

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 15 July 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 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
Frankie Hyde	FH	Governor (Staff)	Talitha Kerrigan	TK	Governor (Co-opted)
Kate Beale	KB	Governor (Co-opted)	Bec Dupre	BD	Governor (Par)
Gillian Ratcliff	GR	Governor (Co-opted)	Tamara Janes	TJ	Visitor
Apologies					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	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 an apprenticeship (LSA) paid at the apprentice rate of pay.

To appoint Debbie Buckingham as the Headteacher Appraisal Partner for the 2021-22 Academic year.

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1 Apologies for absence

- 1.1 Accepted as listed.
- 1.2 Potential Governor Tamara Janes was welcomed to the meeting and Governors introduced themselves.

2 Declarations of Interest on agenda items

- 2.1 None declared

3 To approve the minutes of the Full Governing Board meeting on 17 June 2021

[2021-06-17 FGB draft minutes](#)

- 3.1 Resolved

4 Actions

- 4.1 12/11/2020 11.5 Governor to attend School Learning Team meeting in the Autumn Ongoing
- 4.2 20/05/2021 6.3 Curriculum Governors to arrange a visit to look at Curriculum Map Ongoing
- 4.3 20/05/2021 9.4 Report statistics of secondary school placements Done
- 4.4 20/05/2021 9.7 Assist school with investigating alternative provision for road crossing staff.
JH reported that there had been no progress to date, but a case was being in the process of being worked up. Ongoing
- 4.5 17/06/2021 6.3 Schedule Pay and Performance Committee meeting for September.
Scheduled for Wednesday 29 September at 09:30 (Virtual) Done

5 Budget Monitoring

[Mid June 2021 budget monitor](#)

- 5.1 Income from UIFSM would be approximately £20K less than expected as a large year group was moving into KS2. LH noted that there may be an uptake in paid-for meals that could compensate towards the loss. The school finance officer would be asked to check the projection in future years.

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- 5.2 Grant funding of £25K had been received and reclaimed. It was thought that this was transferred in error. The Covid Catch Up Premium of £13.7K had been received.
- 5.3 A £133K carry forward was required at the end of this Financial Year. The current forecast indicated a short fall of approximately £8K.
- 5.4 The variances on the PPA line and Teaching staff line should balance out at the end of the year.
- 5.5 The current phonics framework used in school would not be classed as a scheme (defined by the DfE) and a new scheme would need to be sought. This had not been budgeted for and may be costly. Advice was being taken and the DfE's list of approved schemes would be published in March 2022.

6 Headteacher's report (including Covid update)

[Headteacher report for Governors Summer term, Covid update for gov,](#)

[Characteristics of Successful MATs](#)

- 6.1.1 FSM take up had increased significantly. There was an added incentive to register, as food vouchers could be claimed during school holidays.
 - 6.1.2 There was an increase in SEND with EHCP to 4.4% with a further 6 children awaiting the outcome of assessment.
 - 6.1.3 There was a waiting list for Y5 and for Reception in September 2021.
 - 6.1.4 Recruitment of LSAs for September was proving challenging. The advertisement had been widened and interviews were taking place next week.
 - 6.1.5 A new Staff Governor would be required in September as FH would be joining the SLT.
 - 6.1.6 SEND transformation work was taking place at Devon County Council. A "hub" would be created that would provide increased access to help and support, integrate service delivery, and deliver improved outcomes for children with SEND and their families.
 - 6.1.7 There had been an enquiry for 2 Children in Care (CIC) to start in September. There were currently no CIC in school.
- ### 6.2 Safeguarding
- 6.2.1 KCSiE had been updated for September 2021. The level of detail had increased and there were new sections. Lead Governors for Safeguarding (HC and AR) would be required to read the whole document. A school action plan would be developed based on KCSiE.
 - 6.2.2 Schools had been asked to review support for Young Carers. Hannah Parker would consider provision in the Autumn Term.
 - 6.2.3 A pilot project encouraging families to learn to cook had been set up with Westbank.
 - 6.2.4 MASH enquiries had increased. Demand had risen across the county and there were insufficient qualified Social Workers to cope with the increase in caseload. This meant that some cases were being referred back to schools.
 - 6.2.5 The DfE were encouraging schools to work together, either as a formal partnership (Multi Academy Trust) or through collaboration. SW had circulated a document about MATs to be considered in the future.

