

# Exminster Community Primary School Full Governing Board Meeting Minutes

**Date and time of meeting:** Thursday 23 October 2025 at 18:00

**Venue:** Online

## **Present**

Teresa Collins (TC) Staff Governor  
Danni Cooke (DC) Co-opted Governor  
Liam Hatton (LH) Co-opted Governor  
Paul Herring (PH) Deputy Headteacher  
Helen Hibbins (HH) Clerk  
Ian Moore (IM) Co-Headteacher

Jamie Hulland (JH) Co-opted Governor  
Tamara Janes (TJ) Co-opted Governor  
Alwyn Reeves (AR) LA Governor  
Ellouise Stone (ES) Parent Governor  
Sarah Whalley (SW) Co-Headteacher

## **Apologies**

Hamish Cherrett (HC) Co-opted Governor  
Robin Scott (RS) Co-opted Governor  
Chris Davies (CD) Co-opted Governor

## **List of abbreviations/acronyms**

CHT – Co-Headteacher  
CPD – Continuous Professional Development  
DCC – Devon County Council (see also LA)  
DHT – Deputy Headteacher  
DPO – Data Protection Officer  
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  
SCR – Single Central Record  
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 Meeting administration – 18:00 - Chair**

### **1.1 Apologies for absence**

- 1.1.1 Accepted as listed above
- 1.1.2 CH and CP were absent without apology.

### **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 25 September 2025 (Part I and II)**

Resolved. The minutes would be signed at the next in-person meeting.

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

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- 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.  
*A meeting is arranged for 15 November*  
Ongoing
- 1.4.2 11/07/2025 - 2.1 - Sports funding report to be published on website.  
Done
- 1.4.3 11/07/2025 - 3.1 Climate Action Plan to be presented at a Governor meeting in 25/26 academic year.  
*Arranged for the January FGB meeting*  
Done
- 1.4.4 11/07/2025 - 5.7 - RS to arrange a visit with SLT regarding provision put in place for fixed term suspensions.  
*The meeting took place earlier today.*  
Done
- 1.4.5 25/09/2025 - 3.2.4 – Up-to-date budget monitor to be circulated with papers for October meeting.  
Done
- 1.4.6 25/09/2025 – 4 - All Governors to read KCSiE, Child Protection Policy and undertake the courses allocated to them on the National College before the October FGB meeting.  
*IM to check and send reminders to those who had not completed everything.*  
Ongoing
- 1.4.7 25/09/2025 - 5.1 - HC/JH/TC/LH/AR/ES/AR/CD to sign/amend Register of Business Interests Forms at the next FGB meeting.  
*To be done at next in-person meeting*  
Ongoing
- 1.4.8 25/09/2025 - 5.2 - IM to add Code of Conduct document to National College for confirmation of reading.  
Done
- 1.4.9 25/09/2025 - 5.4.1 - HC/AR to carry out unannounced safeguarding visits to school during the year.  
Ongoing
- 1.4.10 25/09/2025 - 5.4.1 - JH to send SLT list of suitable safeguarding questions document for review and circulation (to be used in Governor visits).  
*The questions had been looked at but needed to be circulated appropriately.*  
Ongoing
- 1.4.11 25/09/2025 - 5.4.2 - ES/RS Governor visit to interview SEND children about their experiences  
*It was agreed that AR should also be included in this. Claire Norman would arrange a date.*  
Ongoing
- 1.4.12 25/09/2025 - 5.4.3 - DC to undertake a EYFS Governor visit (following arrangement by SW)  
*To be scheduled for the spring term after publication of the Government white paper.*  
Ongoing
- 1.4.13 25/09/2025 - 5.4.4 - TJ to visit Tilly Martin regarding PHSE  
Ongoing

- 1.4.14 25/09/2025 - 5.4.5 - CH/TJ/RS to attend writing workshops for parents as Governor visits  
Ongoing
- 1.4.15 25/09/2025 - 5.4.7 - HC to undertake an online safety learning walk  
Ongoing
- 1.4.16 25/09/2025 - 5.4.8 - CH to meet with Jonathan Scott regarding the History curriculum  
Ongoing
- 1.4.17 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk  
Ongoing
- 1.4.18 25/09/2025 - 5.5.1 - HH/SW to explore future of pay and performance committee  
Ongoing
- 1.4.19 25/09/2025 – 5 - HH to amend Governor Information book for website  
Ongoing
- 1.4.20 25/09/2025 – 7 - JH to confirm Co-headteacher arrangement and seek answer to question asked in part II with HR  
*Co-chairs to confirm with admin.*  
LH/JH  
Ongoing

## **2 Policies and Documents – 18:10 - SLT**

### **2.1 To approve the Teachers' Pay Policy**

- 2.1.1 The Devon Model Policy was updated annually and adapted for Exminster School.
- 2.1.2 It was resolved to approve the policy.

