

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: Thursday 4 November 2021**

**Time: 18:00**

**Venue: Virtual (due to Covid-19 restrictions)**

<b>Present</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Name</b>	<b>Initial</b>	<b>Position</b>
Sarah Whalley	SW	Headteacher	Alwyn Reeves	AR	Governor (LEA)
Paul Herring	PH	Assistant Headteacher	Ian Rogers	IR	Governor (Co-opted)
Teresa Collins	FH	Governor (Staff)	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	SLT member	Gillian Ratcliff	GR	Governor (Co-opted)
Tamara Janes	TJ	Potential Governor	Talitha Kerrigan	TK	Governor (Co-opted)
Bec Dupre	BD	Governor (Par)			

<b>Apologies</b>			
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>
Kate Beale	KB	Governor (Co-opted)	Family commitment
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**

Co-option of Chris Davies to the Governing Board.  
Approval of the Pupil Premium Strategy and report.  
Approval of the SEND report.

## Full Governing Board Meeting Minutes

## Item

**1 To co-opt Chris Davies to the Governing Board**

Resolved

**ACTION HH****2 Minutes and Actions List****2.1 To approve the minutes of the FGB meeting on September 30, 2021 (Parts 1 and 2)**[2021-09-30 FGB Draft Minutes](#)

2.1.1 Part 1 – Resolved

2.1.2 Part 2 – Approved by TK.

**2.2 Update on actions**2.2.1 30/09/21 - 2.2.1 Attend School Learning Team meeting during second half of Autumn term.  
- JH, IR*Arranged for early December*

Ongoing

2.2.2 30/09/21 - 2.2.2 Curriculum Governors to visit and look at Curriculum Map. IM to arrange  
via a Doodle poll. – IM*JH would feedback at the next meeting.***ACTION HH/JH**

Ongoing

2.2.3 30/09/21 - 2.2.3 Liaise with road safety team at Devon County Council regarding potential  
provision of a zebra crossing – SW

Done

2.2.4 30/09/21 - 3.5.3 Read Child Protection and Safeguarding Policy in full – All  
*JC still to read this***ACTION JC**

Ongoing

2.2.5 30/09/21 - 4 Submit and advertise term dates for 22/23 academic year – SW

Done

2.2.6 30/09/21 - 5.3.1 Source a new Staff Governor – SW

Done

2.2.7 30/09/21 - 5.3.4 Advertise for a H&S Governor – SW  
*Advertised in newsletter but no interest to date.*

Done

2.2.8 30/09/21 - 6.1.1 Complete safeguarding training - JC, HC, BD  
*JC still to complete this***ACTION JC**

Ongoing

2.2.9 30/09/21 - 6.2 Read parts 1, 2 and annexe B of Keeping Children Safe in Education 2021 -  
LH, JH, JC, IR, BD

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## Item

*JC still to read this*

**ACTION JC**  
Ongoing

### 3 **School Development Plan (SDP)**

#### 3.1 **Report on SDP 2020/21 and Covid Catch Up**

##### [School Development Plan 2020/21](#)

The SLT presented a review highlighting each priority and how it had evolved over the last academic year. Governors had received a pdf of the presentation prior to the meeting.

The following questions were asked by Governors and answered by the SLT:

#### **Feedback**

- 3.1.1 *The whole class feedback form is useful in identifying gaps in learning but is there anywhere where children who could be stretched in their learning are identified? (JH)*  
There are different formats for each subject with different sections making them versatile enough to address all abilities.  
The class feedback sheets had been shared between staff, highlighting how they were used differently throughout the school. Children were clear about their progress and knowledge.
- 3.1.2 *Do teachers look at the whole class or subsets at different ability levels? (BD)*  
The whole class. (This was acceptable in terms of workload).
- 3.1.3 *The process gives an overall view, but how easy is it for teachers to drill down to each child. (IR)*  
Teachers can look at the individual children's books for further information.
- 3.1.4 JH noted how the Curriculum Map tied in with the assessment.
- 3.1.5 *Were common misconceptions across year-groups identified? (BD)*  
Yes. There was constant dialogue between the class teachers in each year-group allowing them to address issues.