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6.3 Covid

- 6.3.1 A Powerpoint presentation had been circulated outlining the most recent government guidance.
- 6.3.2 Changes to procedures would not be made until the beginning of the Autumn Term.
- 6.3.3 A new outbreak management plan would be developed in case the reintroduction of bubbles was necessary.

7 Health, Safety and Premises update

- 7.1 Alison Munslow had completed the H&S checks for this half term.
- 7.2 Quotes for remedial drainage work were being sought and would be brought to Governors if they exceeded the threshold for staff approval.
- 7.3 There had been no progress regarding defects on the fascia boards on the hub.

8 Feedback on School Development Plan

[Governor visit report form – T Kerrigan – Summer 2021](#)

8.1 Visit report from TK

- 8.1.1 The objective of the visit was to discuss progress and review catch-up in English and writing across KS1 and KS2 since lockdown 2. A report had been circulated.
- 8.1.2 Throughout the school, the use of punctuation and grammar needed attention. This was being addressed by encouraging the use of complete sentences in English and reinforced in written work.
- 8.1.3 In KS1, the Oracy project lead by Gail Miller would assist with Y1 catch-up.
- 8.1.4 In KS2, writing stamina in Y3 and 4 was identified as an issue.
- 8.1.5 In Y5 and 6, pupils were engaging with whole class guided reading.
- 8.1.6 Interventions would continue in the Autumn term. TK had scheduled a visit in October to monitor progress.
- 8.1.7 JH had undertaken training on what to expect from an OFSTED inspection and wanted to understand more about the impact of Covid on teaching and learning and the interventions that were being put in place. SW explained that data analysis that took place each term, and while OFSTED did not scrutinise in year data, it reflected the impact of interventions and identified gaps. It was suggested that JH could attend a data meeting. The next meeting was scheduled for mid-September.
- 8.1.8 The last OFSTED inspection was in March 2017. The next was expected in spring 2022, at the earliest.

8.2 Feedback report from IM

- 8.2.1 The changes in the marking policy were explained. There was less individual written feedback and more verbal and whole-class feedback.
- 8.2.2 Monitoring of the implementation of the new feedback regime was taking place to ensure consistency. This would remain a focus in the Autumn Term.

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- 8.2.3 IM gave examples of pupil voice. Self-reflection was apparent. Children enjoyed sharing their work with other and were proud of themselves. There was awareness of what they needed to practice, to improve. Some children had noticed the difference in marking.
- 8.2.4 The outcome of the monitoring would be shared with staff.

9 LSA Apprentice

- 9.1 Exeter College had been approached to support an apprenticeship and had advertised the position on behalf of the school.
- 9.2 The apprentice would work in school and attend the college for training.
- 9.3 It was intended that the apprentice would receive the apprentice rate of pay. This rate was not in line with the rate of pay in Devon County Council's policy. Therefore, Governor approval was required.
- 9.4 School would benefit from the Apprenticeship Levy.
- 9.5 KB worked with apprentices and noted differences in the applicants depending on the pay rate offered.
- 9.6 It was resolved to advertise the apprenticeship at apprentice wage.

10 Information on Full Governing Board meetings in the next academic year

[FGB meeting plan 2021-22](#)

- 10.1 Potential meeting dates had been circulated.
- 10.2 9 meetings were proposed, alternating between virtual meetings and face to face meetings.
- 10.3 JC asked whether 9 meetings were sufficient and how the dates of the meetings had been determined. It was explained that deadlines had been considered during scheduling and that additional (extraordinary) meetings could be arranged if necessary.

11 Appointment of Headteacher appraisal partner

- 11.1 It was proposed to appoint Debbie Buckingham as the Headteacher Appraisal Partner for the 2021-22 Academic Year. Resolved.

ACTION SW/TK

12 Thank you...

- 12.1 To staff for their hard work during a challenging academic year
- 12.2 To Governors for their time and support.

The meeting closed at 19:30

Date of next meeting: Thursday 30 September 2021, 18:00, Virtual.

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Signed:.....T Kerrigan.

Date:.....30/09/2021.