

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 21 March 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
Paul Herring (PH) Assistant Headteacher

Helen Hibbins (HH) Clerk
Jamie Hulland (JH) Parent Governor
Christopher Porter (CP) – Co-opted Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Liam Hatton (LH) Co-opted Governor – family commitment
Tamara Janes (TJ) 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 approve the reviewed Complaints Procedure, Behaviour Policy and Personal, Social, Health & Economic (PSHE) Education, including Relationships and Health Education (RHE) Policy
- To approve the SFVS for submission

1 Administration

1.1 Apologies for absence

1.1.1 Accepted as listed above.

1.1.2 Graham Milton had resigned from the Governing Board for personal reasons.

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 22 February 2024.

❖ [2024-02-22 FGB Draft Minutes](#)

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.
See agenda item 8
Done
- 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).
Done
- 1.4.4 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National College website. Link in Watchlists.
SW noted that Devon County Council (DCC) would be running a complaints course in May. HH would investigate and send details to Governors.
Action HH
Ongoing
- 1.4.5 05/12/2023 - 3.1 TJ/CD - carry out a Governor visit to explore "Think Equal" during the spring term.
See agenda item 3.1
Done
- 1.4.6 18/01/2024 - 3.1.8 SW to share outcome report from the recent LA visit with the Safeguarding Governors.
Done
- 1.4.7 18/01/2024 - 4.2.4 IM to arrange a visit for newly appointed Lead Governors for Quality of Education CP and CD.
Ongoing
- 1.4.8 22/02/2024 - 2.4.4 HC and IM to arrange a site walk to monitor the risk assessments and Health and Safety policy
A visit took place last week focussing on site maintenance. There were no matters arising other than the investment needed on the building that was in-hand. A full report would be given at the next meeting.
Action HC/HH
Ongoing
- 1.4.9 22/02/2024 - 2.6.5 JH to investigate risk register documents from other schools and organisations.
Documents had been sourced and the SLT would review them.
Action SLT
Ongoing
- 1.4.10 22/02/2024 - 2.7.2 LH to assist with cleaning contract investigations.
Done

2. Policies, procedures and statutory reports

2.1. To approve the Complaints Procedure

❖ Complaints Procedure

- 2.1.1 There were some minor amendments for clarification, based on the outcomes of the recent complaints concluded. A table had been added, summarising the key points for each stage, at the end of the document.
- 2.1.2 It was resolved to approve the procedure.

Action SLT

2.2. To approve the Behaviour Policy

❖ Behaviour Policy

- 2.2.1 There were no comments from Governors.

2.2.2 It was resolved to approve the policy.

Action SLT

2.3. To approve the Personal, Social, Health & Economic (PSHE) Education, including Relationships and Health Education (RHE)

❖ Policy PSHE 2024 reviewed

2.3.1 There had been no changes to the policy over the last year.

2.3.2 *JH asked whether many parents choose to opt their children out of specific elements.* SW said that occasionally parents asked for the content to be delivered one-to-one.

2.3.3 *JH was aware of issues with social media, phone apps and gaming.* It was noted that there was regular information for parents in school newsletters about age limits and online content.

2.3.4 The dates needed to be amended on the front page.

Action SLT

3. To receive reports of Governors' visits

3.1. Think Equal

❖ CD and TJ Think Equal Visit

3.1.1 The visit was to the Reception class with Marie Greenslade where a "Think Equal" session was observed.

3.1.2 Crossover with the PSHE curriculum was mentioned.

3.1.3 CD had also visited Sarah Stapleton regarding implementation of Equality Diversity and Inclusion (EDI) in arts and humanities.

3.1.4 CD suggested that more EDI books would be a useful resource and this was being investigated.

3.1.5 At this stage, with this being the first year of implementation, it was unclear how the concepts would be embedded across the school.

3.2. Filtering and Monitoring

3.2.1 PH had shown HC the new monitoring system that had recently been implemented. Discussion about its benefits ensued.

3.2.2 During the visit, KS2 children were asked about online safety and what they would do in certain situations. Responses indicated a good level of understanding. A wider survey was underway across the school. This would be discussed at a future Governors meeting.

