Exminster Community Primary School
Full Governing Board Meeting Minutes

Date of Meeting: Thursday 3 November 2022
Time: 18:00
Venue: Virtual

<u>**Present**</u>

John Collins (JC) Co-opted Governor	Helen Hibbins (HH) Clerk
Teresa Collins (TC) Staff Governor	Tamara Janes (TJ) Co-opted Governor
Danni Cooke (DC) Co-opted Governor	Talitha Kerrigan (TK) Co-opted Governor
Christopher Davies (CD) Co-opted Governor	Ian Moore (IM) Deputy Headteacher
Bec Dupre (BD) Parent Governor	Alwyn Reeves (AR) LEA Governor
Liam Hatton (LH) Co-opted Governor	Robin Scott (RS) Co-opted Governor
Paul Herring (PH) Assistant Headteacher	Sarah Whalley (SW) Headteacher

<u>**Apologies**</u>

Hamish Cherrett (HC) Co-opted Governor – family commitment
Jamie Hulland (JH) Parent Governor
Frankie Hyde (FH) Senior Leadership Team
(Karl Peters (KP) Co-opted Governor – absent without apology)

- 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.
- Governors must not disclose what individual Governors have said or how they have voted within a meeting.
- Governors must respect the confidentiality of Part Two items of business as agreed by the Governing Board.

<u>**Summary of Resolutions**</u>
To approve the School Development Plan for the 2022-23 academic year
To approve the finance, charging and remissions, Governor allowances, attendance, uniform, anti-bullying, Special Educational Needs and Disabilities (SEND), offsite education and visits, supporting children with health needs who could not attend school and online safety and user agreement policies.
To approve the SEND report

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1   <u>**Administration**</u>

1.1   **Apologies for absence**

     Accepted as listed.

1.2   **Declaration of interests on agenda items**

None declared.

1.3   Approval of part I and part II minutes of the Full Governing Board (FGB) meeting on 29 September 2022

2022-09-29 FGB draft part I Minutes (Part II to be circulated in hard copy only at meeting)

1.3.1   It was resolved to approve part I minutes.

1.3.2   Part II minutes would be circulated in hard copy at the next face to face FGB meeting for approval.

ACTION HH

1.4   Update on actions

1.4.1   20/01/2022 - 6.7   HH - Organise Governance Audit - requires information from Governing Board Development document (14/07/2022 - 10). Must be done by the end of the financial year.

Arranged for Friday 3 February 2023.

Done

1.4.2   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

1.4.3   14/07/2022 - 10   ALL - Governing Board Development document on google drive for collaboration. Discussion groups to meet up ASAP. TK and BD to follow up on outcomes of group meetings.

See item 2.

Ongoing

1.4.4   14/07/2022 - 9   SW - Parents to be reminded of behaviour policy

Done

1.4.5   29/09/2022 - 1.4.3 SW - Send out link to National College online safer recruitment course.

Done

1.4.6   29/09/2022 - 5.1/2 CD, TK, BD - confirm that KCSiE Sept 2022, child Protection and Safeguarding policy have been read.

Confirmed.

Done

1.4.7   29/09/2022 - 5.3.2 ALL - send completion certificates from online safeguarding course to HH.

Ongoing

1.4.8   29/09/2022 - 8   CD, TK, BD - confirm agreement with code of conduct.

Confirmed. To be signed at the next face to face meeting.

Ongoing

2   Governing Board Development

2.1   DC and RS had met to look at Governor roles and had produced a live document to be amended throughout the year. The intention was to have a complete governance overview in a single document.

2.2   Brief headlines from Governor visits could be added to the document as it would be easier to access than individual reports.

2.3   Each term, there could be different foci for the visits; this would allow more concise and collaborative feedback. The SLT could decide on these.

2.4   The document would be shared with all Governors on the Google Drive.

ACTION DC/RS/TK

3   **School on a page (SOAP) data**

3.1   SW explained that the data compared the key statutory school data with the Local Authority area as the national statistics had not yet been compiled.

3.2   The data was contextualised and explained for the different key stages/year groups.

3.3   The data informed School Development Plan priorities.

3.4   *DC asked whether the EYFS result would carry through to the Y1 phonics screen and the KS1 results.* SW responded that there were gaps to close, but that the children were making good progress. It was suggested that the rate of progress could be explored during a visit – especially for lower achievers.

