

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date and time of meeting:** Tuesday 5 December 2023 at 18:00

**Venue:** Exminster Community Primary School

## Present

Christopher Davies (CD) Co-opted Governor  
Liam Hatton (LH) Co-opted Governor  
Helen Hibbins (HH) Clerk  
Jamie Hulland (JH) Parent Governor  
Tamara Janes (TJ) Co-opted Governor

Graham Milton (GM) Co-opted Governor  
Ian Moore (IM) Deputy Headteacher  
Sarah Whalley (SW) Headteacher  
Robin Scott (RS) Co-opted Governor

## Apologies

Teresa Collins (TC) Staff Governor – personal reasons  
Danni Cooke (DC) Co-opted Governor – family commitment  
Alwyn Reeves (AR) LEA Governor – personal reasons  
Hamish Cherrett (HC) Co-opted Governor – work 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 Hamish Cherrett, Liam Hatton and Chris Porter onto the Board
- To re-confirm LH and JH as Co-Chairs
- To approve the Finance, Charging and Remissions, Governor Allowances, Attendance, Teacher's Pay, Touch and Positive Handling and Managing Unreasonable Behaviour policies.
- To approve the Pupil Premium Strategy

## 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 **Hamish Cherrett**

Resolved.

#### 1.2.2 **Liam Hatton**

Resolved.

#### 1.2.3 **Chris Porter**

Resolved.

### 1.3 **To re-confirm the Chairing of the Governing Board in consideration of the co-option of Liam Hatton**

Resolved.

**Action HH**

(As LH and JH had been elected as Co-Chairs and LH's Term of Office had ended, it was necessary to re-confirm that the existing co-chairing arrangement would continue with LH's new co-option).

**Action HH**

**1.4 Declarations of interest on agenda items**

None declared.

**1.5 To approve the minutes of the Full Governing Board (FGB) meeting held on 2 November 2023**

❖ [2023-11-02 Draft FGB minutes](#)

Resolved.

**1.6 To track actions on matters arising at previous meetings**

- |        |                    |  |         |
|--------|--------------------|--|---------|
| 1.6.1  | 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 |
| 1.6.2  | 02/11/2023 - 1.5.3 | ALL/SW - Governors to ask questions about phonics during visits. The English Team to be invited to a meeting in the Spring Term to update on phonics.  | Ongoing |
| 1.6.3  | 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).  | Ongoing |
| 1.6.4  | 08/06/2023 - 3.1.5 | ALL - Complaints Training Course to be completed on the National College website. Link in Watchlists.  | Ongoing |
| 1.6.5  | 02/11/2023 - 1.5.7 | SLT - Update Governor Visit form in line with this year's SDP.   | Done    |
| 1.6.6  | 02/11/2023 - 1.5.7 | JH/LH - Put together a "plan on a page" document with headlines from key Governance and school documents.<br><i>This was work in progress and would be discussed later in the meeting.</i>   | Ongoing |
| 1.6.7  | 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 |
| 1.6.8  | 02/11/2023 - 3.4   | SLT - SEND report to be uploaded to school website.  | Done    |
| 1.6.9  | 02/11/2023 - 4.2.2 | IM - Liaise with JH over dates for parental forums and coffee mornings etc.<br><br><i>CD had attended events. Six volunteers had come forward. Further events would take place later in the academic year.</i>   | Done    |
| 1.6.10 | 02/11/2023 - 4.0   | SLT/HH - put together a calendar of Governor visits for the academic year  | Ongoing |

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

2.1 **To approve the Finance policy**

- ❖ [2023-12 Finance Policy](#)

Resolved.

The policy was based on a Devon model policy and there had been no changes to it in the last 12 months.

It was noted that names needed updating in the table on P9.

**Action SLT**

2.2 **To approve the Charging and Remissions Policy**

- ❖ [2023-12 Charging and Remissions policy](#)

Resolved.

The policy was based on a Devon model policy and there had been no changes to it in the last 12 months.

2.3 **To approve the Governors' Allowances policy**

- ❖ [2023-12 Governors' Allowances policy](#)

Resolved.

The policy was based on a Devon model policy and there had been no changes to it in the last 12 months.

2.4 **To approve the Teachers' Pay policy**

- ❖ [2023-12 Teachers Pay policy](#)

Resolved.

The policy was based on a Devon model policy that had been updated with the pay settlement figures for the current academic year.

TJ asked whether pay progression was subject to budgetary constraints. SW confirmed that it was not.

It was noted that staffing costs would be explored in financial benchmarking next term.

2.5 **To approve the Touch and Positive Handling (Physical Restraint) policy**

- ❖ [2023-12 Touch and Positive Handling policy](#)

Resolved.

RS had commented on the circulated version of the document, suggesting some wording changes.

It was resolved to approve the policy including the amendments.

2.6 **To approve the Attendance policy**

- ❖ [2023-12 Attendance policy](#)

Resolved.

Devon County Council (DCC) had produced a template for this policy that the school had adapted at this review. The appendix was more detailed than the previous school policy.

It was noted that LH would be undertaking a Governor Visit focussing on attendance on 15 January.

2.7 **To adopt the Managing Unreasonable Behaviour policy**

- ❖ [2023-12 Managing Unreasonable Behaviour policy](#)

Resolved.

The policy was based on a Devon model policy.

