far as possible. (SW)

5.20 *If a child was unwell and they had siblings at school, would the siblings need to be removed from school as well. (BD)*

Yes. And would not be allowed to return until a negative test result had been received. (SW)

5.21 *How would staggered drop off/pick up times be managed for siblings? (BD)*

Parents were allowed to stay on site in this instance; using the one-way system to wait outside the siblings' class(es). (SW)

5.22 *Would there be provision for assemblies? (BD)*

There would be no gathering together but there was the possibility of virtual assemblies. (SW)

5.23 Governors approved the Risk Assessment to be invoked from September.

6 Safeguarding

6.1 Babcock were releasing a new model policy in mid-September; reflecting changes in KCSiE. The school policy would be reviewed accordingly.

6.2 A document would be circulated outlining the changes to KCSiE.

ACTION SW/HH

7 Policies

7.1 To note the revision and approval of the Data Protection policy

[Data Protection policy 2020](#)

7.2 IM explained that the policy was prepared by the DPO and based on the model Babcock policy. SM had reviewed it.

7.3 Noted.

7.4 To approve the RSE policy

[Draft RSE policy](#)

7.5 IR had Governor reviewed the policy.

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- 7.6 PH explained that a transition between the PSHE and RSE policy would take place over the first half of the Autumn Term.
- 7.7 There was no statutory requirement for the policy to be implemented until summer 2021 but it was best practice for it to be in place as soon as possible.
- 7.8 The policy would be reviewed in summer 2021.
- 7.9 An update on the implementation would be given half way through the year.
ACTION HH
- 7.10 It was resolved to approve the policy.
- 7.11 To approve the Finance policy (if available)**
- 7.12 Deferred
ACTION JC/LH/HH
- 7.13 To approve the Charging and Remissions policy (if available)**
- 7.14 Deferred
ACTION JC/LH/HH
- 8 Update on Governor training**
- 8.1 HH had virtually attended a Clerk's update course.
- 8.2 TK had attended a "School recovery – the Governors' role" webinar. This would be discussed further in September alongside the SDP.
ACTION HH
- 8.3 Reflection and consideration about how to move forward as strategically as a Governing Board was needed. (See item 10)
- 9 To consider chairing of the Governing Board for the 2020/21 academic year**
- 9.1 The difference between a co-chair and single chair model was outlined.
- 9.2 SM had found the co-chair model valuable. TK had mixed feelings on the benefits.
- 9.3 It was agreed that clear succession planning was required. Discussion took place about whether a term of office of one year was sufficient.
- 9.4 It was resolved to discuss this further in the first half of the Autumn Term, deferring the elections until the November meeting.
ACTION HH
- 10 Governing Board self-evaluation**
- GBSE 2020**
- 10.1 TK had circulated a questionnaire to Governors. The results of the questionnaire would inform discussion at the September meeting. All Governors were encouraged to fill in and return the questionnaire.
ACTION ALL GOVERNORS
- 10.2 It was suggested that break out groups could be used to discuss aspects of the evaluation at the September meeting. A Governors Development Plan would be

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- 10.3 formulated.
The SLT and staff were thanked for their hard work in keeping the school operating under difficult circumstances and providing an enjoyable experience for the children attending. The SLT would relay the thanks to the staff.

ACTION SLT

The meeting closed at 19:30

Date of next meeting: Thursday 17 September

Signed.....S McDonald.....

Date.....17/09/2020.....