Exminster Community Primary School
Full Governing Board Meeting Minutes

Date and time of meeting: Thursday 17 September 2026 at 18:00
Venue: Exminster Community Primary School

Present

Simon Broom (SB) Staff Governor
Teresa Carr (TC) Associate Governor
Hamish Cherrett (HC) Co-opted 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
Jamie Hulland (JH) Co-opted Governor
Tamara Janes (TJ) Co-opted Governor (virtual attendance)
Ian Moore (IM) Co-Headteacher
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

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
KS – Key Stage
LA – Local Authority (see also DCC)
NC – National College
OAIP – Ordinarily Available Inclusive Provision
PEP – Personal Education Plan
PP – Pupil Premium
SCR – Single Central Record
SDP – School Development Plan
SEF – Self Evaluation Form
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

1.1 **Apologies for absence**
None offered.

1.2 **Declarations of interest on agenda items**
None declared.

1.3 **To approve the minutes of the last Full Governing Board Meeting on 9 July 2026**
1.3.1 Part I minutes circulated in prior meeting. Resolved to approve.
1.3.2 Part II minutes circulated in hard copy at meeting. Resolved to approve.

1.4 **To track actions on matters arising at previous meetings**
1.4.1 25/09/2025 - 5.4.9 - CH to undertake a pupil premium learning walk
See agenda item 3.1
Done

1.4.2 05/03/2026 - 5.1.4 - ALL to read p73-81 in Ofsted toolkit
To be covered in a future FGB meeting. Remove from actions list.
Done

1.4.3 05/03/2026 - 5.2.5 - LH/JH/SLT to consider putting together a group of Governors to prepare for Ofsted
RS, DC, AR, LH and JH offered to be involved.
Done

1.4.4 05/03/2026 - 6.1 - JH/LH to look at Skills audit data
Done

1.4.5 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

1.4.6 07/05/2026 - 2.2.1 - CHT to update Risk Register at Governor Meetings
Done

1.4.7 07/05/2026 - 3.4.1 - SB to gather wider staff view on matters discussed at FGB meetings (particularly SEND)
Ongoing

1.4.8 07/05/2026 - 4.3 - LH/CHT to make decision on increase in fees for school dinners and wrap around care
Date arranged for meeting.
Ongoing

1.4.9 09/07/2026 - 3.2.3 - TJ to undertake a follow up visit on PHSE in Autumn Term
Ongoing

1.4.10 09/07/2026 - 4.3.3 - SLT to send out letter about attendance/holidays during term-time more frequently and consider publishing on website
Done

1.4.11 09/07/2026 - 4.2.2 - CHT to add number of pupils against the percentages in IDSR report, for added context
Done

1.4.12 09/07/2026 - 5.2.3 - SLT to produce a "you said - we did" in response to the pupil survey
Ongoing

1.4.13 09/07/2026 - 5.3.5 - SLT to consider sharing positive comments from parent/carer survey on website
Ongoing

1.4.14 09/07/2026 - 6.6 - SLT to share SEF with Governors when available
To be on next agenda
Ongoing

2 Policies and Documents for approval

Ahead of considering each document, general discussion on policies elicited the following questions from Governors:

- How are the policy changes communicated to staff? There are different arrangements for each policy but generally attention is drawn to them on the NC portal where acknowledgement of reading was required and an audit trail was available. Some policies have additional training associated with them. The SCR is updated where relevant, for example with confirmation that KCSiE and the Child Protection Policy have been read and understood.

- How are policy changes communicated to parents? Key policies are published on the school website and linked directly to the NC portal to ensure currency.
- How/when are policies amended? Policies are amended based on a review cycle or following the outcome of situations that indicate that alternative practice is required. An example was given of a recent review of the First Aid policy.

2.1 **Sports funding document**

2.1.1 Resolved to approve and publish.

2.2 **Child Protection and Safeguarding policy**

2.2.1 Safeguarding Governors AR and HC had seen versions of the draft policy as well as the final version.
2.2.2 Resolved to approve.

2.3 **Allergy policy**

2.3.1 The policy was based on a model from the NC. A rigorous process involving staff with experience in dealing with severe allergies had taken place.
2.3.2 Staff are required to confirm that they have read the policy and undertaken allergy training.
2.3.3 Resolved to approve.

2.4 **Safer Recruitment Policy**

2.4.1 HC and AR had looked at the policy.
2.4.2 It was noted that SLT members had recently updated their Safer Recruitment training. Governors, LH, JH and AR would receive a link to refresh theirs.

IM

2.4.3 DC, RS and HC had also undertaken the training.
2.4.4 Resolved to approve.

2.5 **Anti-bullying policy**

2.5.1 RS had looked at the policy and made suggestions about additional definitions. It was agreed that the overlap between this policy and the Behaviour policy needed to be considered in relation to this.

