

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 25 April 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
Tamara Janes (TJ) Co-opted Governor
Christopher Porter (CP) – Co-opted Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Jamie Hulland (JH) Parent 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 approve the reviewed Lettings Policy
- To approve the 3-year balanced budget

1. Administration

1.1 Apologies for absence

1.1.1 Accepted as listed above.

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 21 March 2024

❖ [2024-03-21 FGB Draft Minutes](#)

1.3.1 Resolved.

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 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National College website. Link in Watchlists. DCC running a course in May.

*Course information had been circulated with a link to join.
Governors were encouraged to attend.*

Action All
Ongoing

- 1.4.3 18/01/2024 - 4.2.4IM to arrange a visit for newly appointed Lead Governors for Quality of Education CP and CD
CD had visited, CP still to arrange and attend.
Ongoing
- 1.4.4 21/03/2024 - 1.4.8HC to report on site walk to monitor the risk assessments and Health and Safety policy at April meeting.
See agenda item 3.2
Done
- 1.4.5 21/03/2024 - 1.4.9SLT to investigate risk register documents from other schools and organisations sourced by JH.
Ongoing
- 1.4.6 21/03/2024 – 2 SLT to amend and upload policies to school website as required.
Done
- 1.4.7 21/03/2024 - 3.2.2HC to undertake online safety survey across the school and report back to Governors.
Arrangements had been made for a visit.
Ongoing
- 1.4.8 21/03/2024 - 3.4 AR to report on Headteacher Appraisal meeting.
Ongoing
- 1.4.9 21/03/2024 - 3.6.8SW to include internal exclusions in Headteacher's report.
Ongoing
- 1.4.10 21/03/2024 – 5 LH to sign and submit SFVS.
Done
- 1.4.11 21/03/2024 - 6.11.5 SLT to link to school newsletter from Facebook to increase circulation/engagement.
Done
- 1.4.12 21/03/2024 - 7.2 HH to save English Team phonics video to separate area of google drive to be used as training for new Governors.
Done

2. Policies, procedures and statutory reports

2.1 To approve the Lettings Policy

❖ [2024-04 Lettings policy](#)

- 2.1.1 TJ had asked questions on the policy that had been responded to by Ian Moore prior to the meeting.
- 2.1.2 It was resolved to approve the policy.

Action HH

3. To receive reports of Governors' visits

3.1 Headteacher Appraisal

- 3.1.1 AR was not present to report.

Action HH – Re-agenda

3.2 Health and Safety site visit

❖ [240312 Visit Report](#)

- 3.2.1 HC summarised his visit report.
- 3.2.2 The school was managing risks and documenting them appropriately.
- 3.2.3 Actions identified were to continue to pursue Devon County Council (DCC) for repairs to the roofs of the main building and Hub, to review accident records - particularly involving the play equipment surfacing, to monitor trees overhanging the school premises that were not owned or maintained by the school and to consider improvements to external lighting.

- 3.2.4 It was noted that the caretaker had a wide skill set and was able to undertake projects that previously would have required an external contractor. He often went above and beyond to ensure that both planned and reactive work was carried out efficiently and economically. This was greatly appreciated.
- 3.2.5 DC asked whether Exminster School Association (ESA) could help with costs towards the refurbishment of the soft play area. SW said that the cost was likely to be circa £90K. Some small grants had been applied for.

3.3 Complaint made to Ofsted

❖ [240424 Ofsted Complaint Report HC](#)

- 3.3.1 It was explained that the complaint related to safeguarding and had been made directly to Ofsted. This had triggered an investigation by the Local Authority (LA). The subsequent report had been reviewed by HC.
- 3.3.2 The outcomes of the process and recommendations were outlined.
- 3.3.3 Within the report it was noted that the Governing Board were receiving, and had the opportunity to challenge, the relevant behaviour statistics as they were regularly within the Headteacher's report. Appropriate policies were also in place and being followed.
- 3.3.4 HC was confident that the lines of enquiry were thorough and SW said that the process had been fair and objective.

