

# Exminster Community Primary School Full Governing Board Meeting Minutes

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

**Venue:** Exminster Community Primary School

## Present

Simon Broom (SB) Staff Governor  
Teresa Collins (TC) Associate Governor  
Danni Cooke (DC) Co-opted Governor  
Paul Herring (PH) Deputy Headteacher  
Connor Heelan (CH) Parent Governor  
Helen Hibbins (HH) Clerk

Ian Moore (IM) Co-Headteacher – virtual attendance  
Jamie Hulland (JH) Co-opted Governor  
Tamara Janes (TJ) Co-opted Governor  
Robin Scott (RS) Co-opted Governor  
Ellouise Stone (ES) Parent Governor  
Sarah Whalley (SW) Co-Headteacher

## Apologies

Hamish Cherrett (HC) Co-opted Governor  
Christopher Porter (CP) Co-opted Governor – work commitments  
Liam Hatton (LH) 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  
GLD – Good Level of Development  
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 MENTAL HEALTH – PRESENTATION FROM SINEAD COVILLE (SC)

- 1.1 SC gave an update on the strategies implemented last year, including the library, newsletter items, a parental survey, and mental health workshops.
- 1.2 SC had attended a Mental Health Lead conference. An audit was part of the process and the outcomes from it were outlined, resulting in the following actions:
  - A mental health policy was being developed
  - More external organisations would be involved with workshops

- A termly well-being forum would be convened involving representatives from all staff groups
- Consistent use of “worry boxes” throughout the school
- Training on risk factors impacting mental health

Governors had received positive feedback about SC’s involvement in the conference.

- 1.3 Boards games to support mental health would be a useful resource, subject to funding being available. They could be loaned to families. There was a KS2 board game club in school. It was suggested that the children could be involved in producing understandable instructions for the games.
- 1.4 IM commented that the initiatives already put in place had been well received in school and were having an impact.
- 1.5 TJ asked whether SC had time outside of the classroom for the role. SC replied that it was limited and the workload was high.
- 1.6 JH asked whether SC felt supported in the role. SC responded that she did.
- 1.7 DC complimented the useful reminders about mental health on the notice boards around the school.
- 1.8 TC commented that the increased emphasis on the importance of mental health within school was helpful and aided an open culture and dialogue.

## **2 MEETING ADMINISTRATION - CHAIR**

### **2.1 Apologies for absence**

Accepted as listed above.

AR was absent without apology.

Governors were reminded to send apologies to ensure quoracy of meetings.

**ALL**

### **2.2 To note Simon Broom’s appointment as Staff Governor (Replacing Teresa Collins)**

Noted.

[This was SB’s first meeting and he did not have access to the papers beforehand.]

**HH**

### **2.3 To note the expiry of the Term of Office of Chris Davies on November 3**

2.3.1 Thanks were extended to CD for his term of office and the practical help on arts education that he had offered. A thank you card would be sent to him and the Chair would send a letter of thanks via the Clerk.

**SW/JH/HH**

2.3.2 Discussion on Governor recruitment took place. It was agreed that the first step was to undertake a Skills Audit to identify gaps.

**HH**

### **2.4 To consider co-option of Tamara Janes for a further Term of Office when the current one ends in December**

Resolved.

**HH**

### **2.5 To consider appointing Teresa Collins as an Associate Governor**

Resolved.

### **2.6 Declarations of interest on agenda items**

None declared.

### **2.7 To approve the minutes of the Full Governing Board (FGB) meeting held on 23 October 2025**

Resolved.

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

- 2.8.1 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 had taken place. The top 10 risks had been identified. This would be circulated at the next meeting.*  
**JH/SLT/HH**  
Ongoing
- 2.8.2 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  
*CH to log in to the National College website to confirm.*  
**CH**  
Ongoing
- 2.8.3 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.  
*Forms were signed with the exception of HC, AR and LH*  
Ongoing
- 2.8.4 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).  
*Final version to be circulated. JH to send to HH.*  
**JH/HH**  
Ongoing
- 2.8.5 25/09/2025 - 5.4.2 - ES/RS/AR to undertake a Governor visit to interview SEND children about their experiences  
Ongoing
- 2.8.6 25/09/2025 - 5.4.3 - DC to undertake a EYFS Governor visit (following arrangement by SW – spring term)  
*Scheduled for 19 January. To be reported at January meeting.*  
**HH**  
Ongoing
- 2.8.7 25/09/2025 - 5.4.4 - TJ to visit Tilly Martin regarding PHSE  
*The visit had taken place. To be reported at January meeting.*  
**HH**  
Done
- 2.8.8 25/09/2025 - 5.4.5 - CH/TJ/RS to attend writing workshops for parents as Governor visits  
*To be reported at January meeting.*  
**HH**  
Done
- 2.8.9 25/09/2025 - 5.4.7 - HC to undertake an online safety learning walk  
Done
- 2.8.10 25/09/2025 - 5.4.8 - CH to meet with Jonathan Scott regarding the History curriculum  
*Arranged for January.*  
Ongoing
- 2.8.11 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk  
*Arranged for January.*  
Ongoing
- 2.8.12 25/09/2025 - 5.5.1 - HH/SW to explore future of pay and performance committee  
Done
- 2.8.13 25/09/2025 – 5 - HH to amend Governor Information book for website

Ongoing

- 2.8.14 25/09/2025 - 7 JH to confirm Co-headteacher arrangement with admin  
*A letter needed to be signed.*

