

Exminster Community Primary School

Full Governing Board Meeting Minutes

Date of Meeting: Thursday 14 July 2022

Time: 18:00

Venue: Exminster Community Primary School

Present

Danni Cooke (DC) Co-opted Governor

Bec Dupre (BD) Parent Governor

Paul Herring (PH) Assistant Headteacher

Helen Hibbins (HH) Clerk

Tamara Janes (TJ) Co-opted Governor

Talitha Kerrigan (TK) Co-opted Governor

Karl Peters (KP) Co-opted Governor (following agenda item 1)

Alwyn Reeves (AR) LEA Governor

Ian Rogers (IR) Co-opted Governor

Robin Scott (RS) Co-opted Governor

Sarah Whalley (SW) Headteacher

Apologies

Hamish Cherrett (HC) Co-opted Governor – work commitment

Christopher Davies (CD) Co-opted Governor - illness

Frankie Hyde (FH) Senior Leadership Team

Jamie Hulland (JH) Parent Governor – work commitment

Liam Hatton (LH) Co-opted Governor – family commitment

Teresa Collins (TC) Staff Governor – family commitment

John Collins (JC) Co-opted Governor – work commitment

Ian Moore (IM) Deputy Headteacher - illness

- 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 Karl Peters to the Governing Board.

Item

1 To consider the co-option of Karl Peters to the Governing Board

1.1 Karl explained why he wanted to become a Governor and his background as premises manager at another school.

1.2 It was resolved to co-opt Karl Peters.

2 Administration

2.1 Apologies for absence

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Noted as listed above.

2.2 Declaration of interests on agenda items

None declared.

2.3 To approve the draft minutes of the FGB meeting on 9 June 2022

[2022-06-09 FGB Draft Minutes](#)

Resolved.

2.4 Update on actions

2.4.1 09/12/21 8.3 Governors to look at objectives in the Governing Board development update document. To be on July agenda. TK and BD to formulate a plan.

Agenda item 10

2.4.2 20/01/22 6.6 Governors to watch webinars on the National College website and advise HH when done for the training log.

Ongoing

2.4.3 20/01/22 6.7 Organise Governance Audit for summer term - requires information from Governing Board Development document

Ongoing

2.4.4 24/03/22 9.1.2 Governors to undertake refresher training. Contact HH to book onto course and advise when completed.

Ongoing

2.4.5 05/05/22 6.3.1 AR to carry out Governor Visit on SEND at the end of September.

Ongoing

2.4.6 09/06/22 7.4 BD to carry out visit on Early Careers Teacher support.
Booked in for September.

Ongoing

2.4.7 09/06/22 7.4 DC to carry out visit on English in the autumn term.

Ongoing

2.4.8 09/06/22 7.4 JH to do a follow up meeting with the School Learning Team before the end of the summer term.

In the diary. To be reported at a meeting next term.

ACTION HH

Ongoing

2.4.9 09/06/22 7.4 RS and DC to carry out visits looking at subject leading and the impact of planning in the autumn term

Ongoing

3 To note that the model Devon Teachers' Appraisal Policy had not been amended since last reviewed by the Governing Board

[Appraisal Policy](#)

3.1 The only amendment in Exminster's version of the policy was the change in terminology from NQT to ECT.

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- 3.2 It was suggested that an appraisee should be allowed to request an alternative appraiser and this was not an option in the model policy. Wording to allow this would be investigated for a future review of Exminster's policy.

ACTION SW

- 3.3 It was resolved to approve the policy with the amendment.

4 To confirm the appointment of the Headteacher's appraisal partner

- 4.1 Debbie Buckingham would remain the Headteacher's appraisal partner for the next academic year.

5 Budget monitoring

Budget Monitor May 22

- 5.1 SW explained the budgeting process for the benefit of the new Governors.

- 5.2 The 3-year budget was approved by Governors in April each year, overseen by the school's Finance Officer. Throughout the year a working budget was maintained – revised according to changes in circumstances by IM and SW. JC and LH had regular meetings with IM and SW to look at the current position.

- 5.3 Items of expenditure to note:

- 5.3.1 There had been significant LSA absence. This would be refunded from the mutual fund.

- 5.3.2 Admin staff – additional staff had been required to administer the wrap-around provision and a new communications resource.

6 Headteacher's report

Headteacher's report to Governors Summer 22

- 6.1 There were 8 Ukrainian children on role. £1000 per child had been received to support them.

- 6.2 There had been disruption with catering due to staff absence.

- 6.3 SEND - The Local Authority had been re-inspected by Ofsted and had not made significant progress in rectifying weaknesses. School continued to identify SEND barriers early, ensuring that all children could access the curriculum and referrals were made accordingly. Parents were involved in the process. AR would explore this during a Governor visit next term.

ACTION AR

- 6.3.1 *What evidence did school have to prove that it was identifying children requiring an Education Health Care Plan (EHCP) in a timely manner. (TK).*

The class teacher would put interventions in place initially. If these were unsuccessful, a SAFS referral would take place and a period of plan, do, review. The process towards an EHCP (or suitable alternative) would get underway if school and other professionals felt that were significant needs and these needs could not be met solely through the needs of the school.

- 6.4 There were currently 3 Children who we Care for in school. The Virtual School's remit had now been extended to support those who had a social worker.

