

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 14 January 2021

Time: 18:00

Venue: Virtual (due to Covid-19 restrictions)

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher			
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Co-opted)	Jamie Hlland	JH	Governor (Par)
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 Ratcliffe	GR	Governor (Co-opted)
Hamish Cherrett	HC	Governor (Co-opted)	Paul Herring	PH	Assistant Headteacher
Apologies					
Name	Initial	Position	Reason		
Frankie Hyde	FH	Governor (Staff)	Maternity leave		
Paul Frazer	PF	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

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1 Apologies for absence

1.1 Approved as listed above.

2 Declarations of Interest on agenda items

2.1 None declared

3 To approve the minutes of the Full Governing Board meeting on 10 December 2020

[2020-12-10 Draft FGB minutes](#)

3.1 Resolved.

4 Update on actions (not included elsewhere on agenda)

4.1 13/02/2020 6.2.6 Governors to undertake visits. Implementation of the behaviour policy could be explored.

Ongoing

4.2 12/03/2020 10.7 All Governors to carry out a school visit in as soon as practical
Some Governors had already undertaken virtual visits and would look at progress in future meetings. SW suggested that meetings were arranged after half term.

Ongoing

4.3 15/10/2020 9.5 Information about actions that could be taken regarding home learning to be communicated to parents in a letter.

Done

4.4 12/11/2020 10.2 SDP linked Governors to make contact with link staff member to talk through scope

See 4.2

Ongoing

4.5 12/11/2020 11.5 Governor to attend School Learning Team meeting to ask how Children are finding the restrictions

SW advised that meetings were suspended for the time being.

Ongoing

4.6 10/12/2020 6.1.7 Breakdown of Covid costs to be given following the next Budget monitor

The office had started to gather the costs. A meeting would be arranged with JC and LH in due course.

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Ongoing

4.7 10/12/2020 9.1 Upload PP report onto website

Done

4.8 10/12/2020 9.2 Introduction meetings with the school PP leads to take place with LH

Ongoing

5 Policies

5.1 **Review of Governor Allowances Policy**

[Governor Allowances Policy](#)

5.1.1 No changes to the existing version were recommended.

5.1.2 It was noted that the policy had been reviewed.

5.2 **To approve the Supporting Children with Health Needs who cannot Attend School policy**

[Children with Health Needs unable to Attend School policy](#)

5.2.1 SW explained that this was a new policy. It included arrangements for children who had been taken out of school for education.

5.2.2 There were no questions on the policy.

5.2.3 It was resolved to approve the policy.

6 Outcome of staff, pupil and parent questionnaires

[Questionnaire responses and action plans](#)

6.1 **Parent Questionnaire**

6.1.1 The questionnaire was aligned to the Ofsted Parent View questionnaire but with text boxes included for detailed responses.

6.1.2 An action document had been produced to identify steps that would be taken to address issues raised.

6.1.3 Comments regarding communication were positive. This had been a focus area from the last questionnaire.

6.1.4 *IR asked what percentage of parents wanted more frequent updates on their child's progress.* SW explained that this had been mentioned in comments (as there was no specific question) and outlined the current formal arrangements for communicating progress. Parents could make additional, informal arrangements with teachers but, due to workload, there was no scope for additional, formal reporting. IM noted that

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93% of parents agreed with the statement “The school lets me know how my child is doing”.

- 6.1.5 *JH asked whether an analysis about the most effective methods of communication had taken place and noted that most parents appeared to use social media. SW responded that no analysis had taken place but that there was an official school Facebook page for promotion and reminders about events. Recently, emails had been lengthy, due to the volume of information about Covid restrictions and arrangements and it was acknowledged that not all parents read them. BD and KB explained that parents had set up year-group specific Facebook/Whatsapp groups.*
- 6.1.6 *IR asked whether the temporary provision of After School Club was at a cost to the school. SW explained how staffing had been adjusted to accommodate this and that it would generate income.*
- 6.2 **Staff Questionnaire**
- 6.2.1 Staff were encouraged to put their names on the questionnaires so that open conversations about comments could take place.
- 6.2.2 The least positive responses were about the consistent management of pupil behaviour and workload.
- 6.2.3 IM explained how Culture Club would address workload. A wide range of staff from across the school would meet monthly to share views and discuss how things could be streamlined. It would facilitate working as a community and team problem solving.
- 6.3 **Pupil Questionnaire**
- 6.3.1 Questionnaires were age appropriate. (Reception and year 1 had a separate method for capturing information than years 2-6)
- 6.3.2 It was noted that implementation of some of the actions identified would be delayed due to the current circumstances. For example, the school learning team (who would normally discuss the findings) were not currently meeting.
- 6.3.3 *JH noted that the response to the question “My teachers give me work that challenges me” did not appear to be very high. SW said that this would be explored with classes in more detail and that children’s perceptions of challenge may vary.*

7 **Covid Update**

[January Covid update for Governors, Updated Risk Assessment](#)

- 7.1 SW explained the safeguarding arrangements that were in place.
- 7.2 PH gave an overview of remote learning on Google Classrooms for years 4, 5 and 6. One Maths, English and Goal activity was set per day. Children could message the teachers regarding the activities. This was generating up to 250 messages per day,

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- per classroom. One adult was tasked to respond to the messages. The update and engagement was high.
- 7.3 *BD asked how staff were coping with the additional demands of remote learning. PH responded that it was constantly evolving. BD asked whether external resources could be used to complement those provided by the teachers.*
- 7.4 *IM gave an overview of the use of See Saw in KS1 and year 3. Some live phonics sessions were taking place in year 2 and these would be rolled out to year 1 and reception shortly. KB commented that the live sessions were excellent and it gave the children a boost to see their friends.*
- 7.5 Food boxes, for families eligible for free school meals, were currently being prepared in school, but as soon as possible the voucher scheme would be implemented as this was easier to manage and allowed more parental choice.
- 7.6 DfE guidance stated that schools could take as many children as required a place although schools could limit this subject to risk assessment. IM said that the school's risk assessment limited each class to 15 children.
- 7.7 *JC asked whether the prioritisation policy was needed due to the DfE guidance. SW said that if places were allocated due to parental request, the school would be 60% full. This would exceed the risk assessed limit of 15 children per class. It was confirmed that the number of children who were not granted a place was approximately 20.*

The meeting closed at 19:20

Date of next meeting: Thursday 11 February at 7pm. To be held remotely.

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

Date.....11 February 2021.....