Exminster Community Primary School
Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 7 May 2026 at 18:00
Venue: Exminster Community Primary School

Present

Simon Broom (SB) Staff Governor
Teresa Carr (TC) Associate Governor
Liam Hatton (LH) Co-opted Governor
Paul Herring (PH) Deputy Headteacher
Helen Hibbins (HH) Clerk
Hamish Cherrett (HC) Co-opted Governor
Jamie Hulland (JH) Co-opted Governor
Tamara Janes (TJ) Co-opted Governor
Alwyn Reeves (AR) LA Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Danni Cooke (DC) Co-opted Governor – work commitment
Ellouise Stone (ES) Parent Governor – work commitment
Christopher Porter (CP) Co-opted Governor – family commitment
Ian Moore (IM) Co-Headteacher – family commitment

List of abbreviations/acronyms

CHT – Co-Headteacher
CC – Co-Chairs
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 <u>MEETING ADMINISTRATION</u>

1.1 **Apologies for absence**
Accepted as listed.

1.2 **Declarations of interest on agenda items**
LH declared an interest in item 4 as a user of the services.

1.3 **To approve the minutes of the Full Governing Board (FGB) meeting held on 5 March 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.

See agenda item 2.2

Done

1.4.2 25/09/2025 - 5.1 - HC/LH/AR to sign/amend Register of Business Interests Forms at the next FGB meeting.

Done

1.4.3 25/09/2025 - 5.4.7 - HC to report on online safety learning walk for January meeting.

On Agenda

Done

1.4.4 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk in January.

To be arranged

Ongoing

1.4.5 27/11/2025 - 6.7.2 - HH to put IDSR on next agenda

Ongoing

1.4.6 05/03/2026 - 2.5 - HH/LH to submit SFVS

Done

1.4.7 05/03/2026 - 3.1.3 - AR/RS to investigate Governor roles defined within Supporting Children with Medical Conditions policy during a Governor visit.

Ongoing opportunity when Governors undertake visits. Remove from Actions List.

Done

1.4.8 05/03/2026 - 3.2.2 - LH to look at contracts and assets registers when next visiting school.

See 3.4.2

Done

1.4.9 05/03/2026 - 4.2.4 - TJ to undertake a visit to observe PSHE in practice.

To be arranged.

Ongoing

1.4.10 05/03/2026 - 4.2.4 - AR to respond to government SEND consultation

See 3.4.1

Ongoing

1.4.11 05/03/2026 - 5.1.4 - ALL to read p73-81 in Ofsted toolkit

Ongoing

1.4.12 05/03/2026 - 5.2.2 - HH/SLT to consider agenda items related to Ofsted inspections

Ongoing

1.4.13 05/03/2026 - 5.2.5 - LH/JH/SLT to consider putting together a group of Governors to prepare for Ofsted

Incorporate discussion as part of next CHT/CC catch-up meeting.

Ongoing

1.4.14 05/03/2026 - 6.1 - JH/LH to look at Skills audit data

Ongoing

1.4.15 05/03/2026 - 6.2 - LH to propose dates for a Governor Drop-In session online.

Governors were asked to respond to LH's email to confirm availability. To be advertised on Facebook and in Newsletter.

Ongoing

1.5 **To consider the co-option of Danni Cooke for a further 4-year term of office**

Resolved

HH

2 POLICIES AND DOCUMENTS

2.1 **To approve the following policies**:

2.1.1 Policy for Positive Behaviour and Restorative Practices

Changes were summarised on last the page of the policy.
JH enquired whether the additions/changes had resulted from the ongoing practice within school? PH responded that consistency across the school was the key aim and the changes had been developed through discussion and review with staff input. New "zones of regulation" had been introduced and the concept rolled out across the whole school.
JH and TJ would carry out a behaviour-focussed Governor visit to see how the strategies had embedded in practice.
RS suggested that the new guidance for restrictive intervention and reasonable force was added as an appendix.
It was resolved to approve the policy subject to the addition of a Use of Physical Intervention appendix.

SLT

2.1.2 Personal, Social, Health and Economic (PSHE) Education, including Relationships and Health Education (RHE) Policy

Changes were summarised on the last page of the policy.
TJ made the following comments: The policy should be clearer that boys and girls were taught separately for sex education in Year 6 and any climate related content should link clearly to the Climate Action Plan.
It was resolved to approve the policy subject to incorporation of TJ's comments.

SLT

2.1.3 Uniform Policy

Resolved.

SLT

2.1.4 Data Protection Policy

Deferred pending update from the DPO.

HH

2.1.5 Freedom of Information Publication Scheme

Deferred pending update from the DPO.

HH

2.2 **To adopt the following:**

2.2.1 Risk Register

JH introduced the document as an oversight tool for Governors, showing strategic, reputational, operational, compliance and financial risks. It included likelihood, impact and existing mitigation measures.
Risks were briefly discussed and it was resolved to adopt the document.
It would be a living document and amended during FGB meetings by the CHT.

CHT

3 GOVERNOR REPORTS AND MONITORING VISITS

3.1 **Computing/Online Safety (pupil voice) – HC**

3.1.1 Children were spoken to across the school and asked closed questions with the same broad themes used each year to allow comparison.