3.4 Other monitoring

- 3.4.1 LH would visit to monitor the administration of SATS.

Action LH – report back at next meeting

4. PART II – Confidential – Staff matters

- 4.1 Refer to Part II minutes

5. To approve the budget for the 2024-25 Financial Year

❖ [Budget info for Governors 24.25](#)

❖ [Updated Budget 25.04.24](#)

- 5.1 SW explained that since the document had been circulated, the school's finance officer had visited and made some changes. These were circulated and outlined at the meeting.
- 5.2 For background, sources of state-school funding were outlined, including the difference between capital (for premises) and revenue funding (schools block, high needs block, early years block and central schools block). De-delegation was explained.
- 5.3 Income
 - 5.3.1 The carry forward had been confirmed. It was higher than expected due to recent additional funding received from the virtual school (to support individual needs) and a higher than expected grant towards the increase in pension contributions for teaching staff.
 - 5.3.2 Pupil numbers were a risk factor as the birth rate had dropped and the September Reception cohort currently stood at 54. However, the second round of allocations was due in May and this could rise. Additionally, the 3-form cohort would leave at the end of this academic year.
 - 5.3.3 School was being asked to go over Planned Admissions Number (PAN) in some year groups due to fair access or exceptional circumstances.
 - 5.3.4 Estimates for Pupil Premium and SEND funding had been made based on current data.
 - 5.3.5 An initial teacher training grant was expected, this supports the release time for a member of teaching staff to mentor them.
 - 5.3.6 The PE grant would be received again this year and had been included in the 3-year budget ongoing.

- 5.3.7 Estimates had been made using census data for Universal Infant Free School Meals income.
- 5.3.8 Other income included lettings and admin costs for wrap-around care and after school clubs.
- 5.4 Expenditure
 - 5.4.1 Staffing costs were 84% of the total expenditure. This year, it included cleaning staff as the contract was no longer outsourced and additional hours for the caretaker due to workload. A 3.5% rise for teachers and staff had been factored in for the first year of the budget, decreasing to 2% for further years, as recommended by our finance officer.
 - 5.4.2 Occupancy costs: The energy costs should reduce with the installation of LED lighting, building and maintenance spend had been maintained at last year's level but it was noted that the caretaker (who would be able to carry out some of the work) was factored into staffing costs.
- 5.5 Budget Risks
 - 5.5.1 The staffing structure was unconfirmed at this stage but a structure had been designed for budgeting purposes and would be changed on a working budget model as there were changes.
 - 5.5.2 Pupil numbers were estimated and the impact of MBA opening for Reception in September 2024 was unknown although numbers reflect NHS numbers for the area at this stage.
 - 5.5.3 Changes in SEND needs.
 - 5.5.4 Unknown pay increases. The NJC were requesting 10% via unions.
 - 5.5.5 The Mutual Fund may not continue and may have to be sourced externally at unknown cost for 2025-2026
- 5.6 A balanced budget from 2024-25 until 2026-27 was presented.
- 5.7 Comments and questions from Governors:
 - 5.7.1 Was the decrease in support staff costs over the 3-years due to pupil numbers dropping?

Yes
 - 5.7.2 How are members of staff working with SEND pupils contracted?

Many of their contracts are tied to the child and the school is not obliged to keep them on if the child moves to another provision. However, in practice a further need is often identified with school.
 - 5.7.3 Other income was the same over 3-years, but it was noted that a revision in wrap-around care rates and the cost of meal tickets could increase this.
 - 5.7.4 Parents/carers should be encouraged to sign up for Pupil Premium.
- 5.8 It was resolved to approve the 3-year balanced budget as presented in the summary at the meeting.

Action SW - lock and submit budget to the LA.

The meeting closed at 19:07
Date of next meeting: Thursday 6 June 2024 at 18:00

Signed:.....Jamie Hulland.....

Date:.....06/06/2024.....