

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 15 October 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)	Frankie Hyde	FH	Governor (Staff)
John Collins	JC	Governor (Co-opted)	Liam Hatton	LH	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Becky Dupre	BD	Governor (Par)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Alwyn Reeves	AR	Governor (LEA)	Gillian Ratcliff	GR	Governor (Co-opted)
Paul Herring	PH	Assistant Headteacher			
Apologies					
Name	Initial	Position	Reason		
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 Safeguarding/Child Protection policy

To approve the Finance policy

To adopt a 3-year term of office for the chair/vice chair

Full Governing Board Meeting Minutes

Item

1 Apologies for absence

- 1.1 Resolved to approve as listed above.
- 1.2 It was reported the Jonathan Wood had resigned from the Governing Board with effect from 14 October. Jonathan was thanked for his hard work and valuable input during his service.

2 Declarations of Interest on agenda items

- 2.1 None declared.

3 To approve the minutes of the Full Governing Board meeting on 17 September 2020

[2020-09-17 FGB draft minutes](#)

- 3.1 It was noted that GR's surname was incorrectly spelled. This would be corrected for the web and printed versions of the minutes.
- 3.2 It was resolved to approve the minutes. The minutes would be signed when possible.

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.
- 4.2 13/02/2020 6.2.6 Governors to undertake visits. Implementation of the behaviour policy could be explored. Ongoing reminder
- 4.3 12/03/2020 10.7 All Governors to carry out a school visit as soon as practical When possible - ongoing
- 4.4 16/07/2020 6.2 All Governors to read KCSiE. Sign to say this has been done in September meeting When possible - ongoing
- 4.5 17/09/2020 10.2 Does absence insurance include staff self-isolating? See agenda item 5.2
SW explained that, in the first instance, it appeared that it was, but there were different scenarios that needed to be explored - ongoing
- 4.6 17/09/2020 10.6 Parents to be invited to supply hand sanitiser for their child/children Done
- 4.7 17/09/2020 11.8 FH to arrange gesture from Governors to staff to acknowledge efforts during Covid Done
See photograph in meetings folder. It was appreciated by the staff - done
- 4.8 17/09/2020 12 TK and SM to write proposal on chairing for October FGB meeting

Full Governing Board Meeting Minutes

Item

- 4.9 17/09/2020 13.7 SDP scopes and allocation of priorities to Governors to be on October agenda. See item 7
- See item 10

5 Safeguarding

5.1 **Approval of Child Protection Policy**

[CP and Safeguarding Policy October 2020 final](#)

- 5.1.1 AR had commented on the policy and raised the following questions prior to the meeting - responded to by SW:
- 5.1.2 *Q: I've read and reviewed the document. It seems to get more extensive each year. It seems to be thoroughly comprehensive. The Governance Alert from 9th October about immediately providing remote education if a child has to stay at home hasn't got any guidance in it that isn't already covered in the school's policy.*
 A: We have devised a separate remote learning policy which will come to a future FGB meeting. It is a non-statutory policy. We have also written to parents to alert them to what will happen in the case of a child self-isolating. We are just working on the plan for a partial closure (if a bubble needs to self-isolate).
- 5.1.3 *Q: Children are required to have at least one adult that they can go to about any issue. Is that compromised in any way by children having to stay in fixed "bubbles"?*
 A: We can still arrange for children to speak to other members of staff. There would be measures in place to ensure no close contact if mixing across bubbles.
- 5.1.4 All Governors confirmed that they had read the policy. It was not possible to sign to say that the policy had been read in the current circumstances. This minute to be taken as evidence.

5.2 **Confirmation from Governors that Keeping Children Safe in Education September 2020 version has been read**

[Keeping Children Safe in Education 2020 Summary of changes in KCSiE Sep 2020](#)

- 5.2.1 All Governors confirmed that they had read parts I and II of the document. It was not possible to sign to say that the policy had been read in the current circumstances. This minute to be taken as evidence.

6 Policies

6.1 **Approval of Finance Policy**

[2020-10 \(1\) Finance Policy](#)

- 6.2 One amendment had been made regarding the Register of Interests.
- 6.3 It was noted that the table of staff and Governors (on page 8) required updating.
- 6.4 It was resolved to approve the policy subject to an update of the table.

Full Governing Board Meeting Minutes

Item

ACTION HH

- 6.5 **To note that there have been no amendments during the review of the Charging and Remissions Policy**

[2020-10 \(1\) Charging and Remissions Policy](#)

- 6.6 Noted.

