

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: Thursday 5 May 2022**

**Time: 18:00**

**Venue: Exminster Community Primary School**

Present					
Name	Initial	Position	Name	Initial	Position
Sarah Whalley	SW	Headteacher	Ian Moore	IM	Deputy Headteacher
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	Bec Dupre	BD	Governor (Par)
Teresa Collins	TC	Governor (Staff)	Robin Scott	RS	Governor (Co-opted)
Tamara Janes	TJ	Governor (Co-opted)	Danni Cooke	DC	Governor (Co-opted)
Frankie Hyde	FH	Senior Leadership Team			
Apologies					
Name	Initial	Position	Reason		
Kate Beale	KB	Governor (Co-opted)	Work commitment		
Talitha Kerrigan	TK	Governor (Co-opted)	Illness		
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

To co-opt Danni Cooke and Robin Scott to the Governing Board.

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To approve the reviewed Early Career Teacher Induction Policy.  
To approve the budget for the 2022/23 financial year.

**Item**

- 1      To consider the co-option to the Governing Board of**
- 1.1     Danni Cooke**  
Resolved
- 1.2     Robin Scott**  
Resolved  
(DC and RS had previously attended a Governors meeting and outlined their backgrounds).
- 2      Administration**
- 2.1     Apologies for absence**
- 2.1.1 As listed above.
- 2.1.2 AR had not sent apologies.
- 2.1.3 TJ was present virtually.
- 2.2     Declaration of interests on agenda items**  
None declared
- 2.3     To approve the minutes of the FGB meeting held on 24 March 2022**  
Resolved
- 2.4     Update on actions**
- 2.4.1 30/09/21    2.2.1 Attend School Learning Team meeting during second half of autumn term - deferred to spring term.  
See agenda item 6.2  
Done
- 2.4.2 09/12/21    8.3 Governors to look at objectives in the Governing Board development update document  
  
*To be on next agenda for discussion. A link to the document will be circulated.*
- ACTION ALL**  
Ongoing
- 2.4.3 20/01/22    6.6 Governors to watch webinars on the National College website.  
  
Ongoing

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- |       |          |  |   |         |
|-------|----------|--|---|---------|
| 2.4.4 | 20/01/22 | 6.7 Organise Governance Audit for summer term - requires information from Governing Board Development document | <i>Deferred until Autumn term pending outcome of internal Governing Board development exercise.</i> | Ongoing |
| 2.4.5 | 24/03/22 | 3.2 CD to investigate provision/resources for Ukrainian child refugees in Exeter.                              | <i>CD will help to support the refugees on a Monday and Tuesday in school.</i>                      | Ongoing |
| 2.4.6 | 24/03/22 | 3.7 CD to be Governor representative for Civic Award in summer term  |   | Ongoing |
| 2.4.7 | 24/03/22 | 5.3 Submit SFVS by 31 March  |   | Done    |
| 2.4.8 | 24/03/22 | 6.5 LH to approve quotation for roof works   |   | Ongoing |
| 2.4.9 | 24/03/22 | 9.1.2 Governors to undertake refresher training  |   | Ongoing |

### 3 Policies

#### 3.1 **To approve the reviewed Early Career Teacher Induction Policy**

- 3.1.1 The policy was formerly known as the Newly Qualified Teacher Policy and was revised to reflect the two-year program now in place.
- 3.1.2 It was resolved to approve the reviewed policy.

#### 3.2 **To note the review of the Managing Sickness Absence Policy**

- 3.2.1 This was a Devon Model Policy adopted by the school.

### 4 To approve the budget for the 2022/23 financial year

#### Budget information for Governors 22/23

- 4.1 SW outlined the main risk factors within the budget.
- 4.1.1 Declining birth rate and Matford Brook Academy opening in 2023 could mean a reduction in pupil numbers (and therefore income) over the next few years.
- 4.1.2 It was unknown whether school would receive additional income to support the education of the Ukrainian refugee children and how long they would remain in school.
- 4.1.3 Significant rises in staffing costs due to the (as yet unconfirmed) pay rises. The advice of the School Finance Officer had been taken regarding the percentage increase to allow over the

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next two years. Additionally, the staffing structure for the next academic year was not confirmed as staff still had the opportunity to hand in resignations.

- 4.1.4 It was unknown whether schools would be supported to cover the rising energy costs. An increase of 75% had been applied.
- 4.1.5 *LH said that the financial position was better than in previous years as the school was able to submit a balanced 3-year budget.*
- 4.1.6 *JC had concerns about additional income not coming forward, the impact of inflation and future threats to pupil numbers.*

SW responded that a promotional/marketing plan was in place and this would be outlined at the next meeting.

**ACTION HH**

- 4.1.7 It was resolved to approve the budget as presented and submit it to the Local Authority.

**ACTION SW**

### **5 Safeguarding update**

- 5.1 A safeguarding review with HC and LH had taken place.
- 5.2 HC had undertaken training on the role of the Safeguarding Governor and AR reflected on his level 3 Safeguarding training.
- 5.3 A programme of support for young carers<sup>1</sup> was being put in place by Hannah Parker.
- 5.3.1 *IR asked whether there was an unusually high number of young carers in school.*
- SW said that there were more than those that met the threshold for recognition by Devon County Council.
- 5.4 A review of the KiVa anti-bullying programme was taking place.
- 5.5 Since the pandemic, there were more children on a part-time timetable. It was intended that, where possible, efforts should be directed at returning the children into full-time education.
- 5.6 A Children in Care review had taken place.
- 5.7 Case studies on six vulnerable families/children were taking place to review the process of support in school.
- 5.7.1 *CD asked how liaison with the families of the Ukrainian children would take place?*

SW explained that one parent was fluent in English, but if there was a formal need for communication a translator would be required. Due to the high number of refugee families in the village a community support network had been set up. SW would put CD in touch with it.

