Exminster Community Primary School
Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 25 September 2025 at 18:00
Venue: Exminster Community Primary School

Present

Danni Cooke (DC) Co-opted Governor
Connor Heelan (CH) Parent Governor
Helen Hibbins (HH) Clerk
Ian Moore (IM) Co-Headteacher
Jamie Hulland (JH) Co-opted Governor – Virtual attendance
Tamara Janes (TJ) Co-opted Governor
Christopher Porter (CP) Co-opted Governor
Robin Scott (RS) Co-opted Governor
Ellouise Stone (ES) Parent Governor – Virtual attendance – part II only
Sarah Whalley (SW) Co-Headteacher

Apologies

Paul Herring (PH) Deputy Headteacher
Hamish Cherrett (HC) Co-opted Governor
Teresa Collins (TC) Staff Governor
Liam Hatton (LH) Co-opted Governor
Alwyn Reeves (AR) LA Governor

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
SCR – Single Central Record
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 <u>MEETING ADMINISTRATION</u>

The meeting commenced at 18:15

1.1 **Election of Chair or Co-Chairs**
It was resolved to continue the Co-chair model for the next two academic years. The Co-chair partnership of LH and JH was elected.

1.2 **Election of Vice Chair**
It was resolved to elect TJ.

1.3 **Apologies for absence**
Accepted as listed above.

1.4 **Declarations of interest on agenda items**

SW and IM declared an interest in part II and would leave the meeting.

1.5 **To approve the minutes of the Full Governing Board (FGB) meeting held on 10 July 2025**
Resolved

1.6 **To track actions on matters arising at previous meetings**

1.6.1 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.
Meeting to be arranged with the SLT
Ongoing

1.6.2 11/07/2025 - 2.1 - Sports funding report to be published on website. SLT
Ongoing

1.6.3 11/07/2025 - 3.1- Climate Action Plan to be presented at a Governor meeting in 25/26 academic year. HH/SLT
Ongoing

1.6.4 11/07/2025 - 3.5.2 - SLT to decide which Governors should undertake safer recruitment training.
Done

1.6.5 11/07/2025 - 4.2 - LH to circulate budget monitor with commentary when available.
On agenda
Done

1.6.6 11/07/2025 - 5.2 - Governor visit to look at use of AI software for writing trial. ES/TJ/PH
A visit has taken place and ES and TJ would consider how to report back.
Done

1.6.7 11/07/2025 - 5.7 - RS to arrange a visit with SLT regarding provision put in place for fixed term suspensions.
Ongoing

1.6.8 11/07/2025 - 7.2 - HH to put recommendation from CHT review group on agenda for September meeting.
Done

2 <u>POLICIES AND DOCUMENTS</u>

2.1 **To approve the Admissions Policy**
The policy was set by DCC.
Resolved.

2.2 **To approve the Safeguarding and Child Protection Policy**
The DCC model had been adapted for Exminster School.
JH asked about the inclusion of low-level concerns (in terms of Whistleblowing) in the policy. It was confirmed that it had been included.
Resolved.

2.3 **To approve the Online Safety Policy and User Policy Agreement**
Resolved.

2.4 **To approve the Safer Recruitment Policy**
The policy was based on a model from the National College. There were several minor updates since the last version. *RS asked about changes in practice.* It was confirmed that Social Media checks could now take place.

2.5 **To approve the term dates for the 2026/27 Academic year**

Non-pupil days: 3 and 4 September 2026, 4 January 2027, 12 April 2027 and 23 July 2027.
Occasional days: 26 and 27 July 2027
Resolved
To be submitted to DCC and published on the school calendar.

SLT

3 GOVERNOR REPORTS AND MONITORING VISITS – 18:30

3.1 **Marking**
Deferred.

HH

3.2 **Budget monitor**
3.2.1 SW and LH had looked at June's budget monitor.
3.2.2 A date was awaited from the School Support Panel.
3.2.3 The School Finance Officer would be asked to look through some budget scenarios created by the CHT to discuss with the Panel.
3.2.4 An up-to-date budget monitor would be circulated with the papers for the next meeting.

LH/SW/HH

3.2.5 The number on role was 383 whereas the budget had been set assuming a role of 389.
3.2.6 A figure for the projected carry-forward at the end of the year was given.

3.3 **Other monitoring or training**
None

4 READING AND TRAINING – 18:45

4.1 **To confirm that Keeping Children Safe in Education September 2025 and the Safeguarding and Child Protection Policy had been read and understood**
The reading had been completed by some Governors and those who had not were asked to sign into the National College to confirm before the next meeting.

