

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 11 July 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
Ellouise Griggs (EG) Parent Governor
Liam Hatton (LH) Co-opted Governor

Paul Herring (PH) Assistant Headteacher
Helen Hibbins (HH) Clerk
Jamie Hulland (JH) Parent Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Headteacher

Apologies

Tamara Janes (TJ) Co-opted Governor – family commitment
Alwyn Reeves (AR) LA Governor – personal commitment
Christopher Porter (CP) 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

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 6 June 2024

2024-06-06 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 Governor, 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.

It was noted that the National College courses were having an overhaul and the names of the courses may change.

Ongoing

1.4.2 18/01/2024 - 4.2.4 - IM to arrange a visit for newly appointed Lead Governors for Quality of Education CP

Visit done, write-up awaited.

- 1.4.3 21/03/2024 - 1.4.9 - SLT to investigate risk register documents from other schools and organisations sourced by JH.
JH would consider over the summer
Action JH
Ongoing
- 1.4.4 21/03/2024 - 3.2.2 - HC to undertake online safety survey across the school and report back to Governors.
The survey had been done. Awaiting write-up of results.
Action HC
Ongoing
- 1.4.5 21/03/2024 - 3.4 - AR to report on Headteacher Appraisal meeting.
To be done in the October meeting
Action AR/HH
Ongoing
- 1.4.6 21/03/2024 - 3.6.8 - SW to include internal suspensions in Headteacher's report.
There was a new lozenge for reporting this.
Done
- 1.4.7 06/06/2024 - 5.2.3 - SLT quotations about the 3 best things about Exminster School (from KS2 questionnaire) to be used on website for marketing.
Done
- 1.4.8 06/06/2024 - 5.3.5 - SLT to share results from parental questionnaire in newsletter and develop action plan
Done
- 1.4.9 06/06/2024 - 5.5 - RS to send letter of thanks from Governors for favourable comments made in surveys
Done
- 1.4.10 06/06/2024 - 7.2i - PH to consider cyber security training courses for HC
Ongoing

2 POLICIES, PROCEDURES AND STATUTORY REPORTS

2.1 To approve the Sport Funding Report for 2023/24 for publication on the website

[Sport funding report 2023.2024](#)

- 2.1.1 SW noted that there would be a new online method of reporting next year.
- 2.1.2 Examples of what the funding had been used for over the past academic year were given.
- 2.1.3 A plan of next year's spending was outlined. There would be an increased focus on mental health and the potential of more clubs would be offered. *JH noted that items identified in the recent stakeholder surveys had also been included.*
- 2.1.4 *RS confirmed that the report was in-line with DfE guidance.*
- 2.1.5 The report would be published on the website by the end of term.

Action SLT

3 TO RECEIVE REPORTS OF GOVERNORS' VISITS AND MONITORING

3.1 Recent visits

- 3.1.1 TJ had visited today to investigate the progress on raising awareness and embedding of positive mental health approaches across the school. A report would be written-up and it was agreed that Sinead Coville should be invited to do a presentation to Governors in the second meeting of the Autumn Term.

Action TJ/SW/HH

3.2 Budget monitoring

Budget Monitor Month 2

- 3.2.1 LH enquired about the overspend on the Local Authority Service line. SW explained that de-delegation funds had been entered in the wrong budget line (should have been line 44).
- 3.2.2 When the aforementioned correction had been completed, the budget monitor would be in line with expectations at this stage in the year.

3.3 Other monitoring

None

4 HEADTEACHER'S REPORT AND SCHOOL DEVELOPMENT PLAN (SDP) UPDATE

Headteacher report for Governors Summer Term 2024

Attendance Headteacher Report – Education - School on a Page

SDP powerpoint

4.1 Key Statistics

- 4.1.1 Data from Dec 2020 to June 2024 was compared and discussed.
- 4.1.2 LH asked about delays in issuing EHCPs. SW responded that they were still in excess of the 20-week statutory period.
- 4.1.3 DC asked whether the SEND referral process had started early enough for the new Reception intake (i.e. at their pre-school provider). SW said that the level of need for the incoming cohort was quite high, but referrals had already been submitted. Regular meetings had taken place with pre-school providers since January.
- 4.1.4 The SEND support statistic showed the biggest rise in number. SW explained that the school had made the decision to increase the number of children on code K within the last year.

