

Exminster Community Primary School Full Governing Board Meeting Minutes

Date of Meeting: Thursday 30 March 2023

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

Bec Dupre (BD) Parent Governor

Liam Hatton (LH) Co-opted Governor

Helen Hibbins (HH) Clerk

Tamara Janes (TJ) Co-opted Governor

Ian Moore (IM) Deputy Headteacher

Alwyn Reeves (AR) LEA Governor

Sarah Whalley (SW) Headteacher

Apologies

Frankie Hyde (FH) Senior Leadership Team

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

Talitha Kerrigan (TK) Associate Governor – Work commitment

Jamie Hulland (JH) Parent 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

To appoint BD as Chair of the Board on an interim basis

To approve the SFVS for 2022-23

To approve the Anti-bullying policy

1 Administration

1.1 Apologies for absence

1.1.1 Accepted as listed.

1.2 Declarations of interest on agenda items

1.2.1 None declared.

1.3 To approve the draft minutes of the Full Governing Board (FGB) meeting held on 23 February 2023

[2023-02-23 FGB draft minutes](#)

1.3.1 Resolved.

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1.4 Review of 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 03/11/2022 - 4.2.2-**ALL** - Governors to ask questions about phonics during visits. Ongoing
- 1.4.3 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.
See item 5 Done
- 1.4.4 08/12/2022 - 7.2-**LH** - Governor visit on Pupil Premium spending in the spring term. Ongoing
- 1.4.5 19/01/2023 - 1.4.4-**ALL** - Add to Governing Board Development document after a visit. Ongoing
- 1.4.6 23/02/2023 - 4.3-**SW** - investigate references to mental health in Health and Safety Policy
The school would have a separate Mental Health policy. This was currently being developed by a member of staff who was undertaking specialist training. Done
- 1.4.7 23/02/2023 - 6.1.7-**SW** - produce action plan addressing the governance review report Done
- 1.4.8 23/02/2023 - 6.2.2-**SW/TJ/ALL** - complete skills audit Ongoing
- 1.4.9 23/02/2023 - 6.3.3-**ALL** - consider chairing the Governing Board. Expressions of interest to be sent by SW and HH by 16 March
See item 2 Done
- 1.4.10 23/02/2023 -7.4-**ALL** - complete Prevent duty training on the National College website Ongoing

2 Governing Board Planning

Action plan for GB

2.1 Appointment of an interim Chair and Vice Chair

- 2.1.1 No expressions of interest had been received prior to the meeting.
- 2.1.2 Legally, the Board needed to have a named Chair. If a long term solution could not be found, then the role could be rotated from meeting to meeting in the interim.
- 2.1.3 *AR asked about the impact of the uncertainty on the Headteacher.*
- 2.1.4 Governors were concerned about their capacity to undertake the role alongside work commitments.

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- 2.1.5 Discussion about the Chair's role in delegation took place.
- 2.1.6 It was resolved that BD was appointed as Chair until the next FGB meeting on 27 April when further discussion would take place.

ACTION HH

2.2 Progress on the Governing Board Action Plan

- 2.2.1 To be discussed in April.

3 To approve the School's Financial Value Standard for 2022-23**DRAFT SFVS Checklist**

- 3.1 There were some minor amendments to last years' submission: There was now only one Lead Governor for Finance and the answer to question 9 - Does the school set a well-informed and balanced 3-year budget and has this been submitted to the local authority? – was now "in part".
- 3.2 It was explained that budget was currently balanced for 2 years. Reasons for this were outlined. The School's Finance Officer had said that this was a common and that submitting this response would highlight the funding issues faced.
- 3.3 Discussion regarding budgets, funding and strike action took place.
- 3.4 It was resolved to submit the SFVS as circulated.

ACTION HH/BD

4 Budget Monitoring**Budget monitor report**

- 4.1 The carry forward into the next financial year would help balance the next 2 years' budgets.
- 4.2 *LH asked whether the school would have to cut back on bought-in services?*
SW explained the situation with School Improvement that would be funded next year by the Local Authority but would need to be budgeted for in the 24/25 financial year.
- 4.3 The overspend on office equipment was due to rising costs of consumables.
- 4.4 Catering costs were rising. Different suppliers were being investigated. Costs associated with contracting out catering would be considered. Costs would be benchmarked against similar schools.
- 4.5 *AR asked whether there had been a recent increase in Free School Meals and whether it would impact on the budget?*
SW explained that there would be an increase in pupil premium funding if this were the case although the household earnings eligibility criteria was low.
- 4.6 A brief discussion about tiered meal ticket prices took place and it was noted that the complexity of managing the system would be disproportionate to the benefit.
- 4.7 The cleaning and caretaking contract was out to tender. Internal cleaning would be contracted out and a caretaking/maintenance role would be directly employed. The term of the cleaning contract would be 3 years with an option to roll on annually for 2 years.
- 4.8 *CD asked how the school ensured that the contract was fair and legal (cooling off periods, cancellation clauses, breach of contract etc)?*

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IM explained that it was arranged through a procurement framework. LH would evaluate the tender documents with SW and IM when received.

