

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 2 November 2023 at 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
Sarah Whalley (SW) Headteacher
Robin Scott (RS) Potential Governor
Chris Porter (CP) Potential Governor
Simon Broom (SB) Caretaker

Apologies

Hamish Cherrett (HC) 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.

❖ **Indicates document circulated with the agenda**

Summary of Resolutions

To co-opt Robin Scott and Graham Milton to the Governing Board

To approve the School Development Plan for the 2023-24 academic year

To approve the SEND policy, children with health needs who cannot attend school policy and the SEND information report

1. Administration

1.1. **Apologies for absence**

Accepted as listed above.

1.2. **To consider co-option to the Governing Board of**

1.2.1. **Robin Scott**

Resolved.

1.2.2. **Graham Milton**

Graham had attended the previous meeting when he outlined his reasons for wanting to become a Governor.

Resolved.

1.2.3. Chris Porter was attending the meeting as he had expressed an interest in joining the Governing Board. Chris introduced himself and explained his background as a PE teacher, head of house and pastoral support at a secondary school. [Co-option would be considered at a future meeting].

Action HH

Action HH

1.3. **Declarations of interest on agenda items**

None declared.

1.4. To approve the minutes of the Full Governing Board (FGB) meeting held on 28 September 2023

❖ 2023-09-28 Draft FGB minutes

Resolved.

1.5. To track actions on matters arising at previous meetings

1.5.1. 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

1.5.2. 03/11/2022 - 4.2.2 ALL - Governors to ask questions about phonics during visits.

Ongoing

1.5.3. 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).

It was agreed that Governors did not specifically need training on the operational details of teaching phonics. A series of bullet point questions to ask during visits would be more useful. It was agreed to remove this action from the list.

The English team would be invited to a meeting in the spring term to provide an update on phonics.

Action HH

Done

1.5.4. 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 reviewed in the spring term

Ongoing

1.5.5. 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National College website. Link in Watchlists.

Ongoing

1.5.6. 28/09/2023 - 3.4.3 LH - Write report on Governor visit focussing on adopted children. Schedule a follow up visit on pupil premium spending in November.

Done

1.5.7. 28/09/2023 - 3.4.4 SLT - Update Governor Visit document with details from this year's School Development Plan (SDP). When completed, link to be re-circulated by HH

SW had updated the original document in line with this year's SDP.

It was suggested that rather than have 2 documents to complete per visit, the standard Governor visit form should include the information from the original document alongside safeguarding and phonics questions that could be asked during a visit. SW would update the Governor visit form accordingly.

Action SW

JH and LH would put together a "plan on a page" document with the headlines from key Governance

documents as an easy reference source for new Governors in particular.

Action JH/LH

Ongoing

- 1.5.8. 28/09/2023 - 3.4.5 PH - Record instructional video to assist with Governors accessing National College online courses.
This had been done in person. Done
- 1.5.9. 28/09/2023 - 4.2.2 CD - Complete the Safer Recruitment course on the National College. Done
- 1.5.10. 28/09/2023 - 5.5.3 ALL - Complete the Safeguarding for Governors and Online Safety for Governors training on the National College by the end of October. Ongoing
- 1.5.11. 28/09/2023 - 7.4.3 SLT - Write a descriptor for the mental health role for the Lead Governor Terms of Reference. Done
- 1.5.12. 28/09/2023 - 7.8.1 SW - Advertise vacancy for a Health, Safety and Premises Lead Governor in the Newsletter.
No response to date. Done

2. Report on health, safety and premises matters

❖ Premises Development Plan

- 2.1. SB was introduced. He had been employed as the school caretaker for six months.
- 2.2. IM and SB were working together on the Premises Development Plan – a working document listing and prioritising maintenance issues. The school needed to be brought up to a standard where it could have a regular (annual) maintenance regime and this would allow Governors to have a strategic awareness to consider funding of repairs and replacements.
- 2.3. It was noted that the school was responsible for remedial work and that Devon County Council (DCC) was responsible for replacement. It was important to evidence all the remedial work that had taken place to present a case to DCC for replacement.
- 2.4. Three priorities were mentioned:
- 2.4.1. Flat roofs – the school had several but one was no longer watertight and quotations sought for remedial work had suggested that it was beyond economic repair and required replacement.
- 2.4.2. Toilets – both staff and children’s toilets needed refurbishment. Issues with drainage and sewage also needed exploring.
- 2.4.3. Playground – one area had an uneven surface due to protruding tree roots. Pupils had suggested that this area could be made into a mental health and well-being area.
- 2.5. *JH asked what funding options were available?* IM responded that the school had subscribed to a grant finding website. It was more likely that a project to enhance the playground area would attract grant funding than refurbishment of the toilets.
- 2.6. It was suggested that the Parish Council could be approached for Community Infrastructure Levy funding although it was acknowledged that there were legislative constraints on how it could be spent and would likely require a multi-authority approach.

