

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 17 June 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)	Bec Dupre	BD	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)
Frankie Hyde	FH	Governor (Staff)	Talitha Kerrigan	TK	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)			
Apologies					
Name	Initial	Position	Reason		
Jamie Hulland	JH	Governor (Par)	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 an additional holiday day on 17 December 2021

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1 Apologies for absence

- 1.1 Approved as listed.
 1.2 TK reported that PF had handed in his resignation. PF was formally thanked for his service on the Governing Board.

2 Declarations of Interest on agenda items

- 2.1 None declared.

3 To approve the minutes of the Full Governing Board meeting on 20 May 2021

2021-05-20 Draft FGB minutes

- 3.1 Resolved.

4 Update on actions (not included elsewhere on agenda)

- 4.1 12/03/2020 10.7 Governors to carry out school visits when possible. Ongoing
- 4.2 12/11/2020 11.5 Governor to (virtually) attend School Learning Team meeting to ask how Children are finding the restrictions
No whole team meetings were taking place currently. It was suggested that an in-school visit in the Autumn term would be appropriate. In the meantime, TK would take the lead on setting questions to be answered this term in a virtual meeting. Ongoing
- 4.3 20/05/2021 5.9 Submit budget to Local Authority Done
- 4.4 20/05/2021 6.3 Curriculum Governors to arrange a visit to look at Curriculum Map Ongoing
- 4.5 20/05/2021 9.4 Report statistics of secondary school placements Ongoing
- 4.6 20/05/2021 9.7 Assist school with investigating alternative provision for road crossing staff.
JH had sent an email prior to the meeting outlining his involvement to date. Ongoing

5 Safeguarding Review Meeting update

- 5.1 HC reported on the meeting that took place in May.
 5.2 Challenges and successes for the Safeguarding Team during lockdown 3 had been discussed.
 5.3 A parent had expressed concern about bullying. This had been dealt with in line with school procedures.

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- 5.4 AR had completed level 3 safeguarding training. HC would undertake lead safeguarding governor training in September.
- 5.5 A learning walk, with a focus on online safety, was scheduled for Monday 21 June.
- 5.6 School had been chosen to take part in the KiVa anti-bullying programme as an intervention school. The school KiVa leads had attended a 2-day training course and had carried out initial in-house staff training.
- 5.7 The programme would run in Y3-4 (unit 1) and Y5-6 (unit 2). Sessions would take place every other week from September 2021.
- 5.8 The sessions had an anti-bullying focus; emphasising that it was everyone's responsibility.
- 5.9 The recommended programme for dealing with incidents was very similar to the current set-up in school.
- 5.10 During AR's level 3 training it was clear that the safeguarding arrangements in school were of a very high standard. The safeguarding team were complimented.
- 5.11 SW highlighted a recent IT incident in school where an account had been hacked. The children who discovered this behaved exactly in the way that they had been directed to in such circumstances. PH added that the breach had occurred through a personal connection and not through the school network. TK suggested that parents were informed about virus/malware protection.

6 Update from Pay and Performance (P&P) Committee Meeting on 17 June at 17:15

- 6.1 The meeting was a mid-year review of progress, expectations and intended outcomes.
- 6.2 An anonymised list of teachers' progress had been circulated to the committee. This made the review process more objective.
- 6.3 The final appraisals would take place in July and the next P&P meeting would take place in September.

ACTION HH/SW

7 Feedback on School Development Plan – including Governor Visit Reports from TK and GR

- 7.1 TK's visit with the English Team had been postponed until 22 June. The report would be re-scheduled.
- 7.2 GR had visited Marie Greenslade (MG) to learn more about the Early Years' Foundation Stage (EYFS) It had been a useful insight into how the Reception unit worked and the enthusiasm of the staff and their planning were complimented.
- 7.3 The inside and outside environment were well integrated.
- 7.4 The focus of the unit was encouraging children to become independent learners.
- 7.5 Documentation had been received for the new EYFS curriculum that would be implemented in September.
- 7.6 GR would visit again in September to see the unit "in action" (with children present).
- 7.7 SW explained that there were huge reforms with assessment in the new framework. MG was attending 3 webinars to understand the requirements in depth. Core practice would not change as it was already child centred. Baseline assessments were being introduced.
- 7.8 EYFS reforms would be on the October agenda.

