

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date and time of meeting:** Thursday 23 January 2025 at 18:00

**Venue:** Exminster Community Primary School

## Present

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 – virtual attendance

Paul Herring (PH) Deputy Headteacher  
Helen Hibbins (HH) Clerk  
Jamie Hulland (JH) Co-opted Governor  
Christopher Porter (CP) Co-opted Governor  
Robin Scott (RS) Co-opted Governor  
Sarah Whalley (SW) Co-Headteacher

## Apologies

Hamish Cherrett (HC) Co-opted Governor – family commitment  
Ian Moore (IM) Co-Headteacher – work commitment  
Tamara Janes (TJ) Co-opted Governor - illness

## List of abbreviations/acronyms

CHT – Co-Headteacher  
CPD – Continuous Professional Development  
DCC – Devon County Council (see also LA)  
ECT – Early Career Teacher  
EDI – Equity, Diversity and Inclusion  
EHCP – Education, Health and Care Plan  
EYFS – Early Years Foundation Stage  
FGB – Full Governing Board  
LA – Local Authority (see also DCC)

OAIP – Ordinarily Available Inclusive Provision  
PEP – Personal Education Plan  
PP – Pupil Premium  
SDP – School Development Plan  
SEND – Special Educational Needs and Disabilities  
SLT – Senior Leadership Team

*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.*

## [Link to meeting documents](#)

### **1 PRESENTATION ON MENTAL HEALTH**

- 1.1 Sinead Coville (SC) gave an update on the initiatives in place in school e.g. mental health talks before and after school, items in newsletter, Mighty Minds club, addition of “supporting your child” and “community library” links on the website.
- 1.2 A selection of books from the community library were shown. Some had been purchased using funds from Rainbow days. Topics included divorce, bereavement, puberty and parenting strategies.
- 1.3 The next step was to create a provision map for supporting staff to identify gaps in what is already in place. The recent email curfew implemented had been well received.
- 1.4 Sinead would attend the Mentally Healthy Schools conference at Sandy Park to speak about Exminster’s initiatives.
- 1.5 *TC commented that the “early help for mental health” posters around school were a useful reminder.*

- 1.6 SC had worked at Exminster for her entire career. *JH asked about the changes she had noticed over time.* SC commented that the journeys' that people experienced were the same but now handled differently. Keeping communication channels open, team working and engagement with parents was key as people were generally busier. There had been an impact with the growth of social media and mobile phone use. It was important that school consistently demonstrated a positive healthy role model.

## **2 MEETING ADMINISTRATION**

### **2.1 Apologies for absence**

- 2.1.1 Accepted as listed above
- 2.1.2 CH and AR were not present

### **2.2 Declarations of interest on agenda items**

- 2.2.1 None declared.

### **2.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 04 December 2024**

It was resolved to approve part I and part II minutes.

### **2.4 To track actions on matters arising at previous meetings**

- 2.4.1 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.  
Ongoing
- 2.4.2 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 January FGB  
On agenda - done
- 2.4.3 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey.  
Ongoing
- 2.4.4 11/07/2024 - 4.5.2 - SLT to give an explanation of ESA spending at a future meeting.  

*To be on the February FGB agenda*

Ongoing
- 2.4.5 03/10/2024 - 5.4.2 - EG to meet with Claire Norman regarding SEND/SAFS in November - Report to be given at January FGB  
On agenda - done
- 2.4.6 03/10/2024 - 5.4.4 - TJ/SW to arrange a meeting with the School Eco Team - Report to be given at January FGB  

*Deferred to February*

Ongoing
- 2.4.7 04/12/2024 - 2.3 - LH/SLT to arrange a PP strategy monitoring meeting  

*Arranged*

Ongoing
- 2.4.8 04/12/2024 - 3.2 - TJ to arrange Governor visit with School Learning Team on engagement with the SDP in spring term.  
Ongoing
- 2.4.9 04/12/2024 - 5.4 - SLT to invite Claire Norman to a meeting to outline OAIP.  

*To be on the February FGB agenda*

Ongoing
- 2.4.10 04/12/2024 - 5.8.3 - LH to arrange a Governor Visit on attendance in the spring term.  

*Arranged*

Ongoing

### 3 POLICIES, PROCEDURES, STATUTORY REPORTS AND DOCUMENTS - 18:30 - SLT

#### 3.1 To approve the following policies

##### 3.1.1 Feedback/Assessment (not statutory)

PH explained the revision of the policy and mentioned that it would be the subject of a staff meeting next week that CD would be attending.

Resolved.

HH

##### 3.1.2 Children we care for

This had been revised alongside a model policy that the Virtual School had devised. The revision had more detail on transition points, exclusions and PEPs.

Resolved.

