

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: Thursday 20 January 2022**

**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)
Kate Beale	KB	Governor (Co-opted)	Jamie Hulland	JH	Governor (Par)
Teresa Collins	TC	Governor (Staff)	Liam Hatton	LH	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Frankie Hyde	FH	Teacher (SLT)	Gillian Ratcliff	GR	Governor (Co-opted)
Tamara Janes	TJ	Governor (Co-opted)	Marie Greenslade	MG	Reception Teacher
Bec Dupre	BD	Governor (Par)			
<b>Apologies</b>					
<b>Name</b>	<b>Initial</b>	<b>Position</b>	<b>Reason</b>		
John Collins	JC	Governor (Co-opted)	Work commitments		
Talitha Kerrigan	TK	Governor (Co-opted)	Work commitments		
Hamish Cherrett	HC	Governor (Co-opted)	Work commitments		

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.

## **Item**

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### **1 Apologies accepted**

## Full Governing Board Meeting Minutes

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	As listed above. CD was absent without apology.		
<b>2</b>	<b><u>Declaration of interests on agenda items</u></b>		
	None declared.		
<b>3</b>	<b><u>To approve the minutes of the FGB meeting held on 9 December 2021</u></b>		
	<a href="#">2021-12-09 FGB Draft minutes</a>		
	Resolved.		
<b>4</b>	<b><u>Update on actions</u></b>		
4.1	30/09/21	2.2.1 Attend School Learning Team meeting during second half of Autumn term – Deferred to spring term.	
			Ongoing <b>ACTION IR/JH</b>
4.2	30/09/21	3.5.3 Read Child Protection and Safeguarding Policy in full - JC	
			Ongoing <b>ACTION JC</b>
4.3	30/09/21	6.1.1 Complete safeguarding training - JC	
			Ongoing <b>ACTION JC</b>
4.4	30/09/21	6.2 Read parts 1, 2 and annexe B of Keeping Children Safe in Education 2021 - JC	
			Ongoing <b>ACTION JC</b>
4.5	09/12/21	3.5.1 Staff to be made aware of benefits of joining professional associations, periodically - SW	
			Done
4.6	09/12/21	4.1.6 LH and SW to meet regarding November Budget Monitor in early January. <i>Booked in for WB 24 January.</i>	
			Ongoing
4.7	09/12/21	7.3 HC to write up report on recent online safety visit.	
			Ongoing <b>ACTION HC</b>
4.8	09/12/21	7.5 AR to carry out unannounced safeguarding visits.	
			Ongoing
4.9	09/12/21	8.3 Governors to look at objectives in the Governing Board Development update document to feed comments back to the January meeting	
			Ongoing

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**ACTION ALL****5 School Development Plan update****5-School Development Plan update (our curriculum)**

- 5.1 IM gave a presentation on the intent, implementation, and impact of the curriculum.
- 5.2 Examples of implementation of the curriculum were given for DT and History.
- 5.3 Because of Covid, the impact was difficult to determine currently, but this would become easier as school got back to normal ways of working. Monitoring is taking place but not across all subjects yet. As this progresses it will be reported in the SDP.
- 5.4 *Recognising the difficulties through the pandemic, do you feel children are learning and remembering more and how does this vary by subject? Are some subjects particularly strong and if so, what learning from these subjects is helping in other subjects where children may not be achieving age related expectations? (JH)*
- 5.5 History has been monitored recently and the outcome was positive. One area identified for development is understanding of the chronology.

**6 OFSTED/Self Evaluation Form (SEF) update****School Improvement Review – Governor briefing**

- 6.1 An external School Improvement Review would take place on 24 January. Classroom visits, pupil talks, subject leader talks and book looks would take place.
- 6.2 An overview of the all the different types of information that would be gathered, for any external review (including OFSTED), was given.
- 6.3 An Inspection Dashboard Summary Report (IDSR) from 2019 was shown as an example of data. This was the latest version due to Covid.
- 6.4 The lines of enquiry from the previous OFSTED inspection report were explained.
- 6.5 The SEF followed the format of the OFSTED handbook with strengths and areas for development identified for the five categories.
- 6.6 SW suggested that Governors viewed relevant webinars on the National College website. Specific webinars had been recommended within Governors' logins.
- ACTION ALL**
- 6.7 *The school website is the “window to the school”. Is this something that OFSTED are likely to take an interest in and would it be a good idea to have a compliance check on the website? (JH)*
- SW explained that currently HH monitored areas of the website and notified the SLT of any anomalies. A Governance Audit was planned for the summer term that may feedback on the website.

