

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 20 May 2021

Time: 18:00

Venue: Virtual (due to Covid-19 restrictions)

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Bec Dupre	BD	Governor (Par)
Paul Herring	PH	Assistant Headteacher	Ian Rogers	IR	Governor (Co-opted)
Stephen McDonald	SM	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)
Kate Beale	KB	Governor (Co-opted)	Talitha Kerrigan	TK	Governor (Co-opted)
			Bev Sydenham	BS	Teacher (Visitor) for item 6 only
Apologies					
Name	Initial	Position	Reason		
Alwyn Reeves	AR	Governor (LEA)	Family commitment		
Hamish Cherrett	HC	Governor (Co-opted)	Family commitment		
Frankie Hyde	FH	Governor (Staff)	Maternity Leave		
Paul Frazer	PF	Governor (Co-opted)			

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 budget for the 2021-22 Financial Year for submission to the Local Authority.

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1 Apologies for absence

Approved as listed above.

2 Declarations of Interest on agenda items

None declared.

3 To approve the minutes of the Full Governing Board meeting on 22 April 2021

[2021-04-22 Draft FGB minutes](#)

3.1 Resolved.

3.2 Part II minutes had been agreed by email by BD, SW and TK.

4 Update on actions (not included elsewhere on agenda)

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

GR had done an EYFS visit

AR and HC had done a safeguarding review

TK was meeting with the English leads on 9 June

Reports to be on the agenda for the next meeting

ACTION HH

Ongoing

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

On hold until normal meetings resume

Ongoing

4.3 11/03/2021 5.1.4 Comments on accessibility of website to be sent to PH by JH

Done

5 Approval of the Budget for 2021-22 (for submission to the Local Authority)

[Budget 2021-22 final version, Budget meeting report](#)

5.1 LH had produced detailed notes of the meeting held with JC, SW and IM to discuss and finalise the budget. These had been circulated to all Governors.

5.2 SW noted that there was an allowance for a 2.75% pay increase for the next 2 financial years and then a 2% increase from then onwards.

5.3 Pupil numbers within the budget were conservative.

5.4 After School Club numbers within the budget were prudent.

5.5 Changes to SEND funding were expected.

5.6 There may be a saving in the de-delegation budget in the current financial year.

5.7 Budget monitoring would continue monthly and the working budget would be amended as required.

5.8 LH noted that next year's budget would be impacted by the current large year-3 cohort

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- leaving. This may present a problem with presenting a balanced 3-year budget next year.
- 5.8.1 *JH asked about recruitment policy and the approach to making salary savings.*
SW replied that the experience of existing staff was considered to ensure that there was sufficient capacity to support a NQT to fill a vacancy.
- 5.9 It was resolved to approve the budget for submission.

ACTION SW

6 School Development Plan update – “we are experts” – verbal report from Bev Sydenham

- 6.1 The impact of the Covid restrictions on GOAL was explained.
- 6.2 The new method of immediate feedback was working well.
- 6.3 The Knowledge Maps for the foundation subjects had been completed. This would become part of a larger map (visual) to provide a complete curriculum overview. Governors, in particular the curriculum leads, were invited to visit to look at this towards the end of the term.
- ACTION CURRICULUM GOVERNORS**
- 6.4 BS gave an example of a history GOAL in KS2 and IM explained a music GOAL in KS1. This contrasted the different (but appropriate) level of difficulty using the same method of learning that was consistent throughout the school. Another example was the complexity of music software used by Y3-4 compared to Y5-6
- 6.5 *TK and KB asked about outcomes and whether there was a way to measure knowledge that children had learned/retained in earlier years.*
BS responded that there was currently no definitive process in place. Quizzes and “fill in the blanks” knowledge maps were used throughout school. Pupil voice and GOAL books would be important for monitoring. In art, outcomes were being collated as a visual way to illustrate progression.
- 6.6 *TK how this was communicated to parents?*
The Knowledge Maps were available on the website for every half term. GOAL homework was linked to one of the areas.