HH

#### 3.2 To note that there has been no amendment to the Devon Model Teachers' Appraisal Policy that the school's policy is based on and that it will be re-scheduled for school review following the Local Authority review proposed for September 2025.

Noted

HH

### 4 GOVERNOR REPORTS AND MONITORING VISITS

#### 4.1 Introduction to the role of Lead Governor for Quality of Education visit

CP reported on his visit that had taken place in July:

The curriculum had been explained. Evidence of the benefit of whole class feedback sheets was seen. There was clearly support for colleagues within the teaching staff teams.

#### 4.2 Eco Team visit – TJ

Deferred

HH

#### 4.3 Student and Family Support (SAFS) and SEND

EG had met with Claire Norman (SENCO):

The impact of the long waiting list for referrals for EHCP continued to be a problem.

There was nothing that school could do to expedite the process and therefore invested in staff to support the children. However, there was a limit to the number of support staff that could be employed and the team's capacity. Liaison with local Early Years providers was taking place to identify issues early so that the EHCP was in progress by the time the child was in Reception. The school's good reputation for SEND was widely known. Paperwork was thorough.

#### 4.4 Other monitoring/meetings/training

##### 4.4.1 Early Careers Teachers

EG met with PH and Kate Nowell to understand how the school supports ECTs:

There was a good rapport between the trainers and ECT's. Support was evident from all staff and ECTs had a buddy in the event that one of the designated trainers was unavailable. Transition to the third year of teaching was supported.

The relationship between the school and training provider was good: Occasionally targets could not be met by the end of the school year due to timings but this

acceptable and understood. School had a good retention of ECTs due to the supportive environment. A follow up visit with ECTs at all stages would be arranged.

**EG/PH**

- 4.4.2 EG had attended an Introduction to Governance course.
- 4.4.3 LH and PH had met to discuss procurement of a new MIS system. Bromcom was chosen as the provider.
- 4.4.4 HH had attended a Clerk's update briefing.
- 4.4.5 Budget monitoring would be discussed in part II.

## **5 GOVERNING BOARD DEVELOPMENT**

### **5.1 To allocate a lead role to CH**

- 5.1.1 CH was appointed as a Quality of Education Lead Governor.
- 5.1.2 An introductory visit would be arranged with IM to go through aspects of the curriculum.

**IM/CH**

## **6 BENCHMARKING**

- 6.1 LH had circulated the report in appendix A.
- 6.2 The new benchmarking website focussed only on expenditure and staffing and there was no way to compare income. This was a drawback as it made it more difficult to contextualise the data.
- 6.3 The report was discussed and the following noted:
  - 6.3.1 The data used was from the 2023/24 financial year.
  - 6.3.2 The majority of the comparable schools were maintained.
  - 6.3.3 It would be more useful to have %EHCP rather than the %SEND.
  - 6.3.4 There was no facility to delve deeper into the results to obtain further information which was frustrating. The data appeared to be over simplified.
  - 6.3.5 Without being able to look at income, the surplus/deficit position of the comparable schools was unknown.
  - 6.3.6 SW would contact Ottery St Mary, Decoy and Bradley Barton school to find out whether they bought in catering services and to ascertain other detail, where relevant.
  - 6.3.7 Questions were raised about why the Headcount per FTE graph. Why was Exminster so high? It was thought that this was possibly to do with catering and cleaning staff employment.
  - 6.3.8 It was asked whether the kitchen could be used to support other schools. SW said that it would need to be expanded and additional staff employed.
  - 6.3.9 There was nothing unexpected highlighted in the benchmarking. The high spending areas had historically been the same.

**SW**

## **7 TO CONSIDER CHARGES FOR WRAP-AROUND CARE AND SCHOOL MEALS**

- 7.1 IM had circulated the reports in appendix B and discussed them with LH.
- 7.2 During discussion of the reports, Governors considered the impact on families' budgets. It was noted that the school arranged payment plans with parents for wrap around care where required and closely monitored the system for purchasing dinner tickets.
- 7.3 It was agreed that the cost v uptake for the services would be monitored on a termly basis.

7.4 **Wrap-around care**

7.4.1 There was no intention to increase the charge for after-school club at this time although this is under review due to rising food and staffing costs.

7.4.2 It was resolved to accept the recommendation in the report to increase the cost of breakfast club to £4.70

7.4.3 There may be expectation from parents of an enhanced service in line with the increase and this would need to be addressed in communication.

7.5 **School Meals**

7.5.1 It was noted that the earnings threshold to qualify for Free School Meals was low.

7.5.2 It was resolved to increase the price of a school meal to £2.60 per day.

7.5.3 A review of catering operations would take place.

SLT

8 **PART II - CONFIDENTIAL – BUDGET MATTERS**

8.1 Refer to part II minutes

The meeting closed at 19:52

Date of next meeting – Thursday 27 February 2025

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

Date:.....27/02/2025.....