

Exminster Community Primary School

Full Governing Board Meeting Minutes

Date of Meeting: Thursday 29 September 2022

Time: 18:00

Venue: Exminster Community Primary School

Present

Hamish Cherrett (HC) Co-opted Governor
John Collins (JC) Co-opted Governor
Teresa Collins (TC) Staff Governor
Danni Cooke (DC) Co-opted Governor
Liam Hatton (LH) Co-opted Governor
Paul Herring (PH) Assistant Headteacher
Helen Hibbins (HH) Clerk
Jamie Hulland (JH) Parent Governor

Frankie Hyde (FH) Senior Leadership Team
Tamara Janes (TJ) Co-opted Governor (virtual)
Ian Moore (IM) Deputy Headteacher
Karl Peters (KP) Co-opted Governor
Alwyn Reeves (AR) LEA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Christopher Davies (CD) Co-opted Governor – prior commitment
Bec Dupre (BD) Parent Governor – family commitment
Talitha Kerrigan (TK) Co-opted Governor - 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

Approval of the Child Protection and Safeguarding Policy
Approval of the Safer Recruitment Policy
Approval of term dates for the 2023/34 academic year

Item

1 Administration

1.1 Apologies for absence

Accepted as listed above.

1.2 Declaration of interest on agenda items

None declared.

1.3 To approve the minutes of the FGB meeting held on 14 July 2022

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2022-07-14 FGB draft minutes

Resolved.

1.4 To update on actions

- 1.4.1 20/01/22 6.6 Governors to watch webinars on the National College website and advise HH when done for the training log. ongoing
- 1.4.2 20/01/22 6.7 Organise Governance Audit - requires information from Governing Board Development document
*Audit needs to be complete by the end of this financial year.
 To be done in the spring term. Local Authority to be advised.* **ACTION HH**
ongoing
- 1.4.3 24/03/22 9.1.2 Governors to undertake refresher training. Contact HH to book onto course and advise when completed.
National college courses to be considered for training, especially safer recruitment. SW to send out appropriate links. **ACTION SW**
ongoing
- 1.4.4 05/05/22 6.3.1 AR to carry out Governor Visit on SEND (Autumn Term)
See agenda item 3.3 done
- 1.4.5 14/07/22 9 Behaviour policy - child friendly version, remind parents, 1-min guide for Governors
In folder with papers for this meeting. Parents still to be reminded. **ACTION SW**
ongoing
- 1.4.6 14/07/22 10 Governing Board Development document on google drive for collaboration
Groups to meet ASAP (can be in an informal venue). TK and BD to follow up on outcomes of group meetings. **ACTION ALL**
ongoing

2 Policy Approvals

2.1 Child Protection and Safeguarding Policy

[CP and Safeguarding Policy September 2022](#)

- 2.1.1 The Policy was adapted for Exminster from the model Devon Policy. It reflected changes to Keeping Children Safe in Education and other updates/publications.
- 2.1.2 It was resolved to approve the updated policy.

2.2 Safer Recruitment Policy

[Safer Recruitment Policy June 2022](#)

- 2.2.1 AR noted that the content mirrored KCSiE. (As to be expected).

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2.2.2 It was resolved to approve the policy.

2.3 Admissions Policy

2.3.1 Two policies had been circulated: for the current academic year and next.

2.3.2 The policy was written by the Local Authority but next year's version had been personalised with Exminster's logos.

2.3.3 The policies were noted.

3 Governor Reports

3.1 School Learning Team/Eco Team visit

[220722 Eco Team Visit_JH](#), [220722 School Learning Team Visit_JH](#)

3.1.1 Written visit reports had been circulated. The visits had been positive and would be repeated this year.

3.1.2 In addition to the Eco Team and School Learning Team, Digital Leaders, Mental Health Ambassadors and Pupil Librarians were new groups this year that could be explored in a visit.

3.1.3 The Eco team would represent the school at the Exminster Environment Fair in October.

3.2 Early Career Teacher process and impact visit

Deferred.

3.3 SEND visit

3.3.1 AR met the SENCo to check that the SEND policy was reflected in practice in school.

3.3.2 Initial assessment of children was discussed and the difficulties of obtaining an Education Healthcare Plan due to the current circumstances with the Local Authority were outlined, including long waiting lists to source services.

