

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 9 June 2022

Time: 18:00

Venue: Virtual

Present

John Collins (JC) Co-opted Governor
Danni Cooke (DC) Co-opted Governor
Christopher Davies (CD) Co-opted Governor
Bec Dupre (BD) Parent Governor
Liam Hatton (LH) Co-opted Governor
Helen Hibbins (HH) Clerk
Jamie Hulland (JH) Parent Governor
Tamara Janes (TJ) Co-opted Governor
Talitha Kerrigan (TK) Co-opted Governor

Ian Moore (IM) Deputy Headteacher
Alwyn Reeves (AR) LEA Governor
Ian Rogers (IR) Co-opted Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Karl Peters (KP) Visitor (Potential Governor)

Gail Miller (GM) Teacher

Apologies

Teresa Collins (TC) Staff Governor – work commitment
Frankie Hyde (FH) Senior Leadership Team
Kate Beale (KB) Co-opted Governor – illness
Hamish Cherrett (HC) Co-opted Governor – 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

Reappointment of AR as Local Authority Governor
Approval of the reviewed Lettings' Policy

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Item

1 Presentation on Phonics

- 1.1 GM explained the rationale behind the choice of phonics programme for the school.
- 1.2 The programme is based on letters and sounds, supplies resources, has a clear structure, is cost effective and validated by the DfE (a new requirement).
- 1.3 There is ongoing training and support for staff as part of the package.
- 1.4 An example of a phonics session was given, from planning stage through to teaching in the classroom.

1.5 Governors raised the following questions:

1.5.1 *Could you explain the parent portal? (JH)*

Each parent has a login. There is online access to the reading books and examples of how to help the child with home reading of the text that is read daily in class.

1.5.2 *What happens if the child is not able to finish the book that they have been allocated that week? (IR)*

The book is short and is read daily (in its entirety) in class.

1.5.3 *Are the teachers happy with the formality of lessons? (BD)*

More formal schemes had been considered. Other English sequences could still take place alongside it. Children are able to take other books home that they have chosen themselves for reading for pleasure.

1.5.4 *Is your role [GM] monitoring the implementation and impact of the programme, coaching and supporting staff? (DC)*

Yes. All staff need to be trained in the programme to ensure consistent operation throughout the school.

1.5.5 *The assumption is that all parents can access the portal. If the technology is not available at home, how are the children supported? (CD)*

Nearly all parents have a mobile phone and the portal is available on that. Additional support is available in school for children who may not have the facility to read at home.

1.5.6 *What is the cost to the school? (CD)*

So far, £4K has been spent. Additional resources are available to purchase.

1.5.7 *Are there parents who struggle with literacy? (AR)*

The parent portal is very user friendly. Where parents are not able to engage, or there appears to be a barrier to learning, teachers are able to support the parents in helping the child.

1.5.8 *How does the programme work for those with English as an additional language (EAL) or learning differences, such as dyslexia? (CD)*

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Long term, all children need to have phonics knowledge and it may be that additional resources (colour coding etc) have to be made available alongside the standard phonics teaching.

2 To reappoint Alwyn Reeves as a Local Authority Governor

Resolved.

3 Administration

3.1 Apologies for absence

Accepted as listed above.

3.2 Declaration of interests on agenda items

None declared.

3.3 To approve the minutes of the FGB meeting on 5 May 2022

[2022-05-05 FGB draft minutes](#)

Resolved.

3.4 Update on actions

- 3.4.1 09/12/21 8.3 Governors to look at objectives in the Governing Board Development document (on the google drive).

TK and BD will prioritise this for the next FGB meeting.

Ongoing
ACTION TK/BD

- 3.4.2 20/01/22 6.6 Governors to watch webinars on the National College website.

*Advise HH of those watched for the training record.
DC confirmed that she had watched some.*

Ongoing
ACTION ALL

- 3.4.3 20/01/22 6.7 Organise Governance Audit for summer term - requires information from Governing Board Development document

