

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 30 September 2021

Time: 18:00

Venue: Virtual

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
Frankie Hyde	FH	Governor (Staff)	Gillian Ratcliff	GR	Governor (Co-opted)
Talitha Kerrigan	TK	Governor (Co-opted)			
Apologies – Accepted as listed					
Name	Initial	Position	Reason		
Hamish Cherrett	HC	Governor (Co-opted)	Family Commitment		
Bec Dupre	BD	Governor (Par)	Illness		

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 co-opt Ian Rogers
- To approve the Finance, Governor Allowances, Charging and Remissions, Whistleblowing and Safeguarding Policies
- To adopt and practice the revised Code of Conduct
- To co-opt IR onto the Pay and Performance Committee and JH to the Headteacher Appraisal Group

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Item			
1	<u>To co-opt Ian Rogers to the Governing Board for a further 4-year Term of Office</u>		
	Resolved		ACTION: HH
2	<u>Minutes and Actions</u>		
2.1	To approve the minutes of the Full Governing Board meeting held on 15 July 2021		
	2021-07-15 Draft FGB minutes		
	Resolved.		
2.2	Update on Actions		
	List on Agenda		
2.2.1	12/11/20	11.5 Governor to attend School Learning Team meeting in the Autumn <i>JH and IR would attend virtually. Meeting to take place after half term (20 minutes at 13:45).</i>	Ongoing ACTION: JH, IR, SW
2.2.2	20/05/21	6.3 Curriculum Governors to arrange a visit to look at Curriculum Map <i>To be arranged via a doodle poll.</i>	Ongoing ACTION: IM
2.2.3	20/05/21	9.7 Assist school with investigating alternative provision for road crossing staff <i>JH had passed the request onto a colleague. Potentially, a zebra crossing could be installed in the summer holiday next year. Parents to be asked for opinion in a newsletter. SW to liaise directly with the Road Safety team at Devon County Council. In the meantime, an advertisement for the crossing patrol could be put in the newsletter.</i>	Ongoing ACTION: SW
2.2.4	15/07/21	11.1 Action appointment of Headteacher Appraisal Partner	Done
3	<u>To approve the following reviewed policies:</u>		
3.1	Finance Policy		
	2021-09 Finance Policy		
3.1.1	No amendments – Resolved to approve.		
3.2	Governor Allowances Policy		

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[2021-09 Governor Allowances Policy](#)

3.2.1 No amendments – Resolved to approve.

3.3 Charging and Remissions Policy

[2021-09 Charging and Remissions Policy](#)

3.3.1 Amendment of point 10 to reflect that some benefits now come under the umbrella of Universal Credit.

3.3.2 Resolved to approve.

3.4 Whistleblowing Policy

[2021-09 Whistleblowing Policy](#)

3.4.1 Amendment of the chair's name. The Devon Model policy (that this policy is aligned with) has not been updated since 2016.

3.4.2 Resolved to approved.

3.5 Child Protection and Safeguarding Policy

[2021-09 CP and Safeguarding Policy](#)

3.5.1 Amended in line with the Devon Model policy, adapted to the context of Exminster Primary School.

3.5.2 AR had looked at the policy in detail and recommended approval. Resolved.

3.5.3 All Governors should read the policy in full, as soon as possible.

ACTION: ALL

4 To approve the term dates for the 2022/23 academic year

[Term dates 2022-2023](#)

Resolved

ACTION: SW

5 Annual administration

5.1 To confirm the Terms of Reference and Membership of the Pay and Performance Committee, Headteacher's Review Group, Appeals Panel and Pupil Discipline and Exclusion Panel

[Terms of Reference](#)

5.1.1 No amendments were proposed to any of the Committee Terms of Reference.

5.1.2 Pay and Performance Committee membership: AR, JC, HC, LH, (Resolved to co-opt IR into the vacancy)

5.1.3 Headteacher Review Group membership: AR, HC, IR, TK, (Resolved to co-opt JH into the vacancy)

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- 5.1.4 Appeals Panel membership – dependent on issue.
- 5.1.5 Pupil Discipline and Exclusion Panel membership – dependent on issue.

5.2 To adopt the Code of Conduct

EPS Code of Conduct 2021

- 5.2.1 Reviewed in line with the National Governance Associations' Code.
- 5.2.2 Governors resolved to practice the code. (HC had confirmed by email).

5.3 To confirm Lead Governor Roles

- 5.3.1 Behaviour and Attitudes – JH alongside new staff Governor. It would be advantageous to have a member of support staff as the new staff Governor, if possible.

ACTION: SW

- 5.3.2 Finance – JC, LH
- 5.3.3 Leadership and School Development – TK, BD
- 5.3.4 Premises, Health and Safety – vacancy to be advertised. LH to take on the role in the interim.

ACTION: SW

- 5.3.5 Quality of Education – GR, BD, KB, LH (pupil premium focus), JH, potential new Governor(s)
 - 5.3.6 Early Years Foundation Stage - GR
 - 5.3.7 Children and Family Support, Children in Care and Safeguarding – HC, AR
 - 5.3.8 Personnel – IR with the Pay and Performance Committee
 - 5.3.9 Personal Development - IR
 - 5.3.10 ESA Link – vacancy. Potential new Governor
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6 To confirm that all Governors

6.1 have undertaken level 2 Safeguarding training

https://my.thekeysupport.com/signup-for-elearning/3e2697ad-0024-40d6-b1c3-38edcf059f55?src=stc_link

- 6.1.1 JC and HC had not yet completed the training.

ACTION: JC AND HC

- 6.1.2 KB to use her teacher safeguarding training.
- 6.1.3 HH to follow up with BD.

ACTION: HH

6.2 have read parts 1,2 and Annexe B of Keeping Children Safe in Education 2021

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- 6.2.1 LH, JH, JC and IR had not yet fully read the document.

ACTION: LH, JH, JC, IR

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6.2.2 HH to follow up with BD

ACTION: HH

6.2.3 HC had confirmed that he had read the document by email.

The meeting closed at 19:10

Date of next meeting: Thursday 4 November 2021.

It was agreed that this meeting would take place virtually rather than face to face because of the ongoing Covid situation. A decision on the face to face meeting in January would be made at the December virtual meeting.

Signed:.....R Dupre (Chairing meeting).....

Date:.....04/11/2021.....