

# Exminster Community Primary School

## Full Governing Board Meeting Minutes

**Date of Meeting: Thursday 8 December 2022**

**Time: 18:00**

**Venue: Exminster Community Primary School**

### **Present**

Teresa Collins (TC) Staff Governor  
Danni Cooke (DC) Co-opted Governor  
Christopher Davies (CD) Co-opted 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 (Virtual)  
Karl Peters (KP) Co-opted Governor  
Alwyn Reeves (AR) LEA Governor  
Robin Scott (RS) Co-opted Governor  
Sarah Whalley (SW) Headteacher

### **Apologies**

Bec Dupre (BD) Parent Governor – work commitment  
John Collins (JC) Co-opted Governor - travelling  
Hamish Cherrett (HC) Co-opted Governor – work commitment  
Frankie Hyde (FH) Senior Leadership Team – family commitment  
Paul Herring (PH) Assistant Headteacher

- 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 Teachers Pay, First Aid in school and Equality Policies.  
To approve the Pupil Premium Strategy and Spending Report for publication on the school website.  
To increase the cost per session of Breakfast and After School Club by 25p.

## **1 Administration**

[2022-11-03 FGB draft minutes](#)

### **1.1 Apologies for absence**

Approved as listed above.

### **1.2 Declaration of interests on agenda items**

None declared.

### **1.3 To approve the minutes of the Full Governing Board meeting on 3 November 2022**

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Resolved.

### 1.4 Update on actions

- 1.4.1 24/03/2022 - 9.1.2 **ALL** - Governors to undertake refresher training. National College online courses: certificate in the role of a school Governors, certificate in understanding the knowledge, skills and behaviours to deliver effective Governance. In person or online courses from Devon Education Services (ask HH to book). Advise HH when any training completed. Ongoing
- 1.4.2 29/09/2022 - 5.3.2 **ALL** - send completion certificates from online safeguarding course to HH. Awaiting certificated from HC and BD Ongoing
- 1.4.3 29/09/2022 - 8 **CD, TK, BD** - sign code of conduct at FGB meeting in December. *BD still to sign.* Ongoing
- 1.4.4 03/11/2022 - 2.4 **DC, RS, TK** - Ensure that the amended Governing Board Development document is shared and accessible to all Governors on the google drive. *HH to share link.* Ongoing
- 1.4.5 03/11/2022 - 4.1.4 **SW** to clarify (in the parent summary of the development strategies in the School Development Plan) how more able children would be supported. Ongoing
- 1.4.6 03/11/2022 - 4.2.2 **ALL** - Governors to ask questions about phonics during visits. Ongoing
- 1.4.7 03/11/2022 - 5.4.2 **SW** - Ask EWO how school would know who should legally be attending within the catchment area. *Awaiting a response from Local Authority.* Ongoing
- 1.4.8 03/11/2022 - 6 **SLT** - publish SEND information report on school website. Done

## 2 Policy Approvals

[2022-11 Equality policy and objectives](#), [2022-11 First aid in school policy](#), [2022-11 Teachers' pay policy](#)

### 2.1 Teachers Pay Policy

It was resolved to approve the policy.

### 2.2 First Aid Policy

2.2.1 *Are there sufficient paediatric first Aiders in school? (RS)*  
Yes (SW)

2.2.2 It was resolved to approve the policy.

### 2.3 Equality Policy

2.3.1 *AR asked how this would be monitored.*

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SW suggested that a Governor visit focussing on English as an Additional Language (EAL) and Catch-up should take place in the spring term.

**ACTION JH/TJ/CD**

2.3.2 It was suggested that having a Governor role involving equality should be considered.

**ACTION HH**

2.3.3 It was resolved to approve the policy.

### **3 Governor Reports**

#### **3.1 Behaviour learning walk**

28.11.2022 – TJ Governors Visit

3.1.1 TJ summarised the visit.

3.1.2 The Rainbow Values were obvious throughout the school. The Behaviour Ladder and Voice Scale were not as obvious in some classrooms and needed to be displayed more prominently.

3.1.3 The line between collaborative working and disruption when working in groups could be clearer.

3.1.4 Discussion took place with the children. They could all articulate what good behaviour was and its impact on other people. They were aware of how to report issues.

3.1.5 The SCR was checked.

3.1.6 CPOMS was explained.

3.1.7 *AR commented that children who had transferred from other schools appeared to adapt to Exminster's strategy quickly.*

3.1.8 Behaviour expectations are consistent throughout the school. There are differences in teachers approaches and there is an open door policy for support.

#### **3.2 Phonics Visit**

See item 5.3

### **4 Budget Monitoring**

2022-10 Budget monitor

4.1 The following questions were raised:

4.1.1 *Will there be any uplift in the Universal Infant Free School Meals funding to assist with food price rises? (LH)*

Approximately £2K has been received but no more is expected. This had not covered the increase. (SW)

4.1.2 *There appears to be additional SEND income compared to expenditure (£60K income v £37K expenditure). Is this due to LSA vacancies?*

It is additional EHCP that have been approved and funding of alternative provision which the school outlays but receives reimbursement for.

