

Exminster Community Primary School

Full Governing Board Meeting Minutes

Date: Thursday 8 June 2023

Time: 18:00

Venue: Exminster Community Primary School

Present

Hamish Cherrett (HC) Co-opted Governor
Danni Cooke (DC) Co-opted Governor
Christopher Davies (CD) Co-opted Governor
Liam Hatton (LH) Co-opted Governor
Helen Hibbins (HH) Clerk
Frankie Hyde (FH) SLT Member

Jamie Hulland (JH) Parent Governor
Tamara Janes (TJ) Co-opted Governor
Alwyn Reeves (AR) Local Authority Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Bec Dupre (BD) Parent Governor – work commitment
Teresa Collins (TC) Staff Governor – work commitment (school residential)
Paul Herring (PH) Assistant Headteacher – work commitment (school residential)

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

1 Administration – Chair

Acting Chair, BD, was not present so JH Chaired the meeting.

1.1 Apologies for absence

Approved 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 held on 26 April 2023

[2023-04-26 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 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 to take place ASAP.

Ongoing

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- 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 - 7.4 ALL - Complete Prevent duty training on the National College website
Ongoing
- 1.4.6 26/04/2023 - 3.10 SW - Submit budget to Local Authority.
Done
- 1.4.7 26/04/2023 - 4.3 SW - Research Equality and Diversity workshop dates to invite
Governors to.
Ongoing
- 1.4.8 26/04/2023 - 4.3 DC - Arrange phonics training for Governors.
To be done in the Autumn Term
Ongoing
- 1.4.9 26/04/2023 - 5.4 SW - Publish advertisement for Chair of Governors locally (Scene, FB)
No responses had been received.
Done
- 1.4.10 26/04/2023 - 5.4 HH - Advertise online for Chair of Governors.
*No responses had been received to the advertisements. The deadline
had been extended until 1 July.*
Ongoing
- 1.4.11 26/04/2023 - 5.5 SW - Approach Ex-Governors about Chairing. Contact SCITT for
potential Governors.
*There were a couple of possibilities at SCITT that would be followed
up. Contact had not been made with ex-Governors as responses from
the external advertisements were awaited.*
Ongoing
- 1.4.12 26/04/2023 - 5.7 BD/SW - Arrange appraisal for the Clerk.
Ongoing

2 Governing Board Development – Chair

2.1 Election of Chair

Not resolved. BD would remain Acting Chair until the end of the academic year.

2.2 Election of Vice Chair

Not resolved.

2.3 Future Direction of Governing Board

2.3.1 There had been no response to the external advertisements for a Chair. (Scene, Facebook, Inspiring Governance, Governors for Schools).

2.3.2 There were parents who were interested in becoming Governors, but they had no experience of being a Governor and therefore would not be able to immediately step into the role of Chair.

2.3.3 Brief discussion about Co-chairing took place.

3 Governor Reports

3.1 Clerking Formal Proceedings Training – HH [Appeals Panel Training – HH](#)

3.1.1 A written report had been circulated.

3.1.2 It was noted that there had been an increase in complaints against schools generally.

3.1.3 An action from the training was to clarify that any Governor can undertake a school

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investigation rather than it being the responsibility of the Chair and this needed to be reflected in the next review of the Complaints Procedure.

ACTION HH

3.1.4 DC added at it was useful to have two Governors involved in the school investigation stage of a complaint (no details were discussed).

3.1.5 The National College were introducing a course on complaints and Governors were encouraged to take up this training when available.

ACTION ALL

3.1.6 RS, HC, CD and DC all had experience of investigating complaints in their workplaces and could be paired with a Governor with less experience if necessary during a school investigation.

3.1.7 Support should be available to staff and those involved with complaints process.

3.2 Visit to observe SATS – LH

[LH SATs Visit 12-5-23](#)

3.2.1 LH attended on the first day of the tests and was given a tour of the exam rooms, had the process for signing in and out papers explained, saw the sealed papers, learned about how students with accessibility needs were catered for (and the processes required to determine access arrangements) and how the tests were invigilated.

3.2.2 The pupils appeared well motivated and supported. (SATS breakfasts had been provided).

3.2.3 *AR asked how much information was available about how the papers were marked?* IM explained that the papers were all electronically scanned and made available to schools alongside the marking schemes.

3.2.4 Unvalidated results would be available at the beginning of July and a summary of the analyses that would be available later in the year (Inspection Data Summary Report (IDSR), Analyse School Performance (ASP), Fischer Family Trust (FFT)) etc) was given.

4 Unannounced SATS monitoring visit – SW

4.1 The monitoring included a thorough check of the administration and storage of the papers, access arrangements and evidence, checking the exam rooms to see that displays were covered up and clocks were available and that staff had been adequately trained in the process.

4.1.1 A form was completed by the Local Authority advisor during the visit. The information would be shared with the Local Authority who would keep it on record.

4.2 *JH asked how staff were trained?* SW/IM explained that there were briefings that staff attended, DfE guidance and a helpline.

5 To consider admissions over the Planned Admissions Number (PAN) in some year-groups

5.1 Year-groups 1, 3 and 4 were currently full.

5.2 The Local Authority (LA) could make a school admit over PAN (for example, with cases of SEND, CiC and exceptional circumstances).

5.3 Governors needed to be aware that school was refusing admissions over PAN but often cases went to appeal.

5.4 Issues with admitting over PAN in year-groups were outlined, such as potentially increasing the existing level of need and pressure on staff. This was submitted as evidence in the case of an appeal.

5.5 It appeared financially beneficial to admit over PAN in KS2 but a balanced view needed to be taken. Each case would be looked at individually but so far, the school had not accepted

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a place to anyone where PAN was exceeded. The LA had the ultimate decision over admissions into our school as a LA maintained school.

- 5.6 *RS commented that the birth rate was dropping which was likely to impact future years and this should be kept in mind.*

6 School Development Plan Update – SW/FH

- 6.1 A presentation on phonics and fluency was given.
- 6.2 The new phonics program had positively impacted on reading and writing. This was particularly apparent in Reception (who had always been taught using the new system).
- 6.3 Interventions for children who were not working at age related expectations were outlined.
- 6.4 Additional resources would be purchased for September. A brief discussion on the funding of these took place.
- 6.5 *TJ asked whether additional support was needed for Year 3 who were particularly affected by the lockdown. It was confirmed that this was in place.*
- 6.6 Governors were encouraged to take up online training on Phonics (details included in the presentation).

ACTION ALL

- 6.7 RS would write to thank staff for their work in successfully implementing the scheme this year.

ACTION RS

7 Policy Approvals

- 7.1 **To note that the Information Security Policy and Retention and Disposal Policy have been reviewed by the Data Protection Officer with no amendments proposed – IM**
[Information Security Policy, Retention and Disposal Policy 2023](#)
Noted.

The meeting closed at 19:15

Date of next meeting – Thursday 6 July 2023 - online

Signed:.....Jamie Hulland.....

Date:.....06/07/2023.....