

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 19 January 2023

Time: 18:00

Venue: Virtual

Present

Hamish Cherrett (HC) Co-opted Governor
Teresa Collins (TC) Staff Governor
Danni Cooke (DC) Co-opted Governor
Christopher Davies (CD) 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
Talitha Kerrigan (TK) Co-opted Governor
Ian Moore (IM) Deputy Headteacher
Alwyn Reeves (AR) LEA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Karl Peters (KP) Co-opted Governor – medical appointment
Bec Dupre (BD) Parent Governor – 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 approve the reviewed children that we care for, freedom of information and data protection policies
To appoint JH as the Lead Governor for Equality

Item

1 Administration

1.1 Apologies for absence

1.1.1 Accepted as listed above.

1.1.2 TK reported that John Collins had resigned from the Board due to outside commitments. John was thanked for all the support that he had given to the school over the last 7 years. His contribution had been extremely valuable.

1.1.3 A skills audit would take place at the next FGB meeting to determine where the gaps in expertise were before advertising for a new Governor.

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1.2 Declaration of interests on agenda items

None.

1.3 To approve the minutes of the Full Governing Board meeting on 8 December 2022

Resolved.

[2022-12-08 FGB draft minutes](#)

1.4 Progress 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.

ACTION ALL

Ongoing

1.4.2 29/09/2022 - 5.3.2 - ALL - send completion certificates from online safeguarding course to HH. Certificate awaited from BD

ACTION BD

Ongoing

1.4.3 29/09/2022 - 8 BD - sign code of conduct at FGB meeting in February.

ACTION BD

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 provide the link.

The link had been circulated. Governors were asked to add to the document when they had undertaken a visit.

ACTION ALL

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.

The clarification had been provided in the plan, but SW would check whether it had been circulated in a newsletter.

ACTION SW

Ongoing

1.4.6 03/11/2022 - 4.2.2 - ALL - Governors to ask questions about phonics during visits.

ACTION ALL

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.

JH would advise SW of a more appropriate contact.

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- ACTION JH**
Ongoing
- 1.4.8 08/12/2022 - 2.3.1 - JH/TJ/CD - Governor visit on English as an Additional Language and Catch-up to take place in the spring term.
To be carried out on a Monday later this term.
- ACTION JH/TJ/CD**
Ongoing
- 1.4.9 08/12/2022 - 2.3.2 - HH - agenda "Lead Governor for Equality" for January.
See agenda item 6.
- Done
- 1.4.10 08/12/2022 - 7.2 LH - Governor visit on Pupil Premium spending in the spring term.
SW would liaise with LH to schedule a visit.
- ACTION SW**
Ongoing
- 1.4.11 08/12/2022 - 7.3 SLT - Publish PP Strategy report on school website
- Done

2 Policy Approvals**2.1 Children that we care for**[23-01 Children we care for policy](#)

- 2.1.1 SW had circulated the policy with minor tracked changes that had been reviewed by AR.
- 2.1.2 SW explained the role of an attachment mentor.
- 2.1.3 It was resolved to approve the policy.

2.2 Staff induction[To follow](#)

- 2.2.1 The policy did not need approval by the Governing Board but would be circulated for information after the meeting.

ACTION IM**2.3 Freedom of Information publication scheme**[23-01 Fol Publication Scheme](#)

- 2.3.1 It was resolved to approve the policy.

2.4 Data protection[23-01 Data protection policy](#)

- 2.4.1 It was resolved to approve the policy.

3 Governor Reports**3.1 Guided reading visit**

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- 3.1.1 DC and RS had carried out the visit on 16 January. A written report was available in the Governor Visits folder. RS summarised it explaining that the focus was on fluency development.
- 3.1.2 The visit was very positive. The staff team collaborated regularly, and arrangements had been made to ensure continuity during maternity leave.
- 3.1.3 SW said that staff had also found it useful, giving them time to reflect on practice.
- 3.1.4 RS and DC would repeat the visit next term with the same classes to look at progress and next steps.
- 3.1.5 DC would be looking at the interventions in place for children who did not pass the phonics screen at her next visit on 30 January.

4 Governing Board Self Evaluation

Governance Review – Overview of the day and docs to prepare

- 4.1 The purpose of the review to was to evaluate whether the Board was working in accordance with the Governance Handbook Competency Framework in supporting the school.
 - 4.2 The timetable for the review (Friday 3 February) was outlined. TK, HH and SW would be interviewed by the reviewer in the morning with an experience and new governor interviewed early afternoon. AR was nominated as the experienced Governor (telephone call at 13:00) and RS was nominated as the new Governor (13:30)
 - 4.3 A feedback session would take place at the end of the day (15:30). Governors were invited to this, and it was hoped that arrangements could be made for virtual attendance. TK would report back at the next FGB meeting.
- ACTION HH**
- 4.4 SW said that this was a good opportunity to reflect on the current governance practice and to listen to the reviewer's recommendations for improvement.
 - 4.5 AR noted that the board currently had a high proportion of newer Governors.

5 Benchmarking

Financial Benchmarking 2021-22

- 5.1 LH had circulated an extensive report containing graphs comparing the school with local schools with a similar profile.
- 5.2 The data was for the period just after the Covid epidemic.
- 5.3 Exminster had the second highest self-generated income. This included donations from ESA, hire of facilities, income from catering and providing the service of before and after school childcare. TK noted that this showed that the school was pro-active in finding alternative sources of funding.
- 5.4 Exminster was mid-table for total expenditure.
- 5.5 The in-year balance was the highest of any school. This was partly due to some unanticipated funding received at the end of the financial year and in order to support a balanced budget over the three-year budget plan period.

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5.6 It was noted that two of the comparators, St Michaels and Pinhoe, were part of a federation and this may impact their accounting systems (potentially making them less comparable to Exminster).

6 Appoint a Lead Governor for Equality

6.1 The purpose of the role was to ensure that the equality objectives and policy were reflected in practice.

6.2 It was resolved to appoint JH as it fitted in well with his existing remit.

The meeting closed at 18:42

Date of next meeting: Thursday 23 February 2023

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

Date:.....23/02/2023...