7 Catch-up overview

[Catch-up update for Governors May 21](#)

- 7.1 The costings report had been circulated. The Catch-up strategy was on the website and would be updated with the impact at the end of term.
- 7.2 PH and SW had interviewed pupils about their perception of the catch-up interventions. The following comments were noted:
- Approximately 70% rated the sessions as high enjoyment (7-10 scale). Those who had given a lower rating felt that they were missing out on PE or computing (“fun stuff”).
 - Engagement in sessions was good. 80% of children rated themselves as high engagement. Those that rated lower identified friends being a distraction for them at times. There were comments about it being easier to concentrate with fewer in the class.
 - The children felt that they had greater knowledge and skills; confidence had increased.
- 7.3 Learning conversations had taken place with the adults who ran the sessions.
- Flexibility had been required to adapt to the Covid restrictions. The approach to teaching had needed to change from face-to-face to online.

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- Attendance in the online sessions was mixed but this was accommodated.
- When children returned to school, gaps in learning were identified and the face-to-face catch-up sessions continued.
- A feedback sheet had been designed to enhance communication between those running the interventions and class teachers.

7.4 Standardised scores were being used to measure the impact of the interventions.

7.5 The key barriers to the interventions were:

- HLTA's and LSA's running the interventions were sometimes needed elsewhere in school.
- Children were missing out on subjects due to attending the sessions. Teachers would be asked to rotate sessions so that children did not constantly miss the same subject.

7.6 *JC asked about the contrast between the requirement for maths intervention in y3-4 and English in Y5. Was there an underlying issue?*

SW responded that throughout the school writing was an issue. Reading was addressed initially as it underpinned everything else. Basic maths needed to be addressed in y3-4 to enable pupils to access the class work.

7.7 The data for Y6 data was positive, with clear term on term progression shown.

8 Health, Safety and Premises update

8.1 Legionella testing had been contracted-out to ensure that it was carried out by a qualified operative on a monthly basis.

8.2 The SCR had been moved to a new system that had an option for the inventory. This meant that all the data was available on one system instead of having multiple spreadsheets for premises.

8.3 The person who carried out small repairs and maintenance was leaving. Alternative arrangements would need to be made. The school extended their thanks to Richard who has been a great asset to the school over time.

8.4 The cleaning contract with Glen Cleaning was coming to an end. IM had contacted the SW buying hub who were procuring for schools. This would make the tendering process more straightforward.

8.5 The CDC2 (DfE sites and buildings survey) would take place on Friday 21 May.

8.6 *SM asked whether defects (relating to the initial build) of the hub had been rectified.*

IM responded that he continued to pursue Devon County Council. If no progress was made, PF would be asked to intervene as a Governor.

9 Covid update and Headteacher's report

[Covid update report May 21](#)

9.1 There would be changes to the process from half term regarding the need to wear masks outdoors.

9.2 No mass gatherings were planned (sports day, summer fayre etc).

9.3 The staggered drop off/pick up times would remain in place until the end of the academic year. Governors approved this.

9.4 *JC asked whether parents could be informed of the statistics of secondary schools that Y6 pupils were moving on to.*

SW would consider how the information could be shared without identifying individual

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children.

ACTION SW

9.5 Governors needed to be aware that there were three children in school on part-time timetables and one on a shared placement. External agencies were involved.

9.6 JC was concerned about the lack of a school crossing person. Devon County Council had advertised the position without success and it had also been advertised locally. The possibility of parent volunteers assisting was suggested but this was thought not to be feasible due to insurance implications.

9.7 JH, who worked for Devon County Council, would assist the school in investigating alternative provision to crossing staff.

ACTION JH

The meeting closed at 19:20

Date of next meeting: Thursday 17 June 2021

Signed:.....T Kerrigan.....

Date:.....17/06/2021.....