Ongoing

- 3.4.4 24/03/22 6.5 LH to approve quotation for roof works

Done

- 3.4.5 24/03/22 9.1.2 Governors to undertake refresher training

Ongoing

- 3.4.6 05/05/22 4.3 Promotional/Marketing plan to be on next agenda

See agenda item 4

Done

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- 3.4.7 05/05/22 5.8 SW to put CD in touch with village community support network for Ukrainian refugees
Done
- 3.4.8 05/05/22 6.3.1 AR to carry out Governor Visit on SEND and KiVA
AR had carried out a KiVA visit and interviewed 12 children about bullying. There was consistency in the children's responses and all had an understanding. They felt that bullying was not predominant in school and this was re-iterated in the parent questionnaire responses. The staff felt that they had a thorough understanding of the KiVA processes and it was not necessary to continue with the subscription. AR commented that the questions within the parental survey regarding bullying could be revised. TK asked whether a question about whether parents were aware of bullying policies could be added to the questionnaire. SW commented that the questions were based on the Ofsted Parentview questions and it was necessary to repeat the same questions in order to make meaningful comparisons year on year.
Done
- 3.4.9 05/05/22 6.3.2 HC to carry out SCR check
HC had carried out a check and the system found to be much improved. Other Governors had also checked the SCR when visiting school.
Done
- 3.4.10 05/05/22 6.3.3 TK to check the administration of SATS
Operational issues had been checked and recorded, such as the security of paperwork. A report had been signed off each day to ensure that the school had backup if the administration was challenged for any reason. TK commented how well the children had coped with the process.
Done
- 3.4.11 05/05/22 6.3.4 Curriculum Governors to carry out visits focussing on writing, monitoring of the new phonics programme and reading
DC and RS had recently had a Governor induction visit and would return to carry out the monitoring visits outlined above.
Ongoing
ACTION DC/RS

4 Update on plans for school promotion/marketing

Marketing action plan

- 4.1 The intention was to ensure that Exminster School would be the first choice for local families, and to meet the planned admission number (PAN) of 60, ongoing.

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4.2 Groups to be targeted were parents of pre-school aged children (and below) through childminders and the pre-school. There was the opportunity for interested parties to register on the website to receive a termly newsletter.

4.3 The key strengths of our school are the community ethos and caring and nurturing environment. These were points highlighted in the parent survey.

4.4 Governors made the following comments and suggestions:

4.4.1 *Highlight what cannot be proved in a new school. For example, academic achievement consistently high. Raise profile of other achievements via website and Exminster online.*

4.4.2 *The community feel, nurturing culture and resource of established staff were important to communicate alongside the history of the school [as a community “hub”]. Rainbow values and the school’s ethos should be emphasised.*

4.4.3 *Counter against the new facilities on offer by highlighting the facilities that we do have – climbing wall, nature school, large outdoor area for the reception unit and the allotment.*

4.4.4 *Our school has a history of high attainment and inclusive nature, community feel, family feel as referred to on the parental survey.*

4.5 Governors were invited to attend the Marketing Action Plan team meetings.

5 Report from Pay and Performance Committee

5.1 The committee met on 27 May to discuss mid-year performance reviews.

5.2 The committee was presented with an anonymised list of teachers and the process of appraisal was explained by SW.

5.3 The progress of staff towards their targets was outlined.

5.4 It was noted that staff costs were a high proportion of the school’s budget, although this was not excessive when benchmarked.

5.5 Governors asked about retention of experienced staff. This was addressed by offering opportunities for CPD and National professional Qualifications (NPQ’s).

6 To consider the results of the Parent Survey

[Parent results over time 2022 summary for Governors](#)

6.1 JH had considered the results and added “what went well” and “even better if” sections to the report.

6.2 The results were very encouraging despite the disruption with the pandemic.

6.3 There were many positive responses about the staff and this should be celebrated.

6.4 Areas for improvement were difficult to identify because of the very high percentage of positive responses. SEND, expectations of children, extracurricular activities and the physical school environment had slightly lower ratings and the following points were made during discussion:

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6.4.1 The majority of after school clubs were outsourced. There would be additional non-sporting clubs on offer in the next academic year. Lunchtime clubs relied on the skills and willingness of staff to run them.

6.4.2 *Are parents aware of what achievement actually means?*

High attainment achieved academically as shown in data. Need to celebrate and promote other achievements more in the wider community eg. 3 x eco awards showing a school commitment to the environment, Civic awards to show the contribution children make to the local and wider community

6.4.3 The situation with the limited number of responses on SEND was explained. Out of the 16 parents who had said their child had SEND, 14 agreed that they were well catered for and 2 said they didn't know

6.4.4 It was acknowledged that there was little that could be done about the school environment due to constraints with the school site and funding. However, a parent evening/weekend is to be arranged for the school community to support an outdoor tidy-up.

7 Self-Evaluation Form (SEF) – Quality of Education

7.1 SW explained that the SEF allowed Governors to be clear on the school's strengths and the next steps to take.

7.2 The SEF had been written in line with the Ofsted school inspection framework.

7.3 Governors should validate the SEF through gathering evidence during visits.

7.4 Visits proposed:

- Early Careers Teacher support – **BD**
- SEND; focussing on 1 or 2 children and considering how the objectives in their EHCP's are met – **AR**
- English (autumn term) - **DC**
- Pupil voice across the school; a follow up visit with the School Learning Team (summer term) – **JH**
- Subject leading; looking at the impact of planning (autumn term) – **RS, DC**

8 Approval of the Lettings Policy

Lettings Policy

8.1 It was confirmed that there were no changes to the model policy.

8.2 With the after-school club now running, the facility for lettings during the week was limited to evenings.

8.3 It was resolved to approve the policy.

9 AOB

Governors were asked to help with the School Fair on Friday 8 July between 5pm and 8pm. BD would co-ordinate the help which would involve running the BBQ.

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The meeting closed at 19:35

Date of next meeting: Thursday 14 July 2022, 18:00 – in school

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

Date:.....14 July 2022.....