

# Exminster Community Primary School

## Full Governing Board Meeting Minutes

Date: Thursday 28 September 2023

Time: 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  
Liam Hatton (LH) Co-opted Governor  
Paul Herring (PH) Assistant Headteacher  
Helen Hibbins (HH) Clerk

Jamie Hulland (JH) Parent Governor  
Ian Moore (IM) Deputy Headteacher  
Alwyn Reeves (AR) Local Authority Governor  
Sarah Whalley (SW) Headteacher  
Graham Milton (GM) Potential Governor

### Apologies

Bec Dupre (BD) Parent Governor – work commitment  
Hamish Cherrett (HC) Co-opted Governor – family commitment  
Tamara Janes (TJ) Co-opted Governor – work commitment

*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.*

### Summary of Resolutions

#### **1 To receive a presentation on Mental Health from Sinead Coville (Senior Mental Health Lead)**

- 1.1 A copy of the presentation was available online.
- 1.2 It was explained that TJ, who was absent, was the Mental Health link Governor and had been made aware of the provision to date and the action plan. Governors would receive termly updates on the implementation.
- 1.3 Governors' comments/questions following the presentation:
  - The link with Keeping Children Safe in Education (KCSiE) was noted.
  - Staff wellbeing was essential in delivering this programme and it was reassuring that staff felt comfortable having open conversations about mental health, were being proactive and interested in being involved in the project.
  - *Was there support available for the Senior Leadership Team (SLT)?* The SLT supported each other and there was specific external support available for the Headteacher.
  - The school subscribed to a self-referral wellbeing service and there were reminders around the school about this and other mental health support services.
  - The school had an open-door policy and the Chair of Governors was flagged to staff as a point of contact. Other Governors also offered to be a point of contact if required.
- 1.4 Staff wellbeing provision would be shared at the next meeting.

**ACTION SLT**

#### **2 To agree a Charing Model for the Governing Board**

[Charing information.pdf](#)

##### **2.1 To elect a Chair or Co-chairs**

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- 2.1.1 It was resolved to adopt a co-chair model.
- 2.1.2 There was one nomination for the co-chair positions and LH and JH explained how their skills complemented each other.
- 2.1.3 It was resolved to elect JH and LH as co-chairs for a 2-year term of office.
- 2.2 **To elect a Vice Chair**
  - 2.2.1 It was agreed that this would be considered at a future meeting as there were no candidates forthcoming.
  - 2.2.2 HH would email Governors ahead of next meeting to consider this role.

**ACTION HH**

### **3 Administration**

#### **3.1 Apologies for absence**

Accepted as listed above.

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

None declared.

#### **3.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 6 July 2023**

[2023-07-06 FGB Draft Minutes v2.docx](#)

Resolved.

#### **3.4 Update on actions**

- 3.4.1 24/03/2022 - 9.1.2 ALL - Governors to undertake refresher training. National College online courses: certificate in the role of a school Governor, 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 was completed.

Ongoing

- 3.4.2 03/11/2022 - 4.2.2 ALL - Governors to ask questions about phonics during visits.

Ongoing

- 3.4.3 08/12/2022 - 7.2 LH - Governor visit on Pupil Premium spending ASAP.  
*A meeting had taken place on 27 September focussing on adopted children. This would be followed up in a meeting in November. LH would write a report.*

Ongoing

- 3.4.4 19/01/2023 - 1.4.4 ALL - Add to Governing Board Development document after a visit. [July 2023] HH to circulate the link again.

*It was noted that the document would require updating with details from this academic year's School Development Plan.*

**ACTION SLT**

Ongoing

- 3.4.5 23/02/2023 - 7.4 ALL - Complete Prevent duty training on the National College website. *Some Governors had found difficulty accessing the course on the National College website. It was agreed that PH would record a short instructional video.*

**ACTION PH**

Ongoing

- 3.4.6 26/04/2023 - 4.3 DC - Arrange phonics training for Governors in the Autumn Term. (Resources for training were also given in the presentation on 08/06/2023 6.6).

