

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 9 December 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)
Talitha Kerrigan	TK	Governor (Co-opted)	Jamie Hulland	JH	Governor (Par)
Bec Dupre	BD	Governor (Par)	Liam Hatton	LH	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Hamish Cherrett	HC	Governor (Co-opted)	Tamara Janes	TJ	Governor (Co-opted)
Teresa Collins	TC	Governors (Staff)			
Apologies					
Name	Initial	Position	Reason		
Kate Beale	KB	Governor (Co-opted)	Family commitment		
Gillian Ratcliff	GR	Governor (Co-opted)			
John Collins	JC	Governor (Co-opted)	Family 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 co-opt Tamara Janes to the Governing Board.
- To approve the SEND policy, teachers' pay policy, supporting children with medical needs who cannot attend school policy, redundancy policy, grievance procedure and policy, capability procedure and policy, disciplinary policy and updated child protection and safeguarding policy.

Item

1 To co-opt Tamara Janes to the Governing Board

1.1 Tamara explained why she would like to become a Governor.

1.2 It was resolved to co-opt Tamara Janes.

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ACTION HH**2 Minutes and Actions List****2.1 To approve the minutes of the Full Governing Board meeting on 4 November 2021**

2.2 Resolved

2.3 Update on Actions

2.3.1 30/09/21 2.2.1 Attend School Learning Team meeting during second half of Autumn term.
Postponed until the Spring Term due to Covid.

ACTION JH/IR

Ongoing

2.3.2 30/09/21 2.2.2 Curriculum Governors to visit and look at Curriculum Map. JH to feedback at December meeting.

See agenda item 6

2.3.3 30/09/21 3.5.3 Read Child Protection and Safeguarding Policy in full
JC still to complete

ACTION JC

Ongoing

2.3.4 30/09/21 6.1.1 Complete safeguarding training
JC still to complete

ACTION JC

Ongoing

2.3.5 30/09/21 6.2 Read parts 1, 2 and annexe B of Keeping Children Safe in Education 2021
JC still to complete

ACTION JC

Ongoing

2.3.6 04/11/21 4 and 5.4 SEND report and Pupil Premium (PP) strategy report to be published on website

Done

2.3.7 04/11/21 5.1 Carry out a PP visit this term
LH had visited and written a report.

Done

2.3.8 04/11/21 6.4 Upload a GB development document to the Google Drive for Governors to comment on before the next meeting

Done

2.3.9 04/11/21 6.5 Governors to become familiar with the grade descriptors in the Ofsted Inspection Handbook.

Done

3 Policy Approvals**3.1 SEND**

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[2021-09 SEND policy](#)

3.1.1 Resolved to approve.

3.2 Supporting Children with Medical Needs who Cannot Attend School[2021-11 Supporting Children with Medical Needs who Cannot Attend School policy](#)

3.2.1 Links had been updated, but no further changes had been made.

3.2.2 *If school couldn't meet the needs of a child, who would decide whether they were the school's responsibility or Local Authority's responsibility and on what basis? (AR)*

There would be multiple agencies involved. SW explained the process and that the school would oversee it if the roll.

3.2.3 Resolved to approve.

3.3 Child Protection and Safeguarding – Updated[2021-10 CP and Safeguarding Policy 2021-09 UPDATED, CP and Safeguarding Policy S26 Update](#)

3.3.1 Resolved to approve.

3.4 Teachers' Pay (Devon Model Policy)[2021-10 Teachers' Pay Policy](#)

3.4.1 *Is there a staff organisational structure to enable all, for example, LSA's working within the same pay scale to be identified. (LH)*

Yes, this is possible. The staffing structure was reviewed during budget setting. (SW)

3.4.2 Resolved to approve.

3.5 Capability Procedure (Devon Model Policy)[2021-12 Capability Policy and Procedure](#)

3.5.1 *Are staff encouraged to join professional associations as they may need representation in if the policies/procedures are necessary? (AR)*

This should be mentioned at induction and re-iterated at intervals. (SW)

ACTION SW

3.5.2 *Would staff be required to pay subscriptions out of their own pockets? (AR)*

The school would not pay the subscriptions but would highlight the importance of belonging to a union. (SW)

3.5.3 Resolved to approve.

3.6 Grievance Procedure (Devon Model Policy)[2021-12 Grievance Policy and Procedure](#)

3.6.1 *Do all staff have access to the Chair's email address should they wish to raise a grievance against a senior member of staff? (LH)*

The email address is on the staffroom whiteboard and in the staff bulletin. Governor email addresses are within certain policies and the Chair's address is part of the whistleblowing policy. The only grievance that would be raised directly with the Chair would be a grievance

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against the Headteacher. (SW)

3.6.2 Resolved to approve.

3.7 Redundancy (Devon Model Policy)

[2021-12 Redundancy Policy](#)

3.7.1 Resolved to approve.

3.8 Disciplinary (Devon Model Policy)

[2021-12 Disciplinary Policy and Procedure](#)

3.8.1 Resolved to approve.

4 Budget Monitor

[Budget Monitor](#)

4.1 The following questions had been raised prior to the meeting:

4.1.1 *Line 10 - PP Income – the note states that the additional income is to cover the shortfalls for residential PP. I'm not sure what this means, have we received additional pupil premium income specifically for the residential? (LH)*

No, the additional income could be used towards covering PP children's residential, but this will not happen. Grants are applied for to support families who cannot pay; however school does pay a small amount per PP child as they cannot be charged for board and food. The "additional money" referred to will be spent within our human resources to support teaching and learning of our disadvantaged children as per our strategy. (SW)

4.1.2 *Line 12 - Facilities Services – The forecast is less than the budget. Is this where income from afterschool club comes in and is this the reason for the variance? If not where would we find the contribution from after school club and are the numbers and income matching original expectations? (LH)*

This is due to the loss of rent from Premier Sports who have cancelled their holiday club provision due to staffing issues and insufficient numbers.