3.3.3 It was proving difficult to recruit LSA's. This was due to pay, demands of the role and inflexibility of working hours. However, the school had successfully recruited apprentices in the past and this was being explored again.

3.3.4 The aforementioned issues had not made a difference to the quality of SEND provision in the school, but it did increase pressure on the SENCo.

3.3.5 Ofsted were satisfied with the SEND provision at the recent inspection.

3.3.6 Provision maps for 3 children were investigated and the children visited in class.

3.3.7 Secondary schools had complimented Exminster on how well children were prepared for the transition.

3.3.8 Covid restrictions had particularly impacted SEND children.

4 To confirm term dates for the 2023-24 academic year

[Term Dates 2023.2024](#)

4.1 5 non pupil days (4-5 September, 2 January, 28 March, 25 July) and 2 occasional holiday days (3 June, 26 July) were specified.

4.2 It was resolved to approve the term dates.

5 Safeguarding

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- 5.1 To confirm that Governors have read Keeping Children Safe in Education September 22**
[KCSIE_2022_revised](#)
- 5.1.1 All Governors present signed to confirm.
 5.1.2 HC and AR had read the full versions as Safeguarding Lead Governors.
ACTION CD, TK, BD
- 5.2 To confirm that Governors have read the Safeguarding and Child Protection Policy CP and Safeguarding Policy September 2022**
[CP and Safeguarding Policy September 2022](#)
 All Governors present signed to confirm.
ACTION CD, TK, BD
- 5.3 To confirm that Governors have taken the level II online safeguarding course on the National College website**
[Link on email from National College](#)
- 5.3.1 All Governors present signed to confirm.
 5.3.2 Certificates should be downloaded and forwarded to HH.
ACTION ALL
- 6 To confirm the Terms of Reference and Committee membership**
[Governance information](#)
- 6.1 Pay and Performance Committee**
- 6.1.1 No changes to the Terms of Reference were proposed.
 6.1.2 CD was appointed to the committee to increase the membership to 5.
- 6.2 Headteacher's Performance Review Group**
- 6.2.1 No changes to the Terms of Reference were proposed.
 6.2.2 JC and TJ were appointed to the committee to increase the membership to 5.
- 6.3 Appeals Panel**
- 6.3.1 No changes to the Terms of Reference were proposed.
- 7 To confirm Lead Governor Roles**
[Governance information](#)
- 7.1 Quality of Education - BD, LH (with a Pupil Premium focus), DC, RS.
 7.2 Student and Family Support (SAFS) and Safeguarding - AR, HC.
 7.3 Behaviour, Attitudes and Attendance – JH, TC, TJ
 7.4 Personal Development – CD, JH
 7.5 Leadership and School Development – TK, BD
 7.6 Early Years Foundation Stage (EYFS) – DC
 7.7 Personnel – Vacancy. The Pay and Performance Committee would look through policies in the interim.

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- 7.8 Buildings, Health and Safety – KP
- 7.9 Finance – JC, LH

8 To confirm that Governors agree to abide by the Code of Conduct

Governance information

All Governors present signed to confirm.

ACTION CD, TK, BD

9 To update Register of Business Interest Forms

Forms requiring updates were distributed.

10 Ofsted

- 10.1 The monitoring activities undertaken during the inspection were outlined.
- 10.2 Governors had attended a brief feedback session with more thorough feedback being given to SW and PH.
- 10.3 The process of the inspection was reflected on.
- 10.4 The official report would be available within the next few weeks.
- 10.5 AR complimented the board on the level of expertise shown during the Governors' interview. Ofsted also acknowledged this.
- 10.6 Three aspects to be celebrated: the embedding of the curriculum, rainbow values and the collegiate approach of staff.

Part II

All staff left the meeting with the exception of the Headteacher who was present for item 11 only.

11 Pay and Performance Committee Report

Refer to part II minutes

12 Headteacher Appraisal Group Report

Refer to part II minutes

The meeting closed at 19:40

Date of next meeting: Thursday 3 November 2022 - Virtual

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

Date:.....3/11/22.....