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- 3.4.7 08/06/2023 - 3.1.3 HH - When reviewing the Complaints Procedure reflect that ANY Governor can undertake a school investigation (not just the Chair).  
Ongoing
- 3.4.8 08/06/2023 - 3.1.5 ALL - Complaints Training Course to be completed on the National College (when available)  
*The course was released on 29 September and was added to all Governors' National College watch lists.*  
Ongoing  
**ACTION ALL**  
Ongoing
- 3.4.9 06/07/2023 - 2.1.2 SW/HH - Potential new Governor to be invited to September meeting  
*Graham Milton was in attendance and expressed interest in joining the Governing Board. He introduced himself and outlined his experience in education.*  
**ACTION HH**  
Done
- 3.4.10 06/07/2023 - 2.3.2 HH - Information on Co-chairing to be re-circulated  
Done
- 3.4.11 06/07/2023 - 3.1.1 SW - Book LH and JH onto Equality and Diversity Training on 26 Sept  
*This had been postponed until 17 October. It was noted that Equality, Diversity and Inclusion (EDI) was a focus of this year's School Development Plan. SW and JH would attend.*  
**ACTION SW**  
Done
- 3.4.12 06/07/2023 - 5.21 SW - Send details of the funding consultations to LH  
Done
- 3.4.13 06/07/2023 - 6.2 SLT - Sports Funding report to be published on website  
Done

### 4 **Policy Approvals**

#### 4.1 **Child Protection (Safeguarding)**

[2023 Safeguarding and child protection policy.docx](#)

4.1.1 The policy was based on the Devon Model, adapted to Exminster School.

4.1.2 It was noted that Working Together to Safeguard Children 2018 was currently being reviewed and that may necessitate a further revision of the policy within this academic year. This would be done in line with Devon model suggested changes.

4.1.3 It was resolved to approve the policy.

#### 4.2 **Safer Recruitment**

[2023-09 Safer Recruitment policy.docx](#)

4.2.1 HC had looked through the updated policy and had emailed to say that he recommended its approval.

4.2.2 It was noted that Safer Recruitment training needed to be updated ever 5 years. There was a National College course for this that was added to watch lists. It was recommended that CD took the course although any Governor to be involved in an interview panel should be trained.

**ACTION CD**

4.2.3 It was resolved to approve the policy.

#### 4.3 **Admissions**

[2025 Exminster admissions policy.pdf](#)

4.3.1 The policy was determined by Devon County Council.

4.3.2 It was resolved to approve the policy.

## **5 Governors to confirm that**

5.1 **Keeping Children Safe in Education (September 2023 version) has been read and understood**

[KCSiE Sep 2023.pdf](#)

5.1.1 TJ and HC had confirmed by email prior to the meeting.

5.1.2 A signing sheet was circulated for those present.

5.2 **the Child Protection (Safeguarding) Policy has been read and understood**

5.2.1 TJ and HC had confirmed by email prior to the meeting.

5.2.2 A signing sheet was circulated for those present.

5.3 **they agree to abide by the Governing Board Code of Conduct**

<https://www.exminster-primary.devon.sch.uk/documents/governors/2023-06%20Governance%20Information.pdf> page 22

5.3.1 TJ and HC had confirmed by email prior to the meeting.

5.3.2 A signing sheet was circulated for those present.

5.4 **their Register of Business Interests Form is up-to-date**

5.4.1 The forms were circulated and updated at the meeting.

5.5 **the Safeguarding for Governors online training course has been completed**

See email dated 31/08/2023 "There's a new watchlist item added for you"

5.5.1 Five Governors had completed the training prior to the meeting.

5.5.2 It was suggested that next year, in person training was offered to Governors when the staff were receiving theirs as an alternative to the online course.

