

Exminster Community Primary School Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 11 June 2026 at 18:00

Venue: Exminster Community Primary School

Present

Simon Broom (SB) Staff Governor
Teresa Carr (TC) Associate Governor
Danni Cooke (DC) Co-opted Governor
Liam Hatton (LH) Co-opted Governor
Connor Heelan (CH) Parent 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
Ian Moore (IM) Co-Headteacher
Christopher Porter (CP) Co-opted Governor
Robin Scott (RS) Co-opted Governor
Sarah Whalley (SW) Co-Headteacher

Apologies

Ellouise Stone (ES) Parent Governor – work commitment
Alwyn Reeves (AR) LA Governor

List of abbreviations/acronyms

ARE – Age Related Expectations
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

GD – Greater Depth
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 Administration - 18:00

1.1 Apologies for absence

Accepted as listed.

1.2 Declarations of interest on agenda items

None declared.

1.3 To approve the minutes of the last Full Governing Board Meeting on 7 May 2026

Resolved.

1.4 Co-option of Alwyn Reeves as a Local Education Authority Governor

Resolved.

HH

1.5 To track actions on matters arising at previous meetings

- | | | |
|--------|---|---------|
| 1.5.1 | 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk in January.
<i>To be arranged before the end of this term.</i> | Ongoing |
| 1.5.2 | 27/11/2025 - 6.7.2 - HH to put IDSR on next agenda | Done |
| 1.5.3 | 05/03/2026 - 4.2.4 - TJ to undertake a visit to observe PSHE in practice. | Ongoing |
| 1.5.4 | 05/03/2026 - 5.1.4 - ALL to read p73-81 in Ofsted toolkit | Ongoing |
| 1.5.5 | 05/03/2026 - 5.2.2 - HH/SLT to consider agenda items related to Ofsted inspections

<i>This action is ongoing at the agenda setting meetings. Remove from Actions List.</i> | Done |
| 1.5.6 | 05/03/2026 - 5.2.5 - LH/JH/SLT to consider putting together a group of Governors to prepare for Ofsted | Ongoing |
| 1.5.7 | 05/03/2026 - 6.1 - JH/LH to look at Skills audit data
<i>HH to ensure that it is readily available.</i> | Ongoing |
| 1.5.8 | 07/05/2026 - 1.4.15 - ALL Governors to advise LH of availability for a Governors drop-in session either online or in person ASAP. | Ongoing |
| 1.5.9 | 07/05/2026 - 2.1.1 - SLT to add Use of Physical Intervention Appendix to Behaviour Policy | Done |
| 1.5.10 | 07/05/2026 - 2.1.1 - JH/TJ to undertake a behaviour focussed Governor Visit
<i>Arranged for 22 June to focus on zones of regulation.</i> | Ongoing |
| 1.5.11 | 07/05/2026 - 2.1.2 - SLT to incorporate TJ's comments into the PSHE Policy | Ongoing |
| 1.5.12 | 07/05/2026 - 2.2.1 - CHT to update Risk Register at Governor Meetings
<i>HH to move the register into each current meeting folder to ensure that the latest version is always updated.</i> | Ongoing |
| 1.5.13 | 07/05/2026 - 3.1.4 - PH/HC to add AI into future pupil voice questionnaires in online safety | Ongoing |
| 1.5.14 | 07/05/2026 - 3.4.1 - SB to gather wider staff view on matters discussed at FGB meetings (particularly SEND) | Ongoing |
| 1.5.15 | 07/05/2026 - 4.3LH/CHT to make decision on increase in fees for school dinners and wrap around care | Ongoing |
| 1.5.16 | 07/05/2026 - 5.9SW/JH to write to acknowledge letter of resignation from staff member

<i>SW reported that it was greatly appreciated by the staff member.</i> | Done |

2 Policies and Documents - 18:15

2.1 Data Protection Policy

- 2.1.1 The policy had been updated by the DPO. The Data Act 2025 changes had been included. A new Data Protection Complaints Procedure was introduced.
- 2.1.2 The policy was accepted for publication on the website.

SLT

2.2 Freedom of Information

- 2.2.1 The update aligned the document with the Information Commissioners Office publication scheme that schools were required to adopt.
- 2.2.2 The document was accepted for publication on the website.

SLT

3 Governor reports and monitoring - 18:25

3.1 Pay and Performance Committee – TJ

- 3.1.1 An overview of the meeting was given.
- 3.1.2 Questions were raised, and responded to, about Teachers who had requested changes to their contractual hours and the subsequent implications for school.
- 3.1.3 It was confirmed that pay and performance decisions were not budgetary considerations.
- 3.1.4 The next meeting would take place in September.

3.2 Pupil Premium – CH

- 3.2.1 Deferred.

HH

3.3 Early Years Foundation Stage moderation – DC

- 3.3.1 A report of the visit had been circulated, focussing on writing.
- 3.3.2 The EYFS team had found the visit beneficial.

