

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	30 th January 2023	Location		5.30 pm Montgomery 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	Co-opted	
Abi Ledger	AL	TBC		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	Welcome and apologies MY welcomed all those present to the meeting which commenced at 5.34 pm. PD advised of attendance at a football tournament and arrived to the meeting at 5.47 pm.	MY
2	Attendance & Business/Pecuniary Interest Register None.	MY/HD
3	Clerk's Update <u>Reconstitution of ECF/Re-election of governor to the ECF governing body</u> For the interim period and continuity, AL was proposed as an associate member of the governing body. Members of the governing body signed off their Register of Business Interests and Declaration of Eligibility documents.	MY/HD

Exeter Children's Federation Full Governing Body Meeting

	Further discussions will be held with DES relating to the Instrument of Government and the request of information by ESW. The Chair and Vice-Chair will remain as MY and PV respectively. <u>Governor Attendance on site:-</u>	
	<div> MPS 29/11/2022 PV Interviews 06/12/2022 GS Christmas performances 16/12/2022 GS MEMC 04/01/2023 GS meeting with KW 10/01/2023 MY Safeguarding visit SCR </div> <div> WPS 15/11/2022 MY Governor walk/visit 29/11/2022 MY Governor walk/visit </div>	
	Devon Education Services – Spring checklist Weekly alerts and the Spring Checklist have been forwarded to the governing body. The governing body acknowledged receipt. School Uniform Policy Energy Bills Discount Theme Strike Action SCR Education Attendance Charter MASH – new form 'Request to Support' School Governors Awareness Day – 28 th February 2023 Ofsted	MY/HD
4	Approval of minutes The minutes were approved. It was requested these are more timely. The governing body had also received the minutes for the T&LC and RCM. ER had advised HD of an amendment to the name, 'Tom Dring' which will be actioned. MY confirmed there was a passage which was thought not to read right but was, in fact, alright and the governors received the minutes for approval.	MY/HD
5	Headteacher Report 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. See below for detail. <u>MPS</u> There are ten further pupils due to start Montgomery Primary School over the coming weeks and 65 first choices for starting September 2023. COVID 19 has continued to hinder the staffing numbers. <u>WPS</u> There are amendments following the previous meeting. Data has been cross-referenced on EAL children which has shown an increase in figures at the school. It was noted there needs to be further clarification when the first meetings are held with parents/carers.	MY KW ER

Exeter Children's Federation Full Governing Body Meeting

	<p>Staff surveys have been completed and discussed amongst the SLT, as has the school review completed by ESW. This will be discussed with the staff community in the future and a copy forwarded to the FGB. Jane Kellor (JK) visited school last week and completed a learning walk in KS2 with Katy Tickle (KT).</p> <p>The Headteacher of ISCA has also visited ER.</p> <p>There will be an assembly on Friday 31st March 2023 which PV will be attending on behalf of the governing body.</p> <p>The governing body congratulated the sporting endeavours of the schools, especially those children who are part of the football, dodgeball and netball teams who have progressed further in their matches and regional fixtures.</p> <p>The football regional fixture will be in Bristol.</p> <p>The report detailed a segment on safeguarding. The meeting moved to Part 2 at 6.40 pm and returned to the main FGB meeting at 6.59 pm.</p> <p>The entering of information to the CPOMS system was discussed by both ER and KW. There is a visible difference between entries from males and females. Is this because females are nurturing? Some staff are also resisting the use. It was noted this topic is a discussion point in appraisals with MPS staff.</p> <p>What are the timescales for completing a CPOMS? This could be a few minutes to a full paragraph and involved entry.</p> <p>The platform Bromcom was discussed (a provider to schools and colleges of data capture and pupil tracking). This could be something which ESW use from September 2023.</p> <p>The time paid by the schools for Education Psychologists (EP) within schools has been suspended and schools have been informed that the finance will be refunded. Can the schools purchase this time elsewhere? This is currently being investigated by the headteachers – potential companies or personnel who could be called to assist.</p>	<p>PV</p> <p>GS</p> <p>ER</p> <p>ER/KW</p>
	<p>MPS</p> <p>Attendance data 93%</p>	<p>WPS</p> <p>Attendance data 91.5%</p>