**ACTION SW**

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<sup>1</sup> 9 Young carers under the Devon threshold. Approximately 20 within the school's definition of "home heroes"

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### 6 School Development Plan (SDP) update: Governor visit reports

#### 6.1 Geography and Design Technology

[2022-03-28 CD Governors Visit, 2022-03-28 TJ Governors Visit](#)

6.1.1 The reports had been circulated with the papers for the meeting and would be stored in a central location on the google drive.

**ACTION HH**

6.1.2 CD was impressed with the professionalism of the approach and enthusiasm of the children. The aims and objectives were clear and the effort taken in planning was apparent.

6.1.3 TJ highlighted how respectful the children were to each other and adults.

6.1.4 The impact of Covid was apparent when observing the older year groups as some were unable to recall facts that would have been learned in earlier years.

6.1.5 It was clear that school had pride in the curriculum.

#### 6.2 School Learning Team (SLT)

[2022-04-07 JH Governors Visit](#)

6.2.1 JH had attended a SLT meeting and commented on the energy, engagement and enthusiasm of the children. The children were proud of the Rainbow Values.

6.2.2 JH answered questions posed by the children. It was a very positive experience that was echoed in the observations that had been made by the recent school improvement reviewer.

#### 6.3 Future Visits

6.3.1 AR would carry out visits focussing on SEND and KiVA.

6.3.2 HC would carry out a SCR check visit.

6.3.3 TK would visit during the administration of SATS next week.

6.3.4 Further visit suggestions were:

- A focus on writing.
- Monitoring of the new phonics programme in Reception and Year 1.
- Reading across the school.

**ACTION CURRICULUM GOVERNORS**

### 7 Stakeholder Surveys

#### 7.1 KS2 Survey Results

[KS2 Questionnaire Analysis 2022](#)

7.1.1 The survey followed the Ofsted question structure that had been followed for several years so that comparisons could be made.

7.1.2 There were 214 responses and, in the main, the results were in line with the 2020 survey.

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- 7.1.3 Each question and the actions arising were outlined. Predominately, they would be discussed with the School Learning Team in the first instance.
- 7.1.4 The difference in children's perception and understanding of the questions was noted and the impact that they had on the results.
- 7.1.5 *20% of pupils don't feel safe most of the time. What is driving this figure? (JC)*  
 Children's definition of "safe" differed so it was important to unpick the individual circumstances.
- 7.1.6 *Half of the children were not feeling challenged in lessons. Why? (JC)*  
 Again, the definition of "challenged" differed.
- 7.1.7 It was suggested that a glossary to accompany the survey was produced. An example of the how children may interpret feeling unsafe as challenged was given.
- 7.1.8 *DC suggested that analysis by subject needed to take place. An example of children feeling challenged in maths v challenged in PE was given.*  
 It was confirmed that subject leads did pupil voice to help unpick this.
- 7.1.9 Comments made on the survey about what children liked and enjoyed about school would be used for marketing/promotion.
- 7.2 Staff Survey Results**  
[Staff Survey Results April 2022](#)
- 7.2.1 39 responses were received.
- 7.2.2 *There were concerns and comments about new things being introduced too quickly, or the requirement to complete extra tasks, without knowing why. What is driving these comments and how widespread is the concern? (JC)*  
 Post Covid, some teachers felt under pressure to bring learning back up to speed, the Ofsted framework had been introduced prior to Covid and needed to be embedded, subject leaders were passionate about their subjects and keen to implement changes, absenteeism had been high between January and March and these factors were considered to have influenced the comments. There was a change implementation plan in place (would it be a whole school launch? what steps needed to be taken? how would it be monitored? what support was needed?). It would be helpful to have a greater awareness of subject leaders' planning so that new implementations could be staggered.
- 7.2.3 *Responses regarding behaviour suggest a decline. However, the KS2 survey results contradict this. Why is this the case? (JC)*  
 Generally, behaviour is good in school. There are some children with challenging behaviour and there is pressure on school to address this because of the high threshold for external support. New LSA's had been put in place to support

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individual children and the Thrive programme was used as an intervention, where appropriate.

**7.2.4** *Are the SLT satisfied with the responses? Are there any responses that are particularly pleasing? Are there any concerns? (JC)*

Overall, the results were pleasing as the previous survey had been carried out pre-Covid and the results were generally in line. There were many positive comments. Many of the concerns expressed were on one anonymous questionnaire. This was disappointing as there was an open-door policy and the opportunity to discuss this individual's issues was not possible. It was suggested that on the next questionnaire, there was a "what went well and even better if" section for constructive comments.

### **7.3 Parent Survey**

7.3.1 The survey had not closed yet. There were 116 responses so far.

7.3.2 The results would be on the agenda for the next meeting. JH would look at them in advance.

**ACTION JH/HH**

### **8 Update Register of Business Interest forms**

The forms were handed out and signed by those present.

The meeting closed at 19:45

Date of next meeting: Thursday 9 June 2022

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

**Date:.....09/06/2022.....**