

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date and time of meeting:** Thursday 22 May 2025 at 18:00

**Venue:** Exminster Community Primary School

## Present

Teresa Collins (TC) Staff 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  
Alwyn Reeves (AR) Co-opted Governor  
Robin Scott (RS) Co-opted Governor  
Ellouise Stone (ES) Parent Governor  
Sarah Whalley (SW) Co-Headteacher

## Virtual Attendance

Liam Hatton (LH) Co-opted Governor

## Apologies

Hamish Cherrett (HC) Co-opted Governor – family commitment  
Danni Cooke (DC) Co-opted Governor - family commitment  
Christopher Porter (CP) Co-opted Governor – work commitment  
Christopher Davies (CD) Co-opted Governor - family commitment

## List of abbreviations/acronyms

CHT – Co-Headteacher  
CPD – Continuous Professional Development  
DCC – Devon County Council (see also LA)  
DHT – Deputy Headteacher  
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  
SEMH – Social, Emotional, and Mental Health  
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.*

## 1 Meeting administration

### 1.1 **Apologies for absence**

Accepted as listed.

### 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 27 March 2025**

Parts I and II minutes were approved.

**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.

*A meeting with the SLT would take place after half term.*

Ongoing

- 1.4.2 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey.

Ongoing

**2 Budget**

This item was moved up the agenda to accommodate the virtual attendance of LH who left the meeting after this item.

**2.1 End of Year 2024/25 Budget Monitor**

Not discussed.

**2.2 Approval of Budget for the 2025/26 Financial Year for submission to the Local Authority**

- 2.2.1 The teachers pay increase had been confirmed today as 4%. This required an adjustment to the budget from the version circulated in advance. An updated hard copy was circulated in the meeting.
- 2.2.2 Two main issues were identified – low incoming pupil numbers predicted for several years (national drop in birth rate) and high staffing costs.
- 2.2.3 Currently some year groups were full, with waiting lists, and some were already over PAN. School had received numerous enquiries from families moving into the South West Exeter Development where Matford Brook Academy was opening in phases of a year group per year.
- 2.2.4 With support from the LA, scenarios were being modelled using the birthrate and cohort data currently available.
- 2.2.5 The main source of income was the Individual School Budget (based on funding per pupil). PP funding was 3.9% of income and SEND funding had been forecast using current information.
- 2.2.6 86% of expenditure was on staffing. This was similar to last year. This included support staff, supply cover, caretaker and cleaning staff. Consideration was always given how staff were replaced and redeployed when vacancies arose.
- 2.2.7 JH asked about benchmarking. In addition to the report that LH presented in January, other similar size schools had been approached for information and sharing of ideas.
- 2.2.8 The cost of inclusion was discussed. It was noted that Exminster had a comparatively high number of children with EHCP at 17 (versus 13 at a similar sized school).
- 2.2.9 The fairer funding issue remained with Devon schools received considerably less than some other areas. It was suggested that Governors should consider sending a letter to the Government regarding this. SW would source a model document.
- SW**
- 2.2.10 Further smaller risks, in addition to the two main issues, were noted as the free breakfast club government initiative that may impact on breakfast club income and water rates.

- 2.2.11 It was asked whether staff were aware of the current position and SW read out an email that would be sent to staff:
- 2.2.12 It was resolved to submit the budget as circulated at the meeting (version printed 22 May 2025 17:14).
- 2.2.13 It was acknowledged that the school would be invited to attend a support panel due to the submission of a deficit budget.
- 2.2.14 LH emphasised that the financial management in school was of a high standard.

**Co-heads**

### **3 Governor reports and monitoring visits**

#### **3.1 English Team visit – RS**

- 3.1.1 A written report had been circulated and was summarised at the meeting.
- 3.1.2 The English Teams overview and knowledge was excellent and illustrated the support of the SLT.

#### **3.2 Early Careers Teachers visit – ES**

- 3.2.1 A follow up meeting had taken place with an ECT who felt extremely well supported by school. The shift in expectation had been challenging but they felt that there was nothing else that the school could do to facilitate their development. Advice and guidance had been shared about how to deal with issues encountered. There were always plenty of staff available to assist if their mentor was not present.

#### **3.3 SATS Administration visits – TJ**

- 3.3.1 A written report had been circulated.
- 3.3.2 All protocols were observed. The children appeared well prepared.

#### **3.4 Pupil Premium strategy visit – LH**

- 3.4.1 Deferred.

#### **3.5 Other monitoring or training**

- 3.5.1 None.

**HH**

### **4 Safeguarding**

#### **4.1 Report on Safeguarding Review meeting – AR**

- 4.1.1 Early help, the number of cases in progress, attendance, “Home Heros” and improved usage of facilities at Westbank had been discussed.
- 4.1.2 Exminster was fortunate with the large amount of support and experience available in the school. The ability to listen to children and families’ issues in a skilful way was particularly noted
- 4.1.3 Staff had had training on the issues identified in the recent Netflix series, Adolescence. Information had also been sent to parents. Labelling of issues of inappropriate behaviour would allow tracking and understanding any patterns to allow them to be addressed.

#### **4.2 Other matters – SLT**

- 4.2.1 Feedback from the Safeguarding Audit submitted in January had not been received to date.
- 4.2.2 The number of internal suspensions had increased. External help had been sought to support the children and their families.

### **5 Update on wrap-around care and school meals**

**5.1 Wrap-around Care**

- 5.1.1 A price comparison report had been prepared, comparing Exminster's costs for Early EPIC and EPIC Eve with other local schools. These schools would be monitored regularly ongoing.
- 5.1.2 The report recommended that the price for Early EPIC should remain the same as it had recently increased to £4.70 per session. It was noted that the Early EPIC numbers had not decreased since the increase.  
Resolved.

SLT

- 5.1.3 The report recommended the price for EPIC Eve should increase to £8.25 for sessions up to 5pm and £9.50 for sessions up to 6pm from September.  
Resolved.

SLT

- 5.1.4 It was suggested that staff costs were monitored closely.
- 5.1.5 It was mentioned that there was potential for a purpose-built building on the outdoor classroom footprint.
- 5.1.6 Devon County Council officers had attended to look at the extent of the current provision.

**5.2 School Meals and Kitchen**

- 5.2.1 A £10,000 loss was predicted for this year, meaning a 22p per meal cost saving needed to be made.
- 5.2.2 A report containing actions to achieve the saving had been circulated and the actions were in progress.
- 5.2.3 The current cost per school meal was in line with other schools. There had been no decrease in uptake since the price was increased to £2.60 per meal.
- 5.2.4 LH would have a strategic overview of the discussion with an external contractor under consideration.

**6 Pupil surveys**

- 6.1 Analysis of both KS1 and KS2 surveys predominantly indicated improvements.
- 6.2 An action plan had been developed and implemented based on the results.
- 6.3 TJ observed that it was good to see the increased uptake in after school clubs and the children's feeling of inclusion.
- 6.4 Questions were raised around the results about behaviour and bullying and whether there was data from CPOMS to support the difference since last year.  
There was no change in the data and children's perception of bullying or poor behaviour was subjective.
- 6.5 Where there were concerns highlighted in the results, children had been individually approached for further insight.

**7 School Summer Fayre arrangements**

- 7.1 The event would take place on place on Friday 11 July from 16:30 -19:00. Governors were asked to run the BBQ.
- 7.2 TC agreed to co-ordinate.

ALL

The Meeting closed at 19:53

Date of next meeting – Thursday 10 July at 18:00 in school.

Signed:.....L Hatton..... Date:.....10/07/25.....