#### **We are experts**

- 3.1.6 BD commented that children were very clear on which subjects had been covered each day.

#### **Online learning**

- 3.1.7 HC had carried out Governor visits relating to online learning and safeguarding, having recently undertaken specific training on this.

#### **We are readers, writers and mathematicians**

- 3.1.8 SW shared data for each subject illustrating the impact of the pandemic and how this would be addressed in terms of interventions already in place and future aspirations.
- 3.1.9 Some "catch-up" grant funding had been received and consideration would be given, during budgeting, to having additional adults to support learning, subject to adequate funding.

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### Item

#### 3.1.10 *Looking at the data, years 1 and 2 are out of sync with other year groups. Is the (Governor) data team looking at this? (JC)*

There is currently no Governor data team, but the information could be fed back to the Quality of Education Lead Governors (early in each term). There were regular staff meetings with subject leaders to analyse data.

### 3.2 **To approve the SDP for the 2021/22 academic year**

#### [School Development Plan 2021/22](#)

3.2.1 SW introduced the new plan which continued aspects of last year's with the overarching theme of Formative Assessment to Feed Forward (FAF).

3.2.2 Five key areas were identified, reflecting the Dylan Williams model, 2018:

- Clarifying, sharing and understanding learning intentions and success criteria
- Eliciting evidence of learning
- Providing feedback that moves learners forward
- Activating learners as resources for one another (collaboration)
- Activating learners as owners of their own learning

3.2.3 Each Teacher (and subject leader) had an appraisal target to enhance their practice in an area of their choice.

3.2.4 There would be a focus on writing and the wider curriculum.

### 3.3 **To allocate Governors to SDP priorities**

3.3.1 TK to focus on writing.

3.3.2 KB, GR, BD and JC to look at the wider curriculum.

### 4 **To approve the SEND report**

#### [SEND Information Report 2021-2022 FINAL](#)

It was resolved to approve the report that would be published on the website.

**ACTION SW**

### 5 **To approve the Pupil Premium Strategy and Report**

#### [Pupil Premium Strategy Report](#)

5.1 SW explained that there had been some changes to the report: An intent had been added into the strategy and more funding had been received than anticipated.

5.2 LH would visit to meet the Pupil Premium (PP) team this term.

**ACTION LH/SW**

5.3 *JC asked how the attendance of PP children compared with non-PP children and the national average.*

This had been evaluated last term and the exercise was due to be repeated shortly.

5.4 It was resolved to approve the report that would be published on the website.

**ACTION SW**

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**6 Governing Board Development**

- 6.1 TK explained that there would be a Governing Board Development Plan (GBDP), similar to the SDP.
- 6.2 The Board needed to decide priority areas to develop that could be evaluated with evidence. The following were suggested:
- Preparation for Ofsted – to be clear on the expectations of Governors.
  - Governor visits - Governors should visit school (in person again), with a clear objective relating to their Lead Governor role and write up a report to be shared on the google drive.
  - Training – All Governors to undertake refresher training on what Governance is about (if they have not done so in the last 18 months).
  - Re-introduce a Governor data team.
- 6.3 *JH noted that guidance was needed on which of the emails from The Key, The School Bus and the National College were relevant.*  
SW said that the National College had good webinars for an overview of various topics and The Key and the School bus had useful information on questions that Governors could ask.
- 6.4 TK would upload a sample development document to the google drive so that Governors could collaborate to consider specific objectives and targets throughout the year.

**ACTION TK**

- 6.5 Before the next meeting, Governors were tasked with looking at the grade descriptors in the Ofsted Inspection Handbook and to become familiar with the statements.

**ACTION ALL**

- 6.6 There would be a catch-up on the GBDP at the next meeting.

**ACTION HH**

The meeting closed at 19:30

**Date of next meeting: Thursday 9 December 2021**

**Signed:** Talitha Kerrigan .....

**Date:** 09/12/2021 .....