

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 22 February 2024 at 18:00

Venue: Exminster Community Primary School

Present

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

Apologies

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 Children We Care For, Finance and Health and Safety Policies
- To approve the Emergency management plan
- To approve the Governing Boards statement of Behaviour principles

1 Administration

1.1 Apologies for absence

- 1.1.1 None offered.
- 1.1.2 Christopher Porter and Alwyn Reeves were absent.

1.2 Declarations of interest on agenda items

- 1.2.1 PH declared an interest in item 5 (part II) and would leave the meeting at that point.

1.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 18 January 2024

❖ [2024-01-18 FGB Draft Minutes](#)

- 1.3.1 Part I resolved as circulated electronically.
- 1.3.2 Part II circulated in hard copy at meeting. Resolved to approve.

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.
A report may be sent in lieu of a visit from a member of the team.
- 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).
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.
Ongoing
- 1.4.5 02/11/2023 - 4.0 SLT/HH - put together a calendar of Governor visits for the academic year.
Done
- 1.4.6 05/12/2023 - 3.1 TJ/CD - carry out a Governor visit to explore "Think Equal" during the spring term.
See agenda item 3.3
- Ongoing
- 1.4.7 05/12/2023 - 7.2 HH/JH/LH/SW - Consider appropriate Q cards for each meeting.
These were incorporated within the "Governance on a page" document developed by JH and LH
- Done
- 1.4.8 18/01/2024 - 3.1.8 SW to share outcome report, with the Safeguarding Governors, of the recent LA visit
Report not yet received from the LA. Currently being reviewed.
- Ongoing
- 1.4.9 18/01/2024 - 4.2.4 IM to arrange a visit for newly appointed Lead Governors for Quality of Education CP, CD and GM
Ongoing
- 1.4.10 18/01/2024 - 6.3 SW to ask School Finance Officer for clarity about direct grants (on benchmarking report)
The figure took into consideration the IADCI (income deprivation affecting children income) index (updated every 5 years – last update 2019) and prior attainment.
- Done

2 Policies, procedures and statutory reports

2.1 To approve the Children We Care For Policy

- ❖ [24-01 Children We Care For Policy](#)

- 2.1.1 AR had looked at the policy and had no adjustments to make.
2.1.2 It was resolved to approve the policy.

2.2 To approve the Finance Policy (updated following audit)

- ❖ [Finance Policy](#)

- 2.2.1 Resolved.
2.2.2 The minor amendment was to incorporate a gifts and hospitality register tick box.

2.3 To approve the Governing Board Statement of Behaviour Principles 2024 and note that the current behaviour policy will remain in place until these principles have been incorporated in the revised one

- ❖ [Governing Body Statement of Behaviour Principles 2024](#)

- 2.3.1 A tracked changes version had been sent out.
- 2.3.2 Language had been updated and other clarifications had been made reflecting current practice in school.
- 2.3.3 It was resolved to approve the principles. The policy would follow at a future meeting.

Action SLT

2.4 To approve the Health and Safety Policy

❖ Health and Safety Policy Feb review

- 2.4.1 This was based on the Devon model policy.
- 2.4.2 The policy had been de-personalised so that if roles within school changed, the policy would not need re-writing.
- 2.4.3 JH mentioned that infection control to support hygiene and create a healthy environment had been discussed at the recent Chair's Update session. This could support increasing attendance.
- 2.4.4 HC and IM would arrange a site walk to monitor the risk assessments and the Health and Safety policy.

Action HC/IM

- 2.4.5 It was resolved to approve the policy.

2.5 To approve the School Emergency Management Plan

❖ School Emergency Management Plan

- 2.5.1 This was a model template, adapted to the school.
- 2.5.2 JH asked whether the plan included provision for cyberattacks. PH and IM explained the back-up process in place and arrangements for hard copies of important contacts to be kept in a "grab bag" in case the internet was unavailable or the school needed to be evacuated.
- 2.5.3 It was resolved to approve the document.

2.6 To note the School's Risk Assessments

❖ Risk Assessments (various)

- 2.6.1 The process for completing a risk assessment was outlined.
- 2.6.2 Actions with dates for completion were included in the documents.
- 2.6.3 The Connect-2 Survey was undertaken by Devon Norse over half term. The school's site manager had been present to explain the issues. The report would be RAG rated and integrated with the premises plan on receipt.
- 2.6.4 LH asked whether there was a way to measure the impact of risks identified? IM responded that the risks were managed and mitigated to ensure that nothing could be considered a high impact risk.
- 2.6.5 JH suggested a "top ten" list of risks and mitigation measures could be useful for Governance. JH would investigate other schools/organisations documents to find something appropriate.

Action JH

2.7 To note the School's Contract Register

❖ Contract Register 2024

- 2.7.1 The purpose of sharing this with Governors was to illustrate that school was getting best value for money.
- 2.7.2 There were issues with the cleaning contract. IM explained some potential solutions. Discussion about the way forward ensued. LH would assist with the way forward.

Action LH

- 2.7.3 The Grounds maintenance contract and ICT support contract were under review.

3 To receive reports of Governors' visits

3.1 Spelling in KS2

❖ DC RS Governor 22.1.24 Curriculum Visit Report

- 3.1.1 DC summarised the circulated report focussing on a visit to a Year 3 lesson.
- 3.1.2 Year 3 was a particular focus for catch-up as the cohort's early schooling was particularly affected by Covid restrictions.
- 3.1.3 Governors had no questions on the report.

3.2 Pupil Premium (focussing on attendance)

❖ LH & TC Attendance Visit

- 3.2.1 During the meeting with SW, headline data was discussed.
- 3.2.2 Management strategies were explained such as the gateway app and attendance letters/meetings.
- 3.2.3 Interventions for those persistently absent was taking place. School liaised with the LA Attendance Improvement Officer (AIO) where external advice was needed.
- 3.2.4 Reasons for absences were outlined. Illness was the primary cause with holidays in term-time also an issue. It was noted that penalty notices would be considered for term-time holiday absence.
- 3.2.5 DC asked whether there was a problem with children being persistently late to school. SW responded that there were families who were regularly reminded of timekeeping.
- 3.2.6 JH noted that the Chairs' Update had highlighted the "Moments Matter - Attendance Counts" national campaign.

3.3 Think Equal

- 3.3.1 The visit had taken place and a report would be circulated at the next meeting.

Action TJ/CD/HH

3.4 Other Monitoring

- 3.4.1 JH noted further points raised at the Chairs' Update: Potential Ofsted changes with a focus on senior staff mental health awareness, emphasis on governance and parental involvement and National School Governors' Day was being celebrated on 29 February.
- 3.4.2 LH had received and checked the budget monitoring report and had no matters to raise.
- 3.4.3 The broadband contract renewal was imminent. PH and LH had looked into it and had identified cost savings and a speedier service through negotiation with a new contractor. Indexation would apply on the deal.
- 3.4.4 TJ and JH had checked the SCR and found it to be up to date.

4 Safeguarding Audit

❖ Safeguarding Action Plan 2023.2024

- 4.1 The self-audit had been completed. SW explained the process.
- 4.2 The school's action plan was formulated from the outcome of the audit.
- 4.3 The main actions related to changes with KCSiE and filtering and monitoring.
- 4.4 It was noted that new tools were available e.g. a prevent self-assessment audit.

The meeting closed at 19:52

Date of next meeting: Thursday 21 March 2024 at 18:00

Signed:.....J Hulland.....

Date:.....21/03/2024.....