

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 29 January 2026 at 18:00

Venue: Online

Present

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

Ian Moore (IM) Co-Headteacher
Jamie Hulland (JH) 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

Tamara Janes (TJ) Co-opted Governor – work commitment
Hamish Cherrett (HC) Co-opted Governor – work commitment
Alwyn Reeves (AR) LA Governor – family commitment

List of abbreviations/acronyms

| | |
|-------------------------------------------|---------------------------------------------------|
| CHT – Co-Headteacher | OAIP – Ordinarily Available Inclusive Provision |
| CPD – Continuous Professional Development | PEP – Personal Education Plan |
| DCC – Devon County Council (see also LA) | PP – Pupil Premium |
| DHT – Deputy Headteacher | SCR – Single Central Record |
| DPO – Data Protection Officer | SDP – School Development Plan |
| ECT – Early Career Teacher | SEND – Special Educational Needs and Disabilities |
| EDI – Equity, Diversity and Inclusion | SEMH – Social, Emotional, and Mental Health |
| EHCP – Education, Health and Care Plan | SLT – Senior Leadership Team |
| EYFS – Early Years Foundation Stage | |
| FGB – Full Governing Board | |
| GLD – Good Level of Development | |
| LA – Local Authority (see also DCC) | |

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 CLIMATE ACTION PLAN – PRESENTATION FROM KATE NOWELL (KN)

- 1.1 The plan had been circulated before the meeting.
- 1.2 Key personnel involved with the plan were identified.
- 1.3 KN explained the actions that had taken place to illustrate the plan headlines, and those that were necessary for the next steps.
- 1.4 The plan had been shared with the children.
- 1.5 The plan would be published on the school website for the benefit of parents/carers and the wider community.

- 1.6 KN noted, from her experience on training courses, that the school was in a strong position compared with others. This was attributed to the passion and enthusiasm shown by those involved with Exminster's plan.
- 1.7 SW thanked KN for her input developing the curriculum and implementing the plan within school.
- 1.8 JH asked whether sustainable travel was included in the plan. KN responded that it had been discussed but not yet implemented. A link would be made with the "walking to school week".
- 1.9 LH asked whether there were obstacles preventing implementation. KN responded that funding was an issue and a priority was to get to grips with submitting applications.
- 1.10 Governors were asked to share examples of good practice and climate action plans from their workplaces by emailing them to SW.

ALL

2 MEETING ADMINISTRATION

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 27 November 2025

Resolved.

2.4 To track actions on matters arising at previous meetings

2.4.1 21/03/2024 - 1.4.9 - JH (HH) to circulate top 10 risks document to all Governors ahead of next meeting.

Ongoing

2.4.2 25/09/2025 - 4 - CH to confirm reading of KCSiE and Child Protection Policy on National College website.

Done

2.4.3 25/09/2025 - 5.1 - HC/LH/AR to sign/amend Register of Business Interests Forms at the next FGB meeting.

Ongoing

2.4.4 25/09/2025 - 5.4.1 - JH (HH) to circulate agreed list of suitable safeguarding questions to ask during Governors visits to board.

Ongoing

2.4.5 25/09/2025 - 5.4.2 - ES/RS/AR Governor visit to interview SEND children about their experiences

Booked in after half term

Ongoing

2.4.6 25/09/2025 - 5.4.3 - DC to undertake a EYFS Governor visit on 19 January.

Done

2.4.7 25/09/2025 - 5.4.4 - TJ to report on PHSE meeting with Tilly Martin at January FGB.

TJ not present – HH to agenda for March

Ongoing

2.4.8 25/09/2025 - 5.4.5 - CH/TJ/RS to attend writing workshops for parents as Governor visits and report at January meeting.

