

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 6 June 2024 at 18:00

Venue: Exminster Community Primary School

Present

Teresa Collins (TC) Staff Governor
Danni Cooke (DC) Co-opted Governor
Liam Hatton (LH) 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

Christopher Davies (CD) Co-opted Governor – personal reasons
Hamish Cherrett (HC) Co-opted Governor – work commitments
Tamara Janes (TJ) Co-opted Governor – work commitments
Alwyn Reeves (AR) LA 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](#)

1 ADMINISTRATION

1.1 Apologies for absence

Accepted as listed above.

1.2 Declarations of interest on agenda items

None declared.

1.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 25/04/2024

[2024-04-25 FGB Draft minutes](#)

It was resolved to approve the part I and II 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.

CP had recently completed a Role of the School Governor course on the National College.

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 advise HH if you want to book a place.
SW had attended the DCC course. See item 6.
It was noted that National College Courses in progress had a cut-off date of 12 July.
- Ongoing
- 1.4.3 18/01/2024 - 4.2.4 IM to arrange a visit for newly appointed Lead Governor for Quality of Education, CP
- Ongoing
- 1.4.4 21/03/2024 - 1.4.9 SLT to investigate risk register documents from other schools and organisations sourced by JH.
- Ongoing
- 1.4.5 21/03/2024 - 3.2.2 HC to undertake online safety survey across the school and report back to Governors.
- Ongoing
- 1.4.6 21/03/2024 - 3.4 AR to report on Headteacher Appraisal meeting.
- Ongoing
- 1.4.7 21/03/2024 - 3.6.8 SW to include internal exclusions in Headteacher's report.
- Ongoing
- 1.4.8 25/04/2024 - 3.4 LH to report back on SATS monitoring at June meeting
See item 3.2
- Done
- 1.4.9 25/04/2024 - 5.8 SW to lock and submit budget to LA.
- Done

2 POLICIES, PROCEDURES AND STATUTORY REPORTS

2.1 To note that the following model policies adopted by the board have been updated by Devon County Council:

- 2.1.1 Maternity and adoption support leave policy
Noted.
- 2.1.2 Redundancy policy
Noted.

3 TO RECEIVE REPORTS OF GOVERNORS' VISITS AND MONITORING

3.1 To note that a full written report is available for the "Think Equal" visit

Noted.

3.2 SATS administration

- 3.2.1 LH attended to observe and gave a verbal report.
- 3.2.2 The administration was very similar to last year with the notable change that it was a 3-form year group which meant that the whole Hub was allocated to SATS. This displaced Y5 for the duration but caused minimal disruption. It was well organised and the atmosphere was calm.
- 3.2.3 The experience had been positive for the pupils, with many participating in the breakfasts provided before the tests.

3.2.4 An email had been received from a parent to thank staff for putting the right amount of emphasis on the tests.

3.3 Devon Association of Governance (DAG) Chairs' meeting

3.3.1 JH attended the meeting that focussed on finance – the challenges of a decreasing roll and rising costs.

3.3.2 Increasing uptake in school meals was discussed.

3.3.3 The importance of advertising the school to prospective parents within the community was emphasised. Positive comments from the parental survey could be used.

3.3.4 External funding opportunities should be explored, particularly for premises issues. This had been done in the past. However, it was time consuming for the SLT and finding alternative ways of writing grant bids, such as parental help, should be explored.

3.3.5 Wrap-around care and after school clubs generated income but accommodation was an issue.

3.3.6 It was mentioned that Climate Action Plans needed to be in place by 2025. There was currently no information available about their content or implementation.

3.4 Headteacher Appraisal

3.4.1 Arrangements for the co-headship were outlined: IM and SW would have some appraisal targets in common, and therefore a joint appraisal meeting initially, with further separate targets that would be discussed individually.

3.4.2 For continuity, Debbie Buckingham would carry out the appraisal next year as she was familiar with the school (having carried out SW's appraisal for the last three years) and this would be an advantage with understanding the changes due to the co-headship. Governors supported this.

3.5 Pay and Performance Committee meeting update

3.5.1 LH explained the process that was undertaken: Anonymised data was provided and the Committee had the opportunity to ask questions about progress.

3.5.2 There were many Teachers for who pay progression was not possible as they had reached the top of the scale. Professional development was always a part of appraisal discussions.

3.6 Other monitoring

See item 4.

4 SCHOOL IMPROVEMENT PARTNER (SIP) VISIT OVERVIEW

Exminster Primary School – Final Visit Report – 09-05-2024

4.1 There were some minor amendments to the circulated version of the report that had been agreed with the author.

4.2 The purpose of the visit was to consider progress towards the action point following the Ofsted inspection in September 2022 regarding KS1 children who had fallen behind in reading.