2.8 **To note that the Devon County Council model Teachers' Appraisal policy had not been updated since last reviewed by the Governing Board**

Noted.

**3. To receive reports of Governors' visits**

3.1 **Rainbow Day 20 November – Equality, Diversity and Inclusion (EDI)**

- ❖ [CD – Governor's Visit Form – EDI Visit, CD – EDI implementation plan](#)

The visit was very positive. Children were observed experiencing a visit from the Hindu Centre in Exeter. Unfortunately, it had not been possible to discuss EDI with the children due to time constraints.

TJ and CD would schedule a visit in the spring term at when the Think Equal programme would be explored.

Action TJ/CD

3.2 **Safeguarding Review 13 November – AR – for noting only**

The report would be given at the January meeting.

Action HH

3.3 **Pupil Premium (PP)**

LH had visited twice this term. The first report was in the Governor Visits folder and focussed on adopted children. The second visit discussed the PP strategy with SW and Fiona Jones.

There were clear links with the School Development Plan.

The success of the North Star model was discussed.

The next visit, scheduled for 15 January, would focus on PP attendance.

4. **To approve the Pupil Premium Strategy report for publication**

❖ [PP Strategy 2023.2024](#)

4.1 Resolved.

4.2 SW explained that the Education Endowment Fund (EEF) model was used for reporting on PP strategy.

4.3 The school's offering was outlined.

5. **Headteacher's Report**

❖ [Headteacher's Report to Governors Autumn Term 2023, Data powerpoint presentation, SOAP 2023, FFTAspire-Org-Overview](#)

5.1 **Admissions:** The admissions window for the 2024/25 academic year had opened and several families had visited. The deadline for applications was mid-January.

5.2 **Special Educational Needs and Disabilities (SEND):** RS had identified that the number of SEND children appeared low in Reception and KS1. Discussion about the importance of early identification ensued.

5.3 **Children in Care (CiC):** Arrangements for CiC who were changing placements were outlined.

5.4 **Safeguarding:**

5.4.1 The Safeguarding audit was due for submission by 31 January.

5.4.2 Paul Herring had recently undertaken level 3 refresher training.

5.4.3 The current situation with early help was reported.

5.4.4 There had been 2 racial incidents reported to DCC. These had been addressed and concluded.

5.4.5 A Local Authority Designated Officer (LADO) report had been made regarding a member of the community.

5.4.6 Hannah Parker had recently undertaken a Single Central Record (SCR) check. The outcome was discussed at the Safeguarding meeting.

5.5 **Attendance:** This continued to be a major focus for DCC. Local data was regularly shared in the Headteacher bulletins and national Fischer Family Trust (FFT) data was also available for comparison. School was in line with national and local data although better than the Devon average in terms of persistent absenteeism. There were children on role who were classified as severely absent and arrangements and support with Education Key Workers was explained. The crossover between the attendance of different cohorts was noted.

- 5.6 Devon Primary School Centred Initial Teacher Training (DPSCITT) was closing at the end of the academic year due to a national change in initial teacher training and financial reasons.
- 5.7 The School Improvement Partner would be visiting on Thursday 16 January. Governors were invited to attend the feedback session at the end of the day.

**Action All**
- 5.8 A presentation of the School On A Page (SOAP) data combined with FFT data was given.

**6. Budget Monitoring**

❖ **2023-10 Budget monitor**

- 6.1 The actual figures to date were in line with the budget and there were no matters that needed addressing.
- 6.2 LH had met with Alison Munslow for a catch-up and reported that the finances were administered diligently and in accordance with the Finance policy.
- 6.3 The system for redeeming childcare vouchers for After School Club and Breakfast Club vouchers was complicated, but this was being addressed.
- 6.4 Devon Audit were undertaking the regular audit remotely. Information was requested at the beginning of the summer term but there had been no report received to date.
- 6.5 *JH asked what the key risks were for the school's finances.* These were identified as SEND funding (that had not increased for several years) and the minimum wage uplift (without additional funding available). Future considerations were the impact of Matford Brook Academy on pupil numbers and the 3-form cohort leaving at the end of this academic year.
- 6.6 There was no capital funding available for the roof replacement or the toilet refurbishment discussed at the November meeting.

**7. Governing Board Development**

- 7.1 The Co-Chairs were putting together a resource that captured as much information as simply as possible. This would include prompts on Governance priorities and questions that Governors could ask during visits.
- 7.2 It was suggested that the Q cards produced by Governor Services could be included in the meeting folders to inspire questions. The Co-Chairs, Headteacher and Clerk could discuss which would be most useful during the agenda setting process.

**Action HH/JH/LH/SW**
- 7.3 A draft of the document would be circulated ahead of the next meeting. Input was welcomed from all Governors. *RS asked whether the SLT would also be able to contribute to the document.* It was agreed that it should be collaborative.

**Action All**
- 7.4 The Election of a Vice Chair needed to be on the January agenda.

**Action HH**
- 7.5 Lead Governor roles for the new Governors needed to be identified.

**Action SLT**

**8. Part II – Confidential – Staff matters**

Refer to Part II minutes

**The meeting closed at 19:55**

**Date of next meeting: Thursday 18 January 2024, 18:00, Exminster Community Primary School**

**Signed:.....Liam Hatton..... Date:.....18/01/2024.....**