5.5.3 It was imperative that all Governors completed the training before the next FGB meeting.

**ACTION ALL**

5.6 **the Online Safety online training course has been completed**

5.6.1 See 5.5.3

## **6 To confirm Terms of Reference and Committee membership**

<https://www.exminster-primary.devon.sch.uk/documents/governors/2023-06%20Governance%20Information.pdf> pages 18-21

6.1 **Appeals panel**

6.1.1 Membership to be determined based on the nature of the appeal and previous Governor involvement.

6.1.2 Consideration would be given to asking Governors from another school if there was insufficient capacity within this board.

6.2 **Headteacher's Appraisal group**

6.2.1 JH, AR, HC and TJ were appointed. 1 vacancy remained.

6.3 **Pupil Discipline and Exclusion panel**

6.3.1 Membership to be determined based on circumstances.

6.3.2 Consideration would be given to asking Governors from another school if there was insufficient capacity within this board.

6.4 **Pay and Performance committee**

BD, LH, AR, CD, HC and TJ were appointed.

**7 To confirm Lead Governor Roles**

<https://www.exminster-primary.devon.sch.uk/documents/governors/2023-06%20Governance%20Information.pdf> pages 6-17

**7.1 Quality of Education**

7.1.1 DC, BD and LH (Pupil Premium Focus), [GM also expressed an interest in this role.]

**7.2 Student and Family Support (SAFS) and Safeguarding**

7.2.1 AR and HC

**7.3 Behaviour and Attitudes**

7.3.1 TC, JH and TJ

**7.4 Personal Development**

7.4.1 JH and CD

7.4.2 TJ would be involved in this role with a mental health focus.

7.4.3 The SLT would write mental health into this role descriptor.

**ACTION SLT**

**7.5 Early Years' Foundation Stage**

7.5.1 DC

**7.6 Finance**

7.6.1 LH

**7.7 Personnel**

7.7.1 Pay and Performance Committee Members

**7.8 Buildings, Health and Safety**

7.8.1 This role remained vacant. It was agreed to advertise it in the school newsletter.

**ACTION SW**

7.8.2 Premises would be on the agenda for the next meeting as some remedial work was necessary.

**ACTION HH**

**7.9 Leadership and School Development**

7.9.1 BD, LH and JH

7.9.2 Discussion about co-chair/Headteacher catch-up meetings took place. SW to suggest dates.

**ACTION SW**

7.9.3 Agenda setting virtual meetings were proposed for Tuesday mornings at 08:00 a week after the previous FGB meeting.

**ACTION SW/HH**

**8 Approval of term dates for the 2024-25 academic year**

[Term dates 2024.2025.pdf](#)

8.1 It was resolved to approve non-pupil days on 3 and 4 September, 6 January, 4 April, 24 July and occasional holidays on 4 November and 25 July.

**9 School Development Plan update**

9.1 SW gave a presentation. Slides were available online.

9.2 The three areas of focus for this year were outlined with suggested link Governors:

- Writing – DC
- Equality, Diversity and Inclusion – JH and CD

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- Parental partnerships – JH was suggested as a Parent Governor, although it was acknowledged that there were other Governors who were parents on the Board.
- 9.3 *LH asked whether EDI linked into British Values?* SW responded that it had a far wider remit and she had asked for it to be an agenda item at a Headteacher's OFSTED reference group for the South West, taking place in early October.
- 9.4 DC had carried out a visit at the end of the Summer Term reviewing phonics, guided reading and catch up. A copy of the visit report was available in the Governor visits folder.
- 9.5 The School Development Plan would be approved at the next meeting.

**ACTION HH**

### **Part II – Confidential Matters**

#### **10 Pay and Performance Committee report**

- 10.1 All staff left the meeting.
- 10.2 Refer to Part II minutes.

The meeting closed at 20:10

Date of next meeting – Thursday 2 November 2023 - 18:00

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

Date:.....02/11/2023.....