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- 4.2 Additional funding had been announced but it was unknown how it was going to be allocated to date. The Local Authority would advise in due course.
- 4.3 When setting the budget, the amount forecast for staffing was lower than required due to the higher than expected teacher payrise and NJC pay award. This was the same for all schools.
- 4.4 Additional capital for energy efficiency would be available. The rules for use of capital are currently the same meaning that this money could not be spent on covering the additional energy costs
- 4.5 The SEND Improvement board at county level are making changes. Due to the SEND LA deficit, the strategy will involve fewer children would be able to go from mainstream into special schools as special schools are very costly for the LA. This could have a financial impact on school but the LA strategy is that more resources will follow children into mainstream schools.
- 4.6 A consultation on School Improvement Support services would take place in the new year. This may mean that the school would need to buy in the services at a cost of £8K (£18.18 per pupil) if the service was de-delegated. This is something to be considered when the consultation and further detail is released.

## 5 Headteacher's Report

[HT report – online safety overview](#), [Headteacher report for Governors Autumn term 2022](#), [Headteacher report – Ofsted Inspection Letter LA](#), [Headteacher Report – letter from Alan Connett](#), [Catch Up 2022-2023 Monitoring Overview for Governors](#)

### 5.1 Admissions

- 5.1.1 Several families had been shown round on open days but the application numbers for reception would not be known until mid-January.

### 5.2 Staffing

- 5.2.1 There were many staffing changes, predominantly due to maternity leave.

### 5.3 School Development Plan (including Governor Visit report from DC and RS)

- 5.3.1 DC and RS met with Gail Miller who outlined the phonics scheme to them.
- 5.3.2 There was clear consistency in teaching seen when looking at the ability groups.
- 5.3.3 Reception had got off to a strong start this year with their phonics. Routines were well embedded already.
- 5.3.4 Some Y1 children would benefit from extra support from the Lightning Squad (LS). (A specific visit to look at this would take place in the spring term). Currently the LS was operating in Y2.
- 5.3.5 All staff were committed to the program and the leadership team was strong.
- 5.3.6 Key issues for the Governing Board were being aware of the % of children on track (currently 33% Y1 children were significantly behind), staff workload (additional non-teaching time would be valuable), LS tutoring, and information for parents to be continuously drip fed.
- 5.3.7 *CD asked how the issues identified would be monitored.*  
DC outlined the follow up visits planned.

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5.3.8 *Is the homework for Y1 and Y2 targeted to address the specific phonics issue? Were children incentivised? (JH)*

DC explained that various different methods were being considered. SW said that the priority for Y1 and Y2 homework was reading but school steered away from extrinsic rewards.

### 5.4 Children we Care for (CWCF)

5.4.1 School currently supports 3 children.

5.4.2 Resources for CiN and CP were being accessed via the Virtual School.

### 5.5 Safeguarding

5.5.1 A new “Levels of Need” threshold tool, to support health, education and social care, was available. Hannah Parker, Claire Norman and SW had received training.

### 5.6 Miscellaneous

5.7 *Is there any way that the Governing Board could help with the workload of producing the Headteacher report? (RS)*

SW would consider this. Governor monitoring visits helped.

## 6 Safeguarding review

6.1 AR and HC attended a meeting on 17 November with SW and Hannah Parker from the Safeguarding Team.

6.2 The Safeguarding Audit has been submitted.

6.3 Ofsted had commented on the high standard of Safeguarding during the recent inspection.

6.4 The remit of Safeguarding continued to broaden.

6.5 It would be advantageous to have more Governors with a Safer Recruitment Qualification.

6.6 An update to Prevent training for should take place.

6.7 Members of the Safeguarding Team continued to support each other. The workload remained intensive.

6.8 *How could the Governing Board support the Safeguarding Team? (TK)*

The Safeguarding Lead Governors were in the position to do this. During a Safeguarding meeting, Governors asked questions about the processes for staff supervision. (AR)

6.9 *Did staff have sufficient time to deal with Safeguarding issues? (RS)*

Additional time would always be welcome. All schools were experiencing an increase in Safeguarding issues.

6.10 All schools had to have an increased capacity for Early Help and being the lead professional in cases.

## 7 Pupil Premium (PP) strategy and spending report

[PP Strategy 2022.23](#)

7.1 The three intentions were outlined:

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- Disadvantaged pupils are not further disadvantaged by poor attendance.
- Every child becomes a fluent reader.
- All children, including the most disadvantaged, are equipped with the knowledge, skills and opportunities to make a positive contribution to the school and wider community and their wellbeing supported.

7.2 LH would arrange a visit for the Spring Term to monitor the strategy.

7.3 The report would be published on the school website.

**ACTION SLT**

### **8 Fees and finances for out of hours provision**

#### [Extended schools discussion document](#)

8.1 It was proposed to increase the session fees in the Spring term to support the rising costs of staffing and energy while being mindful of the affordability.

8.2 Comparison was made with rates at other schools. Exminster was among the lowest.

8.3 *Were subsidised spaces offered for disadvantaged children? (RS)*  
Yes. (SW)

8.4 It was resolved to increase the fees for each session by 25p in the spring term and then to review and increment appropriately with the intention to break even.

8.5 Parents should be reminded that they are able to pay with childcare vouchers.

8.6 It was likely that school meals would also need to increase in cost.

The meeting closed at 19:51

Date of next meeting: Thursday 19 January 2023

**Signed:.....Talitha Kerrigan.....**

**Date:.....19/01/2023.....**