

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 24 March 2022

Time: 18:00

Venue: Virtual - due to the high number of Covid cases locally

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Teresa Collins	TC	Governor (Staff)
Paul Herring	PH	Assistant Headteacher	Ian Rogers	IR	Governor (Co-opted)
Christopher Davies	CD	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
Hamish Cherrett	HC	Governor (Co-opted)	Tamara Janes	TJ	Governor (Co-opted)
Robin Scott		Visitor	Talitha Kerrigan	TK	Governor (Co-opted)
Danni Cooke		Visitor			
Apologies					
Name	Initial	Position	Reason		
Alwyn Reeves	AR	Governor (LEA)	Unknown		
Kate Beale	KB	Governor (Co-opted)	Work commitment		
Frankie Hyde	FH	SLT	Family illness		
Bec Dupre	BD	Governor (Par)	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 approve the SFVS and submit it to Devon County Council.

To delegate authority to LH to agree the final quotation for repairs to the reception unit roof.

To approve the PSHE including RHE policy.

To approve data protection policies and procedures.

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Item

1 Administration

[2022-02-17 FGB draft minutes, Actions list \(on agenda\)](#)

1.1 Welcome

1.1.1 The meeting opened with introductions for the visitors who were interested in becoming Governors.

1.1.2 Governors were reminded about confidentiality.

1.2 Apologies for absence

Accepted as listed above.

1.3 To approve the minutes of the Full Governing Board (FGB) meeting on 17 February 2022

Resolved

1.4 Declaration of interests

None declared

1.5 To review actions from previous meetings

1.5.1 30/09/21 2.2.1 JH and IR to attend School Learning Team meeting during second half of autumn term - deferred to spring term.

Ongoing

1.5.2 30/09/21 3.5.3 JC to Read Child Protection and Safeguarding Policy in full – TK to follow up

Done

1.5.3 30/09/21 6.1.1 JC to complete safeguarding training – TK to follow up

Done

1.5.4 30/09/21 6.2 JC to read parts 1, 2 and annexe B of Keeping Children Safe in Education 2021 – TK to follow up

Done

1.5.5 09/12/21 7.3 HC to write up report on recent online safety visit.

Done – see agenda item 9

1.5.6 09/12/21 8.3 Governors to look at objectives in the Governing Board development update document.

Ongoing

1.5.7 20/01/22 6.6 Governors to watch webinars on the National College website.

Ongoing

1.5.8 20/01/22 6.7 Organise Governance Audit for summer term - requires information from Governing Board Development document

Ongoing

1.5.9 17/02/22 1.1.6 TC to Report on Governors' Induction Training at March meeting

Done - see agenda item 9

1.5.10 17/02/22 3.5 HH to share Google Calendar to put Governor visit dates in

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Done

2 Register of Business Interest forms to be updated

To be distributed at the meeting

2.1 Deferred until a face-to-face meeting could take place.

3 Headteacher's report

Headteacher's report to Governors spring 2022, Safeguarding report for Governors

The following points from the report were noted:

3.1 AR would be asked to undertake a SEND case-study Governor visit.

3.2 An application for a child refugee from Ukraine had been received. Subsequently, CD offered to explore a Devon wide initiative to support refugees as a resource for school.

ACTION CD

3.3 A budget meeting with JC and LH had taken place with discussions about additional provision to be put in place for catch-up.

3.3.1 *How successful were the catch-up measures in place (in terms of data)? (JC)*

New data would be available in the next couple of weeks. There had been significant progress in writing. (SW)

3.3.2 *What is quick-write? It appeared to be effective. (JH)*

A daily exercise that may have a specific focus (like grammar). The writing was revisited and edited with a partner. (SW)

3.4 There had been an increase in MASH referrals and children working with a social worker.

3.4.1 *How often were safeguarding case studies carried out (TK)?*

On an ad-hoc basis, a couple of times per year. Individual cases may warrant earlier evaluation. (SW)

3.5 Staff absence had been high because of Covid.

3.5.1 *Many teachers were covering for other staff because of illness. Had that affected staff workload and wellbeing? (JC)*

Examples of how absence was covered were given. There were initiatives in place to boost morale. (SW)

3.5.2 *Were there mental health first aiders in school? (JH)*

Not currently, but training would take place funded by a Government Grant. (SW)

3.6 The impact of Matford Brook Academy opening in September 2023 needed to be considered in terms of the potential effect on roll and therefore the budget. School will be promoting itself to local families to develop a wider understanding of Exminster School's offer. TC was involved in this as the Staff Governor.