**7 Early Years Foundation Stage reforms – Presentation by Marie Greenslade**

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 Governors EYFS talk Jan 2022, EYFS summary of changes, characteristics of effective learning posters

- 7.1 The presentation included an introduction to the learning and development requirements and their implementation in school.
- 7.2 The key changes in the EYFS framework reforms were explained.
- 7.3 The seven features of effective practice were summarised.
- 7.4 Knowledge mats had been developed especially for Reception introducing skills needed to access the curriculum in Year 1 and beyond.
- 7.5 The maths and reading schemes were outlined.
- 7.6 The assessment process was explained.
- 7.7 Governors asked the following questions:
- 7.7.1 *Has a validated phonics scheme been chosen? (JH)*  
Yes, but it does not have to be fully implemented by Easter. However there needs to be rationale as to why school are using what is currently in place. (SW/MG)
- 7.7.2 *How is active time encouraged and assessed? (JH)*  
PE and yoga take place once a week. Fine and gross motor skills are continuously practiced. (MG)
- 7.7.3 *Is there an issue with children coming from different Early Years settings? (AR)*  
Not really. Sometimes referrals have not been fully completed. (MG)
- 7.7.4 *Are the new Early Learning Goals more challenging? (AR)*  
Not necessarily. More information was needed on how the goals are to be assessed though.
- 7.7.5 *When an Early Learning Goal has several components, do children have to demonstrate competency in all components? (AR)*  
They must demonstrate most of the competencies. (MG)  
There is no exemplification of standards currently. (SW)
- 7.7.6 *Does a proportion of the PE/Sports premium funding go to the reception unit? (GR)*  
The funding is used across the whole school. The strategy is on the school website. (SW)
- 7.7.7 *What is the ratio of staff to pupils in the reception unit? (IR)*  
2 adults to 30 children. There are some children with 1:1 support in addition. (MG)
- 7.7.8 *What percentage of reception children reach good levels of development (GLD) and how does this compare to similar schools? Is there any information on the effectiveness of supporting children not achieving GLD in Year 1? (JH)*  
Comparisons were made between the GLD in 2019 with national and local statistics. There were no statistics from last year due to Covid. For those children not reaching the goals, there was justification. (MG)
- 7.7.9 *Is the new framework a positive move? (KB)*  
Yes. It will be interesting to see the impact at the end of the academic year although it may not be apparent this year, because of disrupted learning due to Covid. (MG)
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8 **Benchmarking**

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### Item

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#### Financial benchmarking 2020-21

- 8.1 LH explained that the figures were atypical in the 2020-12 financial year due to the pandemic.
- 8.2 Notes on income:
- 8.2.1 Per pupil income was greater than previous years by approximately £200.
- 8.2.2 Self-generated income was comparatively high. Donations and voluntary fund income had risen, there was an improvement in income from facilities and services (the impact from wrap-around care had not fully been realised in this year), however, income from catering had halved.
- 8.3 Notes on expenditure:
- 8.3.1 Staff expenditure was at the higher end of the suggested spending percentage.
- 8.3.2 Within staffing, teachers were the highest cost, but Exminster were lower down the comparison table than in previous years.
- 8.3.3 The per pupil spend for educational support staff had decreased. There was a link between this and the number of children with additional needs.
- 8.3.4 Although the expenditure on premises had increased it was still comparatively low.
- 8.3.5 Occupation costs were in line with expectations considering that the school was partly closed due to covid.
- 8.3.6 The number of full-time equivalent staff graph showed that school continued to have greater than average number of employees – due to part-time working.
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### 9 Review of Governing Board development comments

Deferred.

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### 10 To note that the Children We Care For Policy has been reviewed with no amendments proposed

Children we care for policy (CiC, PLAC)

Noted.

The meeting closed at 19:55

**Date of next meeting: Thursday 17 February 2022**

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

**Date:**.....17/02/2022.....