

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 5 March 2026 at 18:00

Venue: Online

Present

Simon Broom (SB) Staff Governor (until 18:40)
Teresa Carr (TC) Associate 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

Tamara Janes (TJ) Co-opted Governor
Christopher Porter (CP) Co-opted Governor
Alwyn Reeves (AR) LA Governor
Robin Scott (RS) Co-opted Governor
Ellouise Stone (ES) Parent Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Hamish Cherrett (HC) Co-opted Governor – work commitment
Connor Heelan (CH) Parent Governor
Jamie Hlland (JH) 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 MEETING ADMINISTRATION

1.1 **Apologies for absence**

Accepted as listed above

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 29 January 2026**

Resolved

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

1.4.1 21/03/2024 - 1.4.9 - JH (HH) to circulate top 10 risks document to all Governors ahead of next meeting.

Ongoing

- 1.4.2 25/09/2025 - 5.1 - HC/LH/AR to sign/amend Register of Business Interests Forms at the next FGB meeting.
To be done at the next in-person FGB meeting Ongoing
- 1.4.3 25/09/2025 - 5.4.1 - JH (HH) to circulate agreed list of suitable safeguarding questions to ask during Governors visits to board. Done
- 1.4.4 25/09/2025 - 5.4.2 - ES/RS/AR Governor visit to interview SEND children about their experiences
See agenda item 3.3 Done
- 1.4.5 25/09/2025 - 5.4.4 - TJ to report on PHSE meeting with Tilly Martin at January FGB.
See agenda item 3.2 Done
- 1.4.6 25/09/2025 - 5.4.5 - CH/TJ/RS to attend writing workshops for parents as Governor visits and report at January meeting.
See agenda item 3.4 Done
- 1.4.7 25/09/2025 - 5.4.7 - HC to report on online safety learning walk for January meeting. Ongoing
- 1.4.8 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk in January. Ongoing
- 1.4.9 27/11/2025 - 6.7.2 - HH to put IDSR on May agenda Ongoing
- 1.4.10 29/01/2026 - 4.1.4 - RS to report on Ofsted inspection at future meeting
See agenda item 4.2 Done
- 1.4.11 29/01/2026 - 6.2 - IM to report that Governors had noted audit report to DCC Done
- 1.4.12 29/01/2026 - 7.1 - HH to remind Governors to fill in skills audit Done

2 TO APPROVE THE SCHOOLS FINANCIAL VALUES STANDARD FOR SUBMISSION

- 2.1 With the exception of questions 6,9,10,13 and 18, all questions had a “yes” response. There were 30 questions in total.
- 2.2 Questions 6 and 9 were answered “in part” with written responses indicating that the school would continue to work with DCC on budget strategy. Question 13 was answered “no” with the same qualification.
- 2.3 Question 10 was answered “in part” as the budget setting tool was not available in sufficient time to allow a budget to be finalised before the beginning of the Financial Year.
- 2.4 Question 18 was answered “in part” as income data was no longer available for benchmarking purposes.
- 2.5 It was resolved to approve the SFVS for submission.

LH/HH

3 POLICIES AND DOCUMENTS

- 3.1 **To note the review of policies not required to be approved by the Full Governing Board**
- 3.1.1 **Health and Safety**
This was adapted from a model policy.
- 3.1.2 **Intimate Care**
This had been updated with details of the medical tracker system.

- 3.1.3 Supporting Children with Medical Conditions and Administration of Medicines**
AR asked if there was a register of children with medical conditions, if it was necessary to receive verification from a practitioner that a child had a particular condition or if parental notification was sufficient. IM explained that information was registered on the medical tracker system and Bromcom. Usually, there would be prescribed medication as evidence of a condition and for complex/ongoing needs there was information on care from practitioners.
AR noted the long list of roles and responsibilities of the Governing Board outlined in the policy and it was agreed to investigate how these were fulfilled during a Governor visit.

AR/RS

3.2 To note review of the following:

3.2.1 Contract register

3.2.2 Asset Register report

LH agreed to look at the Contract register and Asset register when he next visited.

LH

3.2.3 Evacuation plan

3.2.4 Ready for anything plan

3.2.5 Emergency management plan

3.2.6 Risk assessments have been conducted

It was noted that the curriculum risk assessment was still under review.

4 GOVERNOR REPORTS AND MONITORING VISITS

4.1 Computing (pupil voice) – HC

Deferred

HH

4.2 PSHE – TJ

4.2.1 TJ explained that there were aspects of PSHE that all schools legally needed to deliver from September 2026. These were already being delivered at Exminster.

