

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 3 October 2024 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
Paul Herring (PH) Deputy Headteacher
Helen Hibbins (HH) Clerk

Tamara Janes (TJ) Co-opted Governor
Ian Moore (IM) Co-Headteacher
Christopher Porter (CP) Co-opted Governor
Alwyn Reeves (AR) LA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Jamie Hulland (JH) Parent Governor – work commitment
Hamish Cherrett (HC) Co-opted Governor – work commitment

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)
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.

[Indicates document circulated with agenda](#)

1 PREMISES MATTERS

- 1.1 Governors took a learning walk around school.
- 1.2 Over the summer, the staffroom had been re-configured, and meeting and intervention spaces created.
- 1.3 Options for obtaining funding to expand the wrap-around care were explained.
- 1.4 Work on the bin storage area continued.
- 1.5 There were issues with the soffits and fascia boards on the Hub. The LA were arranging for remedial work to be carried out but until the guttering was removed, the extent of the work required was unknown.
- 1.6 The Qube was being investigated by the LA as there were potentially issues with its installation.
- 1.7 It was noted that Governor intervention may be required to expedite any remedial action for the Hub or Qube.

- 1.8 Plans for the outside area were outlined.
- 1.9 Simon was in the process of installing energy efficient lighting throughout the school that would save on electricity costs.
- 1.10 Governors were impressed with, and greatly appreciated, the work that Simon had carried out over the summer holidays and that was planned ongoing.

2 MEETING ADMINISTRATION

- 2.1 **Apologies for absence**
Accepted as listed above.
- 2.2 **To approve a change in category of Governor from Parent to Co-opted for Jamie Hlland**
 - 2.2.1 Resolved. HH
 - 2.2.2 A Parent Governor election was needed to fill the vacancy. SLT
- 2.3 **Declarations of interest on agenda items**
None declared.
- 2.4 **To approve the minutes of the [Full Governing Board \(FGB\) meeting held on 11 July 2024](#)**
Resolved.
- 2.5 **To track actions on matters arising at previous meetings**
 - 2.5.1 21/03/2024 - 1.4.9 - SLT to investigate risk register documents from other schools and organisations sourced by JH - Not urgent Ongoing
 - 2.5.2 21/03/2024 - 3.2.2 - HC to undertake online safety survey across the school and report back to Governors.
See 2.5.6 Done
 - 2.5.3 21/03/2024 - 3.4 - AR to report on Headteacher Appraisal meeting.
See item 6. Done
 - 2.5.4 06/06/2024 - 7.2i - PH to consider cyber security training courses for HC. Done
 - 2.5.5 11/07/2024 - 1.4.2 - CP to write-up report from Lead Governor for Quality of Education visit.
Report to be given at FGB meeting on 7 November. CP/HH
Ongoing
 - 2.5.6 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey. Ongoing
 - 2.5.7 11/07/2024 - 3.1.1 - TJ to write-up report of mental health visit.
Report to be given at FGB meeting on 7 November. TJ/HH
Ongoing
 - 2.5.8 11/07/2024 - 4.5.2 - SLT to give an explanation of ESA spending at a future meeting.

Suggestions were made of potential publicity to parents (such as a video made by the children).

Ongoing

2.5.9 11/07/2024 - 4.12 HT - attendance data for young carers to be monitored/included in HT report to raise awareness.

Ongoing

2.5.10 11/07/2024 - 4.13.3 - Co-chairs to report under "other monitoring" when they had discussed safeguarding issues/suspensions/exclusions in HT meeting.

The Co-chairs had received some useful information on relevant questions to ask from RS.

Ongoing

3 POLICIES, PROCEDURES, STATUTORY REPORTS AND DOCUMENTS

3.1 To approve the following policies

3.1.1 [Admissions](#)

The policy was written by the LA and the school was required to adopt it.
Resolved.

3.1.2 [Safeguarding](#)

School specific amendments had been made to the LA model.
Resolved.

3.1.3 [Online Safety and User Policy Agreement](#)

Minor amendments had been made to the policy in accordance with new requirements for filtering and monitoring.
Resolved.

3.2 To note that the following policies have been reviewed by the Data Protection Officer

3.2.1 Information Security Policy – noted.

3.2.2 Retention and Disposal of Documentation Policy – noted.

3.3 To approve the [term dates for the 2025/26 academic year](#)

3.3.1 Non-pupil days approved as 2 & 3 September 2025, 5 January 2026, 2 April 2026 and 23 July 2026.

3.3.2 Occasional days approved as 3 November 2025 and 24 July 2026.

4 SCHOOL DEVELOPMENT PLAN HEADLINES

4.1 SW introduced the three aspects of this year's plan as

- i Phonics and writing
- ii Equity, Diversity and Inclusion (EDI)
- iii Assessment for learning

i) and ii) would build on last year's plan. It was noted that *Equality* had been replaced by *Equity* in ii) – discussion about the reasons for the change took place.

