

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 22 April 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)
Kate Beale	KB	Governor (Co-opted)	Jamie Hulland	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)
Bec Dupre	BD	Governor (Par)	Talitha Kerrigan	TK	Governor (Co-opted)
Apologies					
Name	Initial	Position	Reason		
Frankie Hyde	FH	Governor (Staff)	Maternity Leave		
Stephen McDonald	SM	Governor (Co-opted)	Family Commitment		
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

To approve the Lettings Policy

Item

1 Apologies for absence

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Accepted as listed.

2 Declarations of Interest on agenda items

None declared

3 To approve the minutes of the Full Governing Board meeting on 11 March 2021

[2021-03-11 FGB Draft Minutes](#)

Resolved.

4 Update on actions

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

Ongoing

4.2 12/11/2020 11.5 Governor to (virtually) attend School Learning Team meeting to ask how Children are finding the restrictions
Meetings with the School Learning Team were taking place but in bubbles. Therefore, this should be postponed until normal meetings resumed.

On hold

4.3 11/02/2021 5.5 Accessibility plan to be uploaded onto website

Done

4.4 11/03/2021 5.1.4 Comments on accessibility of website to be sent to PH by JH

Ongoing

4.5 11/03/2021 8 Amend and submit SFVS

Done

4.6 11/03/2021 9.3 Finance Governors and SLT to meet regarding budget

Done

4.7 11/03/2021 11 Hire rates in Lettings Policy to be streamlined before approval at the April FGB meeting

See agenda item 6

5 Approve Budget for submission

[Budget options papers](#)

5.1 IM and SW had met with JC and LH to discuss the budget.

5.2 Three options for the 3-year budget had been circulated. The difference between the options related to the teaching time of the Deputy Headteacher.

5.3 Since the options had been produced additional information had been received that needed to be factored in.

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- 5.4 An extension to the budget submission deadline had been granted so that the final budget could be approved at the FGB in May. This extension would allow a fourth option to be produced that would be discussed with LH and JC prior to presenting it to Governors.
- ACTION HH**
ACTION JC/LH
- 5.5 Governors asked the following:
- 5.5.1 *Was the additional £20K shown in the 2021/22 “other grants and payments” line due to the £20K catch-up funding? (JH).*
Yes (SW)
- 5.5.2 *Was the income confirmed for the next 3 years? (JH)*
It would change with the census and the number of children with SEND funding. (SW)
- 5.5.3 *Would additional income be generated by development in the Parish? (JH)*
No adjustments had been made in the current budget for that. There were 3 primary schools close to the new development that all had some capacity. In the short term there may be some extra children, but it was difficult to predict the impact in the medium and long term.
- 5.5.4 *What was the rationale of a having a non-teaching Deputy Headteacher? (JC)*
Schools the size of Exminster generally had a non-teaching DHT. The workload of the SLT warranted it.
- 5.5.5 *Had enough resource been allocated in the budget and did it reflect what was required for catch-up? (JC)*
Progress was being made with the existing enhanced provision. Ideally there would be an additional teacher in Y5 and Y6. Existing staffing structure could be adapted further.
- 5.5.6 *Was there a plan to increase the size of the SLT, irrespective of the time that the DHT spent teaching? (AR)*
Yes, there was an intention to have a phase leader in Y1-2, Y3-4 and Y5-6. (SW)
- 5.5.7 *Would having an admin person to assist the SLT be an option? From benchmarking, the spend on admin had historically been comparatively low. (LH)*
The job descriptions for the administrators had been reviewed, but additional administration would not help with the SLT role. (SW)
- 5.6 JC and LH had discussed the detail of the budget and were satisfied with the numbers. The main questions were around additional provision and catch-up provision. It was recommended that option 3 (non-teaching DHT for, initially, 1 year) should be pursued. Governors agreed with this.
- ACTION SW/IM**
- 5.7 *IR asked about the timescale for introducing additional provision and the likelihood of it breaking even.*
The break-even point was low (12 children attending). The uptake was likely to be higher.

6 Approve Lettings Policy**Lettings Policy**

- 6.1 *JC asked why the combined rates in the policy were at the higher (commercial) rather than lower (community) rates.*

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- 6.2 SW responded that additional provision (i.e. Breakfast club) rented the hall, therefore putting money from this funding stream back into the school budget.
It was resolved to approve the policy.

7 Covid update

- 7.1 There had been an update to the Risk Assessment. (Covid 19 guidance for full opening – April 2021).
- 7.2 Planning for the residentials for Y6 and Y4 continued. Parents were happy for them to go ahead.

8 Part II – Additional Provision

Refer to Part II minutes

The meeting closed at 18:50

Date of next meeting: Thursday 20 May 2021

Signed.....T Kerrigan..... Date.....20 May 2021.....