

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: 17 September 2020**

**Time: 18:00**

**Venue: Virtual (due to Covid-19 restrictions)**

<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	Paul Frazer	PF	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)
John Collins	JC	Governor (Co-opted)	Jonathan Wood	JW	Governor
Kate Beale	KB	Governor (Co-opted)	Becky Dupre	BD	Governor (Par)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Paul Herring	PH	Assistant Headteacher	Gillian Ratcliff	GR	Governor (Co-opted)
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
Liam Hatton	LH	Governor (Co-opted)	Family 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**

Co-option of Gillian Ratcliff to the Board.

Approval of term dates for the 21/22 academic year.

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**1 Co-option of Gillian Ratcliff**

- 1.1 Resolved.
- 1.2 Gillian was welcomed to the Governing Board.

**2 Apologies for absence**

- 2.1 Approved as listed above.
- 2.2 AR was absent without apology.

**3 Declarations of Interest on agenda items**

- 3.1 None declared.

**4 To approve the minutes of the Full Governing Board meeting on 16 July 2020**

[2020-07-16 Draft Minutes](#)

- 4.1 Resolved.

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

- 5.1 All Governors to book onto training courses (via the Clerk) and inform the Clerk on completion to update the Governors' training record.

Ongoing reminder

- 5.2 13/02/2020 6.2.5 Extra information to be provided in safeguarding review meetings to highlight implementation of behaviour policy.

Done

- 5.3 13/02/2020 6.2.6 Governors to undertake visits. Implementation of the behaviour policy could be explored.

When possible - ongoing

- 5.4 12/03/2020 10.7 All Governors to carry out a school visit ~~in the Summer Term~~ as soon as practical.

*School was limiting the number of visitors. Governors were advised that they could catch up virtually. Contact the SLT to arrange.*

**ACTION ALL**

Ongoing

- 5.5 16/07/2020 6.2 All Governors to read KCSiE. Sign to say this has been done in September meeting  
*See agenda item 7*

Ongoing

- 5.6 16/07/2020 10.1 Complete Governing Board Self Evaluation for discussion at

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September meeting.

*Move to a future meeting. TK would prepare a paper.*

**ACTION TK**

Ongoing

## 6 **Reaffirm Code of Conduct**

[Governing Board Code of Conduct](#)

6.1 It was confirmed that there had been no changes to the Code of Conduct since last approved.

6.2 Normally, Governors would sign the document, but this was not possible in the current circumstances with virtual meetings. However, it was agreed to that the Code of Conduct would remain in place for a further year.

## 7 **To confirm that Keeping Children Safe in Education Sept 2020 parts 1 and 2 have been read by Governors**

[Keeping Children Safe in Education 2020](#)

[Summary of changes in KCSiE 2020](#)

7.1 Some Governors had not had the opportunity to read the extensive document in full.

7.2 It was agreed to re-agenda this item in October when it could be confirmed alongside the reading of the Child Protection policy.

**ACTION ALL/HH**

## 8 **Approval of Academic year dates for 2021-22**

[Term Dates 2021-22 draft](#)

8.1 Resolved to approve as listed in the draft.

## 9 **To note the Sports Premium Funding report**

[Sports premium spending 2019-20](#)

9.1 The statutory report, relating to the 19/20 Financial year had been published on the website.

9.2 Governors had no questions on the report.

## 10 **Budget monitoring**

[June Budget Monitor](#)

[Questions on Budget Monitor](#)

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- 10.1 LH had studied the June Budget Monitor and had asked questions by email. SW had responded to the questions. These had been shared with the Governing Board in the document listed above.
- 10.2 JC noted that the impact of CoVID would become apparent in future Budget Monitors. SW explained the added costs:
- Additional MTAs had been employed to ensure that lunchtimes were CoVID safe. Estimated cost between £7000 and £10000.
  - Additional cleaning was necessary. Estimated cost £5000.
  - Staff absence: Insurance could not be claimed until after 5 days of absence. *SM asked whether the insurance covered self-isolation.* This would be explored. The cost of staff absence was unknown.
- ACTION SW**
- Additional soap and sanitiser were required.
- 10.3 Three children had joined school this term with additional needs; two with an EHCP in place and one without. The school were responsible for funding the first £6000 of support for each.
- 10.4 The level of need in the Reception cohort was being monitored to determine whether additional support was required.
- 10.5 *JC asked if there would be a requirement to resource additional teaching staff.* SW responded that baseline tests were underway and gaps were being identified. £32000 “catch-up” funding had been received from the Government. This would potentially allow employment of one full time teacher (with three to four years’ experience). No further Government funding was expected. A grant had been applied for (anticipated value £1000) but its expenditure was ring-fenced.
- 10.6 TK suggested that parents could be asked to provide their children with small bottles of hand sanitiser. BD said that many children were already bringing it to school. IM had explored the costs of installing hand pumps for the sanitiser (similar to soap dispensers). SW confirmed that if parents were not able to provide sanitiser, then the school would provide it. It was agreed to support the schools request to parents.

