

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 11 February 2021

Time: 18:00

Venue: Virtual (due to Covid-19 restrictions)

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Hamish Cherrett	HC	Governor (Co-opted)
Talitha Kerrigan	TK	Governor (Co-opted)	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	Governor (Co-opted)	Paul Herring	PH	Assistant Headteacher
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)
Jamie Hulland	JH	Governor (Par)			
Apologies					
Name	Initial	Position	Reason		
Paul Frazer	PF	Governor (Co-opted)	Work 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

1 Apologies for absence

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Accepted as listed above.

2 Declarations of Interest on agenda items

BD, TK, LH and HC declared an interest in item 10 (part II).

3 To approve the minutes of the Full Governing Board meeting on 14 January 2021

[2021-01-14 FGB draft minutes](#)

Resolved.

4 Update on actions (not included elsewhere on agenda)

[Actions list](#)

- 4.1 12/03/2020 10.7 Governors to carry out school visits when possible.
SDP monitoring (virtual) visits etc.

SM and BD had attended a virtual meeting with PH about remote learning. BD would circulate a report.

Ongoing

- 4.2 12/11/2020 11.5 Governor to (virtually) attend School Learning Team meeting to ask how Children are finding the restrictions.

Ongoing

- 4.3 10/12/2020 6.1.7 Breakdown of Covid costs to be given following the next Budget monitor.

A meeting had taken place with JC and LH

Done

- 4.4 10/12/2020 9.2 Introduction meetings with the school PP leads to take place with LH

To be arranged after half term

Ongoing

5 Approval of Accessibility Plan

[Accessibility Plan 2021-2024](#)

- 5.1 The plan was aimed at both children and staff.

- 5.2 SW gave an overview of the SEND statistics for school.

- 5.3 Governors raised the following questions:

- 5.3.1 *Does school receive feedback from parents on the effectiveness of adjustments made as part of the plan? Have issues/recommendations been raised? How is this logged and fed into reviews? (JH)*

Recommendations from external agencies with expertise in hearing and sight

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impairment had been included and supported by environmental audit. Feedback had only been received from one parent. (SW)

- 5.3.2 *Had Public Sector Body Accessibility Regulations (2018) been considered? (Relating to the school website, newsletter accessibility and use of pdfs.) (JH)*

Advice would need to be taken from the IT technician about the website. Unaware of other schools making adjustments. (SW)

- 5.4 Support was offered for IT accessibility (re: the aforementioned regulations) from SM and JH.

ACTION SM/JH

- 5.5 It was resolved to approve the plan subject to minor, not material amendments.

ACTION SLT – UPDATE AND UPLOAD TO WEBSITE

6 Covid operational update

[Covid update report February 2021](#)

- 6.1 BD had volunteered to be the Governor representative for remote learning and would carry out a monitoring visit after half term.

- 6.2 The following questions were asked:

- 6.2.1 *Is 58% of pupils in school too many and presenting a safety concern for staff? What is the occupation of classrooms over a week, does it vary and how is it managed? (JH)*
SW gave an overview of the current situation. Only 15 children were allowed per class per day. Attendance was high compared to the national and Devon average.

- 6.2.2 *What percentage of staff were not regularly taking covid tests? (SM)*
1% (SW)

- 6.3 Babcock had made a proposal that years 6 and 2 would sit a historical SATS paper – marked internally. The data would then be collated across the county. The year 1 phonics screen would also go ahead.

- 6.4 Due to pressure on Social Services, school had been asked to maintain contact with families that came under this umbrella.

7 Approval of Safeguarding Policy appendix 3

[Safeguarding policy appendix 3](#)

- 7.1 Resolved.

8 To consider the purchase of Chromebooks

[Chromebook proposal update](#)

- 8.1 Leasing and hiring had been included in the report but were only there for comparative purposes. Technical/financial queries relating to the proposed contracts were answered.

- 8.2 Governors raised the following questions:

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- 8.2.1 *Had parents been made aware that they could support the scheme? (JH)*
Parents were not yet aware of this, and in the current economic climate there were no plans to request this until the beginning of the next academic year. Therefore, potential contributions had not been included in calculations for the budget. (PH)
- 8.2.2 *The Chromebooks would be kept in school. How would this address the potential inequality of technology provided in children's homes and the impact that it has on them? (SM)*
School had been able to access devices from "get help with technology", to assist with remote learning, following a survey of need. These would not be reclaimed after Covid. (PH)
- 8.2.3 *Had the on-costs of provision of the Chromebooks been considered? Insurance, broadband, IT training, repairs... (JC)*
The budget would not be finalised until the end of February. This would be a trial. Parental contributions had not been factored in at this stage. The in-house IT technician was able to support the repair and set up. The school had fibre to the premises broadband. There was a one-off license fee for each Chromebook. (PH)
- 8.3 *What would happen to the Chromebook when the child finished school? (SM)*
It could be purchased at market value or recycled within school. (PH)
- 8.4 IR noted the benefits of a leasing contract. Devices would be replaced at the end of each three-year period. PH said that there were Chromebooks in school that were over 6 years old, so their lifespan was greater than that of the lease, making leasing a more expensive option.
- 8.5 The purchasing of Chromebooks from Getech was agreed in principle, to be finalised when the budget had been set.

9 To consider the Schools Financial Values Standard

SFVS for academic year 19-20

- 9.1 SW screenshared the most recent version of the form.
- 9.2 An explanation of the average teacher-contact ratio was given. This was the only significant concern on the RAG rating. It was noted that staffing/management/teaching adjustments were being factored into the budget for the next financial year to address this.
- 9.3 The average class size was low. The PAN for each year group remained at 60, even though the KS2 class size was permitted to exceed 30.
- 9.4 LH had met with SW regarding the SFVS and explained the improvements since last year leading to more confidence in the answers. JC noted that amendments needed to be made to the wording of some of the answers.
- 9.5 JC would make the amendments and the final version would be brought to the next meeting for approval.

ACTION JC

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10 Part II – Extended Provision

After school provision – discussion paper

Refer to part II minutes.

The meeting closed at 19:25

Date of next meeting: Thursday 11 March 2021

Signed.....Stephen McDonald.....

Date.....11/03/2021.....