4.2.2 PSHE was thoroughly embedded throughout school.

4.2.3 The approach was continuously being adapted and modified to take global dynamics into account.

4.2.4 A follow up visit would take place to observe PSHE in practice.

TJ

4.3 SEND – RS

4.3.1 RS had met with the SENDCo and undertaken a learning walk to understand pupils' perspectives.

4.3.2 Children were clearly aware of the appropriate adults to ask for assistance when needed.

4.3.3 The older children were able to articulate their independence.

4.3.4 The 1 to 1 support in place ensured that the LSAs knew and understood the needs of the child that they were working with extremely well.

4.3.5 The LSAs felt well supported.

4.3.6 One action identified was to consider reducing visual clutter in classrooms that may affect some children.

4.3.7 Discussion took place about the Governments SEND consultation and it was agreed that a response should be sent on behalf of the Board. AR offered to assist with this and speak to the SENDCo.

AR

4.4 Parent Workshops for writing – TJ

4.4.1 TJ attended two workshops, for Years 3 and 5.

4.4.2 The class teachers hosted the first part of the workshop and then children joined for some engagement activities.

- 4.4.3 The whole school approach to writing was apparent with clear, consistent strategies.
- 4.4.4 The outcomes for the different year groups were clearly defined, and the engagement activities were age appropriate.
- 4.4.5 The workshops were well facilitated.

4.5 **Budget monitoring – LH**

- 4.5.1 Key points:
 - Income - Additional income had been received in the high needs and basic entitlement budget lines.
 - Expenditure – The LSA expenditure line illustrated that greater savings than anticipated were being made due to changes implemented.
 - Generally, small savings were being made wherever possible.
 - The three electricity meters serving the school would be consolidated into one at Easter. This would result in a large saving due to the fact that standing charges were payable on each meter. SB was thanked for discovering this.
- 4.5.2 LH noted that the budgeting tool for the next Financial Year had only just been released; later than hoped. He would meet with SW and IM to discuss the budget in the near future.

LH

- 4.5.3 PH explained that there was a new photocopying contract in place that would make savings. LH had been involved in the process of obtaining the quotations and making the decision.

4.6 **Safeguarding – SW**

- 4.6.1 SW explained that bitesize weekly safeguarding training sessions took place for staff. This was in addition to the annual level 2 training undertaken. Some of the topics covered were outlined.
- 4.6.2 A safeguarding governor review meeting had taken place in December with HC and AR. The next meeting was scheduled for April.
- 4.6.3 The safeguarding audit had been submitted. During completion, school had produced a safeguarding action plan.

5 **OFSTED**

5.1 **Update on the Ofsted Framework**

- 5.1.1 SW explained the new gradings and the 8 areas that were inspected. Each area would receive a grading with the exception of safeguarding that was binary (met or unmet).
- 5.1.2 A short video was shown with an example of a school report card.
- 5.1.3 New toolkits were available for different types of schools. These explained how inspectors would look at the different areas with the starting point assuming expected standard.
- 5.1.4 Governors were asked to read pages 73-81 in the toolkit in preparation for a discussion at a future meeting about how the evidence could be found.

ALL

5.2 **Experience of an inspection**

- 5.2.1 RS reported on his experience and mentioned the following:
 - The grades were harder to achieve than before as they were no longer best fit.
 - The process remained daunting, but it felt more collaborative than previously.
 - The inspectors indicated what they had not seen at the end of the first day so that evidence could be shown the next (if available).
 - The inspections were data driven but with more flexibility for context than previously.
- 5.2.2 Governors needed to be able to
 - articulate the school's vision for inclusion,

- explain how impact is monitored rather than compliance with policy,
 - demonstrate how leaders prioritise disadvantaged and SEND pupils.
- Additionally, Governors should be able to talk strategically rather than operationally about the above. It was agreed that these points should be considered at future meetings.

SLT/HH

- 5.2.3 It was noted that a school was able to have a nominated person to support the HT during an inspection. SW said that this would be considered but was currently not sure who it would be.
- 5.2.4 *LH asked whether school was self-evaluating with the new gradings.* SW confirmed that this was taking place.
- 5.2.5 It was agreed to consider putting together a group of Governors who may be available during an inspection for preparation purposes.

LH/JH/SLT

6 GOVERNOR SKILLS AUDIT

- 6.1 A list of the free text responses to the questionnaire was circulated. It mostly highlighted training needs. JH and LH would look at the data.

JH/LH

- 6.2 Recruitment was discussed and it was decided that the role of a Governor needed to be highlighted. It was suggested that:

- Drop-in sessions (online) were arranged. These would be advertised in the newsletter. Dates would be suggested.

LH

- A Governor should be present at the starting school meeting in June.
- Governors should have a presence at the Family Learning Conferences in the autumn and spring terms to chat to parents.

The meeting closed at 19:25

Date of next meeting: Thursday 7 May 2026 at 18:00

Signed:.....J Hlland.....

Date:.....07/05/2026.....