

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 10 July 2025 at 18:00

Venue: Exminster Community Primary School

Present

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

Jamie Hulland (JH) Co-opted Governor
Tamara Janes (TJ) Co-opted Governor
Christopher Porter (CP) Co-opted Governor
Robin Scott (RS) Co-opted Governor
Ellouise Stone (ES) Parent Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Ian Moore (IM) – Co-Headteacher

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.

[Link to meeting documents](#)

1 Meeting administration

1.1 **Apologies for absence**

1.1.1 Accepted as listed above.

1.1.2 CH and AR were also absent.

1.2 **Declarations of interest on agenda items**

None declared.

1.3 **To approve the minutes of the Full Governing Board (FGB) meeting held on 22 May 2025**

Resolved.

1.4 **To track actions on matters arising at previous meetings**

- 1.4.1 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

- 1.4.2 11/07/2024 - 1.4.4 - HC to write-up results of online safety survey.

[Remove from Actions List](#)

2 Policies and Documents

2.1 **Approval of the Sports Funding Report for publication on the website**

- 2.1.1 A new requirement to report online the sport premium grant spending had been introduced this year and a copy of the online submission had been circulated alongside the additional report information to be published on the school website.
- 2.1.2 The website report detailed spending against the 5 key indicators over the past year and plans for spending in the next academic year.
- 2.1.3 *JH asked whether the funding could assist with the budget.* SW gave examples of how this was already done, including funding the sport focussed lunchtime playground staff, and mental health initiatives.
- 2.1.4 It was resolved to approve the report for publication.

SLT

2.2 **Ready for Anything Document**

- 2.2.1 The document outlined lock-down and evacuation procedures and needed to be implemented within 20 months in line with Martyn's Law.
- 2.2.2 Practices (similar to fire drills) would take place in the Autumn Term. Parents would be informed in advance.
- 2.2.3 *ES noted that the gate and railings on the ramp were easy to climb/breach.* It was noted that the area was covered by CCTV and there was always a member of staff present, monitoring the area, when children were in the playground.
- 2.2.4 *LH asked about potential site improvements that may be required as a result of the plan.* SW replied that a couple of places where the perimeter fence could be made higher had been identified and would be addressed.
- 2.2.5 It was resolved to approve the document.

SLT

3 Governor reports and Monitoring Visits

3.1 **Climate and Sustainability Visit**

TJ had met with the school's climate lead, Kate Nowell and had circulated a report.

Points to note:

- School was ahead of other schools with formulating its Climate Action Plan (CAP).
- The DfE were keen to see links between the SDP and the CAP. How could this be achieved?
- Actions as a result of the visit:
 - TJ and Kate Nowell would become Climate Ambassadors.
 - School would explore options for composting food waste with Devon Waste Management.
 - Was there any data available on energy use? (Since the bulbs had been changed to LEDs)
 - Consider Kate Nowell presenting the CAP to Governors at a meeting.

HH/SLT

3.2 **School Learning Team Visit**

- 3.2.1 TJ had visited the group before Christmas and the purpose of this visit was to monitor progress with activities. The children were very proud of the work that they had accomplished including raising funds for the Nayamba School charity.
- 3.2.2 The link with the SDP, particularly EDI and writing was apparent.
- 3.2.3 There were no actions to raise from the visit.

3.3 Pupil Premium strategy visit

- 3.3.1 LH outlined the statistics reviewed during the visit. Attendance of PP children was above national average, but still lower than non-PP children in school.
- 3.3.2 Strategies were in place to address persistent absenteeism.
- 3.3.3 Last year's SATS results were used to consider outcomes. Maths was above national average, but writing was slightly lower.
- 3.3.4 Wellbeing was difficult to measure but a greater uptake in PP participation in extra-curricular activities was noted.
- 3.3.5 A large proportion of the funding was spent on staffing costs. It was noted that this would also benefit non-PP children.
- 3.3.6 PP numbers will decrease in the next academic year and have declined since the previous year.

3.4 Pay and Performance Committee Meeting Update

TJ and HC reported on the meeting that took place in May. Anonymised data had been shared on the progress of teachers towards their appraisal objectives.

3.5 Other monitoring or training

- 3.5.1 The SLT would prepare a list of training for the next academic year.
- 3.5.2 Safer Recruitment training was considered a priority and several Governors volunteered to undertake this. The training required refreshing every 3 years and it was important that the Governor had availability to sit on interview panels.

SLT

4 Budget Monitoring

- 4.1 The support of the School Finance officer had been requested due to anomalies with the budget monitor. The staffing lines were not correct and the new Bromcom system was not accounting for September changes, national teacher agreed pay rises and updating of contracts.
- 4.2 LH would circulate a budget monitoring report and commentary to Governors when corrections had been made and following a meeting with the CHTs.

LH

5 Co-Headteachers' Report

- 5.1 SW gave updates on school statistics, staffing and the Think equal SDP priority.
- 5.2 PH gave an outline of the assessment and feedback SDP priority. *Questions were raised and comments were made about the trial of AI software for writing.* It was agreed that a Governor visit would take place to better understand the evaluation of the trial. It was noted that there was a DfE document about the use of AI in education.
- 5.3 A report on writing, by the English Team was summarised by PH.
- 5.4 A SEND audit had been carried out by Claire Norman. The findings would inform a priority for the SDP for the next academic year. *RS asked about applications for EHCPs and financial implications.*
- 5.5 The premises update included details about an upgraded alarm system (following a recent break-in) and the remedial roof works that are due to take place over the summer.

ES/TJ

- 5.6 *LH asked whether any data was compromised during the recent break in.* It was confirmed that it was not.
- 5.7 Safeguarding – Fixed term suspensions had increased and Governors were made aware that it was getting near to the 15-day threshold. Referrals for support had been made alongside adaptations and strategies in school. RS would review the provision that had been put in place at the beginning of the Autumn Term.
- RS/SLT**
- 5.8 Attendance statistics were reviewed. Hannah Parker had implemented a successful strategy to address Emotional Based School Avoidance.
- 5.9 PH gave an update on behaviour. 41 children had been supported over the year. Matford Brook Academy had been approached about its behaviour policy to assist with transition and a parent workshop would take place for Y6 next year.
- 5.10 Mental Health Workshops for all year groups had been well received by parents.
- 5.11 Headline data was shared. K2 SATS results, Y4 multiplication tables test and the Y1 phonics screen were all better than national average. EYFS level of good development was lower than national average, although the progress that had been made was significant. Writing and speaking within the EYFS would be key foci next year.
- 5.12 Governors thanked staff for all their hard work over the last year.

SLT

6 Meeting dates and venues for the next academic year

- 6.1 The online survey indicated that Thursdays at 6pm were the best day and time for meetings. It was agreed that some of the meetings would be online.
- 6.2 SW would prepare a list of dates for circulation.

SW/HH

7 Update on arrangements for Co-Headship decision

- 7.1 SW reported that the Co-Headteachers' appraisals were taking place next week. The CHT's were keen to continue the arrangement.
- 7.2 It was agreed that the Headteacher's Review Group would form a recommendation to the FGB to be discussed in a part II of the first meeting of the next academic year.

Headteacher's Review Group/HH

The meeting closed at 19:45

Date of next meeting – October 2025 TBC

Signed:.....Tamara Janes.....

Date:.....25/09/2025.....