

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 12 November 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	Hamish Cherrett	HC	Governor (Co-opted)
Alwyn Reeves	AR	Governor (LEA)	Gillian Ratcliff	GR	Governor (Co-opted)
Apologies					
Name	Initial	Position	Reason		

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

TK elected as Chair

BD elected as Vice Chair

Approval of statutory policies/reports: Teacher's pay policy, SEND policy and report, Medical conditions and administration of medicine policy

HC appointed to Headteacher's performance review group

Co-option of SM

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1 Election of Chair

TK was elected as Chair.

2 Election of Vice Chair

BD was elected as Vice Chair.

3 Apologies for absence

None offered.

4 Declarations of Interest on agenda items

None declared.

5 To approve the minutes of the Full Governing Board meeting on 15 October 2020 Parts I and II

[2020-10-15 FGB Draft Minutes](#)

Resolved.

6 Update on actions (not included elsewhere on agenda)

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

Ongoing reminder

6.2 13/02/2020 6.2.5 Extra information to be provided in safeguarding review meetings to highlight implementation of behaviour policy.

Done

6.3 12/03/2020 10.7 All Governors to carry out a school visit as soon as practical. Implementation of the behaviour policy could be explored as part of the visit.

Ongoing

6.4 17/09/2020 10.2 Does absence insurance include staff self-isolating? (Further information to be sought)

Yes, as long as supply needs to be sought to cover the absence. The exception would be if a teacher was absent to look after a dependent (child at another school required to self-isolate). However, in this circumstance it would be possible for the teacher to work remotely.

Done

6.5 15/10/2020 9.5 Information about actions that could be taken regarding home

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learning to be communicated to parents in a letter.

Clarification was sought that the letter was regarding actions that could be taken if a child was not engaging.

ACTION SLT

Ongoing

6.6 15/10/2020 10.2.3 SDP Monitoring suggestions to be outlined at November meeting

See agenda item 10

7 Policies

7.1 Approval of Teacher's Pay Policy

[2020-11 \(1\) Teachers' Pay Policy \(Tracked changes version\)](#)

7.1.1 SM had reviewed the policy.

7.1.2 SW reported the September 2020 pay award: 5.5% for teachers on the MP1 of the main pay scale and 2.75% for teachers on the rest of the main pay scale, upper pay scale and leadership.

7.1.3 It was resolved to approve the policy.

7.2 Approval of SEND policy (and annual report for website)

[2020-11 \(1\) SEN policy](#)

[2020-21 SEN Information Report](#)

7.2.1 AR had looked at both the policy and report and found them to be comprehensive.

7.2.2 *AR questioned some of the definitions used: disability, impairment, handicap etc. However, it was understood that it was not within the remit of the school to change the language used.*

7.2.3 It was resolved to approve the policy and the report, subject to some minor wording changes to be made by SW (to the report).

ACTION: SW

7.3 Approval of Medical Conditions and Administration of Medicine Policy

[2020-10 \(5\) Medical Conditions Policy](#)

7.3.1 There had been changes to the administration of non-prescribed medicine that were reflected in the policy.

7.3.2 *JC asked about the long review date on this (and other) policies. SW explained that any amendments that were required (due to a change in circumstances/legislation) would be made before the review date. This was the case for all policies.*

7.3.3 It was resolved to approve the policy.

7.4 To note review of the Online Safety Policy

7.4.1 The online safety policy agreement had been updated alongside the policy; this was

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particularly relevant with the increase in technology being used because of remote learning.

7.4.2 Wearable technology and mobile usage were now included in the revised policy.

7.4.3 The agreement would be sent out to all parents to be signed.

7.5 To note review of the Health and Safety Policy

[2020-09 \(1\) H&S Policy](#)

7.5.1 The revision included the risk assessment due to Covid and the Stress and Wellbeing section had been updated to include a change in provider for the employee assistance programme.

7.5.2 HC noted that the review date on the policy needed to be updated.

ACTION SLT

7.6 To note review of the Attendance Policy

[Attendance Policy Nov 2020](#)

7.6.1 From now on, the policy needed to be reviewed annually.

7.6.2 The Education Welfare Officer had been consulted during the review process and elements of model policies alongside existing practice had been included.

7.7 To note review of the Intimate Care Policy

[Intimate Care Policy Oct 2020](#)

7.7.1 The only amendment to the policy was the addition of an introduction and aims section.

7.8 To note introduction of a Remote Learning Policy

[Remote Learning October 2020 Final](#)

7.8.1 The policy set out the expectations for remote learning. It included the letters sent out to parents.

7.9 To note introduction of a Racist Incident Policy

[Racist Incident Policy](#)

7.9.1 The procedure outlined in this policy had been separated out from other policies.

7.9.2 Racist incidents needed to be reported in the Headteacher's report and to the Local Authority.

7.9.3 *HC asked whether staff had been trained in the procedure.* SW responded that staff already knew the procedure due to its former inclusion in other policies.

