

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Wednesday 4 December 2024 at 18:00

Venue: Exminster Community Primary School

Present

Hamish Cherrett (HC) Co-opted Governor
Christopher Davies (CD) Co-opted Governor
Liam Hatton (LH) Co-opted Governor
Connor Heelan (CH) Parent Governor
Paul Herring (PH) Deputy Headteacher
Helen Hibbins (HH) Clerk

Jamie Hulland (JH) Co-opted Governor
Tamara Janes (TJ) Co-opted Governor
Ian Moore (IM) Co-Headteacher
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Teresa Collins (TC) Staff Governor – personal commitment
Danni Cooke (DC) Co-opted Governor – work commitment
Ellouise Griggs (EG) Parent Governor – work commitment
Christopher Porter (CP) Co-opted Governor - illness
Alwyn Reeves (AR) LA Governor – personal commitment

List of abbreviations/acronyms

CHT – Co-Headteacher	OAIP – Ordinarily Available Inclusive Provision
CPD – Continuous Professional Development	PAN – Planned Admissions Number
DCC – Devon County Council (see also LA)	PP – Pupil Premium
ECT – Early Career Teacher	SCR – Single Central Record
EDI – Equity, Diversity and Inclusion	SDP – School Development Plan
EHCP – Education, Health and Care Plan	SEND – Special Educational Needs and Disabilities
ESA – Exminster School Association	SLT – Senior Leadership Team
EYFS – Early Years Foundation Stage	
FGB – Full Governing Board	
LA – Local Authority (see also DCC)	

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.

1 Meeting 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 part I and part II minutes of the Full Governing Board (FGB) meeting held on 07 November 2024

Resolved.

1.4 To track actions on matters arising at previous meetings

1.4.1 21/03/2024 - 1.4.9 - Investigate risk register documents from other schools and organisations sourced by JH. JH to arrange a working group meeting to discuss findings to report back to SLT.

- 1.4.2 11/07/2024 - 1.4.2 - CP to write-up report from Lead Governor for Quality of Education visit - Report to be given at the November FGB
Deferred to January Ongoing
- 1.4.3 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey. Ongoing
- 1.4.4 11/07/2024 - 4.5.2 - SLT to give an explanation of ESA spending at a future meeting.
It was noted that there were some examples of recent spending given in the CHT report. Ongoing
- 1.4.5 11/07/2024 - 4.12- HT - attendance data for young carers to be monitored/included in HT report to raise awareness. Done
- 1.4.6 11/07/2024 - 4.13.3 - Co-chairs to report under "other monitoring" when they had discussed safeguarding issues/suspensions/exclusions in HT meeting.
As this would be an ongoing process, it could be removed from the Actions List. Remove from Actions List
- 1.4.7 03/10/2024 - 5.4.2 - EG to meet with Claire Norman regarding SEND/SAFS in November
A meeting took place today and feedback would be given at the January FGB meeting. HH/EG
Ongoing
- 1.4.8 03/10/2024 - 5.4.4 - TJ/SW to arrange a meeting with the School Eco Team.
Meeting arranged – to be reported at the January FGB meeting. HH/TJ
Done
- 1.4.9 07/11/2024 - 5.9 - SLT to suggest SDP monitoring visits.
List of monitoring visits issued and in the meeting folder [and SDP folder] Done

2 Policies, procedures, statutory reports and Documents

2.1 To approve the following policies

2.1.1 Teachers' Pay

This was based on a Devon Model Policy. It had been updated in line with the pay increases.

Pay was no longer related to appraisal and the Appraisal Policy was under review.

Resolved.

2.1.2 First Aid

Amendments to the policy reflected that all reporting was now done electronically using Medical Tracker.

Resolved.

2.1.3 Attendance

Changes to penalty notices and DfE guidance had been updated in the policy.

Resolved.

2.2 To note that there have been no amendments to the following Devon Model Policies (which the school policies are based on) and therefore the following school policies continue unamended

- 2.2.1 Finance - noted
- 2.2.2 Charging and Remissions - noted
- 2.2.3 Governor Allowances - noted

2.3 To approve the Pupil Premium Strategy Report for publication on the school website

The outcomes from the last academic year had been reviewed and the three-year report had been updated with the data percentages and spending accordingly.

The main targets remained the same.

The Home Heros and Mighty Minds initiatives had been added in.

It was confirmed that there were no changes to the projected spend in the light of recent budget information.

This was the third year of the three-year plan and a new plan would be formulated in July.

LH would undertake a Governor visit related to PP next term.

A PP visit would be arranged with LH

LH/SLT

It was resolved to approve the report for publication.

3 Governor reports and Monitoring Visits

3.1 Introduction to the role of Lead Governor for Quality of Education visit – CP

CP was absent. Deferred to January meeting.

HH

3.2 School Learning Team visit – TJ

A written report had been circulated that was verbally summarised at the meeting. The children were happy, confident and proud to be involved the group involving representatives from Y1-Y6.

Examples of initiatives that they had been involved with were discussed with an emphasis on behaviour and EDI.

A follow up visit on engagement with the SDP would take place.

TJ

3.3 Other monitoring/meetings/training

3.3.1 Annual Certificate in Cyber Security for Governors (National College Course) – Completed by HC.

3.3.2 Safeguarding

- a) AR, although not present, had sent the following statement: *“Hamish and I met with Hannah Parker and Sarah Whalley last Friday [29 November] for the latest Safeguarding Review. I would like it recorded that, as a governor, I am very proud of the work being done by all of those involved in Safeguarding. The team is thorough, committed and caring. Professionals in Health, Social Care and other disciplines recognise the high quality of work being carried out which supports all members of our school community. And I say this in the light of being involved in education and governance for a long time.”*

SW commented that HC and AR had asked appropriate/challenging questions at the meeting.