3.4 Health and Safety Audit – IM

- 3.4.1 The compliance audit was carried out by the DCC Health and Safety team.
- 3.4.2 The compliance score was 99.4% and only one item was flagged as requiring attention – a glazing survey to be carried out by a third party and therefore outside of the control of school. This was deemed a minor outstanding item and not concerning.
- 3.4.3 Discussion about the temporary swimming pool that had recently been installed to facilitate the swimming curriculum took place.
- 3.4.4 Risk assessments had been carried out as required.
- 3.4.5 Consideration was to be given to the feasibility of school owning its own temporary pool instead of hiring it.
- 3.4.6 *HC asked about safeguarding implications and changing facilities.* It was confirmed that these had been included in the installation.

3.5 Safeguarding

- 3.5.1 SW reported that a safeguarding concern had been raised by a parent and an investigation was currently taking place.
- 3.5.2 HC would be involved in the process as the Safeguarding Governor.

HC

3.6 Other

None to report.

4 Approval of Budget for the 2026/27 Financial Year - 18:40

- 4.1 The Carry Forward was confirmed as £12,845. This was better than last year's forecast and resulted from careful budget control. Ongoing benefits included staffing efficiencies, stronger catering income, energy savings and resource management.
 - 4.1.1 Discussion about the current situation with catering took place.
- 4.2 Notes on income for 2026/27
 - 4.2.1 The Reception intake for September 2026 was expected to be between 45 and 50.
 - 4.2.2 The Pupil Premium income estimate was not likely to increase compared to the 2025/26 financial year.
 - 4.2.3 SEND funding remained variable and was considered a risk factor.
 - 4.2.4 The PE grant would finish in the next financial year but an inclusion grant of approximately the same amount would be introduced.
- 4.3 Notes on expenditure for 2026/27
 - 4.3.1 86% of expenditure was on staff. A 3% pay rise had been factored in for teaching staff for each year of the 3-year budget plan. It was noted that the NJC staff pay structure had changed, resulting in an additional £45-50K of expenditure which had to be found within the school's budget; no external funding to support this.
 - 4.3.2 It was noted that bought-in services, de-delegation, from the LA may be reduced as a result of Local Government Reorganisation and this may have an impact on costs in the future.
- 4.4 The following questions were *raised* and addressed:
 - 4.4.1 *Was the budget dependent on future staffing changes or restructuring?*
It was confirmed that the budget did not include restructuring but included known staff changes to date.
 - 4.4.2 *Which elements of the budget were most sensitive to change and what would happen if there was an unfavourable shift?*
Staffing was the biggest sensitivity, especially when it related to SEND funding.
 - 4.4.3 *What would need to go as planned for the budget to work?*
The school would need no major loss in pupil numbers, no unexpected changes with staffing or energy costs and no reduction in grant funding.
 - 4.4.4 *Would staffing reduction be possible without damaging provision?*
No, the school could not simply join classes together because class structure is tied to pupil numbers. Reductions in teaching or support staff would impact on children's needs, EHCPs, standards of teaching and learning and behaviour support.
 - 4.4.5 *Had school taken full advantage of other income sources such as wrap-around care?*
It was noted that income from those streams would not, alone, address the deficit but that it should be maintained or improved if possible. However, rises in charges may affect take-up and that would have a detrimental effect on the income received.
 - 4.4.6 *Are there wider system changes or trust/federation options that should be considered?*
It was noted that DCC was hosting networking events for maintained schools and that Exminster intended to attend the next one in November. However, all schools were facing similar challenges. The impact of Local Government Reorganisation was also an unknown factor.

- 4.5 Governors were satisfied that the school had done all it could to reduce costs while maintaining the quality of education and its statutory responsibilities.
- 4.6 The proposed 3-year budget was in deficit for all three years. It was noted that submitting this budget would likely cause DCC to request submission of a recovery budget. The aim would be to decrease the in-year deficit.
- 4.7 It was resolved to submit the budget as proposed to DCC.

SLT

- 4.8 Further discussion would take place in Part II.

5 Inspection Data Summary Report - 19:10

- 5.1 The document was intended to give a strategic overview. It was the starting point for Ofsted Inspections, helping define the context of the school and highlighting strengths and areas for further exploration. It was not used in isolation to draw conclusions but as a signpost.
- 5.2 IM summarised the document comparing the school's data to national average.
- 5.3 The data indicated that school was high achieving, above national average in most areas. Governors attributed this to the culture, interventions and strength of teaching.
- 5.4 It was noted that the last Ofsted Inspection reported some children were behind in reading. *Was there evidence in this report that the gap had been bridged?* There was positive Multiplication Tables Check (MTC) data for the particular cohort within the report and the school also had internal reading data. The reading data for the specific cohort at the last OFSTED was strong and year on year, the school achieved above national results for reading both at ARE and at GD.

6 Part II - Planned Admissions Number - 19:30

- 6.1 Refer to part II minutes

The meeting closed at 20:14

Date of next meeting: Thursday 9 July 2026

Signed:.....Jamie Hulland..... Date:.....09/07/26.....