ACTION HH

7 Chairing – to agree a term of office and chairing model

[Information on the Co-chair model](#)

- 7.1 IR noted that a 1-year term of office was very short; the average was 3 years.
- 7.2 AR commented that succession planning would be difficult with a 1-year term of office. However, if there was a 3-year term of office then it would not prevent the chair from leaving the Governing Board within that term.
- 7.3 GR considered a longer term of office more effective for continuity.
- 7.4 JC asked whether it would be possible to remove a chair. It was confirmed that there was a mechanism for doing this within legislation.
- 7.5 BD asked whether it was possible to have an open-ended term. This was considered unhealthy for the Governing Board.
- 7.6 TK suggested that anyone interested in becoming chair could put themselves forward for vice-chair, in the first instance, to prepare for succession planning.
- 7.7 It was resolved to adopt a 3-year term of office (to be aligned with the academic year).
- 7.8 IR suggested that there could be flexibility on the chair/co-chair model based on the Governors considering undertaking the role at the time of election. It was resolved to move forward on this basis.
- 7.9 Elections would take place at the November meeting for chair/co-chairs and vice chair. Governors should nominate themselves 7 days before the meeting. Co-chairs would need to nominate themselves as a single entity.

ACTION ALL

8 Finance recovery plan

[Finance recovery plan](#)

- 8.1 SW explained that the plan was required because a deficit budget had been submitted in April.
- 8.2 JC had raised the following questions prior to the meeting; responded to by SW:
- 8.3 *Q: Looking at the revised budget, I see we are now in surplus in year 3 where we had originally budgeted a £38K deficit. Does this include the additional Covid government funding of £32K and the expected additional Covid related costs?*
- A: This does not include the additional Covid costs. The working budget would be adjusted to get a sense of the total additional costs incurred. Pupil number are higher*

Full Governing Board Meeting Minutes

Item

than planned. Staffing costs have changed from the April plan with resignations and new appointments.

- 8.4 *Q: Regarding the £32K government funding – is it sufficient and how will it be spent?*
 A: The funding is not sufficient; catch-up would take more than a year. Much of this will come through quality first teaching; narrowing the curriculum and adapting planning. The money could equate to one teacher and one HTLA in the afternoons, 5 days per week to address a gap within all year groups.
- 8.5 *Q: I believe that Exminster School Association (ESA) has about £14K of funds available. There is currently no ring-fencing of the donations via Virgin Giving. Do we need to consider ring-fencing this and perhaps more of the £14K to cover any Covid related funding shortfall beyond the £32K provided by Government, on the basis that the donated funds are to help fund the deficit?*
 A: Under the terms of ESA we should not do this. It is clear that it needs to be about enriching the curriculum and not to address a shortfall.
- 8.6 There were no further questions at the meeting.

9 Contingency plan

[Seesaw – reception remote learning letter](#)

[Remote learning plan Y4-6](#)

[Remote learning plan Y1-3](#)

- 9.1 The contingency plan was essentially remote learning.
- 9.2 Letters had been circulated to parents to outline the arrangements that would be put in place; tailored to year groups.
- 9.3 The remote learning policy (to be noted at the November meeting) would outline its implementation.
- ACTION HH**
- 9.4 *TK asked how lack of engagement would be managed.*
 SW responded that initially, class teachers would phone the parents to establish any barriers to engagement. This would be escalated to the SLT if necessary.
- 9.5 *TK suggested that information about engagement with remote learning could be communicated to parents.*
 SW said this would be sent out in the next letter regarding arrangements in the event of a bubble needing to close.
- ACTION SLT**

10 School Development Plan (SDP)

10.1 Questions on "Catch Up" report

[Exminster Tiered Model for Catch Up, Catch Up – Timeline of actions.](#)

- 10.1.1 High quality teaching for all would be the priority.
- 10.1.2 Initial assessment had taken place in the form of a gaps-analysis. This would be followed up by further tests to monitor progress.

Full Governing Board Meeting Minutes

Item

- 10.1.3 *AR expressed concern about time being “shaved off” foundation subjects (to support, for example, additional maths) and its impact on a broad and balanced curriculum.*
SW responded that the broad and balanced curriculum was still in place but noted that, for example, 20 minutes per afternoon could be used for additional maths. Reading, writing and vocabulary would be incorporated within the foundation subjects.
- 10.1.4 *JC asked whether a separate plan was in place for Y6?*
PH responded that provision was being put in place for individuals according to need.
- 10.1.5 *IR asked whether there would be increased liaison with secondary schools regarding transition.*
PH responded that there was no additional provision planned at this stage. Children from Exminster transitioned to a wide range of secondary schools so, in practice, this would be difficult.
- 10.1.6 *IR asked whether the baseline tests had identified any children who had improved during lockdown.*
FH noted that there were a handful of KS2 children who had a slightly increased score. These would benefit from their new year group teaching.

10.2 Allocation of Governors to the priorities of the SDP

[SDP Summary 2020.21 Final v 2](#)

- 10.2.1 SW explained that there were now six priorities in the SDP as “Catch-up” had been divided into “We are readers”, “We are writers” and “We are mathematicians”
- 10.2.2 Governors were allocated the following priorities:
- We are experts – KB
 - Online learning/engagement – BD and SM
 - We are readers/writers – TK
 - We are mathematicians – BD
 - Feedback – GR
- 10.2.3 Monitoring of each priority would be outlined at the November meeting.

ACTION SLT

11 Verbal report from Pay and Performance Committee

- 11.1 All staff left the meeting.
11.2 Refer to part II minutes

The meeting closed at 19:10

Date of next meeting: Thursday 12 November 2020

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

Date.....**12 Nov 2020**.....