

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	28 th November 2022	Location		5.30 pm Wynstream Primary School			
Anticipated	Initials			Anticipated	Initials		
Name		Type of governor	Time joined/left if not present for full meeting			Type of governor	Time joined/left if not present for full meeting
Michaela Young	MY	Co-opted (Chair)		Elise Redman	ER	Headteacher	
Peter Vickery	PV	LA (Vice-Chair)		Gemma Stringer	GS	Parent	
Poppy Daly	PD	Co-opted		Stephanie Walker	SW	Parent	
Abi Ledger	AL	Staff		Katrina Way	KW	Headteacher	

Apologies	Initials	Type of governor

Absent without apology	Initials

In Attendance	Initials	Present who are not a governor
Hannah Dyer	HD	Clerk

Minutes to
Attendees & Apologies

Item	Minutes from Agenda	Led by
1	<p>Welcome and apologies</p> <p>The meeting commenced at 5.42 pm. Aileen Downing (AD) was welcomed to the meeting and apologies were accepted from Caroline Brooking (CB). It was noted that Joss Chappell has shown an interest in attending a meeting but was not able to do so this evening.</p> <p>KW arrived at 5.50 pm due to the traffic conditions.</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p><u>Business Interest Register</u></p> <p>SW advised the governing body that her husband, Chris Walker, is now a Director of the Montgomery Energy Management Company Limited. GS is also a Director of the Montgomery Energy Management Company Limited.</p> <p>There were no further declarations.</p>	MY/HD

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3	<p>Clerk's Update</p> <p><u>Type of governor</u></p> <table><tr><td>Parent</td><td>2</td><td>G Stringer, S Walker</td></tr><tr><td>Headteacher</td><td>1</td><td></td></tr><tr><td>Staff</td><td>1</td><td>A Ledger</td></tr><tr><td>Local Authority</td><td>1</td><td>P Vickery</td></tr><tr><td>Co-opted</td><td>5</td><td>M Young, P Daly, E Redman, K Way</td></tr><tr><td>Foundation</td><td>2</td><td></td></tr><tr><td>Total</td><td><u>12</u></td><td><u>8</u></td></tr></table> <p>The expiration date for SW is 22nd November 2022.</p> <p>SW advised continuity is important at this time for the governing body and would like to be re-elected as a co-opted governor.</p> <p>SW brings challenge and questions to the governing body and has knowledge relating to the school curriculum. SW plays an integral role in the Teaching & Learning Committee.</p> <p>PD proposed that SW be re-elected and this was seconded by AL. The remaining members of the governing body agreed.</p> <p>It was noted that AL's expiration will fall on 17th January 2023.</p> <p>The governing body were asked to think about the coming few months and who would like to continue as a governor?</p> <p><u>Governor attendance on site:-</u></p>	Parent	2	G Stringer, S Walker	Headteacher	1		Staff	1	A Ledger	Local Authority	1	P Vickery	Co-opted	5	M Young, P Daly, E Redman, K Way	Foundation	2		Total	<u>12</u>	<u>8</u>	MY/HD
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4	<p>Approval of minutes</p> <p>No minutes were discussed at this meeting.</p> <p><u>RCM</u></p> <p>Draft minutes to be forwarded for meeting held 14th November 2022 for all to review working in conjunction with the annual planner and ToR.</p> <p><u>SCM</u></p> <p>Draft minutes to be forwarded for meeting held 14th November 2022 for all to review working in conjunction with the annual planner and ToR.</p>	MY																					