- 4.2 Pupil numbers - The Reception cohort was estimated at 49. This was lower than the estimate made during budget setting.

- 4.3 A staffing update was given. Questions about early career teachers and the level of ongoing support offered were answered.

4.4 SDP update - Phonics

- 4.4.1 The Phonics Screen result was encouraging.
- 4.4.2 There were fewer children requiring intensive phonics support than at the beginning of the year.
- 4.4.3 The SIP visit showed positive engagement with the phonics and reading scheme with staff demonstrating a high level of expertise. Some consistency anomalies noted were being addressed.
- 4.4.4 SEND pupils engagement with phonics had increased.

4.5 SDP update - EDI

- 4.5.1 Collaboration, staff training and the implementation of the curriculum over the past year was outlined.
- 4.5.2 It was noted that EDI focussed books had been purchased with funding from ESA. *JH asked for an explanation of ESA spending at a future meeting to highlight the benefits and increase awareness.* It was suggested that the class wish-lists were updated.

Action SLT

4.6 SDP update - Parental Partnerships

- 4.6.1 This would not be a priority in the SDP next year although still a focus for the school. It had served as a good platform to get people involved in school post Covid.
- 4.6.2 The benefits of increasing volunteering could be seen in the appearance of the school site, the number of book buddies and some had been involved with swimming.
- 4.6.3 Next steps included leadership coffee mornings and forging earlier links with pre-school parents.

4.7 Data Protection

- 4.7.1 A SAR was being dealt with by the DPO.
- 4.7.2 A data breach had taken place this week. *HC had been advised and reported that he was satisfied with the explanation and remedial action taken.*
- 4.8 Health and Safety would be a focus of the October meeting. A learning walk would take place and the Caretaker would be in attendance.
- 4.9 A letter had been sent to Exminster Parish Council regarding extension of wrap-around care and requesting Community Infrastructure Levy funding.
- 4.10 The Caretaker would be carrying out some internal changes over the summer holidays. Room 11 would be partitioned into office spaces and a staff room and the current staff room would become intervention spaces.
- 4.11 Arrangements for Children We Care For were outlined. SW would remain the designated lead for this in the next academic year.
- 4.12 *JH noted that young carers were part of the school census and asked whether attendance data for them could be included/monitored next year to raise awareness for recognition and support.*

Action SLT

4.13 Safeguarding

- 4.13.1 The number of suspensions had increased. A brief explanation of the cases was given. *DC asked about the support that was in place.* SW explained that adaptations had been made with the curriculum and environment and external services were involved.
- 4.13.2 Governors should be challenging/investigating decisions for suspensions and exclusions. Currently, when SW met with the co-chairs an appropriate level of detail was given and questions were asked. This should be reported under "other monitoring" to ensure that it was recorded.

Action Co-chairs

- 4.13.3 *RS explained the importance of having evidence/a paper trail in the case of appeals.* More information about the Governors role could be found in the

document “Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement.”

Action ALL

4.13.4 It was suggested that JH and LH to liaised with RS to ensure that they were asking the correct questions.

Action JH/LH/RS

4.14 It was likely that the Local Authority attendance package offering would change in September. The attendance improvement officer did not have any concerns about the school’s attendance data but warned against complacency for all schools post COVID due to national attendance rates being lower.

4.15 Co-headship – the SLT were having discussions to confirm how this would work operationally next year.

4.16 Data

4.16.1 EYFS – 70% achieved a good level of development. Fine motor skills and writing were areas for improvement.

4.16.2 KS2 data – Reading 83% (40% at greater depth (GD)), Maths 78% (27% at GD). SPAG 83% (31% at GD). School was above the national average for everything. The data was in line with what was predicted for the cohort.

4.17 JH thanked the staff and leadership for their work over the past year.

The meeting closed at 19:35

Date of next meeting: Thursday 3 October 2024 at 18:00

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

Date:.....3 October 2024.....