- b) TJ had checked the SCR during her School Learning Team visit on 29 November and also noted that the new log-in system for visitors was efficient and informative.

4 Finance Matters

4.1 **Budget Monitoring – LH**

LH had visited several times to discuss the budget.

The month 8 budget monitor had been circulated to all Governors and LH briefly summarised it.

The carry forward position currently forecast for the end of this financial year was explained.

Discussion regarding income from school meals and wrap-around provision took place. Cost comparisons with the same services at neighbouring schools were made.

It was agreed that further discussion on budget matters would take place in part II.

4.2 **Report on Audit – IM**

IM explained how the audit was conducted and the outcomes that could be given.

The following audited areas were mentioned, alongside actions to be taken (if needed):

- Policies on school website – substantial assurance
- SCR – substantial assurance
- Offsite activities – substantial assurance
- Inventory and assets – reasonable assurance (the system that the school used did not have the facility to record who carried out the checks and certified the register, so a separate document would be created to officially sign this off).
- Personnel and Payroll – reasonable assurance (return to work interviews were not carried out for all periods of absence but the school had a google form was used instead)

It was confirmed that there would be no follow up to this audit.

5 Co-Headteachers' Report

- 5.1 **Key statistics** - There was a falling roll, the birth rate was low and the last two years' Reception admissions had been below PAN. The window for application for next year's reception cohort was open until January and parent/carer tours had taken place that had been well received.

The number of SEND EHCP had increased and a further 2 were in progress.

- 5.2 **Staffing** – An update on sickness absence, maternity leave, ECTs, trainee teachers and support staff was given.

- 5.3 **SDP** – Updates were given on the three key areas.

5.3.1 EDI – There was a focus on protected characteristics this half term. This included additions to the recruitment policy. JH asked for further information on how this was being implemented. It was noted that the census data showed the current staff diversity.

5.3.2 Formative Feedback – a new test provider had been sourced that would improve data analysis. A review of the feedback policy was taking place and this would be shared with Governors at the January FGB meeting.

5.3.3 English – RS would be given an overview at a Governor visit in January. DC had visited and looked at phonics and handwriting in her operational professional role rather than her strategic governor role.

IM

RS/DC

5.4 **SEND** – Claire Norman, SENCO, would be invited to a future Governors meeting to outline OAIP. EG would feedback about a Governor visit on SEND at the January FGB meeting.

EG/CN

5.5 **GDPR** – The service was bought in and provided good value for money. The outsourced workload related to a recent subject access request was used as an example.

5.6 **Premises**

5.6.1 Remedial work to the Hub facias and soffits would take place in January. Measures would be taken to minimise disruption.

5.6.2 Extensive remedial work to the Qube would take place during the summer holidays.

5.6.3 Patching work to the main building roof would take place over the summer.

5.6.4 The situation with the condition of the toilets had been highlighted to the LA officer who had agreed that refurbishment was needed.

5.6.5 A grant application had been made to DCC to make internal alterations that would allow a further 10 places in wrap-around care provision.

5.6.6 A grant had been received (thanks to a parent) to develop the “On Cloud Nine” area.

5.6.7 Items from the Amazon wish-list were being purchased by parents/carers.

5.7 **Safeguarding**

5.7.1 The recent caseload had been high. Communication with external services and report writing was time intensive.

5.7.2 The working relationship between the school and external services had been excellent with high levels of communication. An email complimenting the work of Hannah Parker and the wider safeguarding team had been received from the social worker involved and this was read out to Governors, who extended thanks to Hannah and the safeguarding team for their diligence.

5.7.3 Online safeguarding was now a separate section of an Ofsted inspection. PH outlined online safety in the curriculum, emphasising that it was ongoing. Information for parents/carers was included in the newsletter and on the website. The filtering and monitoring software was explained and HC had been made aware of it.

5.8 **Attendance**

5.8.1 This term, attendance was above the national average (compared with schools subscribing to FFT).

5.8.2 It was confirmed that there was no persistent absenteeism currently.

5.8.3 LH would undertake a Governor Visit focussing on attendance next term.

LH

5.9 **Coheadship**

5.9.1 The first co-headship appraisal had taken place.

5.9.2 PH had taken over as Behaviour Lead (from IM). An outline of the behaviour meetings processes was given.

5.10 The Management Information System was under review. LH had been made aware of the changes.

5.11 The severe weather plan had been updated by PH.

5.12 The ESA had donated £8000 to replenish the Chromebooks.

6 School Data

6.1 School on a Page (SOAP)

SW explained the data as a brief summary in key areas over a three-year period. It showed comparisons between the disadvantaged cohort, all pupils and national data.

6.2 Inspection Data Summary Report (IDSR)

6.2.1 IM explained the report and contextualised the data.

6.2.2 It was noted that progress was no longer measured in the data (the former RAISE online data had included that) although the school was aware of the progress made for individual co-horts.

6.2.3 RS emphasised that the high level of SEND/EHCP compared with other schools needed to be considered when looking at the data.

7 Budget – Refer to Part II minutes

The meeting closed at 20:23

Date of next meeting Thursday 23 January 2025

Signed:.....Jamie Hlland.....

Date:.....23/01/2025.....