

Exminster Community Primary School

Full Governing Board Meeting Minutes

Date: Wednesday 26 April 2023

Time: 18:00

Venue: Virtual

Present

Hamish Cherrett (HC) Co-opted Governor
Danni Cooke (DC) Co-opted Governor
Bec Dupre (BD) Parent Governor
Liam Hatton (LH) Co-opted Governor
Paul Herring (PH) Assistant Headteacher

Helen Hibbins (HH) Clerk
Alwyn Reeves (AR) Local Authority Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Teresa Collins (TC) Staff Governor – family commitment
Christopher Davies (CD) Co-opted Governor – personal commitment
Jamie Hulland (JH) Parent Governor – work commitment
Tamara Janes (TJ) Co-opted Governor – delayed train

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.

Summary of Resolutions

To submit the 3-year budget plan, balanced for the first 2 years, to the Local Authority subject to minor amendments recommended by the Finance Officer and approved by LH. Should the Finance Officer's recommendations lead to the budget only being balanced for the first year, a further FGB meeting would need to be called to approve the revisions.

1 Admin

1.1 Apologies for absence

Accepted as listed above.

1.2 Declarations of interest on agenda items

None declared.

1.3 To approve the minutes of the Full Governing Board (FGB) meeting on 30 March 2023 [2023-03-30 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

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- 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 - 7.2 LH - Governor visit on Pupil Premium spending in the spring term. *Still to be arranged.* **ACTION LH/SW**
Ongoing
- 1.4.4 19/01/2023 - 1.4.4 ALL - Add to Governing Board Development document after a visit. Ongoing
- 1.4.5 23/02/2023 - 6.2.2 SW/TJ/ALL - complete skills audit
See item 4 Done
- 1.4.6 23/02/2023 -7.4 ALL - complete Prevent duty training on the National College website Ongoing

2 Safeguarding update

- 2.1 AR and HC attended a Safeguarding Review meeting on 20 April with SW and Hannah Parker (HP).
- 2.2 Action points from the previous meeting were being addressed and included Governors undertaking Prevent training and safer recruitment training.
- 2.3 Early Help continued to dominate the workload. The number of social workers associated with families in school had decreased. HP and Clare Norman were both leading and assisting with cases. It was noted that this situation was not unique to Exminster School.
- 2.4 Arrangements for Children in Care and adopted children were discussed.
- 2.5 There were two food related projects to help families that the school was involved in. One included the use of the Westbank kitchen.
- 2.6 School was currently supporting 7 Ukrainian families.

3 To approve the school budget for the 2023/24 financial year for submission to the Local Authority

Budget Documents

- 3.1 SW set out the budget as circulated explaining that a final meeting had been arranged with the School's Finance Officer tomorrow and that it was possible that some adjustments may be made. Depending on the scale of the adjustments a further FGB meeting may have to be called to approve the budget. The Finance Officer had recommended that the school submitted a budget that was balanced for the first two years of the three-year period. This was realistic and would demonstrate to the Government the issues being faced by schools.
- 3.2 There would be a carry forward from the current financial year.
- 3.3 Matters negatively affecting income included a drop in reception pupils across Devon and the 3-year group cohort leaving at the end of the next academic year. In mitigation, there was likely to be an increase in in-year allocations due to housing development and the Local Authority was asking school to go over PAN in some year-groups. This situation needed discussing at a future meeting. **ACTION HH**
- 3.4 Other income would come from the Individual School Budget, Pupil Premium, SEN funding, Universal Infant Free School Meals, initial teacher training support, the PE grant, meal ticket sales, lettings and fees from the wrap-around provision. Estimates had been checked by the Finance Officer.
- 3.5 Staff costs included employment of a caretaker and a 3% rise for teachers and support

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staff.

- 3.6 HC asked why there was a drop in the support staff costs in the third year of the budget. SW explained that this was due to known children with EHCP leaving. It was noted that new EHCP may be issued requiring additional support staff. The cost was variable.
- 3.7 The Finance Officer's recommendations had been taken for energy costs.
- 3.8 Increases had been factored in for the cost of learning resources.
- 3.9 The main risks identified in the budget were the potential of a declining roll, uncertainty in the staffing structure, changes in SEND needs and an unknown level of financial support for the Ukrainian Refugees.
- 3.10 It was resolved to submit the 3-year budget plan, balanced for the first 2 years, as presented, subject to minor amendments recommended by the Finance Officer and approved by LH. Should the Finance Officers recommendations lead to the budget only being balanced for the first year, a further FGB meeting would need to be called to approve the revisions.

ACTION SW/LH

4 Skills audit analysis

Analysis Document

- 4.1 The highest priorities to address were the lack of chairing experience and the lack of confidence in carrying out the Headteacher's appraisal.
- 4.2 Risk management and strategic development were identified as areas for improvement.
- 4.3 There was interest in receiving training on Equality and Diversity and phonics. SW would research and publicise dates of Equality and Diversity workshops run by Exeter Learning Consortium. DC offered to set up phonics training.
- 4.4 Other suitable training courses to address 4.1 should be sourced and Governors pointed towards them. (National College/Governor Services).
- 4.5 TJ was thanked for putting the report together.

ACTION SW/DC

5 Progress on Governing Board Action Plan and next steps (to include election of a Chair)

Action Plan for GB

- 5.1 There was no capacity amongst the existing Governors to take on the role of Chair. BD agreed to remain as interim Chair for the time being.
- 5.2 Alternative options were discussed, including making approaches to members of the school and wider community, specifically to recruit someone with chairing experience.
- 5.3 The recent Governance Review had suggested that the Board had a high proportion of parents and that it would be good to recruit externally if possible.
- 5.4 It was agreed to advertise for a Chair on the Governors for Schools website. The content of the advertisement would then be published locally in Scene and on Exminster online.
- 5.5 SW would approach ex-Governors with suitable experience and make enquiries with DP SCITT.
- 5.6 The deadline for expressions of interest would be the beginning of June and the matter would be discussed at the FGB meeting on 8 June.
- 5.7 An appraisal for the Clerk needed to be arranged.

ACTION HH/SW

ACTION SW/SLT

ACTION BD/SW

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The meeting closed at 18:50

Date of next meeting Thursday 8 June 2023

Signed: Jamie Hulland

Date: 08/06/2023