JH

Ongoing

### **3 POLICIES AND DOCUMENTS – SLT**

- 3.1 **To note review of the First Aid Policy**  
Noted.
- 3.2 **To approve the Charging and Remissions Policy**  
No change to the model policy – noted as reviewed.
- 3.3 **To approve the Governor Allowances Policy**  
No change to the model policy - noted as reviewed.
- 3.4 **To approve the Finance Policy**  
No change to the model policy - noted as reviewed.
- 3.5 **To approve the SEND Policy**  
3.5.1 Changes brought the language in the document in line with the LA. (OAIP and the curriculum is “adapted” rather than “differentiated”). Resolved.  
3.5.2 RS suggested that Governors should be responsible for looking at policies according to their expertise to share the workload.
- 3.6 **To approve the Pupil Premium Strategy Report**  
3.6.1 The strategy is at the beginning of a 3-year cycle. It will be reviewed each year.  
3.6.2 SW explained the report and the demographic of those who were included on the disadvantaged register.  
3.6.3 DC asked about the outcomes from the last academic year in terms of EYFS GLD and Phonics Screen. SW would put the latest data in the report.  
3.6.4 JH asked about the expenditure. SW confirmed that the cost was mainly on staffing.  
3.6.5 It was resolved to approve the strategy that would be published on the website by the end of the year.
- 3.7 **To approve a revised Terms of Reference for the Pay and Performance Committee**  
Resolved.

SLT

SLT

HH

### **4 GOVERNOR REPORTS AND MONITORING VISITS**

- 4.1 **Suspensions and SEND – RS**  
4.1.1 The reasons for undertaking the visit were outlined. A case study was considered at the visit. The evidence trail was robust.  
4.1.2 The school was clearly proactive with the support offered and the impact of the measures put in place was positive; there had been a change in behaviour.  
4.1.3 Access to some support services previously available to the school were no longer available. However, there were many knowledgeable members of staff.
- 4.2 **Computing (pupil voice) – HC**  
Deferred.
- 4.3 **Other monitoring or training**  
JH had checked the SCR when he visited. There were some gaps to address with volunteers. DC raised questions about the DBS requirements for ESA members.

HH

## 5 **BUDGET MONITORING – SLT**

- 5.1 LH had looked at the most recent budget monitor.
- 5.2 BROMCOM was still causing issues and did not appear to accurately account for future changes. The staffing line was particularly affected.
- 5.3 It was forecast that the year-end position would be healthier than the budget submitted in the summer.
- 5.4 Further budget information would be discussed in part II.

## 6 **CO-HEADTEACHERS REPORT – SW/IM**

- 6.1 SW explained that the report was in progress of being changed to reflect the new Ofsted framework.
- 6.2 The new Ofsted grading system was explained.
- 6.3 A new SEF was being put together and would be finished in the spring term.
- 6.4 **Safeguarding**
  - 6.4.1 Governors were asked to tell SW if the SCR has been checked during a visit to update the monitoring statistics.
  - 6.4.2 Termly statistics were outlined.
  - 6.4.3 Staff know how to use the whistleblowing policy.
- 6.5 **Inclusion**
  - 6.5.1 The SEND report and statistics were included under this heading and would be updated termly.
- 6.6 **Curriculum**
  - 6.6.1 This section included monitoring activity and any actions that were being put in place.
- 6.7 **Achievement**
  - 6.7.1 This section included attainment and ensuring that pupils were ready for the next steps (transition to secondary etc) and a careers programme
  - 6.7.2 The provisional IDSR was included, although currently missing some writing data. The full report would be shared at the next meeting. Helpfully, more context was now included in the IDSR.
- 6.8 **Attendance and Behaviour**
  - 6.8.1 The DfE now produced, published and updated attendance data regularly. The school was matched with and compared with 308 other schools and with national data.
  - 6.8.2 PH explained the behaviour management through Behaviour Teams.
  - 6.8.3 A visit to Matford Brook Academy was planned to look at its behaviour policy as the majority of Y6 was transitioning there.
- 6.9 **Personal Development and Wellbeing**
  - 6.9.1 The school was the first primary school to be involved in a Young Devon pilot focussing on misogyny and healthy relationships. Feedback from those running the pilot was that the children involved were well informed.
- 6.10 **EYFS**
  - 6.10.1 To be reported next term after the EYFS visit by DC.
- 6.11 **Leadership and Governance**
  - 6.11.1 Two data breaches had taken place. Processes had been reviewed. The DPO had been involved in one instance.

ALL

HH

**6.12 Premises, Health and Safety**

- 6.12.1 An update on repairs that had taken place and those that were proposed was given.
- 6.12.2 DCC was supportive of proposals in the Parish Council's Neighbourhood Plan for an additional building that the school would be able to use for wrap-around care.
- 6.12.3 The community tidy up had made a big difference and may become a regular event.
- 6.12.4 Thanks would be extended to Rachel Pike for organising the "stay and play".
- 6.12.5 Recent fire drills and the lockdown plan were reported on.

ES

**6.13 Collaboration**

- 6.13.1 Learning walks had been completed at Montgomery and Honiton schools.
- 6.13.2 PH and Claire Norman were supporting the ITT consortium programme, SW was coaching trainee teachers and Hannah Parker was working with Westbank

**6.14 Staffing**

- 6.14.1 Appraisal cycles were up to date.

**7 PART II – BUDGET MATTERS**

Refer to Part II minutes

The meeting closed at 20:20

Date of next meeting: Thursday 29 January at 18:00

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

Date:.....29/01/2026.....