3.7 A Governor was needed to be involved with the Civic Award during the summer term. CD was asked to do this.

ACTION CD

3.8 An ESA Governor representative was needed.

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4 Budget monitoring

Summary Budget Monitor (February)

- 4.1 JC and LH had met with SW and IM to discuss the latest budget monitor and the 3 year budget plan.
- 4.2 JC reported that the forecast carry forward had increased since the December budget monitor. SW explained why this was the case, giving examples from budget lines.
- 4.3 Additional SEND funding had been received.
- 4.4 Grants had been received that would be used for catch-up.

5 To approve the School's Financial Values Standard

SFVS 21-22 checklist

- 5.1 LH reported that most of the responses to the questions were the same as last year with the exception of
 - Q6: Does the school have a realistic, sustainable and flexible financial strategy in place for at least 3 years, based on realistic assumptions about future funding, pupil numbers and pressures? This was answered "yes" as, in contrast to last year, a 3-year balanced budget could be set.
 - Q9: Answered "yes" for the reasons above.
 - Q16: This was a new question and not relevant to Exminster School.
- 5.2 JC was confident that the school had all the processes in place to demonstrate good value.
- 5.3 It was resolved to approve the SFVS and submit it to Devon County Council.

ACTION TK/HH

6 To approve a budget for works to the Reception Class roof

- 6.1 IM explained that the roof was leaking and the canopy needed extending.
- 6.2 3 quotations had been received from Devon County Council approved contractors ranging from £7K to £8K. LH had looked at the quotes.
- 6.3 The works would be funded from capital spending because it was a brand new roof and being completed as an improvement to the provision with the extension of the canopy too. Sufficient budget was available, but because the cost breached the £5K threshold (as per the finance policy) Governor approval was required.
- 6.4 Since the quotations had been sought in autumn, the cost of materials had risen and one company had increased its quote significantly (this was originally the highest quotation anyway). The other two companies were being contacted to see if there was an increase in their quotations.
- 6.5 It was proposed that authority was delegated to LH to approve the final quotation subject to any increase being less than 20% of the original quotation. Resolved.

ACTION LH

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7 To approve the reviewed Personal, Social, Health and Economic (PSHE) policy including Relationships and Health Education (RHE)

[Reviewed PSHE \(including RHE\) policy March 2022](#)

- 7.1 IR had reviewed the policy and the content had not changed although PSHE and RHE were now within the same document.
- 7.2 It was likely that the policy would need reviewing on an annual basis because a change in curriculum could alter the parental consent to withdraw their child.
- 7.3 It was resolved to approve the policy.

ACTION IM/HH

8 To approve Data Protection policies and procedures

[GDPR documents \(x8\)](#)

- 8.1 IM explained that the policies had been reviewed by the school's Data Protection Officer, Alvin Scott, to ensure compliance.
- 8.2 IR had reviewed the documents and explained their hierarchy.
- 8.3 It was resolved to approve the 8 documents.

ACTION IM/HH

9 Training update**9.1 Feedback on Induction for New Governors training**

- 9.1.1 TC had attended the course and had written a report. TJ had also attended the course (at a different time) and added verbal feedback.
- 9.1.2 Points emphasised:
- Governors needed to be clear on the purpose of their visits and find their own evidence.
 - Induction of new Governors had been difficult during Covid.
 - Refresher training for Governors who had been in post for over 5 years was recommended. IR endorsed this.

ACTION ALL

9.2 Online safeguarding training and visit

- 9.2.1 HC had undertaken safeguarding training and was keen to look at the process of recruiting a new employee to ensure that all the steps had been taken.
- 9.2.2 HC was confident that the school had robust procedures in place for safeguarding reporting and monitoring.
- 9.2.3 A Governor visit had taken place in November where online safety was explored. This would be repeated in the summer term when children would be asked about their experience of using online resources and technology.
- 9.2.4 Governors were encouraged to ask to look at the Single Central Record when visiting and a tick box should be added to the Governor report form as a reminder.

ACTION HH

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The meeting closed at 19:28

Date of next meeting: Thursday 5 May 2022 in person at school

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

Date:.....5 May 2022.....