Ongoing

- 2.4.9 25/09/2025 - 5.4.7 - HC to report on online safety learning walk for January meeting. Ongoing
- 2.4.10 25/09/2025 - 5.4.8 - CH to meet with Jonathan Scott regarding the History curriculum in January. Done
- 2.4.11 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk in January. *To be booked in before Easter on a Wednesday, Thursday or Friday.* Ongoing
- 2.4.12 25/09/2025 - 5 - HH to amend Governor Information book for website Done
- 2.4.13 25/09/2025 - 7 - JH/LH to confirm Co-headteacher arrangement with Admin by signing appropriate letter. Done
- 2.4.14 27/11/2025 - 2.3 - SW/JH/HH to write and thank CD for his service on the board. Done
- 2.4.15 27/11/2025 - 3.5.2 - SLT to consider Governors to look at policies. Ongoing reminder
- 2.4.16 27/11/2025 - 3.6.5 - SLT to publish PP strategy on website by 31 Dec 2025. Done
- 2.4.17 27/11/2025 - 4.3 - SLT to investigate DBS requirements for ESA members. *Regular helpers would be DBS checked.* Done
- 2.4.18 27/11/2025 - 6.4.1 - ALL to advise SW/IM if SCR has been looked at during Governors visit so it can be added to the CHT report. Ongoing reminder
- 2.4.19 27/11/2025 - 6.7.2 - HH to put IDSR on next agenda *Deferred as writing had not been included on the report. It was being investigated if this was the case for other schools.* Ongoing
- 2.4.20 27/11/2025 - 6.12.4 - ES to send a thank you card to Rachel Pike for organising "stay and play" Done

3 POLICIES AND DOCUMENTS

- 3.1 **To approve the reviewed Attendance Policy**
Resolved. There were no material changes required. SLT
- 3.2 **To note the review of other policies not required to be approved by the Full Governing Board**
Administration of Medicines and Intimate Care policies were in the process of being reviewed.

4 GOVERNOR REPORTS AND MONITORING VISITS

- 4.1 **Early Years Foundation Stage**
- 4.1.1 A written report had been received regarding the visit that was verbally summarised by DC in the meeting.
- 4.1.2 Actions identified on the report had been agreed including moderation of data.
- 4.1.3 The SLT's support for the support staff in the EYFS was appreciated.

4.1.4 RS had had recent experience of an Ofsted inspection, including EYFS, and this would be reported at a future meeting. HH

4.1.5 The EYFS lead had appreciated DC's visit and found it useful.

4.2 Computing (pupil voice)

Deferred HH

4.3 History Curriculum

4.3.1 CH reported on his recent visit and would submit a written report in due course. CH

4.3.2 The subject leader was very enthusiastic and passionate about History and the curriculum prepared reflected that.

4.3.3 During a learning walk, children appeared engaged and confidently spoke about what they had been taught.

4.3.4 SW noted that children had expressed interest in having a History Club.

4.3.5 Transition to the secondary curriculum was explored.

4.3.6 An action point for consideration was for children to realise the relevance of why they had been taught about a particular topic or event.

4.4 Parent Workshops for writing

Deferred HH

4.5 Other monitoring or training

None to report.

5 BENCHMARKING

5.1 The report considered data from the Financial Year April 2024 to March 2025.

5.2 Sections of the report where school appeared high or low on the graphs were highlighted and a context and explanation given.

5.3 The situation regarding SEND elicited discussion. The SEND provision in school was strong, but the funding received was insufficient. It was noted that school was always considering alternative ways to provide support and researching practices in other schools. LH reminded Governors that in the current financial year, some LSAs had left and not been replaced so the pupil/staff ratio was no longer as low. Staffing was the greatest area of expenditure and was a primary focus during budget setting.

5.4 RS asked about EHCP applications. IM responded that there were some in progress and some that evidence was being sought for. The SENDCo was always considering potential applications.

6 INTERNAL AUDIT REPORT

6.1 The audit of purchasing and payment systems and income collection and banking was carried out by the LA in Autumn 2025. The Audit Opinion was "Substantial Assurance" (the highest possible).

6.2 It was resolved to report to the LA that Governors had seen and noted the report and that there were no matters to action. IM

7 GOVERNOR SKILLS AUDIT

7.1 To date there had been 7 respondents. Those who had not responded would be reminded by email.

HH

7.2 When responses from all Governors had been received, the data could be used for targeted recruitment of new members.

The meeting closed at 19:16

Date of next meeting: Thursday 5 March at 18:00

Signed:.....L Hatton.....

Date:.....05/03/2026.....