All

4.2 **To confirm that the Annual Certificate in Safeguarding Refresher, Certificate in Safer Recruitment and the Prevent Duty training courses had been completed.**
4.2.1 Governors who were teachers at other schools were asked to provide evidence of their training that could be manually added to the National College record.
4.2.2 All Governors were asked to complete the courses as soon as possible.

All

5 ANNUAL ADMINISTRATION

5.1 **To update Register of Business Interests Forms**
Signed by those present at the meeting.

HH

5.2 **To confirm that the Code of Conduct has been read and understood**
It was agreed that IM would add the document to the National College reading list so that evidence of reading could be provided.

IM/All

5.3 **To confirm Lead Governor Roles**
5.3.1 Quality of Education – Lead Governors confirmed as: DC, CD, RS, CP and CH (PP focus)

5.3.2 SAFS and Safeguarding - Lead Governors confirmed as: AR, HC and ES
5.3.3 Behaviour, Attitudes and Attendance – Lead Governors confirmed as: TC, JH and TJ (Attendance focus)
5.3.4 Personal Development – Lead Governors confirmed as: CD and TJ (Climate Change and Mental Health Link)
5.3.5 Early Years' Foundation Stage – Lead Governor confirmed as DC
5.3.6 Finance – Lead Governor confirmed as LH
5.3.7 Personnel – The Pay and Performance Committee members were confirmed as Lead Governors for the time being although the remit of the Pay and Performance Committee needed to be revisited.
5.3.8 Buildings, Health and Safety – Lead Governor confirmed as HC
5.3.9 Leadership and School Development - Lead Governors confirmed as JH, LH and RS

5.4 **Proposed Governor Visits**
SW suggested the following:

5.4.1 Safeguarding Review meetings and unannounced safeguarding walks around school. It was noted that any Governor could ask safeguarding questions or check the SCR when visiting. JH would send the document containing suitable questions to the SLT for revision and re-circulation.
HC/AR/JH/SLT

5.4.2 SEND pupils to be interviewed about their experiences of school for pupil voice.
ES/RS

5.4.3 EYFS visit to be arranged with Marie Greenslade.
SW/DC

5.4.4 A meeting regarding PHSE with Tilly Martin.
TJ

5.4.5 Attending writing workshops for parents
CH/TJ/RS

5.4.6 A meeting regarding exclusions with the SLT.
RS

5.4.7 Online safety learning walk
HC

5.4.8 A meeting regarding the history curriculum with Jonathan Scott.
CH

5.4.9 PP learning walk
CH

5.5 **To confirm Terms of Reference and Committee Membership**

5.5.1 Pay and Performance Committee
Pay was no longer linked to appraisal and investigations were necessary to determine the purpose of this committee. SW would ask other schools and HH would consult with Governor Services. To be discussed at a future meeting.
HH/SW

5.5.2 Headteacher's Performance Review Group
The name of the group should be changed to CHTs' Performance Review Group. Membership was confirmed as JH, AR, HC, TJ and RS was appointed to fill the vacancy.
Meeting dates on the Terms of Reference should be amended to September, March and July.

5.5.3 Appeals Panel
To be determined depending on circumstances.

5.5.4 **Pupil Discipline and Exclusion Panel**
It was agreed that RS would oversee this, with assistance from CH.

6 SCHOOL DEVELOPMENT PLAN HEADLINES – 19:05

6.1 The overarching theme for this year's plan is "Inclusion – continuing to thrive".
6.2 The four priorities were outlined
- Fostering a feeling of value and inclusion
- Building on staff knowledge and confidence
- Partnering with parents and the community
- Embedding inclusion across the curriculum

6.3 Detailed scopes are being developed for each area to be brought to the next FGB meeting.

HH/SLT

PART II: CONFIDENTIAL – 19:15

SW and IM left the meeting.
ES joined the meeting virtually

7 TO RECEIVE A RECOMMENDATION FROM THE CO-HEADTEACHERS' PERFORMANCE REVIEW GROUP

Refer to part II minutes.

8 TO RECEIVE A REPORT FROM THE PAY AND PERFORMANCE COMMITTEE

Refer to part II minutes.

The meeting closed at 19:41
Date of next meeting: Thursday 23 October at 18:00

Signed:…………L Hatton……………………

Date:……23/10/2025……………….