

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: 10 December 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			
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Par)	Hamish Cherrett	HC	Governor (Co-opted)
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			
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
Paul Frazer	PF	Governor (Co-opted)	Family commitment		
Frankie Hyde	FH	Governor (Staff)	Maternity leave		

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 purchase of Chromebooks.

**Item**

## Full Governing Board Meeting Minutes

## Item

**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 12 November 2020**

[2020-11-12 FGB draft minutes](#)

3.1 Resolved.

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

4.1 12/03/2020 10.7 All Governors to carry out a school visit as soon as practical.  
TK, KB, BD and GR had all either made arrangements or undertaken visits.  
Ongoing

4.2 5/10/2020 9.5 Information about actions that could be taken regarding home learning to be communicated to parents in a letter.

4.3 12/11/2020 7.2.3 Minor wording changes to be made to SEND report  
Done

4.4 12/11/2020 7.5.2 Review date on H&S policy needs to be updated  
Done

4.5 12/11/2020 9.7 Advertise vacancy for Personnel Governor in newsletter  
Done

4.6 12/11/2020 10.2 SDP linked Governors to contact link staff member to talk through scope  
Ongoing

4.7 12/11/2020 11.5 Governor to attend School Learning Team meeting to ask how Children are finding the restrictions  
This would be arranged in January  
Ongoing

4.8 12/11/2020 11.6 Updated budget monitor to be sent to Finance Governors  
Done

**5 Headteacher's Report**

[Headteachers Report to Governors – Autumn Term](#)

**Full Governing Board Meeting Minutes****Item****5.1 Key Statistics**

- 5.1.1 There had been a rise in eligibility for FSM since lockdown. Voucher incentives had encouraged uptake.
- 5.1.2 Education and Health Care Plans (EHCP) that had been applied for by school had now come through, although they had taken longer than the stated timescale. It was anticipated that further EHCPs would be applied for, for children who had recently joined school. Evidence gathering for needs assessments was underway.
- 5.1.3 *AR asked how the school compared nationally for SEND and EHCP.* SW responded that SEND was average, but EHCP was above average.
- 5.1.4 Devon County Council (DCC) had limited SEND funding. It issued more EHCPs than other local authorities. DCC had a project in place to consider how best to address this.

**5.2 Safeguarding**

- 5.2.1 AR and HC had met with SW and Hannah Parker for a review meeting. The action plan for the audit was discussed.
- 5.2.2 AR and HC would be signing up to level 3 safeguarding training. This would need to be refreshed every 2 years.
- 5.2.3 Multi Agency Impact (MIA) Chronologies were explained. This had been piloted in North Devon and had proved successful.
- 5.2.4 A MASH (Multi Agency Safeguarding Hub) online service had been developed.
- 5.2.5 There had been more fixed term exclusions than normal; overview given.
- 5.2.6 School had higher than national average attendance. Fewer families were taking holidays and there were lower levels of sickness absence (with the exception of Covid related isolations).

**5.3 Monitoring**

- 5.3.1 IM reported on goal setting and target setting and how it supported motivation and engagement in the appraisal process. Every member of staff had an assigned target, a jointly set target (with the SLT) and a self-set target (related to the SDP).

**5.4 Staff Development**

- 5.4.1 PH explained the early careers pilot that the school were part of.
- 5.4.2 *AR asked whether there were aspects of NQT's induction that could not take place due to Covid restrictions.* PH said that lesson observations could still take place, subject to restrictions.
- 5.4.3 *KB asked about pay progression as the 2-year program needed to be completed in its entirety before qualifying.* It was confirmed that pay progression was not affected.

**6 Budget Monitoring**

[October Budget Monitor, Comparison](#)

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### Item

- 6.1 Governors had submitted the following questions prior to the meeting.
- 6.1.1 *Were schools expected to cover costs when there were delays in the approval of EHCP? (LH)*  
Yes, there was no back payment (SW)
- 6.1.2 *Comparing the October budget monitor against June's, the improvement in forecast deficit was surprising. Were there any covid-related costs missing? (Particularly with respect to the teacher to be hired for Covid catch-up work and supply teachers not covered by insurance). (JC)*  
Funding for the catch-up teacher had not yet been received and would be a separate funding scheme. The cost of cleaning materials had not yet been realised in the budget. Regarding covering teacher absence - in school cover could be used in most cases. There had not been a requirement to buy in much cover. (SW)
- 6.1.3 *The cost of LA services had increased; what did this relate to? (JC)*  
There was a misallocation of costs that needed to be corrected and would be reflected in the next Budget monitor. (SW)
- 6.1.4 *Given the largest contribution to any variance against budget this year, and possibly next, will be Covid, is it worthwhile pulling together a schedule of Covid-costs to understand the full impact? (JC)*  
SW outlined approximate costs related to additional cleaning, meal-time support, administration and resources.
- 6.1.5 *How did September, October and November canteen income compare to the same period last year? Had Covid restrictions had any impact on this area? (JC)*  
The income was down approximately £400 on the same period last year. However, savings would be made from producing fewer meals.
- 6.1.6 *Training costs were lower as courses were virtual. Were these genuine savings or would there need to be a catch-up next year. (JC)*  
This was not likely to be the case. (SW)
- 6.1.7 JC requested a breakdown of Covid costs following the next Budget Monitor.
- ACTION: SW/IM**
- 6.2 PH requested approval from the Governing Board to purchase 30 Chromebooks at a cost of £6060. Comparative quotations had been sought. The purchase would be funded by Breakfast Club and Capex. Chromebooks had been used extensively over the last 9 months. It was resolved to approve the purchase and to look at a longer term strategy for their provision.

### **7 Governor visit report on School Development Plan (SDP) Feedback priority**

- 7.1 GR had met with IM remotely.
- 7.2 GR had familiarised herself with the original marking policy and believed that the new arrangements would pay long term dividends; children would receive immediate feedback.

## Full Governing Board Meeting Minutes

### Item

- 7.3 GR had met with Marie Greenslade regarding the Early Years Foundation Stage. Additional staffing had been put in place and this was appreciated. A further meeting would take place regarding the new framework applicable from September.

### 8 Report on Governance Review

- 8.1 IM had met with TK and HH.
- 8.2 IM had undertaken a Keep Stop Start review. The following points were identified:
- 8.2.1 Health and Safety should regularly be on the agenda. It was now included in the Headteacher's report.
- 8.2.2 A system for streamlining policies was required to ensure that statutory policies were in place and reviewed regularly. The Key had a compliance checker module, with many benefits, that would be used going forward.

### 9 Pupil Premium Report

[Pupil Premium Report 2020](#)

- 9.1 SW briefly explained the content of the report. The report needed to be uploaded onto the website.
- ACTION: SLT**
- 9.2 LH agreed to take on the role of the Pupil Premium Governor. Introduction meetings with the school Pupil Premium leads would take place in the new year.

**ACTION: LH/SW**

### 10 Part II - Report on the Headteacher's Appraisal

The meeting closed at 19:25

**Date of next meeting: Thursday 14 January 2021**

Signed.....Talitha Kerrigan.....

Date.....14 January 2021.....