PH

2.5.2 Subject to any minor changes required as a result of the review, it was resolved to approve the policy.

2.6 **Lettings policy**

2.6.1 The policy was based on the NC model, having been previously based on the DCC model that was considered no longer fit for purpose.
2.6.2 The policy stated that Governors needed to be aware of regular hirers and details of a regular Saturday morning booking were given.
2.6.3 A booking form was available as an appendix to the policy.
2.6.4 Questions were raised about the locations of any asbestos within school and it was agreed to amend the policy to record them.
2.6.5 Subject to the aforementioned amendment it was resolved to approve the policy.

IM

2.7 **Managing Sickness Absence Policy**

2.7.1 The policy was based on the DCC model policy.
2.7.2 Resolved to approve.

2.8 **Governor Code of Conduct**

2.8.1 This had been updated in accordance with the latest National Governance Association model.
2.8.2 Confirmation that Governors had read and would comply with the Code of Conduct was required and the document would be put on the NC portal for this purpose.

IM/ALL

2.8.3 Resolved to approve.

2.9 **Children we care for policy**

2.9.1 AR and HC had looked at the policy and an enquiry about the number of looked-after children on role was answered.
2.9.2 Some minor grammatical amendments were suggested.
2.9.3 Subject to grammatical amendments, it was resolved to approve.

SW

2.10 **Academic Year Dates for next year – CHT**

2.10.1 In accordance with the DCC term dates, it was resolved to approve non-pupil days as 2/3 September 2027, 6 January, 18 April and 21 July 2028 and occasional days as 24/25 July 2028.

CHT

3 Governor reports and monitoring

3.1 **Pupil Premium learning walk**

3.1.1 A written report had been circulated.
3.1.2 The report was very complimentary regarding the PP team structure within school and their thorough knowledge of pupils.
3.1.3 PP attendance was noted as strong (in the 2nd decile) and staff used Insight software to monitor this.
3.1.4 PP pupils were encouraged to take part in extra-curricular activities and funding was being used to facilitate this.
3.1.5 Finances had not been examined as part of the visit but the need to work out how to maintain the level of provision within budgetary constraints was considered important. IM commented on the change of criteria for accessing funding that had seen some children taken out of PP funding, although still qualifying for FSM. This had a negative impact on the funding received.
3.1.6 Governors asked that the praise in the report was shared with the PP team.

CHT

3.2 **Safeguarding**

3.2.1 All staff had undertaken level 2 refresher training and the 5 safeguarding officers had refreshed their level 3 training.

3.3 **Online Safety Visit**

3.3.1 HC had undertaken an online safety visit on Thursday 10 September. A written report would follow with a verbal summary given at the meeting.

3.3.2 A demonstration of the Senso software (filtering and monitoring) had taken place. Each week a member of staff was responsible for monitoring the log. An example was given of how the process was followed through with phone-calls to parents/carers when appropriate.

3.3.3 Children were surveyed using age-appropriate scenarios with AI and fake news being introduced as new topics this year.

3.3.4 Globally, new issues were constantly being identified and the curriculum was being updated to reflect this. This was noted as challenging.

3.3.5 Usage of devices was discussed, alongside mention of the 5-12 study and parental awareness of guidance about screen time for Reception children.

3.3.6 A cybersecurity non-pupil day had taken place, delivered by the police. This had been beneficial for staff and a session for Y6 had been arranged.

3.3.7 Discussion about parental use of phones for photography/videoing at school events took place. It was agreed that the SLT would investigate other schools' practices regarding this and review own practice.

SLT

4 To confirm that the Child Protection and Safeguarding policy and Keeping Children Safe in Education (September 2026) had been read and understood

4.1 Governors were encouraged to login to the NC portal to confirm that this had been done as soon as possible. The confirmation was necessary to update the SCR.

ALL

4.2 Safeguarding refresher training was available on the NC and all Governors had been set a task to complete it. Governors who were Teachers and had completed the training in their employment were asked to obtain a certificate of completion or letter of assurance from their school that should be emailed to HH. The confirmation was necessary to update the SCR.

RS/CH/ES/CP/DC

5 To Confirm Lead Governor Roles

5.1 It was agreed that Cybersecurity should be added as a bullet point to the Premises, Health and Safety Lead Governor role.

5.2 The Personnel Lead Governor role should be carried out by the co-chairs, LH and JH.

HH

5.3 No further changes were proposed.

6 Confirm Terms of Reference and Committee Membership

6.1 It was resolved that JH would become a member of the Pay and Performance Committee.

HH

6.2 No further changes were proposed.

7 Update Register of Business Interests Forms

7.1 Completed by those present.

HH/TJ

Part II – Confidential Items

SB and TC left the meeting as staff members.

8 Staffing

8.1 Refer to part II minutes

9 Co-Headteachers' appraisal group report and recommendation

9.1 Refer to part II minutes

The meeting closed at 19:58
Date of next meeting: Thursday 22 October 2026 at 18:00

Signed:……J Hulland…… Date:……22/10/2026……..