3.1.2 KS1 findings: There was generally a strong safety awareness. Children knew to tell a trusted adult if they were uncomfortable with something online. Most children reported under an hour of screentime per day on school days and used shared family devices in communal areas rather than personal devices.

3.1.3 KS2 findings: More in-depth questions were asked covering cyberbullying, inappropriate images, fake content, malicious links etc. Good awareness was apparent across most scenarios. Children could identify fake content and recognized obviously false images. Password features were generally understood but there were still some misunderstandings present. This was being addressed, particularly in Years 5 and 6.

3.1.4 It was suggested that AI should be added to future questionnaires. Digital permanence needed further reinforcement.

PH/HC

3.1.5 It was acknowledged that the main need was to keep pace with rapid online change.

3.1.6 Monitoring systems were outlined. In-school monitoring was robust; home use remained more difficult.

3.2 **Budget monitoring – LH**

3.2.1 The School Finance Officer had confirmed a carry forward position that was better than expected.

3.2.2 A new inclusion grant had been announced by Government of approximately £20,000 for the next 3 years. The school was required to publish an annual report on how it was spent.

3.2.3 The 26/27 budget was being formulated and would be presented at the next FGB meeting. LH would have regular meetings with the CHT to examine the detail.

HH

3.2.4 It was clarified that the variation in carry-forward had come from many different areas and examples of cost-savings were given.

3.3 **Safeguarding – SW**

3.3.1 PH reported on a new online portal to assist with primary to secondary transition. This was currently increasing workload, but it was acknowledged that in the longer term it would be useful.

3.3.2 SW explained Operation Encompass.

3.3.3 The new neighbourhood police officer had made contact with the school and offered to come in and work with the children.

3.3.4 Further information would be shared with HC/AR in the Safeguarding Governors meeting.

3.4 **Other**

3.4.1 <u>SEND reforms</u>

AR had met with Claire Norman to discuss current practice and the proposals.
It was generally felt that the reforms lacked the necessary implementation detail. School already did much of what the Reforms aspired to and should be proud of its provision. However, there was a risk that other schools may not deliver at the same level and that may have an impact on Exminster.
It was suggested that more insight on SEND practice in school should be gained from across the staff. The staff survey would partly address this and SB was asked to gather a wider staff view on any matters that were discussed at FGB meetings.

SB/SLT

3.4.2 Asset Register Review
LH had looked at the Asset Register, updated by Alison Munslow and SB, at a recent visit. It was found to be in comprehensive and well maintained.

3.4.3 Grounds Maintenance Contract Procurement
LH had been involved with the process and reviewed the three suppliers. The procurement process was considered sound.
The existing provider had been retained for a new three-year term and seen as best value for money with good service quality.

3.4.4 SCR
JH had checked the SCR on his last Governor Visit.

4 FINANCIAL UPDATE ON WRAP-AROUND CARE AND SCHOOL DINNERS

4.1 **School Dinners**

4.1.1 The uptake had increased but it continued to make a loss.

4.1.2 Benchmarking against other schools had taken place and affordability balanced against the staffing costs and potential food costs inflation.

4.2 **Wrap-around care**

4.2.1 It was noted that a local provider was closing in June and that would likely impact School.

4.2.2 Comparisons had been made with other schools and it was noted that the 6pm session collection rate was well below many others.

4.3 It was resolved to delegate authority to LH to make the final decision on an increase within the 3-6% range following a detailed review.

LH

5 CO-HEADTEACHERS' REPORT

5.1 SW reported on admission difficulties with an EHCP being in place but not transferrable. This had now been resolved in the short term.

5.2 Parents had been successful in a tribunal in getting their parental wishes regarding a placement

5.3 The IDSR had been corrected and updated. This would be discussed at the next FGB.

5.4 Attendance data was positive. School was in the top decile nationally. FSM attendance had improved from the third to the second decile but the aspiration to close the gap further remained.

5.5 Behaviour developments – PH reported on a targeted soft-start model that was under consideration for implementation from September. Visits to other schools where this was successful had taken place. Potentially there would be an impact on some support staff, requiring earlier starts and adjusting their end time and this may need budgetary consideration.

5.6 A new collaboration with Cockwood School on oracy was explained.

5.7 Fixed term suspensions had increased during the spring term due to contextual factors affecting pupils. It was confirmed that there were no children near to the 15-day threshold.

5.8 The school's whistleblowing policy was known and used by staff as required. The SLT would outline this in the Governor Review next month.

5.9 A member of staff's resignation was discussed. Governors would respond to this.

SW/JH

6 TO UPDATE ON A REQUEST FOR FLEXI-SCHOOLING

6.1 A flexi-schooling request has been considered by 2 Governors and CHT. DfE and DCC guidance were researched alongside the request. The request was not approved.
6.2 School would not adopt a general flexi-schooling policy and the LA did not recommend formulating one.
6.3 The FGB supported that decision.

The meeting closed at 19:50
Date of next meeting: Thursday 11 June at 18:00

Signed:…………J Hulland……………………

Date:………11/06/2026…………….