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- 6.5 Young carers – Hannah Parker had organised a lunch club for children who were carers in school named Home Heroes. This had been successful in connecting children who may otherwise have been unaware of others in a similar situation. This initiative would be shared with Devon Safeguarding as they were raising the profile of young carers in schools across the Local authority
- 6.6 Data – Tables of the results for Early Years' Foundation Stage (EYFS), phonics, end of KS1, Y4 multiplication tables check and end of KS2 were discussed with context provided. The following points were noted:
- 6.6.1 Adaptons would be made to the curriculum for children moving into Y1.
 - 6.6.2 The new phonics scheme would be embedded next year. This had only been in place for one term this year.
 - 6.6.3 The phonics scheme will be started in Year 1 in September 2022
 - 6.6.4 AR noted that, historically, there had been a perceived discrepancy between the standards expected by the EYFS staff at this school versus other schools. SW said that moderation would be requested next year. DC offered to help with moderation.
 - 6.6.5 The phonics screen result was lower than the Local Authority average. Reasons for this were outlined. There would be changes to the curriculum in Y2 next year to address this.
 - 6.6.6 The end of KS1 results were lower than the Local Authority average for reading, writing and maths. Reasons for this were outlined.
 - 6.6.7 Y4 multiplication tables check results were in line with the average.
 - 6.6.8 KS2 results – The school's results were well above the Local Authority average in all areas.
 - 6.6.9 *Were there particular gaps with groups of children? (DC)*
A gaps analysis had not been done yet. Data from the Fischer Family Trust (FFT) was awaited.
- 6.7 Amanda Fuller was stepping down as chair of ESA. Governors thanked her for her creative and successful fundraising efforts especially during the pandemic.
- 6.8 The Reception 2022-23 cohort was 58, despite the drop in birth rate.
- 6.9 Wrap around provision was very popular - in particular Breakfast Club.
- 6.9.1 *Would it be possible to increase spaces? (DC)*
Not currently. There was insufficient accommodation. The Parish Council could be approached to ask for infrastructure funding.
 - 6.9.2 An increase of 25p per session was proposed.
- 6.10 It was good practice to have a Lead Governor for Behaviour and Attendance. It was suggested that JH and TC could take this on to sit alongside the Behaviour and Attitudes role.
- 6.11 There were ongoing complaints from neighbouring residents about parking – a travel plan would be worked on by the eco team in September 2022.

7 **Sports funding report**

[Sports premium report 2021-22](#)

- 7.1 It was statutory to publish this report on the website.

ACTION SW

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- 7.2 Investment in active playtimes would be a focus for next year. The sports coach would train the older children to lead the games.

8 Governor visit reports

8.1 Torbay and Devon Civic Award (CD)

CD had written a report to be read in his absence.

"On Thursday 30th June along with Mr Sam Banks, Assistant Headteacher Dawlish Community College, assessments for the Torbay and Devon Civic Award took place in the school. Those pupils taking part had to submit folders of evidence, take part in twenty minute discussions, justifying claims. To achieve the award they had to meet the following: Active Citizenship in the School Community; An active hobby; A non-active hobby; Residential experience and adventure training.

All pupils passed. Their contributions were very impressive, they were keen to share their experiences with us and it was clear that they gained much from this extra-curricular activity. I was pleased to have been invited to be part of this project. The enthusiasm and success of the project can be attributed to the time and effort put into it by Mrs Nowell"

9 Self-Evaluation Form (Ofsted Framework) – Behaviour and Attitudes

- 9.1 Governors read the Behaviour and Attitudes section of the SEF and compared it with the School Inspection Handbook.
- 9.2 Discussion about how the evidence in the SEF could be effectively explored/triangulated in a Governor visit took place.
- 9.3 It was recommended that Governors were familiar with the Behaviour Policy before visiting. It was important to evidence that the school was complying with its own policy alongside the requirements of Ofsted.
- 9.4 It was suggested that a version of the policy could be written in child-friendly language.

ACTION SLT

- 9.5 It would be worth refreshing parents on the Behaviour policy in the new academic year in a newsletter.

ACTION SLT

- 9.6 Visits could be scheduled to include a playtime or lunchtime and teachers were aware that Governors may come into lessons to observe behaviour.
- 9.7 The school learning team could be asked about their perception of behaviour.
- 9.8 The Rainbow Values were being re-launched next term. These could be used as a conversation starter with children to gauge their perception of the values' relationship to behaviour.
- 9.9 SW would produce a 1-minute guide to the Behaviour policy and the Rainbow Values for Governors.

ACTION SW

- 9.10 One of the Ofsted threads involved pupils' arrival at school. This could be investigated in a visit. Parents should be reminded that their child remained their responsibility until 08:50.

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- 9.11 *Do staff feel supported in dealing with children exhibiting extreme behaviours? (DC)*
Informal ways of providing support, such as check-ins with staff, were in place. It was possible that a more formalised approach could be introduced.

10 Governing Board development

- 10.1 TK and BD had met to consider the development document that had been shared on the google drive. Governors had been put in teams to explore the three focus areas.
10.2 Increasing awareness of Ofsted requirements: CD, TJ, LH, DC, TK, RS
10.3 Awareness of Governor training needs: TC, HC, KP
10.4 Effective monitoring and increase Governor visits based on the needs of the School Development Plan: AR, IR, JH, JC, BD
10.5 A document for each area would be shared on the google drive to allow the teams to collaborate.

ACTION BD/ALL

- 10.6 In the autumn term, TK and BD would carry out a PDR for each Governor.

11 Thank you!

- 11.1 To the staff and ESA for their hard work with the Summer Fayre.
11.2 To the staff for their work over the last academic year.

The meeting closed at 20:05

Date of next meeting: Thursday 29 September 2022

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

Date:.....29/09/2022.....