

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 27 March 2025 at 18:00

Venue: Exminster Community Primary School

Present

Teresa Collins (TC) Staff Governor
Christopher Davies (CD) Co-opted Governor
Liam Hatton (LH) Co-opted Governor
Paul Herring (PH) Deputy Headteacher
Helen Hibbins (HH) Clerk

Jamie Hulland (JH) Co-opted Governor
Tamara Janes (TJ) Co-opted Governor
Alwyn Reeves (AR) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher
Jack Newton (JN) DCC – part II only

Apologies

Hamish Cherrett (HC) Co-opted Governor – family commitment
Danni Cooke (DC) Co-opted Governor - family commitment
Connor Heelan (CH) Parent Governor - family commitment
Christopher Porter (CP) Co-opted Governor – work commitment
Robin Scott (RS) Co-opted Governor - work commitment
Ellouise Griggs (EG) Parent Governor – family commitment

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
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 **PART II – CONFIDENTIAL – BUDGET MATTERS**

Refer to part II minutes

2 **MEETING ADMINISTRATION**

2.1 **Apologies for absence**

Accepted as listed.

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 27 February 2025

It was resolved to approve part I and part II minutes from the meeting on 27 February.

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 04/12/2024 - 2.3 - LH/SLT to arrange a PP strategy monitoring meeting.
See agenda item 4.1

Done

2.4.4 04/12/2024 - 3.2 - TJ to arrange Governor visit with School Learning Team on engagement with the SDP in spring term.
To be reported at the next FGB meeting.

Done
HH

2.4.5 23/01/2025 - 4.4.1 - ES to arrange follow up visit with ECT's to report back to FGB
To be reported at the next FGB meeting.

Done
HH

2.4.6 23/01/2025 - 6.3.6 - SW to contact other comparative schools (benchmarking) regarding catering arrangements and other matters
Outcome to be reported at a future FGB meeting

Done
HH

2.4.7 27/02/2025 - 3.1.1 - SLT to amend wording in Behaviour Policy

Done

2.4.8 27/02/2025 - 4.1.3 - TJ so share climate change funding information with SLT

Done

2.4.9 27/02/2025 - 7.5 - SLT to write to Jack Newton at DCC

Done

2.4.10 27/02/2025 - 7.6 - ALL - Governors to draft a letter to DCC to be brought back to the meeting on 27 March. Feedback to be emailed to LH.
Refer to Part II minutes

Superseded

3 APPROVAL OF THE SCHOOLS FINANCIAL VALUES STATEMENT (SFVS)

3.1 LH had drafted the submission, taking into account the current budget situation and had circulate a copy with the proposed additions highlighted. SW agreed with the additions and there were no further comments made by Governors.

3.2 It was resolved to approve the SFVS for submission to DCC by 31 March.

LH

3.3 It was noted that work was taking place on the next financial year's budget and LH would be meeting with the CHT at the beginning of next term to discuss progress. The budget was due for submission on 1 June.

4 POLICIES, PROCEDURES, STATUTORY REPORTS AND DOCUMENTS

- 4.1 **To approve the Relationships and Health Education Policy**
Resolved.

5 HEADTEACHERS' REPORT

- 5.1 SW summarised the EDI questionnaire, regarding EDI in our school that staff had been asked to complete. The comments included with the responses were very positive and there were some good suggestions made that would be taken forward as part of the actions.
- 5.2 GDPR update – A near miss had occurred. New procedures had been put in place as a result.
- 5.3 The grant application to DCC for alterations to facilitate increased wraparound care provision had not been successful. It was noted by DCC that that the school was working with the Parish Council on a project.
- 5.4 Safeguarding – There had been many recent articles in the press regarding the manosphere misogyny and incel culture due to a recent television drama. Explanations about how these were appropriately dealt with in the curriculum were given.
- 5.5 JH asked about playground behaviour. PH explained the success of the strategies that had been put in place.
- 5.6 There was a new attendance tool available from the DfE. The school's attendance was higher than national average attendance for all groups. However, school continued to strive to close the gap between the attendance of disadvantaged and non-disadvantaged pupils.
- 5.7 PH explained the logistical challenges due to the implementation of the new management information system, Bromcom. It was hoped that the switch-over from the previous system had now been successfully completed and the office staff were thanked for their work.
- 5.8 CD had secured an exhibition on Black Music for the school in the Autumn Term. The music curriculum would be adapted accordingly.

6 GOVERNOR REPORTS AND MONITORING VISITS

- 6.1 **Pupil Premium Strategy**
Deferred.
- 6.2 **Safeguarding Review Meeting**
Meeting had been rescheduled to 30 April.
- 6.3 **Headteacher Appraisal**
 - 6.3.1 AR reported that 3 Governors had attended the appraisal meeting alongside IM, SW and Debbie Buckingham, the external appraisal advisor.
 - 6.3.2 Evidence was presented that the Co-headship arrangement was working well. Support, respect and challenge were all apparent and there was good integration with the DHT role.
- 6.4 **Other monitoring/meetings/training**
None reported.

HH

HH

7 PARENTAL/STAFF SURVEYS

- 7.1 **Parental survey**

- 7.1.1 An analysis of the questionnaire was presented. It compared the results with previous years.
- 7.1.2 The response rate was higher than previous years.
- 7.1.3 Responses to the individual questions were overwhelmingly positive (mainly 90%+).
- 7.1.4 It was very encouraging that 100% of parents would recommend the school.
- 7.1.5 All comments had been sent to the year-group staff. This had been appreciated.
- 7.1.6 Follow-ups had taken place with parents who had requested it.
- 7.1.7 A summary of the results would be published in the school newsletter.
- 7.1.8 A list of actions had been generated that included raising the profile of the club offerings within the school, improving engagement and communication, enhancing the playground and looking at options to increase wraparound care.

7.2 Staff surveys

- 7.2.1 There were 51 respondents out of 73.
- 7.2.2 Staff were encouraged to put their name on the survey (if they wanted to) so that comments could be followed up.
- 7.2.3 The comments were discussed. Staff felt supported and valued the open and honest culture. The SLT was complimented. Staff had pride in the school.
- 7.2.4 Actions to be taken included reviewing training for LSA's, prioritising staff meetings for HLTA's and continuing to monitor workload and wellbeing.
- 7.2.5 Governors would thank staff for their responses and for their input into achieving such a positive response to the parental survey.

JH/LH

The meeting closed at 19:50

Date of next meeting – Thursday 22 May at 18:00 in school.

Please note that the meetings on 24 April and 5 June have been cancelled. This is to accommodate budget setting.

Signed:.....Jamie Hulland.....

Date:.....22 May 2025.....