3.5   *AR asked whether the children identified with SEND during the EYFS should have transitioned from pre-school with a higher level of support.* SW gave examples of cases (anonymously). In some cases, the complex level of needs only became apparent during reception.

4   **School Development Plan**

4.1   Approve SDP for 2022-23 academic year
4.1.1   As in previous years, there were many strands to the School Development Plan but phonics and fluency were the key priorities this year.
4.1.2   All staff had an appraisal target linked to phonics and fluency.
4.1.3   The five development strategies were summarised. These would be shared with parents.
4.1.4   TK commented that it may not be apparent to parents how more able children would be supported. SW would consider how this could be made clearer in the summary.

ACTION SW
4.1.5   The cost of resources and staffing to support the plan were outlined.
4.1.6   It was resolved to approve the School Development Plan for 2022-23.

4.2   Assign SDP priorities to Governors for monitoring
4.2.1   Four visits were suggested for the RS and DC to carry out focussing on the programme in general, lightning squad, fluency and writing and spelling.
4.2.2   In line with the Governing Board Development Plan discussed in item 2, Governors were encouraged to asked about phonics during visits, whatever their Lead Governor role.

5   **To approve (or note review of) the following policies:**

Various

5.1   Finance
5.1.1   Reviewed by SW, LH, JC – no amendments required.

5.2   Charging and Remissions
5.2.1   Reviewed by SW, LH, JC – no amendments required.

5.3   Governor Allowances
5.3.1   Reviewed by SW, LH, JC – no amendments required.

5.4   Attendance
5.4.1   SW had reviewed the policy with AR.
5.4.2   *AR questioned whether school knew who legally should be attending within the catchment area (i.e. not those home educated etc).* SW would ask the Education Welfare Officer for clarification.

ACTION SW

5.4.3   It was resolved to approve the policy.

5.5   Uniform
5.5.1   This was a new policy drafted by IM with amendments suggested by TJ and JH. A revised draft was circulated ahead of the meeting.
5.5.2   It was resolved to approve the policy.

5.6   Anti-bullying
5.6.1   IM and SW had reviewed the policy and a tracked changes version had been circulated. JH had suggested further amendments for clarification.
5.6.2   AR noted the difference in perception in the definition of bullying by parents, teachers and children and asked whether this could be addressed somehow in the policy.
5.6.3   It was resolved to approve the updated policy.

5.7   Offsite education and visits
5.7.1   This was a model policy that had been reviewed by IM and KP.
5.7.2   It was resolved to approve the reviewed policy.

5.8   Supporting children with health needs who cannot attend school
5.8.1   The policy had been reviewed by Claire Norman (SENDCo).
5.8.2   *AR asked whether this policy had been tested in practice.* SW cited two cases where the policy had been successfully implemented.
5.8.3   *AR asked about the situation if a child was not in hospital - would the school have to provide staff?* SW responded that the child would be referred to the medical inclusion panel and a Hospital School teacher would be allocated, liaising with school.
5.8.4   It was resolved to approve the reviewed policy.

5.9   Special Educational Needs and Disabilities (SEND)
5.9.1   The policy had been reviewed by Claire Norman.

5.9.2   *JH had sought clarification on the definition of accessibility.* SW explained that the section related only to the physical accessibility of school rather than adaptions to the curriculum.

5.9.3   *AR asked whether, in light of the delays in Local Authority assessment of EHCP, there should be a caveat in the policy that school would attempt to meet needs.* SW responded that the policy stated that the school would make its best efforts and this could be clearly evidenced.

5.9.4   It was resolved to approve the policy.

5.10   Online safety and user policy agreement

5.10.1   The policy had been reviewed by PH.

5.10.2   It was resolved to approve the policy.

6   **Approval of SEND information report for publication on school website**

   2022-23 SEN information report

6.1   *JH had raised questions about the Element 2 and Element 3 funding increases and whether it was possible to calculate a per pupil spend.* SW explained that the figure would be statistically irrelevant as it would change year on year with census data and level of need.

6.2   It was resolved to approve the report.

<div align="right">**ACTION SLT**</div>

The meeting closed at 19:12

Date of next meeting: Thursday 8 December 2022

Signed:…………Talitha Kerrigan………………………………….

Date:……………8 December 2022………….