This should be balanced out with additional income we are receiving from our EPIC Eve.

The breakdown of funding will be considered at a meeting in the spring term. (SW)

ACTION HH

4.1.3 *Line 16 - UIFSM - Was this an over calculation at budget setting rather than a poor uptake on census days? (LH)*

It was an overcalculation at budget setting. (SW)

4.1.4 *Line 22 - Admin Staff – The note states that a transfer is coming from G121 to cover over spend, what is G121? (LH)*

G121 is the separate account where funds go for wraparound provision. (SW)

4.1.5 *Line 30 - Supply PPA - Is this where the impact of Covid absences will be apparent? (LH)*

No, this is to cover the PPA line which is counterbalanced with the teaching staff cost line. COVID absence comes in supply illness

4.1.6 *Is it likely that school will either add slightly to the carry forward this year (currently £5k) or break even in year? (LH)*

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Yes. It would be good to discuss the budget monitor for the end of November as it will be 75% of the way through the financial year. A meeting would be arranged in early January. (SW)

ACTION SW/LH

4.2 LH noted that the budget was looking healthier than expected this year.

5 Headteacher's Report

[Headteacher report for Governors Autumn Term 2021, SEND briefing on a page, Exminster Leadership meeting 08.11.21 \(2\)](#)

5.1 Governors were given a short quiz on the Ofsted Handbook.

5.2 It was likely that the school would be inspected in 2022.

5.3 Key statistics for the school were outlined.

5.4 The financial position of Local Authorities with respect to SEND funding was explained. It was expected that SEND transformation would bring spending back into line in the long term. The results from the consultation regarding a proposed funding transfer from the School's Block to the High Needs Block was awaited.

5.5 The annual safeguarding audit had been submitted. An action list had been generated based on the requirements of Keeping Children Safe in Education.

5.6 The number of fixed term exclusions this term was higher than normal. There were currently three children on a part time timetable. The children/families were being supported by various agencies.

5.7 LH had completed a PP visit. This would be fed back in the January FGB meeting.

ACTION HH

5.8 The new All-Through school at Matford was due to open in September 2023. Exminster would be proactive and implement a marketing plan to retain existing pupils/families.

5.9 There had been one formal complaint that was now resolved.

5.10 Absences due to Covid and measures being taken to reduce cases were outlined. Parents had concerns about some arrangements but communication from school was regular.

5.10.1 *Were any staff members concerned about coming to work with the new work from home guidance from next week? (TK)*

Schools needed to continue to operate as normal. There had been no concerns from staff to date. (SW)

5.10.2 *If lockdown happened in the new year was school prepared? (TK)*

All the technology was in place and discussions were taking place within the SLT. (SW)

6 Curriculum Map Governor Visit

[02/11/21 - Governor visit report JH](#)

6.1 JH had attended school and met with IM and Beverley Sydenham.

6.2 It was helpful to be able to see the whole learning journey through the map.

6.3 It was important for Governors to have an understanding of the quality of education and further visits were encouraged.

6.4 *Were there resources available to explain this to parents to encourage engagement? (TK) IM*

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would prepare something that could be presented at a future Governors meeting.

ACTION IM/HH

7 Safeguarding Audit Report

7.1 HC and AR reported on their recent visit.

7.2 The anti-bullying KiVa pilot scheme had been well received on the whole, but there were aspects that were not in line with the school's policy on language used to refer to children exhibiting bullying behaviour.

7.3 HC had carried out a visit regarding online safety and had also completed online safeguarding training. A report would be written up including suggestions for implementation learned during training.

ACTION HC

7.4 AR reported that social services and other outside agencies were overstretched, causing additional work for the safeguarding team in school. However, the safeguarding team were unfazed by the workload and had the expertise to manage it.

7.5 AR would be undertaking unannounced visits to school to check on safeguarding practice.

ACTION AR

7.6 Governors were reminded that they could ask about the Single Central Record during a visit.

ACTION ALL

8 Governing Board Development

8.1 TK had uploaded the template and added the priority areas and objectives that were discussed at the last meeting.

8.2 It was suggested that Governors should be set "homework" tasks to keep up to date with reading.

8.3 Governors should look at the objectives in teams of 3 or 4, liaising outside the meetings, so that comments would be reviewed at the next meeting.

ACTION ALL

9 Other Matters

9.1 On 25 January, the School Improvement Partner (SIP) would be carrying out a review. Governors were asked if they were able to attend at the end of the day to take part. SW would arrange a time.

ACTION SW

9.2 The SLT were thanked for their hard work this term, particularly considering the high level of covid cases recently, and were asked to pass on the thanks of the Governing Board to all staff members.

ACTION SLT

The meeting closed at 19:30

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Date of next meeting: Thursday 20 January 2022

Signed:.....Rebecca Dupre.....

Date:.....20 January 2022.....