

Exminster Community Primary School

Full Governing Board Meeting Minutes

Date: Thursday 6 July 2023

Time: 18:00

Venue: Virtual

Present

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
Tamara Janes (TJ) Co-opted Governor
Ian Moore (IM) Deputy Headteacher
Alwyn Reeves (AR) Local Authority Governor
Sarah Whalley (SW) Headteacher

Apologies

Bec Dupre (BD) Parent Governor – work commitment
Robin Scott (RS) Co-opted Governor – work commitment
Hamish Cherrett (HC) Co-opted Governor – childcare 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.

Summary of Resolutions

To approve the Sports Funding Report

1 Administration

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 8 June 2023

[2023-06-08 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 ASAP.

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Booked in for September.

- Ongoing
- 1.4.4 19/01/2023 - 1.4.4 ALL - Add to Governing Board Development document after a visit.
Circulate the link to the document
- ACTION HH**
Ongoing
- 1.4.5 23/02/2023 - 7.4 ALL - Complete Prevent duty training on the National College website
Three Governors had completed this so far. A deadline for completion would be set by JH.
- ACTION JH**
Ongoing
- 1.4.6 26/04/2023 - 4.3 SW - Research Equality and Diversity workshop dates to invite
Governors to.
See agenda item 3.
- Done
- 1.4.7 26/04/2023 - 4.3 DC - Arrange phonics training for Governors in the Autumn Term.
(Resources for training were also given in the presentation on 08/06/2023 6.6).
- Ongoing
- 1.4.8 26/04/2023 - 5.4 HH - Advertise online for Chair of Governors.
No responses received but advertisements were still live.
- Done
- 1.4.9 26/04/2023 - 5.5 SW - Approach Ex-Governors about Chairing. Contact SCITT for
potential Governors.
There had been no success to date.
- Done
- 1.4.10 26/04/2023 - 5.7 BD/SW - Arrange appraisal for the Clerk.
- Done
- 1.4.11 08/06/2023 - 3.1.3 HH - When reviewing the Complaints Procedure reflect that ANY
Governor can undertake a school investigation (not just the Chair).
To be done in the next academic year.
- Ongoing
- 1.4.12 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National
College (when available).
Not yet available.
- Ongoing
- 1.4.13 08/06/2023 - 6.7 RS - Write to thank staff for their work in successfully implementing the
Phonics Scheme this year.
- Done

2 Governing Board Development – Chair

2.1 Election of Chair

2.1.1 Not resolved.

2.1.2 A new member of the community had expressed an interest in joining the board (but had no experience of Governance and therefore was not a potential Chair). They would be invited to the September meeting.

ACTION SW/HH

2.1.3 JH would consider being a co-chair if the board adopted that model and another co-chair came forward.

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2.2 Election of Vice Chair

2.2.1 Not resolved.

2.3 Future Direction of Governing Board

2.3.1 As there had been no response to the advertisements and other methods of finding a Chair had proved fruitless, it was agreed that there would be a proposal on the September FGB agenda to adopt a co-chair model.

2.3.2 Information on the role and structure would be circulated.

ACTION HH

3 Governor Training and Visit Reports

3.1 To allocate Governor(s) to attend Equality and Diversity Training on Tuesday 26 September, 14:30-16:30 at Countess Wear School

3.1.1 LH and JH expressed an interest in attending.

ACTION SW

4 Budget Monitoring

Budget monitor

4.1 LH reported that a SEND overspend was forecast. This raised questions about the funding.

4.1.1 *How long is the wait to obtain an EHCP and what is the impact of a delay? (LH)*

Legally, it should be completed within 20 weeks but it was currently taking 9-10 months due to the backlog that the Local Authority was dealing with. There was no back-pay associated with the delay and therefore it had a negative impact on the budget. Full support for a child costs in the region of £16K, whereas only £10.5K is received if the top band of funding is received for a child, 4.5k. (SW)

4.1.2 *Was the situation likely to improve? (LH)*

Not in the short term. There were additional requests for EHCP being made across Devon because the early intervention was not in place and the Educational Psychologists' (EP) workload continued to increase. EPs are not doing any traded work and focusing on the backlog of EHCP requests. (SW)

4.2 *JH enquired about comparing Exminster's SEND situation with other schools.* LH replied that this can be done, and is done, through the benchmarking process.