2.7. *LH asked how spending on repairs could be tracked?* IM responded that it would be within the budget monitor and costs could also be added into the Premises Development Plan.

3. **Policies, procedures and statutory reports**

3.1. **To note that the following Devon County Council (DCC) model Human Resources policies adopted by the Governing Board had not been amended since last reviewed**

3.1.1. **Shared parental leave**

Noted.

3.1.2. **Redundancy**

Noted.

Action HH

3.2. **To approve the Special Educational Needs and Disabilities (SEND) policy**

❖ **SEN policy 2023-24**

AR had looked through the policy. No questions had been raised. It was resolved to approve the revised policy.

Action HH

3.3. **To approve the supporting children with health needs who cannot attend school policy**

❖ **Supporting children with health needs - Nov 2023**

AR had looked through the policy. No questions had been raised. It was resolved to approve the revised policy.

Action HH

3.4. **To approve the SEND report**

❖ **SEN Information Report 2023-2024**

It was resolved to approve the report that needed to be published on the school website.

Action SLT

4. **To approve the School Development Plan (SDP) for the 2023/24 school year**

The three priorities had been introduced at the FGB meeting in September and were summarised by SW and IM.

4.1. **Implementation plans**

❖ **Parental partnerships implementation plan**

❖ **Think equal implementation plan**

❖ **English implementation plan**

The Active Ingredients from each implementation plan were explained. Discussion about Governor involvement for each took place.

JH asked about the short/medium/long term pupil outcome. SW said that although the priorities were in the SDP this year, they never went away. It was impossible to do everything within a year. The priorities evolved and continued even when they were not the main focus.

4.2. **Allocation of priorities to Governors and suggested monitoring**

4.2.1. **Writing**

RS and DC would continue as Lead Governors, following on from last year. It was suggested that a visit to look at the implementation was arranged this term to inform a suitable monitoring visit in the spring term.

4.2.2. **Parental Partnerships**

JH would be the Lead Governor. Chris Porter also expressed an interest in the role.

It would be useful to have a Governor present at the coffee and cake sessions and the parent forums. IM would liaise with JH regarding dates for these events.

Action IM

4.2.3. **Equality, Diversity and Inclusion**

CD and TJ would be the Lead Governors.

Visit suggestions were Rainbow Day on Monday 20 November, a meeting with Marie Greenslade regarding the implementation of "Think Equal" in Reception in the spring term, attending staff meetings and asking how subject leaders were incorporating it into the curriculum.

It was suggested that a calendar of visits was put together for the whole academic year. This could also include other items like safeguarding reviews. It would help Governors manage visits and be more proactive.

Action SLT/HH

It was resolved to approve the SDP for the 2023-24 academic year.

5. **Attendance – changes within DCC and headline data**

❖ **Attendance update for Governors**

- 5.1. SW explained that a Lead Governor for attendance was required to have a strategic overview of attendance management within school. The role would involve meetings with SW and Hannah Parker and reporting back to the Board. There were example questions available that could be used during a Governor visit on attendance. TC agreed to take on the role that was in alignment with the Behaviour and Attitudes Lead Governor Role. LH would also have involvement with a pupil premium focus.
- 5.2. The circulated document contained links to the most up to date references associated with attendance and outlined the processes now in place as the Education Welfare Officer role had been replaced with an Attendance Improvement Officer and the core offer from DCC had changed.
- 5.3. The school's monitoring process was outlined and some data headlines shared from across the school. SW reminded Governors that a full breakdown and comparison of attendance data was shared in the termly Headteacher's Report.

6. **Mental Health – staff wellbeing and workload**

❖ **Staff wellbeing Autumn 2023**

- 6.1. The implementation of the document could be summarised as "valuing" and "voice".
- 6.2. The list of current practices was explained (to acknowledge and appreciate) alongside how they could be evidenced.
- 6.3. All of the practices were constantly reviewed.
- 6.4. *JH asked whether there were particular wellbeing issues with LSA's experiencing the intensity of challenging behaviour and whether that impacted on recruitment.* SW noted that recruitment was a different, wider issue, but that there were many strategies in place (buddy systems, tag teams, open door policy, informal check ins) within school. Ideally, weekly supervision where staff could be released from class to discuss issues would happen, but finance and capacity made this unviable. It was decided to remind staff who they could approach if they wanted to talk through aspects, off load or to review aspects.

7. **Part II – Confidential - Report from the Headteacher's Appraisal Group**

All staff left the meeting. Refer to Part II minutes.

The meeting closed at 20:05

Date of next meeting: Thursday 7 December 2023 – Venue TBC

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

Date.....05/12/2023.....