

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 27 February 2025 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 (ES) Parent Governor
Liam Hatton (LH) Co-opted 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
Christopher Porter (CP) Co-opted Governor
Alwyn Reeves (AR) Co-opted Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Hamish Cherrett (HC) 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
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 Presentation on Ordinarily available Inclusive Provision – Claire Norman (SENDCO)

- 1.1 The provision should be accessible and available to all learners – not just those with SEND.
- 1.2 OAIP can be summed up by the following statement: “helpful to all, essential to some and harmful to none.”
- 1.3 All staff members are responsible for ensuring that the provision is implemented and should have an understanding of the school’s offer and its continuing evolution.
- 1.4 A second staff meeting to go through the OAIP framework audit would take place on 27 March and Governors were invited to attend.
- 1.5 A demonstration of the DCC website was given. <https://www.devon.gov.uk/support-schools-settings/ordinarily-available-inclusive-provision/>

ALL

1.6 Governors asked the following questions:

1.6.1 *Is it the framework realistic and achievable? (JH)*

Yes, most things in the framework were already in place within school. It was a supportive way to mitigate workload and respond to parental expectations.

1.6.2 *What happens when external support is needed? (AR)*

There are a range of external advisors available by phone call or email. The timescale for determination of EHCPs was gradually improving although targets were still not being met.

1.6.3 *What is the additional cost associated with this? (LH)*

The school had most requirements in place already, funded within the budget. No additional funding is expected.

1.6.4 *Has this been put in because of the rise in SEMH needs? (JH)*

Some schools were not meeting needs of children with SEND and the intention was to have a generic expectation across the county.

2 Meeting Administration – Chair

2.1 Apologies for absence

Accepted as listed above.

2.2 Declarations of interest on agenda items

None declared

2.3 To approve the minutes of the Full Governing Board (FGB) meeting held on 23 January 2025

It was resolved to approve part I and part II minutes of the meeting.

2.4 To track actions on matters arising at previous meetings

2.4.1 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.

Ongoing

2.4.2 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey.

Ongoing

2.4.3 11/07/2024 - 4.5.2 - SLT to give an explanation of ESA spending at a future meeting - Report to be given at February FGB

Done

2.4.4 03/10/2024 - 5.4.4 - TJ/SW to arrange a meeting with the School Eco Team - Report to be given at February FGB

Done

2.4.5 04/12/2024 - 2.3 - LH/SLT to arrange a PP strategy monitoring meeting
Arranged for Wednesday 5 March. Report to be given at March meeting.

Ongoing

2.4.6 04/12/2024 - 3.2 - TJ to arrange Governor visit with School Learning Team on engagement with the SDP in spring term.

Ongoing

2.4.7 04/12/2024 - 5.8.3 - LH to arrange a Governor Visit on attendance in the spring term - Report to be given at February FGB

Done

2.4.8 27/01/2025 - 3.1.1 - CD to attend staff meeting on assessment to report back to FGB

Done

- 2.4.9 27/01/2025 - 4.4.1 - ES to arrange follow up visit with ECT's to report back to FGB
Ongoing
- 2.4.10 27/01/2025 - 5.1.2 - CH to meet with IM for an introduction to the curriculum
Done
- 2.4.11 27/01/2025 - 6.3.6 - SW to contact other comparative schools (benchmarking) regarding catering arrangements and other matters
Office staff had spoken to other schools regarding catering and would report back to the SLT.
Ongoing
- 2.4.12 27/01/2025 - 7.3HH to add termly monitoring of school meal update and wrap around care to agenda
Done

3 Policies, procedures, statutory reports and Documents

3.1 To approve the following policies

3.1.1 Policy for Positive Behaviour and Restorative Practices - PH

PH reported that OAIP had been embedded within the policy but otherwise there were few changes since last year.

Operational questions were asked and answered.