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	<p>MPS <u>Update following RCM on IT</u></p> <p>A breakdown has now been completed of all the timings relating to the systems in place. The telephone system licence was discussed at a cost of £650 – PV proposed this go ahead in conjunction with Soltech IT. This was agreed by the governing body. A full list will be prepared for the governing body to review.</p> <p>It was agreed the content could be discussed further at the RCM.</p> <p>CB has asked for monies to assist with the purchase of the fire alarm. AD updated that the carry forward for MPS will also be used.</p>	<p>WPS <u>Update following RCM on flooding</u></p> <p>There has been no further update at this time of a timetable of work to be completed. The drainage pipes have been sent back on two occasions, on the third occasion, they were still not correct. There are drips near electrics.</p> <p>Communication has been forwarded to Rachel Carter. Staff morale is very low. New flooring has been requested. A further email will be actioned by ER – 'health', 'morale' and 'fit for purpose' – language spoken about for content.</p> <p>ESW will be invited to attend any meetings and ER will liaise further with local councillors if the situation is not resolved.</p>	ER/KW
	AD was thanked for attending the meeting. AD left the meeting at 6.21 pm.		MY
5	<p>Headteacher Report</p> <p>The Reports from the Headteachers were forwarded prior to the meeting. The governing body were asked if there were any questions relating to the content.</p> <p><u>MPS</u></p> <p>It is evident in EYFS that the children are not ready for the cohort and data is below the national average. What is being done about this? There are strong TA's in place and additional provision will be put in place.</p> <p><u>WPS</u></p> <p>The report detailed a segment on safeguarding. The meeting moved to Part 2 at 6.26 pm and returned to the main FGB meeting at 6.27 pm.</p> <p>There is continued persistent absence in school which is having a high impact on attendance data as well as illness (chicken pox, impetigo). Please provide more details relating to persistent absence? Calls are made to the families and the EWO is involved. Some calls are made two, maybe three times per day and there is a mixture of mental health issues for parents as well as refusal of children coming to school. The childrens' school timetables are being reviewed.</p> <p>It was noted that it is positive to speak with KW and know that the techniques being used are also being used at Montgomery. The discussion went further and perhaps calling families at 7.30 am would also assist with getting children to school on time.</p> <p>In conclusion, both Headteachers agreed that regulation of children is needed and the wording should be, 'you are going to school – it is a legal requirement' and not, 'would you like to go to school today'.</p>		MY KW MY ER PV

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6	Headteacher Appraisal It was confirmed this has been actioned and completed.	MY/PV
7	Health & Safety The governing body have read the report from the RCM. No further questions were raised at this meeting.	MY
8	School Improvement Plan The governing body have read the report from the T&LC. No further questions were raised at this meeting.	ER/KW
9	GDPR There is further training in this topic for WPS staff on 29 th November 2022.	PD
10	<p>ECF Policies Policy documents were forwarded to the governing body prior to the meeting.</p> <p>Accessibility Plan MPS Attendance Policy WPS Admissions Policy MPS Admissions Policy WPS Behaviour Policy MPS Charging & Remissions Policy MPS Collective Worship Policy MPS Complaints Policy MPS Equality Policy MPS Exclusions Policy MPS School Uniform Policy MPS SEND Policy MPS SEND Policy WPS</p> <p>A complete overview has taken place of policies and will continue to be actioned. A cycle of policies will now be put in place at MPS. It was agreed this task is a huge undertaking.</p> <p>It was noted that the grammaticals in the SEND Policy should be re-visited as well as the footer taken out.</p> <p>MY proposed the policies for MPS and this was seconded by PD. The remaining members of the governing body agreed.</p> <p><u>Whistleblowing Policy MPS</u> This policy will be forwarded under separate cover for approval at the next meeting.</p>	<p>MY/All</p> <p>KW ER</p> <p>PV/GS</p>
11	<p>Safeguarding Report There were no further questions, however, a meeting has been scheduled at MPS on 10th January 2023 for MY to visit CB to discuss the SCR.</p> <p>Lanyards have been ordered for MPS and further discussions will take place with ESW regarding WPS.</p>	MY

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12	<p>Governor Training</p> <p>ESW Training has been undertaken:-</p> <p><u>ESW School Improvement</u> Governor training attended which proved extremely interesting and will be useful going forward.</p> <p><u>Q cards</u> The Q cards have been distributed to the governing body as a tool.</p> <p><u>Educare</u> This will be actioned.</p>	<p>MY</p> <p>PV</p> <p>HD</p> <p>KW/HD</p>
13	<p>Exeter Children's Federation Liaison is continuing with DCC (Debbie Clapshaw), HR (CB has also spoken directly to HR relating to staff contracts) and the unions.</p> <p>It was agreed by those present that the Managed Partnership with ESW will be extended for a further term for Wynstream Primary School. It was proposed that the costs be covered by WPS. It was noted that if ESW are not working with MPS, then the costs should be covered by WPS. This item will be carried forward for the next FGB meeting in January 2023.</p> <p>It has been requested that someone from DCC visit MPS to go through all of the budgets/finance with CB. A day will be bought-in.</p> <p>The governing body were made aware that it is complex and time-consuming splitting both schools for the budgets and then submitting as one federation.</p> <p>Benchmarking was briefly discussed and it is very difficult at the moment to complete this task due to the schools being in a federation.</p>	<p>MY</p> <p>All</p> <p>AL</p> <p>MY</p> <p>KW</p> <p>ER</p> <p>PV</p>

The meeting closed at: 6.58 pm

Detail of next meeting			
Date/Time	30 th January 2023	Location	Montgomery Primary School