

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: 11 March 2021

Time: 18:00

Venue: Virtual (due to Covid-19 restrictions)

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Alwyn Reeves	AR	Governor (LEA)
Paul Herring	PH	Assistant Headteacher	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)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Hamish Cherrett	HC	Governor (Co-opted)	Gillian Ratcliff	GR	Governor (Co-opted)
Apologies					
Name	Initial	Position	Reason		
Paul Frazer	PF	Governor (Co-opted)	Work commitment		
Kate Beale	KB	Governor (Co-opted)	Work commitment		
Frankie Hyde	FH	Governor (Staff)	Maternity leave		
Talitha Kerrigan	TK	Governor (Co-opted)	Work commitment		
Bec Dupre	BD	Governor (Par)	Family 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 SFVS.

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1 Information and question and answer session with Helen Stephenson from Devon County Council

Not minuted.

2 Apologies for absence

2.1 Approved as listed above.

2.2 As neither the Chair nor Vice Chair was present it was resolved that SM would chair the meeting.

3 Declarations of Interest on agenda items

None declared.

4 To approve the minutes of the Full Governing Board meeting on 11/02/2021

[2021-02-11 Draft Minutes](#)

4.1 It was resolved to approve the part I minutes of the meeting.

4.2 It was noted that the part II minutes had been circulated amongst the Chair, Vice Chair and Headteacher who had declared them factually accurate.

5 Update on actions (not included elsewhere on agenda)

[Actions List](#)

5.1.1 12/03/2020 10.7 Governors to carry out school visits when possible.
SDP monitoring (virtual) visits etc

Ongoing

5.1.2 12/11/2020 11.5 Governor to (virtually) attend School Learning Team meeting to ask how Children were finding the restrictions

Ongoing

5.1.3 10/12/2020 9.2 Introduction meetings with the school PP leads to take place with LH

Done

5.1.4 11/02/2021 5.4 Support for IT accessibility offered.
Comments on the website to be sent to PH by JH.

ACTION JH

Ongoing

5.1.5 11/02/2021 5.5 Accessibility plan to be uploaded onto website

ACTION SLT

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Ongoing

- 5.1.6 11/02/2021 9.5 Amendments to SFVS to be presented for approval at March meeting

See agenda item 8

6 **Financial Benchmarking**

Benchmarking 2019-20

- 6.1 The report was based on the 2019-20 Financial Year.
- 6.2 The information was considered during the budget setting process.
- 6.3 It was noted that the report had been consistent over the last 4 years.
- 6.4 Governors asked the following questions:
- 6.4.1 *Maintenance spending was comparatively low – why? (JH)*
Day to day maintenance was carried out as required. There was capital funding to cover this, but the funding was insufficient to cover the large-scale maintenance projects – such as refurbishment of the outside space. There was limited capital funding for this. However, the scale of the projects required were much more expensive. (SW)
- 6.4.2 *Would it be possible to fundraise to support the projects, ESA etc?*
Alternative funding sources were being explored, for example, infrastructure funding from the Parish Council. ESA raised funds for smaller ticket items and it was unrealistic to achieve the sums required for large scale projects. (SW)
- 6.5 SW noted that some schools' additional income had suffered during Covid as after-school provision was unable to run.

7 **Budget Monitoring**

Budget Monitor Jan 21, Nov to Jan budget monitor comparison

- 7.1 JC noted that the carry forward at the end of the year was expected to be £75K. This was more than originally forecast.
- 7.2 Explanations of the following were sought:
- 7.2.1 *Forecast LSA spend had increased £20K since November. Why? (JC)*
Additional needs needed to be managed for children without an EHCP. (SW)
- 7.2.2 *What had caused the increase in SEND spending since November? (JC)*
School had paid for alternative provision and this had not yet been refunded. It would be received into High Needs Income in due course. (SW)
- 7.2.3 *What had caused the increase in caretaking and cleaning costs and reduction in expenditure on Local Authority services? (JC)*

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Additional consumables and staff had been required for cleaning and caretaking. Not all costs had been paid for Local Authority services. (SW)

7.3 PH explained that a new photocopier/printer contract had been negotiated. Three suppliers had been approached for quotations. LH had looked at the quotations and was satisfied with the preferred option.

7.3.1 *JC asked whether leasing was the best option?*

Yes, because frequent maintenance call outs were required (PH)

8 Approve SFVS

[SFVS for academic year 19-20 – final](#)

8.1 One update was required: To remove SM as a finance Lead Governor.

ACTION SW

8.2 It was resolved to approve the SFVS.

8.3 TK would need to sign the document that needed to be submitted to the Local Authority before 31 March.

ACTION TK/SW

9 Budget consideration – Buyback

[Buyback 2021-2022](#)

9.1 SW highlighted aspects of the report:

- Educational psychology was procured through an independent service; considered better value than Babcock.
- The Library service was expensive but the benefit was commensurate.
- A reciprocal arrangement was in place with another school, therefore there was no cost for Headteacher appraisal.
- Savings had been made with the SCOMIS subscription.

9.2 There were no questions from Governors.

9.3 JC and LH would meet with the SLT prior to the next FGB meeting to discuss the 2021-22 budget.

ACTION JC/LH/SLT

10 Governor (virtual) visit report on remote learning

[Link Governor and school Staff Lead Monitoring Report – Online Learning and Engagement](#)

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- 10.1 SM and BD met with PH during the last lockdown. The following points were highlighted from the report:
- Teachers had become more confident with the technology.
 - There was a higher degree of engagement from the children.
 - There was sufficient infrastructure (broadband capacity etc) to support remote learning.
- 10.2 There were no questions from Governors.

11 Approval of Lettings policy

[Lettings Policy 2021-03](#)

- 11.1 One amendment was required: The requirement for hirers public liability insurance had increased from £2M to £5M.
- 11.2 *JC asked whether the rates in appendix 3 could be streamlined. This would require further investigation.*

ACTION SW

- 11.3 It was agreed to defer the approval of the policy to the next meeting.

ACTION HH

12 Coronavirus Update

[COVID update report March 2021](#)

- 12.1 There had been little change to the report since February although all children were now expected to attend school.
- 12.2 Government guidance continued to change and plans were being put in place accordingly.
- 12.3 *HC asked whether the GB needed to be aware of any union recommendations.*
- The unions were pushing for a staggered start/opening from 8 March but it was not considered that this was applicable to a primary setting, particularly as suitable arrangements were already in place.

The meeting closed at 19:15

Date of next meeting: Thursday 22 April 2021

Signed: Talitha Kerrigan

Date: 22 April 2021