

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 17 February 2022

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)
Tamara Janes	TJ	Governor (Co-opted)	Jamie Hulland	JH	Governor (Par)
Talitha Kerrigan	TK	Governor (Co-opted)	Liam Hatton	LH	Governor (Co-opted)
Helen Hibbins	HH	Clerk	Ian Moore	IM	Deputy Headteacher
Kate Beale	KB	Governor (Co-opted)	Teresa Collins	TC	Governor (Staff)
Bec Dupre	BD	Governor (Par)			
Apologies accepted from					
Name	Initial	Position	Reason		
Frankie Hyde	FW	SLT			
Hamish Cherrett	HC	Governor (Co-opted)	Work commitment		
John Collins	JC	Governor (Co-opted)	Work commitment		
Gillian Ratcliff had resigned from the Governing Board.					
Absent without apology					
Christopher Davies	CD	Governor (Co-opted)			

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

Approval of Health and Safety Policy

Full Governing Board Meeting Minutes

Item

1 To approve the minutes of the FGB meeting on 20 January 2022

[2022-01-20 Draft FGB Minutes](#)

Resolved.

1.1 Update on actions

[Actions list on agenda](#)

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|-------|----------------------|---|--------------------------------|
| 1.1.1 | 30/09/21
– IR, JH | 2.2.1 Attend School Learning Team meeting during second half of spring term | Ongoing |
| 1.1.2 | 30/09/21
- JC | 3.5.3 Read Child Protection and Safeguarding Policy in full | Ongoing |
| | 30/09/21 | 6.1.1 Complete safeguarding training – JC.
<i>TK was asked to follow up on this and the other safeguarding requirements.</i> | ACTION TK
Ongoing |
| 1.1.3 | 30/09/21
– JC | 6.2 Read parts 1, 2 and annexe B of Keeping Children Safe in Education 2021 | Ongoing |
| 1.1.4 | 09/12/21
- HC | 7.3 HC to write up report on recent online safety visit | On agenda |
| 1.1.5 | 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 - Deferred to February. | On agenda |
| 1.1.6 | 20/01/22
- ALL | 6.6 Governors to watch webinars on the National College website
<i>TC to report on Governors Induction Course at next meeting.</i> | ACTION TC/HH
Ongoing |
| 1.1.7 | 20/01/22
- HH | 6.7 Organise Governance Audit for summer term
<i>Babcock offer the service (approximately £700) but clear objectives need to be set for the visit to maximise benefit.</i> | Ongoing |

2 To approve the reviewed Health and Safety Policy

[Health and Safety Policy](#)

Full Governing Board Meeting Minutes

Item

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- 2.1 LH had reviewed the policy alongside IM.
- 2.2 This was a model policy that had been adapted for the school. There were no questions on the revision from Governors.
- 2.3 It was resolved to approve the policy.

ACTION HH**3 Governing Board Development****Copy of Governor Development Plan**

- 3.1 The initial focuses were identified as
- preparing for an Ofsted inspection
 - ensuring that Governors' training is up to date
 - an increase in Governor visits, monitoring and reporting
- 3.2 Further suggestions were made:
- Meetings outside FGB meetings should take place to move this item forward. It was agreed that BD and TK would organise Governor teams and arrange the meetings.
 - School based induction for new Governors should be included in the development plan.
 - Learning walks led by the SLT would be useful.
- 3.3 Governors were asked to think about their own development in addition to supporting the school.
- 3.4 SW said that in-school Governor visits were now possible again.
- 3.5 It would be useful for dates and times of visits to be included on a Google calendar, accessible to all Governors and the SLT. This would help inform when reports needed to be on the agenda.
- ACTION HH**
- 3.6 The outcome of these discussions would inform the external Governance review objectives.
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4 Governor visit reports**4.1 Pupil Premium (PP)****Pupil Premium Governor visit report**

- 4.2 The following comments and questions were noted:
- 4.2.1 *Was there an attainment gender gap with PP children? (TK)*
Yes, and it had widened during the pandemic. (SW)
- 4.2.2 *How is PP used to develop the cultural capital? (JH)*
Some children had not had access to experiences and opportunities outside school. This was addressed through the broad and balanced curriculum. Additionally, there were opportunities for PP children to have, for example, music lessons, sports clubs. (SLT)
- 4.2.3 It was important to ensure that the aspirations of PP children were not compromised and opportunities to develop interests were encouraged – overview of North Star project.

4.3 Premises

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Item**Premises Governor visit report**

- 4.4 The visit involved a site walk and checks on fire equipment/logs.
- 4.5 IM noted that it was difficult to source tradespeople to undertake minor maintenance work that the caretaker was unable to.
- 4.6 *AR asked whether a log of parental skills existed and whether it was possible that they could address minor issues.* IM said that there were possibilities for decorating and gardening, but it was limited because of insurance.
- 4.7 A tendering process would shortly get underway for the caretaking and cleaning contract. Different options would be considered, such as the school employing a caretaker directly with an external cleaning contract etc. Governors would need to be involved in the tendering process.

4.8 Online safety

Deferred

ACTION HC/HH**4.9 Others**

Governors were asked to submit reports for future meetings.

ACTION ALL**5 Data headlines****Autumn Term Data Analysis**

- 5.1 It was important to note that school attendance was at its lowest both nationally and locally (both pupil and staff absence due to the pandemic). This must be considered when the data is examined.
- 5.2 A presentation was given outlining the data in EYFS, KS1 and KS2.
- 5.3 Implementation of the next steps (quality first teaching, targeted support etc) were summarised for each year group.
- 5.4 Governors asked the following questions:
- 5.4.1 *Is it a normal pattern for schools to see attainment progression through the Key Stages, as this data shows (ie average at end of KS1 and above average at the end of KS2)? (JH)*
The end of EYFS and KS1 results had historically been lower than in KS2. This has been exacerbated by Covid with the younger children having been introduced to learning differently. (SW/IM)
- 5.4.2 *Had staff absence meant that the curriculum had had to be narrowed? (AR)*
No, but some interventions and catch up work had not taken place. (SW)

6 Breakfast Club (BC) and After School Club (ASC) financials

BC and ASC Budget Monitor (plus notes), External Services Financial plans and working budgets

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- 6.1 The impact of the BF club and ASC on the overall school budget was positive.
 - 6.2 BC was oversubscribed, ASC had substantial bookings and there was insufficient room to offer additional places.
 - 6.3 *LH asked whether funds were being re-invested to manage the workload and make administration easier. IM confirmed that this was happening.*
 - 6.4 *IR asked whether the re-charges for room hire and administration were at market rate. IM confirmed that this was the case.*
 - 6.5 Governors were pleased with the success of the extended provision.
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The meeting closed at 19:20

Date of next meeting: Thursday 24 March 2022 (venue to be confirmed)

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

Date:.....24/03/2022.....