**ACTION SLT**

### 11 CoVID update

[CoVID-19 Report to Governors Sep 2020 final](#)

[RA100 Exminster Community Primary School 03.09.20](#)

- 11.1 It was confirmed that the Risk Assessment had been amended to include the new legislation/guidance. The latest version had been circulated with a list of amendments.
- 11.2 Staffing – All staff had returned. Risk assessments had been carried out and agreed with necessary adaptations made to individuals’ roles.
- 11.3 Apart from one family, all children had returned to school at the start of term. School

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- had worked with the family, made adaptations to start and finish times to ensure less contact with other parents and attendance had resumed.
- 11.4 CoVID testing was an issue as results were not being received quickly enough. The school had a limited supply of (postal) tests and would ensure that the maximum amount would be applied for regularly.
- 11.5 Alternative arrangements had had to be made for the transition of the Reception cohort. These had been successful.
- 11.6 *JC asked whether it would be possible to hold parent/teacher evenings this year?* SW responded that plans were being made for this to happen virtually.
- 11.7 *SM enquired about staff morale.* SW explained that the necessary changes and systems were reducing teaching time. This was challenging and frustrating for teachers. Guidance required teachers to set up online learning in the event of a lockdown. This was an additional demand on teachers' time. There was an open door policy for staff to speak to the SLT if they needed to. All staff were being supportive of each other and working together.
- 11.8 *SM asked what the Governing Board could do to support the school and staff when the majority of changes were operational.* FH suggested a gesture in line with one that she had experienced at a former school would be appreciated.

**ACTION FH**

### 12 Discussion on Governing Board Chairing

- 12.1 A Co-Chair model was currently in place. The pros and cons of, election process, term of office and need to re-consider the model were discussed.
- 12.2 TK and SM outlined their experience from this year. TK expressed an interest in continuing in a chairing role for another year (or term of office as appropriate). It was noted that establishment of a connection with the SLT took time.
- 12.3 *JW asked what would be in the best interests of the school.* SW said that it would be easier to establish and maintain a relationship with a Chair with a longer term of office and that the Co-Chair model had worked well over the last year.
- 12.4 The next step was for TK and SM to prepare a proposal to be brought to the October Meeting.

**ACTION TK/SM/HH**

### 13 School Development Plan: Drafting of Key Priorities

[SDP priorities 17.09.20](#)

- 13.1 The four priorities were outlined; two new, generated by a KISS (Keep, Improve, Start, Stop) review and two continuing from last year.
- 13.2 Feedback – The impact on workload and the experience of lockdown had been considered. During lockdown, feedback on the children's work was immediate due to

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the limited number in school and had proved effective. The current marking policy would be replaced with a new policy reflecting the changes.

13.3 *IR asked what weight Ofsted placed on marking?* SW replied that Ofsted took more account of the quality of learning and the impact on progression rather than making a specific judgement on the feedback process.

13.4 Online learning and parental engagement – The intention was to align online learning as far as possible to the school curriculum. This would ensure that children self-isolating would still be able to access learning and would not be disadvantaged on their return. The online platform would also be used to communicate with and engage parents in their child’s learning.

13.5 Reading – Consistent, progressive teaching of phonics, comprehension development and parental and child engagement with reading would be the focus.

13.6 We are experts – Development of the curriculum would continue.

13.7 Scopes were being written and should be available for the October meeting.

Governors would be allocated to the priorities and monitoring would be suggested.

**ACTION SLT/HH**

The meeting closed at 19:20

**Date of next meeting: Thursday 15 October 2020**

**Signed.....T Kerrigan.....**

**Date.....15/10/2020.....**