5 Governor Reports - English as an Additional Language (EAL)

Governor Visit EAAL_20.2.23

- 5.1 CD, JH and TJ had visited the school at the end of February and had submitted a written report that TJ summarised.
- 5.1.1 The school had quickly recognised issues with language barriers and put interventions in place to support the children. The children exhibited pride in their work and were confident and happy.
- 5.1.2 Further initiatives were required to enable the children to fully engage with all class activities.
- 5.1.3 The experience within school could be shared with other settings in the area welcoming children from Ukraine.

6 Headteacher's report

Spring Term Headteacher's report to Governors

SW highlighted the following from the written report:

- 6.1 The current intake for the September 2023 Reception cohort was 42. There is a second allocation in May and numbers may increase slightly after this
- 6.2 The number of children with EHCP was likely to rise as several cases were being processed.
- 6.3 The staffing structure for next year was constantly changing. There were currently staff on maternity leave and long-term sick leave.
- 6.4 Safeguarding – The number of children with a social worker had halved as cases had been de-escalated to Early Help which increased the school's workload.
- 6.5 The increase in support staff pay would cost £70K this financial year and the same again next, with no additional funding to compensate.
- 6.6 An explanation of potential changes to SEND funding was given.
- 6.7 *AR asked whether there were implications for Governing Boards if parents were not satisfied with the SEND system.*
 - SW said that Governors needed to be aware of the external pressures and what school were doing to compensate for them. SEND was currently a major focus for Devon County Council and there were links to various external reports (including Ofsted) within the Headteacher's report for further information for Governors.
- 6.8 Data predictions - EYFS 70-75% GLD; Phonics screen - above national average; end of KS1 – below national average; end of KS2 – above national average.
- 6.9 20 Easter Hampers had been provided by Westbank to support families struggling with the cost of living. The school would be holding an annual fundraiser to support Westbank.
- 6.10 There was a new chair of ESA, Nina Freeman and the AGM had been held and was well attended.

7 Policy Approvals

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7.1 To note the review of the PSHE curriculum document

PHSE curriculum document – March 2023

The following questions were raised:

- 7.1.1 *Had there been any incidents of staff raising concerns about teaching PSHE and how has the school handled this situation? (JH by email)*
No.
- 7.1.2 *Had there been cases of parents withdrawing their children from non-statutory components of sex education with RHE and how had the school handled such instances? (JH by email)*
There had been cases of SEND children needing additional support outside of the normal class.
- 7.1.3 *Are there details or metrics of pupils' development in PSHE? (JH by email)*
No specific data was available. Talking to children to elicit their understanding was the key.
- 7.1.4 *Had any safeguarding concerns been raised through the teaching of PSHE and what actions had been taken? (JH by email)*
Yes, with cyber-safety and Safe, Strong and Free. Individual children were spoken to for further information that was appropriately actioned.

7.2 Anti-bullying policy

Anti-bullying policy – March 2023

The following questions were raised:

- 7.2.1 *Reflecting on the distinctions between 'relational conflicts' (odd occasion incidents) and bullying (several times on purpose), do staff record 'relational conflicts' so that they can monitor whether such instances become bullying? (JH by email)*
Any incident where there is the potential that bullying behaviour is being exhibited is recorded and during the monitoring period, if it is apparent that there are relational conflicts then it is recorded as such.
- 7.2.2 *Are Governors able to review examples of KiVA screening forms and are these the same as behavioural logs? (JH by email)*
The screening forms are not the same as behavioural logs. The behaviour teams monitor them. Governors should monitor whether this has been carried out and a review of the work of the behaviour team.
- 7.2.3 *Why are parents not notified of bullying behaviour earlier as bullying is defined as several times on purpose, as opposed to relational conflicts? (TJ and JH by email)*
When behaviour is first exhibited and noted, school monitors to see whether the behaviour is changed or due to a relational conflict. It may be resolved quickly. If situations are not resolved, parents then become involved.
- 7.2.4 *Was there scope for a governor visit to attend a termly assembly addressing bullying? (JH by email)*
Yes.
- 7.2.5 *How was the process of children having an assigned person who they felt comfortable talking to managed? (TJ)*

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Children were required to specify their chosen person termly. This was recorded on a spreadsheet and sent to all staff to make them aware.

7.2.6 It was resolved to approve the policy.

The meeting closed at 19:35

Date of next meeting: Thursday 27 April 2023

Signed:.....R Dupre.....

Date:.....26/04/2023.....