Governors raised concerns about the examples of good practice for staff included in the policy and it was agreed that the SLT would consider re-wording of the Strategies for positive behaviour section to address them.

SLT

It was resolved to approve the policy subject to minor amendments by the SLT.

3.1.2 Health and Safety - IM

The policy was based on the DCC model which had not changed since 2023.

It was resolved to approve the policy.

3.2 To note review of the following policies - IM

3.2.1 Data Protection Policy

Noted

3.2.2 Information Security Incident Management Policy and Procedure

Noted

3.3 To receive a status report on the following documents – IM/LH

3.3.1 Emergency Management

The plan review had been completed and it was available electronically with hard copies in grab-bags in the case of evacuation.

3.3.2 Risk Assessments

All assessments had been completed and actions had been identified with dates for rectification.

3.3.3 Contract Register

This had been updated as required.

3.3.4 Inventory Report

LH had reviewed the online document and found it in order. It would shortly be transferred to Bromcom.

4 Governor reports and Monitoring Visits – 18:50

4.1 Eco Team visit – TJ

- 4.1.1 The Eco Team were very clearly aware of climate issues and would benefit from linking actions being taken locally with those at a global level.
- 4.1.2 TJ would arrange another visit to explore how climate change is taught in the curriculum.
- 4.1.3 A colleague of TJ had secured funding to enhance resources for understanding climate change and details would be shared with the SLT.

TJ

4.2 Attendance – LH

- 4.2.1 A written report had been circulated.
- 4.2.2 Monitoring of attendance took place every fortnight.
- 4.2.3 LH had seen an example of a detailed attendance report that was shared with parents/carers when concerns were raised. Parents reported that it was useful to share with other agencies (for example doctors).
- 4.2.4 Overall, attendance was above the national average. However, PP and EHCP, both nationally and in school were below that of all pupils .
- 4.2.5 Awareness of the importance of good attendance was kept current through assemblies and in newsletters.

4.3 Curriculum – CH

- 4.3.1 CH and IM had met on 5 February to discuss subject planning.
- 4.3.2 There was evidence of CPD in place and the planning (particularly in history) was logically structured.
- 4.3.3 There was an impressive amount of curriculum information online and accessible to parents.

4.4 Assessment – CD

- 4.4.1 A written report had been circulated.
- 4.4.2 Staff demonstrated that they had clarity on the aims and expectations and shared enthusiasm.
- 4.4.3 A couple of points raised during the visit had been addressed by PH.
- 4.4.4 Some follow up visits were suggested, including the opportunity to view supporting documentation.

4.5 Other monitoring/meetings/training

- 4.5.1** AR had carried out some random visits and had asked 13 staff about their understanding of the Prevent Duty, radicalisation and extremism. All could identify signs of concern, were aware of referral and documenting procedures (CPOMS) and were not reticent about reporting concerns.

5 Safeguarding - SW

- 5.1 A safeguarding audit, comprising 54 questions, was carried out annually. The results were submitted to DCC and any questions raised would be addressed.
- 5.2 An action plan had been formulated that included both matters raised in the audit and those that fell outside of its remit. The plan would be shared in detail with AR and HC at the next safeguarding review meeting.
- 5.3 Actions included a Prevent training refresher for staff and referencing of the Child Protection Policy in the recruitment pack.

6 Financial support from Exminster School Association – SW

- 6.1 The ESA accounts (made up to September 2024) had been circulated. Since then there had been expenditure on Chromebooks and there was income from recent events. The current balance was approximately £5,000.
- 6.2 Spending was planned on notice boards and books on diversity.
- 6.3 A discussion would take place at the next ESA meeting about future fundraising and priorities.
- 6.4 It was clarified that staff needed to request funding through the SLT.

7 Part II - CONFIDENTIAL – Budget Matters – SLT

Refer to part II minutes

The meeting closed at 19:45

Date of next meeting – Thursday 27 March 2025

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

Date:.....27/03/2025.....