4.3 *What was the impact of Matford Brook Academy (MBA) not opening in September? (AR)*

The school had gained 3 reception children. An update was given about the current Y6s that were meant to be transferring to MBA. (SW)

5 Headteacher's Report

Headteacher's report to Governors Summer 2023

5.1 In Devon, primary school rolls were falling as there were approximately 2000 fewer children starting in reception than transitioning to secondary in the next academic year.

5.2 Two ECT's would join the school in September.

5.3 Two Teachers leaving at the end of this term were leaving teaching completely. Retention was a national issue.

5.4 Two apprentice LSA's had been appointed from Exeter College.

5.5 A cover supervisor had been appointed.

5.6 The new caretaker had made a noticeable impact.

5.7 There were several teachers on maternity leave. *JH asked how staffing was being structured to account for this.* SW replied that in one case part time staff were increasing

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their hours and this would minimise the impact on classes. In other maternity leaves, staff are replacing one another as one person leaves and another person restarts.

- 5.8 There was a Subject Access Request in progress. This was being managed by the external Data Protection Officer.
- 5.9 Three complaints had been received. One had concluded following an appeals panel, another was paused at stage 2 while it was externally considered and the third was resolved at the informal school stage.
- 5.10 The Virtual School had presented its offer for Children in Care for the next academic year. It would provide an Educational Psychologist who would be available for telephone consultations, training and case studies.
- 5.11 An update on level 3 safeguarding training and conferences attended by staff was given.
- 5.12 Keeping Children Safe in Education had been updated for September 2023. Governors would need to read this.
- 5.13 The Safeguarding policy was under review in line with the Devon model policy. This would be ratified at the September FGB meeting.
- 5.14 There had been an increase in fixed term exclusions.
- 5.15 The Early Years Foundation Stage (EYFS) data was 72% Good Level of Development. Reading and writing results were particularly pleasing.
- 5.16 The Y1 phonics screen had an 80% pass rate. DC mentioned that the national average was likely to be around 80%.
- 5.17 KS1 data will be under the national average but it still demonstrated good progress from the EYFS data.
- 5.18 KS2 data was awaited. SW explained that the School on a Page (SOAP) Data would provide comparisons year on year. Discussion about comparing cohorts' data took place.
- 5.19 Because Matford Brook Academy would not be opening as anticipated in September, children were being placed at other schools within the Ted Wragg Multi Academy Trust. Not all placements had been agreed yet.
- 5.20 School Development Plan - The summer term review had been completed for phonics and fluency. SW summarised each active ingredient. DC would undertake a Governor visit next week to evidence this.
- 5.21 LH asked for an explanation of the safety-valve funding. SW explained that it was associated with the Local Authority's overspend on SEND. SW agreed to send details of the funding consultations (next term) to LH.

ACTION SW

6 To approve the Sports Funding Report for publication on the school website [Sports funding report](#)

- 6.1 SW summarised the report.
- 6.2 It was resolved to approve the report.

ACTION SLT

7 Report from Pay and Performance Committee

- 7.1 LH reported on the recent meeting that received a summary of mid-year appraisals and progress towards targets.
- 7.2 Discussion had taken place about recruitment, retention and turnover of staff.
- 7.3 *JH asked about the types of CPD available.* SW summarised National Professional Qualifications, and opportunities to undertake masterclasses in, for example, coaching.

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7.4 It was noted that the SLT had reviewed the appraisal process and some new coaching questions and conversations had been added for next year.

7.5 The Committee would meet again in September.

The meeting closed at 19:00

Date of next meeting: Thursday 28 September 2023

A poll regarding virtual or face to face meetings would be circulated alongside a calendar of meetings for the next academic year.

ACTION SW/HH

Signed:.....Jamie Hlland.....

Date:.....28/09/2023.....