4.3 *LH noted that the advisor was complementary about the phonics scheme used.*

- 4.4 In addition to reading, parental partnership and Equality, Diversity and Inclusion (EDI) was discussed.
- 4.5 SW explained what had been explored during the visit. There were some points regarding consistency that would be addressed. The English Team would put together an implementation plan for next year. There would be greater capacity to allow the English Team to put the systems and processes in place. It was suggested that SDP visits next year could evaluate this.
- 4.6 It was unknown what the SIP offer would be for “Good” schools next year and whether the school would need to buy-in the service externally in future years, Sep 2025 onwards.

5 STAKEHOLDER QUESTIONNAIRES

5.1 Staff

Staff survey results 2023.2024

- 5.1.1 46 responses were received.
- 5.1.2 Staff were encouraged to put their name on the survey, to open dialogue, but it was not mandatory.
- 5.1.3 The results of the survey (without comments) would be shared with the stakeholders and an action plan to address issues identified would be developed.
- 5.1.4 *LH noted that staff retention in school was high and this was evidenced through the Pay and Performance Committee meeting discussions.*
- 5.1.5 Behaviour was the most contentious issue over the past year. Reasons for this were outlined. It was acknowledged that this was challenging for staff at times. However, there were also many positive comments about behaviour management in the survey.
- 5.1.6 The results were positive and SW was pleased with the response.

5.2 Pupil

KS2 questionnaire analysis 2024 Gov

- 5.2.1 PH explained the process of undertaking the survey that was based on Ofsted questions. There were approximately 240 responses – all of KS2.
- 5.2.2 *TJ (by email) noted the apparent increase in the occurrence of bullying within the pupil voice. Was there evidence to back this up and did it match with what pupils were expressing? What did the SLT think had caused the increase?*
SW responded that the profile of bullying had been raised through assemblies, PHSE, EDI etc. Children’s perception of bullying and the context also needed to be taken into account. The response needed to be considered alongside the similar question in the parental survey.
- 5.2.3 The quotations about the best 3 things about Exminster School could be used on the website for marketing purposes.

Action SLT

5.3 Parent

Parent results over time 2024 summary

- 5.3.1 TJ (by email) noted the low number of respondents from the Parent and Reception Transition surveys. However, the SLT were pleased with the response. It was the highest since 2020.
- 5.3.2 The questions were based on the Ofsted questions and it was noted that many of them were subjective.
- 5.3.3 Brief discussion about the following points raised in the feedback took place:
- i There were requests to broaden the variety of clubs on offer (not just sports). This was being considered.
 - ii The emphasis on mental health and mindfulness was appreciated. One-off mental health workshops were being reintroduced and would take place in evenings.
 - iii Insufficient notice of events was an issue that was mentioned. School strived to give 4 weeks' notice whenever possible.
 - iv Mobile phones and age-inappropriate apps were a cause of concern. To address this, an evening event would take place on October 17.
- 5.3.4 It was agreed that the overwhelmingly positive comments captured the essence of the school and should be used for marketing. The community feel was a big selling point.
- 5.3.5 The results would be shared with parents in a newsletter and an action plan to address issues raised developed.

Action SLT

5.4 Reception Transition Survey

Reception transition questionnaire April 2024 results

- 5.4.1 The responses were positive and there were useful suggestions.
- 5.4.2 School was very conscious of not overwhelming parents with information.
- 5.4.3 It was good to be able to share the comments with Reception staff.
- 5.5 It was agreed that a letter of thanks would be sent to staff from Governors in acknowledgement of all the favourable comments made in the surveys.

Action RS

6 OVERVIEW OF COMPLAINTS TRAINING

DSLs Effective Complaints Handling 8 May 2024

- 6.1 Slides from the training had been shared with Governors.
- 6.2 Governors reflected on recent complaints that the school had dealt with and lessons learned from the process.

7 NEW GOVERNANCE GUIDANCE

New governance guide - notes

- 7.1 The new (non-statutory) guidance, published in March 2024, replaced the Governance Handbook 2019. It is available online - <https://www.gov.uk/guidance/governance-in-maintained-schools>
- 7.2 Potential actions points from the guidance were considered:

- i Ensure one Governor has cyber-security training. It was suggested that HC would be appropriate.
- Action PH/HC**
- ii Clerk's contact details to be put on the website. This was not deemed necessary.
- iii Maintained schools were now referred to as a Governing Body rather than Board. It was preferred to continue as a Board.
- iv Governor visits should be focussed, pre-arranged with Headteacher(s), in-line with SDP priorities or for an identified purpose linked to the Governing Body's responsibilities such as safeguarding. This was already established.

The meeting closed at 19:32
Date of next meeting: Thursday 11 July 2024 at 18:00

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

Date:.....11/07/2024.....