

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 18 January 2024 at 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
Paul Herring (PH) Assistant Headteacher
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
Christopher Porter (CP) Co-opted Governor
Alwyn Reeves (AR) LEA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Teresa Collins (TC) Staff Governor – personal reasons

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 approve the reviewed Anti-bullying policy
- TJ appointed as Vice-Chair

1. Administration

1.1 **Apologies for absence**

1.1.1 Accepted as listed above.

1.1.2 Rebecca Dupre (Parent Governor) had resigned from the Board as of 18 January. The election process for a new Parent Governor needed to be actioned. Thanks were extended to Bec for her service on the Board.

Action HH/SW

1.2 **Declarations of interest on agenda items**

1.2.1 None declared.

1.3 **To approve the minutes of the Full Governing Board (FGB) meeting held on 5 December 2023.**

❖ [2023-12-05 Draft FGB minutes](#)

1.3.1 Resolved.

1.3.2 Part II minutes were circulated at the meeting.

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

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 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
- 1.4.3 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).
Review currently underway.
- Ongoing
- 1.4.4 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National College website. Link in Watchlists.
HH to re-share link and instructions.
- Action HH**
Ongoing
- 1.4.5 02/11/2023 - 1.5.7 JH/LH - Put together a "plan on a page" document with headlines from key Governance and school documents and circulate to Governors prior to January FGB meeting.
See item 4.
- Done
- 1.4.6 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.
- Done
- 1.4.7 02/11/2023 - 4.0 IM/HH - put together a calendar of Governor visits for the academic year.
Discussion about how this dove-tailed with the "plan on a page" document took place.
- Ongoing
- 1.4.8 05/12/2023 - 3.1 TJ/CD - carry out a Governor visit to explore "Think Equal" during the spring term.
- Ongoing
- 1.4.9 05/12/2023 - 7.2 HH/JH/LH/SW - Consider appropriate Q cards for each meeting.
- Ongoing

2. Policies, procedures and statutory reports

2.1 To approve the Anti-bullying policy

❖ Anti-bullying policy

- 2.1.1 There was no Devon model policy so the previous policy had been amended and the School Bus template had been followed to create the original policy.
- 2.1.2 The changes were SEND based and gave clarity on actions.
- 2.1.3 The behaviour team and the SENCo were satisfied with it.
- 2.1.4 It was resolved to approve the policy.

Action HH

3. To receive reports of Governors' visits

3.1 Safeguarding Review 13 November – verbal report by AR

- 3.1.1 There had been some successful Early Help cases.
- 3.1.2 Social Care was challenging due to changes in social workers and a lack of continuity.
- 3.1.3 There are a couple of cases of severely absent children in school. Multi Agency support was in place.

- 3.1.4 The processes for Children in Care were outlined.
- 3.1.5 The school's staff continued to demonstrate knowledge, experience and persistence, often over and above that of outside agencies.
- 3.1.6 The Local Authority recently came in to look at a particular area of safeguarding and it identified that the school went above and beyond in supporting children.
- 3.1.7 Hannah Parker was working with Westbank with their community kitchen offering.
- 3.1.8 *CD asked whether Governors would see the outcome report from the recent LA visit. SW said that it would go to the Safeguarding Governors.*

Action SW

3.2 Pupil Premium (focussing on attendance)

- 3.2.1 Deferred.

Action HH

- 3.2.2 LH and TC had arranged a meeting next week.

4. Governing Board Development

- ❖ **Plan on a Page, Governing Board Information**

4.1 Election of Vice Chair

- 4.1.1 TJ was appointed.

Action HH

4.2 Allocation of Lead Governor roles to new Governors

- 4.2.1 A brief explanation of the vacant roles and teams was given.
- 4.2.2 Leadership and School Development – There were sufficient Governors to cover this currently.
- 4.2.3 Personnel – No obvious candidate.
- 4.2.4 Quality of Education – CP, GM and CD were appointed with a focus on the wider curriculum. A meeting of the group would take place and guidance from the SLT would be given regarding visits. IM would arrange an initial visit for the three new appointees.

Action IM

- 4.2.5 Buildings and Premises – There was no obvious candidate. HC offered to help cover the role in the interim.

5. Consideration of the Plan on a Page document

- 5.1 The first page covered the School Development Plan (SDP) priorities and Ofsted areas for improvement, including those that were raised during the verbal feedback session after the inspection, as well as in the official report.
- 5.2 Page 2 summarised the SDP.
- 5.3 Page 3 had key statistics for the school. It was suggested that an attendance graph could be added and some comparators (national/local data) to the existing graphs. Predictions of demographics (birth rate) etc was also suggested for forward planning.
- 5.4 Pages 4-7 listed the Lead Themes and the Lead Governor Roles. Lines of questioning were suggested that could be added to or changed. The Lead Governors could "own" the questions and make sure that they were up to date based on recent visits.
- 5.5 Page 8 was a checklist of key areas to assess the effectiveness of Governance.
- 5.6 *GM asked whether the staff were aware of the questions that they were expected to be answerable to (for example, at an Ofsted inspection). SW explained that inspection was different to Governor visits but subject leads would have a strategic overview and would be able to answer questions on planning, assessment and monitoring. Staff should not feel pressurised to prepare for Governor visits.*

- 5.7 DC asked about the visit form and whether the Governor Development Document introduced in 2022 would also be used? It was agreed that the process needed to be simplified.
- 5.8 RS suggested that aspects from last year's Governance Review should be included on the last page.
- 5.9 CD suggested that a table for monitoring and evaluation could be included. Some aspects may carry over into future years and some may be completed in one.
- 5.10 CD asked whether it was intended to be an induction document for new Governors or a working document? JH said that the first half of the document would change and evolve and the second part was mainly the resource for Governors.
- 5.11 JH invited Governors to use this working document.

Action All

6. Benchmarking

❖ Financial Benchmarking 2022-23, Resource Management Checklist

- 6.1 The comparators were Devon maintained schools.
- 6.2 LH explained each graph and discussion about the reasons for the school's position in the comparison were given.
- 6.3 SW would ask the School Finance Officer for clarity about figure 4 (Direct Grants).
Action SW
- 6.4 The low expenditure on premises was likely to increase this year due to the employment of a caretaker and increase in hours of this role.
- 6.5 It would be worth exploring which schools bought in catering.
- 6.6 CD asked whether there was a risk that other schools could off-role SEND children to Exminster? SW explained that historically up to 75% of SEND children were from out of the catchment area, but this was no longer the case and the school met the needs of the community.

7. Outcome of Financial Audit

❖ Exminster Community Primary School Draft Audit Report (2)

- 7.1 LH explained areas that needed addressing that were outlined in the report: Additional budget monitoring, Governor awareness of contracts, fixing of the budget on FMS and updating of the Business Continuity Plan.
- 7.2 It was noted that, often, these had been carried out, but not formally reported at a Governor meeting. A system to address this in the minutes needed to be formulated.
Action HH
- 7.3 LH, IM and SW had submitted a response to the report.

8. Part II – Confidential – Staff matters

- 8.1 Refer to part II minutes

The meeting closed at 20:30

Date of next meeting: Thursday 22 February 2024, 18:00, Exminster Community Primary School

Signed:.....**Jamie Hulland**..... Date:.....**22/02/2024**.....