

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 07 November 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
Connor Heelan (CH) Visitor
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) LA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Hamish Cherrett (HC) Co-opted Governor – work commitment
Christopher Porter (CP) Co-opted Governor – family 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)
OAIP – Ordinarily Available Inclusive
Provision
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 MENTAL HEALTH MATTERS

1.1 Presentation by Sinead Coville

Deferred to a future meeting.

HH/SW

2 MEETING ADMINISTRATION

2.1 Introduction to visitor Connor Heelan

Connor had responded to the call for interest in the Parent Governor role. He has a child in Reception and a background in education as a subject leader in a secondary school.

2.2 Apologies for absence

Accepted as listed above.

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 03 October 2024](#)**

Resolved. (Part II minutes were circulated in hard copy at the meeting).

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

JH had started to put together a list that could be RAG rated and reviewed throughout the year. Volunteers for a working party were requested. Key areas had been identified and when Governors had agreed a framework the SLT would be asked to look at it.

ALL
ongoing

2.5.2 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 November FGB

CP was not present.

ongoing

2.5.3 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey.

HC was not present.

ongoing

2.5.4 11/07/2024 - 3.1.1 - TJ to write-up report of mental health visit - Report to be given at the November FGB

On agenda.

done

2.5.5 11/07/2024 - 4.5.2 - SLT to give an explanation of ESA spending at a future meeting.

ongoing

2.5.6 11/07/2024 - 4.12 HT - attendance data for young carers to be monitored/included in HT report to raise awareness.

ongoing

2.5.7 11/07/2024 - 4.13.3 - Co-chairs to report under "other monitoring" when they had discussed safeguarding issues/suspensions/exclusions in HT meeting.

ongoing

2.5.8 03/10/2024 - 2.2.2 - SLT to arrange Parent Governor election.

done

2.5.9 03/10/2024 - 5.2 - ALL read Keeping Children Safe in Education, the Safeguarding Policy and the Governors Code of Conduct on The School Bus by November FGB meeting.

done

2.5.10 03/10/2024 - 5.3 - ALL complete Safeguarding for Governors Course on the National College by November FGB meeting. Governors who are teachers can email the Clerk with evidence of safeguarding training carried out at their work setting.

done

2.5.11 03/10/2024 - 5.4.1 - PH to write amendment for the Quality of Education Lead Governor Role regarding ECT induction.

done

2.5.12 03/10/2024 - 5.4.2 - EG to meet with Claire Norman regarding SEND/SAFS in November

ongoing

2.5.13 03/10/2024 - 5.4.4 - SW to write amendment to add Climate and Resilience into the Terms of Reference for the Personal Development Lead Governor Role.

done

2.5.14 03/10/2024 - 5.4.4 - TJ/SW to arrange a meeting with the School Eco Team.

ongoing

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

3.1 To approve the following policies

3.1.1 [Management of Outdoor Education, Visits and Off-Site Activities](#)

The policy had been adapted from the Devon model policy.

There were amendments to roles and responsibilities.

It was confirmed that Lucy Perry, the named co-ordinator, had received training.

It was resolved to approve the policy.

3.1.2 [Supporting Children with Health Needs who cannot attend school](#)

It was resolved to approve the policy.

3.1.3 [Special Educational Needs and Disabilities](#)

References to the Ordinarily Available Inclusive Provision (OAIP) had been included as part of the SEND transformation project.

SW gave a brief explanation of OAIP.

It was confirmed that staff training was scheduled on the new regime.

It was resolved to approve the policy.

3.1.4 [Accessibility Plan 2024-2027](#)

The plan had been updated by Claire Norman.

SW explained that references to sound field systems and braille had been removed from this version, but other provision had been included. This was to reflect the current pupil needs.

It was resolved to approve the policy.

3.2 To approve the [SEND Information Report](#) for publication on the school website

It was noted that this was a useful resource for parents.

It was resolved to approve the report.

SLT

4 GOVERNOR REPORTS AND MONITORING VISITS

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

CP was not present to report.

4.2 Mental Health visit

HH

The visit took place back in July and TJ had written and circulated a report that was summarised at the meeting.

A holistic approach to mental health awareness was being adopted throughout the school community.

Pupil mental health champions were now in place.

Mighty Minds, a programme for Y1-6, was described.

The profile of the community library would be raised through the school newsletter. There were texts available for families and pupils. More books were required.

Grants were being sourced for the Cloud 9 space. Pupils were engaged with developing this outdoor space. An amazon wish-list had been created for resources and many parents had already been generous with their donations.

4.3 Other monitoring/meetings/training

4.3.1 Budget Monitoring

It was resolved to take this item in part II.

4.3.2 Headteacher Appraisal

AR had looked at the most recent Headteacher appraisal training slides (as a refresher) and confirmed that they were identical to those from the 2019 training that he had undertaken.

AR reported that he had attended the October Headteacher Appraisal meeting alongside HC. Both were satisfied that the Co-headship trial to date was working well. (This included consideration of PH's role). Debbie confirmed that a decision if the trial was working effectively at the end of this academic year would be useful in order to support future planning.

Debbie Buckingham, external Headteacher appraisal partner, would suggest some questions for Governors to ask at future appraisal meetings to determine the effectiveness of the trial.

5 TO APPROVE THE SCHOOL DEVELOPMENT PLAN

5.1 A presentation was given by the SLT beginning with a summary of what was achieved last year.

5.2 School data was outlined over the past 3 years. This explained why writing would continue to be a focus in this year's SDP. It was identified as the weaker area of the curriculum although above national at the end of KS2 (reading, writing and maths). This was typical in schools and was attributed to the number of skills that were incorporated in writing. Even though the school's results were above national average, expectations remained high.

5.3 The English team would continue to refine what had been put in place over the last few years with phonics and writing. The implementation plan was outlined. Consistency of application across the school would be closely monitored.

5.4 Assessment for Learning was a priority to ensure consistency with assessment across the school throughout the year. Summative and Formative assessment were explained. Internal and external moderation was explained. Strategies across the school were outlined. Whole staff training would take place.

- 5.5 Governors questioned the difference between feedback/marking between primary and secondary school. Discussion took place which led to an explanation of whole class feedback at our school. It was suggested that this could be explored in a Governor visit.
- 5.6 EDI continued to be a focus for this years' SDP for reasons outlined in the October Governors meeting.
- 5.7 Questions were raised about whether diversity across the workforce was considered when recruiting. It was suggested that applicants would see the school's commitment to EDI illustrated in the SDP.
- 5.8 The implementation plans for each priority were working documents that would be updated throughout the year.
- 5.9 It was resolved to approve the SDP for the 2024-25 academic year with the following priorities:
 - Writing and Phonics
 - Assessment for Learning
 - EDISuggestions for monitoring visits would follow in due course.

SLT

6 PART II - BUDGET

- 6.1 Refer to part II minutes

The meeting closed at 20:03

Date of next meeting: Wednesday 4 December 2024 at 18:00

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

Date:.....04/12/2024.....