### **2.2 To approve the Teachers' Appraisal Policy**

- 2.2.1 The Devon Model Policy had been revised with the link between pay and performance removed.
- 2.2.2 It was resolved to approve the policy.

### **2.3 To approve the Pupils with Health Needs Policy**

- 2.3.1 Claire Norman (SENDCo) had reviewed the policy. There were no significant changes.
- 2.3.2 It was resolved to approve the policy.

### **2.4 To approve the Whistleblowing Policy**

- 2.4.1 This was a Devon Model Policy that was last updated in 2019.
- 2.4.2 It was clarified that there was no requirement to change "Headteacher" to "Co-Headteachers" in the document.
- 2.4.3 It was resolved to approve the policy.

## **3 Governor reports and Monitoring Visits – 18:25**

### **3.1 Marking and AI Trial –TJ/ES**

- 3.1.1 ES and TJ had met with PH at the end of the Summer Term when the initial trial had taken place. It was explained that the app was still in development and currently it was not being used, although the teachers involved were keen to explore it further when the time was right.
- 3.1.2 A sample of a class's work was looked at. AI had correctly identified the areas that each child needed to focus on. The children who had received the AI generated feedback were satisfied with it.

- 3.1.3 If, in the future, if School decided to use the app, parents would need to be fully informed of how it was being implemented and that it would not negatively impact the pupil/teacher relationship. The long-term benefits would need to be highlighted and the misconception that all work would be marked by AI addressed.
- 3.1.4 *DC asked whether School had an approved list of AI apps.* PH confirmed that currently Gemini was used. An AI policy had been developed and was being considered by the DPO. All staff had been told that no personal data could be entered into AI apps until the policy was in place.
- 3.1.5 *ES asked how the staff felt about the use of AI. Did they trust it?* PH responded that this had not been specifically looked into in School to date. The DPO, who worked with other schools, would have more insight.
- 3.1.6 *LH asked about training.* Consideration would be given to relevant training in due course, depending on the elements of AI that School embraced.
- 3.1.7 It was noted that the cost to workload benefit needed to be explored in the longer-term.

**3.2 Computing: pupil voice – HC**

Deferred

**HH**

**3.3 SEND and suspensions – RS**

Deferred

**HH**

**3.4 Budget monitoring – LH**

- 3.4.1 The position with the in-year deficit was discussed and examples of how it was being addressed and associated timescales were given.
- 3.4.2 The new accounting system was causing issues in many schools. DCC had also recently released a new template for the budget monitor. The School's Finance Officer had been asked for assistance.
- 3.4.3 The School Support Panel Meeting was arranged for 12 November. SW, IM and LH would attend. DCC's expectations would be clarified at the meeting.
- 3.4.4 ES had received feedback from parents and children about various matters. These would be emailed to the SLT for consideration.

**ES/SLT**

**3.5 Other monitoring or training**

None.

**4 To approve the School Development Plan for the 2025-26 academic year – 18:45 – SLT**

- 4.1 A powerpoint presentation was given.
- 4.2 The four aspects proposed at the previous FGB meeting, had been re-scoped into one focus with 3 key areas within. Inclusion was the overarching theme.
- 4.3 The key areas were outlined, anticipated outcomes explained for each alongside the monitoring necessary: The key areas are:
- Culture – meeting children where they are at.
  - Tools and strategies - promoting consistency across the school.
  - Oracy and vocabulary – access for all learners.
- 4.4 *JH noted that there were many aspects to monitor and asked how Governors could determine what was working well.* SW re-iterated the Governor visits proposed at the last meeting and in addition, there would be feedback from surveys.

- 4.5 *LH asked what the driving factor behind the theme of the SDP was. Was it local or a wider picture?* SW explained that the intention was that most children will be supported in mainstream schools and not specialist provision. Accordingly, staff needed to be upskilled to meet increasingly complex needs. Less support was available externally, so School needed to work together with partner schools to share experience and best practice.
- 4.6 It was resolved to approve the SDP.

The meeting closed at 19:00

Date of next meeting: Thursday 27 November at 18:00

Signed:.....J Hulland.....

Date:.....27/11/2025.....