4.2 A brief overview of each aspect was given. More detail would be given at the November FGB meeting when the plan would be formally approved.

HH/SLT

4.3 SW suggested appropriate visits in a [Governor Monitoring Schedule 2024-25](#)

- 4.4 Governors were reminded to consider and link back to the SDP when undertaking Governor visits.

ALL

5 GOVERNING BOARD ADMINISTRATION

5.1 Introduction to the National College (NC) and The School Bus (TSB) websites

- 5.1.1 TSB contained policies and documents. Governors could electronically confirm that they had read the documents and e-mail reminders would be sent periodically.
- 5.1.2 The NC contained training courses. Watchlists were explained. Reminder emails would be sent periodically if courses had not been completed.
- 5.1.3 Any Governor having difficulty logging in to the websites could arrange to come in and use a school computer.

5.2 To confirm that the following documents have been read [Keeping Children Safe in Education 2024](#), [Safeguarding Policy](#), [Governors Code of Conduct](#)

- 5.2.1 All the documents were available on TSB. To be electronically confirmed as read by the next FGB meeting on 7 November.

ALL

- 5.2.2 A Safeguarding for Governors course had been set up for completion on NC by the next FGB meeting on 7 November. Governors who were Teachers, could email HH with evidence of Safeguarding Training undertaken at their schools.

ALL

5.3 To confirm [Terms of Reference and Committee Membership](#)

- 5.3.1 Pay and Performance Committee:
- i Terms of Reference approved.
 - ii Membership confirmed as LH, AR, CD, HC, TJ
- 5.3.2 Headteacher's Performance Review Group:
- i Terms of Reference approved.
 - ii Membership confirmed as JH, AR, HC, TJ, with 1 vacancy
- 5.3.3 Appeals Panel:
- i Terms of Reference approved.
 - ii Membership to be determined as required.
- 5.3.4 Pupil Discipline and Exclusion Panel:
- i Terms of Reference approved.
 - ii Membership to be determined as required.

5.4 To confirm [Lead Governor Roles](#)

- 5.4.1 Quality of Education:
- i Lead Governors confirmed as RS, DC, CD, CP, LH (PP focus)
 - ii It was noted that a Lead Governor was needed for ECT induction, that fitted within the Quality of Education brief. PH would write an amendment for the Terms of Reference for this role.

PH/HH

- 5.4.2 Student and Family Support and Safeguarding:

- i Lead Governors confirmed as AR and HC with EG appointed to assist with SAFS and SEND.
- ii An introductory meeting would be arranged for EG with Claire Norman in November.

EG/SW

5.4.3 Behaviour, Attitudes and Attendance:

- i Lead Governors confirmed as TC, JH, TJ.
- ii A meeting with the School Learning Team was suggested for TJ and in November.

TJ/TC/SW

5.4.4 Personal Development:

- i Lead Governors Confirmed as CD and TJ (Mental Health focus). JH was removed from this role as Co-chair.
- ii It was agreed to add Climate and Resilience to this Terms of Reference. Appropriate wording to be agreed.

SW/HH

- iii TJ had completed a Role of the Climate and Resilience Lead course on the NC and it was noted that the school had to have a Climate Action plan in place in 2025.

- iv TJ expressed an interest in arranging a meeting with the School Eco Team.

TJ/SW

5.4.5 Early Years Foundation Stage:

- i Lead Governor confirmed as DC

5.4.6 Finance:

- i Lead Governor confirmed as LH

5.4.7 Personnel:

- i The role was undertaken by Pay and Performance Committee members

5.4.8 Buildings, Health and Safety:

- i Lead Governor confirmed as HC

5.4.9 Leadership and School Development:

- i Lead Governors confirmed as LH and JH with RS appointed.

HH

5.5 Update Register of Business Interests Forms

Distributed at meeting and signed by those present.

HH

6 PART II – PAY AND PERFORMANCE COMMITTEE REPORT

Refer to Part II minutes

7 PART II – HEADTEACHER APPRAISAL REPORT

Refer to Part II minutes

The meeting closed at 20:03

Date of next meeting: Thursday 7 November 2024 at 18:00

Signed:.....Jamie Hlland.....

Date:.....07/11/2024.....