ACTION HH

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ACTION HH

8 Sports Funding reportSports premium spending 2020-2021

- 8.1 The new subject lead for PE was Rebecca Barr.
- 8.2 The school had bought into Dartmoor School Sports Partnership.
- 8.3 It had been confirmed that double funding would be received for the next academic year.
- 8.4 A sports coach would be employed from September. This would cover PPA time and offer a range of lunchtime and after school activities.
- 8.5 Nature school opportunities for Year 1 would be implemented next year.
- 8.6 A report on swimming ability needed to be submitted for the Y6 cohort.
- 8.6.1 Questions were raised as to why the report was on Y6, when school swimming lessons had not taken place since Y4 and whether there were implications/consequences if the swimming scores were low.
- 8.6.2 *Would the current Y2 and Y4 have the opportunity to catch up on the swimming that they had missed this year? (JC)*
There was no intention to do this due to logistics – they did get the majority of their sessions but just missed one at the end when lockdown started.
- 8.6.3 *Was there a requirement to break down the swimming statistics for Pupil Premium children? (LH)*
- 8.6.4 There was no statutory requirement to do this and, to date, it had not been considered but could be done in future years. (SW)

9 Covid update

- 9.1 A staffing and recruitment update was given. It was proving difficult to recruit LSAs.
- 9.1.1 *Was there anything that Governors needed to address regarding recruitment of LSA's? (GR).*
No. All applicants had dropped out prior to the interview due to changes in personal circumstances. (SW)
- 9.1.2 FH would join the SLT in September as a Phase Leader.
- 9.2 Current Covid restrictions remained in place. There had been one positive case in school, but no isolation was needed as the child had not been in school for over 48 hours before displaying symptoms.
- 9.3 Sports day would not take place this year as it would be difficult to manage while maintaining bubbles and restrictions.
- 9.4 There may be a socially distanced picnic for Y6 leavers and parents. This was being risk assessed.
- 9.5 There may not be a general transition day for secondary schools as bubbles would be compromised.
- 9.6 Residential would take place. Additional transport was required for the Y6 residential so that bubbles could be maintained through separate travel. Parents had been advised and asked to contribute.

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- 9.7 Thanks were extended to the outgoing ESA Chair, Amanda Fuller, and Treasurer, Holly Barr.
- 9.8 Thanks were extended to PF for his expertise and input into the Health and Safety Lead Governor Role. His contribution in meetings would be missed.
- 9.9 Thanks were extended to SM (who would be resigning at the end of this term) for his service on the Governing Board, including a period as Chair. His contribution in meetings and the strategic direction of the school were appreciated.
- 9.10 Three people had expressed interest in becoming Governors. TK would contact them to invite them to the July meeting.
- 9.11 The format of meetings for next academic year was discussed. There was support for a mix of virtual and face-to-face meetings.
- ACTION TK/HH/SW**
- 9.12 Safeguarding and behaviour: There had been one 2-day fixed term exclusion and 2 MASH enquiries this term.
- 9.13 There had been no progress in recruiting a crossing patrol person. A road safety session would be included in the next Rainbow Day. JH had sent an update on the advice had received about the recruitment
- 9.14 Because of an additional bank holiday in 2022 (due to the Queen's Platinum Jubilee) a reduction in teaching days was required in the next academic year. It was proposed and resolved that Friday 17 December would be an additional holiday day. Parents and staff would be informed.
- ACTION SW**
- 9.15 Devon County Council was making a one-off payment of £10.00 per staff member as a thank you for efforts during Covid. It was to be spent at the school's discretion. Governors would be advised of the spending decision taken.

10 Early Careers Teacher (ECT) and Early Careers Framework (ECF)

ECT powerpoint presentation

- 10.1 PH gave a presentation. The slides had been circulated.
- 10.2 The following questions were raised:
- 10.2.1 *Would NQT's at school this year continue onto the ECF next year? (FH)*
Unfortunately, not. It was only for those starting in 2021.
- 10.2.2 *Would school be paid for the release of the mentor in Y1?*
Not entirely. There would be an additional 10% of time that school would have to cover.
- 10.2.3 *From an employee perspective did it affect pay progression? (HC)*
No, progression up the main pay scale would continue.

The meeting closed at 19:15

Date of next meeting: Thursday 15 July 2021

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

Date:.....15/07/2021.....