Exeter Children's Federation Full Governing Body Meeting

6	<p>Health & Safety</p> <p>The details were discussed in full at the recent RCM, however, the leaking roof is still an issue at WPS. NPS have visited MPS to discuss the computer in the plant room and provide advice and guidance. It was noted that the building of relationships with external companies will help moving forward. CB has been looking at the operational manuals, plans and paperwork.</p>	MY ER KW CB
7	<p>School Improvement Plan</p> <p>The details were discussed in full at the recent T&LCM, however, there are currently 8 points on the SIP. Should there be less? At this time, 8 is good.</p>	ER/KW PD PV
8	<p>GDPR</p> <p>Training has been completed at WPS and the policies have been updated for MPS.</p> <p>Action is to be taken in relation to the Freedom of Information and an update provided to the governing body at the next meeting. This will need to be added to the school website.</p> <p>The Cyber Response Plan is in progress. This works alongside a cyber attack and training will be given to the staff.</p>	PD KW
9	<p>ECF Policies</p> <p><u>Data Protection Policy – ECF</u> <u>Information Security Policy – ECF</u> <u>DPIA Procedure – ECF</u> <u>Retention & Disposal Policy – ECF</u></p> <p>The DPO advised the policies are all linked. The policies were proposed by PV and seconded by MY. It was confirmed the policies will remain as federation policies at this time and had been updated for the federation.</p> <p>It was noted that AL, GS and SW had not read the policies in their entirety on this occasion.</p> <p><u>Education Visits Policy – MPS</u></p> <p>The above policy was amended for MPS to update that if travelling in and around Exeter, one (1) member of staff can attend. However, it is best practice that there are two (2) members. The safeguarding of the member of staff was questioned and the staff member would be a higher level staff member and competent staff member.</p> <p><u>Mobile Policy – MPS</u></p> <p>An overview of the policy was provided.</p> <p><u>Nursery Admissions Policy – MPS</u></p> <p>It was noted this policy has just been updated on the model policies provided by DCC so will be re-visited in the future. Please note that point 15.5 has been typed twice. Please amend.</p>	MY/All

Exeter Children's Federation Full Governing Body Meeting

	<p><u>Online Safety Policy – MPS</u> The above policy is a lengthy document written by the South West Grid for Learning Trust (SWGfL).</p> <p><u>Whistleblowing Policy – MPS</u> An overview of the policy was provided.</p> <p>PV proposed the above policies and MY seconded. The remaining members of the governing body agreed.</p> <p>DW has assisted with the preparation of the above policies for Montgomery Primary School.</p>	
10	<p>Safeguarding Report Items raised as per the Headteachers Report.</p> <p>An audit of the SCR has been completed at both Montgomery Primary School and Wynstream Primary School.</p> <p>All procedures are correct and in place for both schools. CB is currently awaiting updated letters of assurance for MPS.</p> <p>Across both schools, extra paperwork was found in staff files – CB and AD will be taking this paperwork out. There will be a further audit on internal staff contracts to ensure this has been actioned and carried out.</p> <p>MPS – this will involve CB WPS – this will involve A Betts (AB)</p> <p>A discussion ensued regarding the staff personnel who could be involved in the internal audit of staff files. This will be investigated further due to the sensitive nature of the task.</p> <p>An annual appraisal sheet will also be set up so that changes to the DBS can be noted and the item such as Section 128 can be added.</p> <p><u>Site visit MPS</u> A visit will be set up for MY to attend.</p> <p><u>Site visit WPS</u> A visit was held and notes made relating to the following:-</p> <p>Lower fence in the car park to be investigated One-way system for the car park Lockdown date – review plan School locking of door – timing 3.00 pm – is this time correct? Buzzer system on gate entry to be investigated</p> <p>The visit was noted as good.</p>	<p>MY</p> <p>ER/KW</p>

Exeter Children's Federation Full Governing Body Meeting

11	<p>Governor Training</p> <p>ESW Further training invitations from ESW had been forwarded to the governing body.</p> <p><u>10/01/2023 – PV Behaviour & Attitudes</u> The training session provided details of what behaviour is acceptable and the attitudes towards attendance at school. Examples were provided of what may be acceptable at home – is it acceptable at school?</p> <p>It is sometimes clear to see the change in children when they are greeted by their parents and leave school to go home.</p> <p>Children need to know and understand this. Values should be, 'in' school and, 'out' not just a culture within the school. Parents should also take responsibility.</p> <p>A discussion ensued on this topic and whether the schools should have a contract in place between the school and the pupil?</p> <p>There has also been resistance in homework – certainly since the pandemic.</p> <p>However, it was noted that pre-pandemic, homework was always part of the relationship with parents/carers and there would always be spellings, reading and writing to complete. With the implementation of Seesaw at MPS, perhaps there is more awareness now?</p> <p>There should be consistency across the schools. Suspensions were also spoken of at the training session and it was noted that a suspension should only be used for the ultimate benefit of the child, and not the school. Permanent suspensions created for the benefit of the school are tantamount to, 'off-rolling'.</p> <p><u>18/01/2023 – HD Clerks Briefing</u> Attendance of the above was confirmed and insightful.</p> <p><u>Safeguarding Training</u> This is noted as a priority for the governing body.</p>	<p>MY</p> <p>PV</p> <p>ER/KW</p> <p>SW</p> <p>ER/KW</p> <p>GS</p> <p>AL</p> <p>PV</p> <p>HD</p> <p>MY</p>
12	<p>Exeter Children's Federation</p> <p>Plans are proceeding for both schools with the date set as 1st April 2023. Feedback is expected from the unions and HR and both MY and PV have continued to be pro-active. Ongoing correspondence has been forwarded to the communities ensuring they are kept up-to-date.</p> <p>Joss Chappell (JS) has expressed an interest regarding the new governing body for MPS and the staff governor role and may attend a meeting in March 2023.</p>	MY/PV