7.9.4 *SM asked whether other forms of discrimination were covered by this policy.* SW responded that they were included in other policies, such as the anti-bullying and behaviour policies.

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7.10 To note introduction of a PLAC and LAC Designated Teacher Policy

Designated Teacher for LA and PLAC

- 7.10.1 This policy was previously known as the Looked After Children Policy.
- 7.10.2 The procedures outlined in the policy were not new; they just needed to be specified. Many were statutory requirements but there were some sections that related to practice within school.
- 7.10.3 *AR, concerned about workload, asked why SW was the designated teacher. SW responded that, in the past, the school had received additional funding for Children in Care. In the longer term and as the SLT expanded the role may be transferred.*
- 7.10.4 FH noted that it worked well with SW being the designated teacher (rather than a class teacher) for continuity.

7.11 To note the introduction of an NQT Policy

NQT Policy

- 7.11.1 The procedures outlined in this policy were already in place in school.
- 7.11.2 This was not a statutory policy according to Babcock but it was according to the DfE.

8 Confirmation of Committee membership

- 8.1 Pay and Performance Committee – SM, JC, LH, HC, AR
- 8.2 Headteacher's Performance Review Group – IR, TK, AR, PF, vacancy
- 8.3 HC was appointed to fill the vacancy in the Headteacher's Performance Review Group.

9 Review holders of Lead Governor Roles

- 9.1 Quality of Education – KB, GR, BD
 - 9.2 SAFs and Safeguarding – AR, HC
 - 9.3 Behaviour and Attitudes – FH, SM
 - 9.4 Personal Development – IR
 - 9.5 Early Years Foundation Stage - GR
 - 9.6 Finance – LH, JC
 - 9.7 Personnel – vacancy – to be advertised in the school newsletter. This had already been advertised externally with Governors for Schools.
- ACTION SLT**
- 9.8 Health and Safety - PF
 - 9.9 Leadership and School Development – TK, BD, SM

10 School Development Plan monitoring suggestions

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Questions for Governors for SDP Autumn 2020

- 10.1 The circulated document was in draft. Subject leaders would be consulted on the document and, following that, it would be re-circulated to Governors.
- 10.2 The first action for the linked Governors was to contact the linked staff member to talk through the scope. This could be done virtually by the end of this term.

SDP LINKED GOVERNORS

11 Covid update

Covid-19 Report to Governors Nov 2020

- 11.1 In addition to the circulated document, SW reported that a “catch-up” teacher and 3 LSA’s had been appointed.
- 11.2 *AR asked about recruitment procedures as there had been no Governor input to the latest appointments.* SW explained that the appointments were made at short notice. All safeguarding checks and procedures were followed.
- 11.3 *JC asked how staff were managing.* SW explained that the main frustration was not being able to run the interventions and guided groups. Workload was heavy with assessments and data gathering. Staff had settled into the “new normal” and were supportive of each other.
- 11.4 *JC asked how staff managed with a combination of remote and class teaching.* SW responded that staff were getting used to it. Children who were required to self-isolate and away from school for 2 weeks were engaging more than those who were awaiting test results (and therefore only potentially absent for a few days).
- 11.5 *SM asked how the children were finding it and whether there had been changes in behaviour.* SW responded that some children were finding it difficult to only socialise within their cohort but others were benefitting from it. It was suggested that a Governor could (virtually) attend a School Learning Team meeting where this could be discussed.
- ACTION ANY GOVERNOR**
- 11.6 *JC asked whether there was an updated budget monitor including Covid costs.* SW said that this would be forwarded to the Finance Governors as soon as it was available and a virtual meeting could be arranged to discuss it.
- ACTION SW**
- 11.7 *JC asked when the new school in the South West Exeter development would open.* HH responded that it was likely to be September 2022.
- 11.8 *JC asked whether an “Exminster in the news” section could be included on the website.* SW responded that Paul Herring was working on this.

12 To consider the Co-option of Stephen McDonald

- 12.1 SM’s term of office as a Parent Governor was due to end. SM stated that he was

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happy to remain on the Governing Board until the end of this academic year.

12.2 It was resolved to co-opt SM.

12.3 The process of a Parent Governor election would start as soon as possible.

ACTION HH TO SEND PARENT GOVERNOR DOCUMENTATION TO SW

The meeting closed at 19:15

Date of next meeting: Thursday 10 December 2020

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

Date.....10 Dec 2020.....