

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date of Meeting: Thursday 23 February 2023**

**Time: 18:00**

**Venue: Exminster Community Primary School**

## **Present**

Danni Cooke (DC) Co-opted Governor  
Christopher Davies (CD) Co-opted Governor -  
(from 19:00)  
Bec Dupre (BD) Parent Governor  
Paul Herring (PH) Assistant Headteacher  
Helen Hibbins (HH) Clerk

Jamie Hulland (JH) Parent Governor  
Talitha Kerrigan (TK) Co-opted Governor  
Alwyn Reeves (AR) LEA Governor  
Robin Scott (RS) Co-opted Governor  
Sarah Whalley (SW) Headteacher

## **Apologies**

Tamara Janes (TJ) Co-opted Governor – work commitment  
Teresa Collins (TC) Staff Governor – family commitment  
Karl Peters (KP) Co-opted Governor – family commitment  
Hamish Cherrett (HC) Co-opted Governor – work commitment  
Ian Moore (IM) Deputy Headteacher - family commitment  
Liam Hatton (LH) 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**

To approve the Health and Safety Policy

### **Item**

#### **1 Administration**

##### **1.1 Apologies for absence**

Noted as listed above.

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

None declared.

##### **1.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 19**

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**January 2023**

[2023-01-19 FGB draft minutes](#)

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. Certificate awaited from BD Done
- 1.4.3 29/09/2022 – 8 - BD - sign code of conduct at FGB meeting in February. Done
- 1.4.4 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. Done
- 1.4.5 03/11/2022 - 4.2.2 - ALL - Governors to ask questions about phonics during visits. Ongoing
- 1.4.6 03/11/2022 - 5.4.2 - SW/JH - Ask EWO how school would know who should legally be attending within the catchment area. (JH to provide alternative contact)  
*SW would share the information in the next Headteacher's Report.* Ongoing
- 1.4.7 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.  
*Arranged for 27 February. To be reported at the next FGB meeting.* Ongoing
- 1.4.8 08/12/2022 - 7.2 - LH - Governor visit on Pupil Premium spending in the spring term. Ongoing
- 1.4.9 19/01/2022 - 1.4.4 - ALL - Add to Governing Board Development document after a visit. Ongoing

**2 To co-opt Talitha Kerrigan for a further term of office as a Governor**

- 2.1 TK explained that, reluctantly, she was unable to take on another term of office because of increasing work commitments.

**ACTION HH**

- 2.2 SW thanked TK for her time on the Board and in the role of Chair.

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- 2.3 A new Chair would need to be elected at the next FGB meeting.
- 2.4 BD would chair the next meeting but would be stepping down as Vice Chair due to increasing commitments.
- 2.5 Discussion on the way forward took place in item 6.3.

**3 To appoint a Governor to the Pay and Performance committee**

- 3.1 It was resolved to appoint BD.

**4 Policy Approvals****4.1 Health and Safety Policy****Health and Safety Policy**

- 4.2 The policy was based on the Devon Model.
- 4.3 *JH asked about references to mental health in the policy.* SW would investigate whether it should be cross referenced with another policy containing more detail.
- 4.4 It was resolved to approve the policy.
- 4.5 An external Health and Safety Audit would take place in school on 26 April.

**ACTION SW****5 Governor Reports****5.1 Lightning Squad and Phonics visit on 30 January 2023**

- 5.1.1 DC had circulated her visit report and summarised it at the meeting.
- 5.1.2 *AR asked whether it was a protected activity (i.e. the intervention was prioritised despite staff absences)?* DC responded that it was important that the skills were practiced daily to develop fluency. Years 1 and 2 had daily practice and it was scheduled 4 times per week in KS2 although it was acknowledged that it had not been possible to keep to this schedule at times in KS2. Staff were aware of the impact of this had.
- 5.1.3 DC would visit later in the year to look at the impact of the intervention.

**ACTION DC****6 Governing Board Development****6.1 Feedback on Governance Review****Exminster Governance Review Report February 2023, Chair and Vice Chair roles**

- 6.1.1 TK outlined how the review had been carried out.
- 6.1.2 SW highlighted the following from the report:
- Clerking was of a high standard.
  - The Board was enthusiastic with the best interests of the children at heart.
  - The visiting protocol (supported by the questions in the development document)

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facilitated productive and informative Governor Visits.

- High quality accessible information was available for Governors in the Board information pack and for each meeting.

6.1.3 Items requiring action included:

- A skills audit needed to be undertaken (see 6.2).
- Terms of reference/job descriptions for the Chair and Vice Chair should be clarified.
- Succession planning should be formalised.
- The Clerk needed to have an appraisal and the job description and hours needed revisiting.
- Consider reflecting on the impact of each meeting as a standing agenda item.

6.1.4 The overarching recommendation was that the Board should develop a long-term (3-5 year) vision/strategy taking into consideration partnership working and the interests of the community. This would give clarity of direction.

6.1.5 Discussion on how the School Development Plan fitted in with this ensued. This would remain a key focus due to its association with appraisal targets etc.

6.1.6 It was suggested that the Board researched how schools with a similar demographic developed their strategies.

6.1.7 SW would put together an action plan to be discussed at the April FGB meeting.

**ACTION SW**

## 6.2 Skills audit

[NGA skills audit document](#)

6.2.1 A google form version of the audit had been put together. A link to it would be circulated to all Governors by email with a deadline for completion TBA.

6.2.2 TJ would be asked to ensure that these were completed and to analyse the responses.

**ACTION SW/TJ**

6.2.3 The outcome would be discussed at the April FGB meeting.

## 6.3 Future Charring arrangements

6.3.1 Discussion took place about how the board would move forward with the current Chair and Vice chair both stepping down.

6.3.2 Governors needed to consider whether the board should continue with a Chair/Vice-Chair model or move to a Co-Chair/Vice-Chair model. It was important not to rush into this decision and it was agreed that it would be best to have an interim Chair in place until September. This would allow pros and cons to be discussed.

6.3.3 Governors were asked to consider whether they could Chair on this basis and to ask TK for advice on the role. Any expressions of interest should be sent to SW and HH by 16 March. In the meantime, RS would download and share information on the roles from the Key and HH would research other sources.

**ACTION ALL**

6.3.4 A Chair would need to be elected at the FGB meeting on 30 March. This would be a face-to-

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face meeting to allow easier discussion.

### **7 Prevent Duty training**

7.1 PH gave a PowerPoint presentation.

7.2 *AR asked whether there was an obligation to report referrals to the local Prevent Team (police) to Governors?* SW responded that it would appear under the safeguarding data in the Headteacher's report.

7.3 *CD asked about British Values.* SW explained how they were covered in the curriculum.

7.4 Governors were asked to complete the National College online certificate in the Prevent Duty and advise the Clerk for the training record when done.

**ACTION ALL**

The meeting closed at 19:30

Date of next meeting: Thursday 30 March 2023

**Signed:.....Bec Dupre.....**

**Date:.....30/03/2023.....**