Action HH/HC

3.3. Cleaning Contract

❖ LH Cleaning Contract Visit

3.3.1 LH was not present, but Governors had no questions on the circulated report.

3.3.2 SW reported that the cleaning contract had been taken back in-house and cleaners had been appointed.

3.4. Headteacher Appraisal

3.4.1 Deferred. AR was not present.

Action HH/AR

3.5. Other monitoring

3.5.1 DC had attended a staff meeting about the reading framework recommendation.

3.6. Safeguarding Review

3.6.1 HC summarised a recent safeguarding review meeting with SW.

3.6.2 Early Help was proving successful in cases where families engaged.

3.6.3 MASH referral statistics were given.

3.6.4 There had been recent incidents where an external agency had been involved. Their involvement had been effective.

- 3.6.5 Attendance was discussed and comparisons made with national and local statistics – school was slightly above average.
 - 3.6.6 The Home Heros initiative for young carers had proved positive and been appreciated.
 - 3.6.7 Children in care funding arrangements were outlined.
 - 3.6.8 There had been more external exclusions than in previous years. Internal exclusions were not currently reported but SW was going to include in future HT reports
- Action SW**
- 3.6.9 *RS asked whether the policy was being followed for exclusions.* HC confirmed that it was.

4. Budget Monitoring

❖ February 2024 Budget Monitor

- 4.1 LH had raised a question by email about the previous cleaning contract which SW answered.
- 4.2 Acronyms in the notes were clarified and a further question had been forwarded to Alison Munslow.
- 4.3 The School Finance officer had recently looked at the figures and would confirm the carry forward to the new Financial Year in April. It was noted that the carry forward was decreasing year-on-year.
- 4.4 Meetings were being arranged with LH and the SLT to discuss the budget that would be presented for approval at the April FGB meeting.

Action SLT/LH/HH

5. To approve the Schools Financial Value Standard submission

❖ [SFVS Checklist 2022-23](#)

- 5.1 It was agreed to approve the report as circulated.

Action LH

6. Headteacher's Report

❖ [Headteacher's Report for Governors Spring 2024, SDP presentation](#)

- 6.1 Staffing changes were outlined.
- 6.2 *JH enquired about staff wellbeing following recent news.* SW explained the current situation.
- 6.3 *TC thanked the SLT for informing staff of the news over the half-term break.*
- 6.4 Safety-valve funding had been secured by Devon County Council for SEND.
- 6.5 *JH asked about the increase in SEND children within school.* SW explained that children on waiting lists for assessments were now included in the register when they had not been previously.
- 6.6 There had been a report of racist behaviour virtually out of school. This had been addressed through EDI work with the class in question and racism would be a focus in the summer term.
- 6.7 Governors expressed surprise at the DCC statistics for racist bullying incidents. It was noted that this was the first time that the statistics had been produced so there was no comparison.
- 6.8 Secondary placements for Y6 were summarised.
- 6.9 DCC were holding a consultation about the Mutual Fund (staff absence insurance). The fund would run for the next financial year but may be unaffordable thereafter. This would need to be considered when forward planning.

6.10 Working together to safeguard children: statutory framework had been updated. This would lead to amendments to Keeping Children Safe in Education and require updating of some school policies.

6.11 School Development Plan (SDP) spring term update

6.11.1 English – staff training, parental engagement with reading and monitoring processes were outlined.

6.11.2 *JH asked about the engagement with the workshops and meetings. PH replied that it was mixed but on the whole well attended, despite being during the daytime and therefore difficult for working parents to attend.*

6.11.3 EDI - wider collaboration, staff training, the current focus on protected characteristics, subject leadership and website development were outlined.

6.11.4 Parental partnerships: The positive impact of volunteer coffee mornings was mentioned alongside the methods of disseminating information to parents.

6.11.5 *DC suggested that a link to the newsletter could be put on facebook to increase engagement.*

Action SLT

7 Questions arising from English Team video

❖ **FFT update governors**

7.1 The video was a demonstration of the packages being used within school to assist with reading and phonics.

7.2 Governors found the video useful and it was suggested that it should be saved in a separate area of the google drive so that it could be accessed by new Governors for training purposes.

Action HH

7.3 The SLT were asked to thank Natalie Chandler for making the video.

Action SLT

The meeting closed at 19:52

Date of next meeting: Thursday 25 April 2024 at 18:00

Signed:.....Liam Hatton.....

Date:.....25/04/2024.....