

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	20 th March 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	Parent	
Abi Ledger	AL	Associate		Katrina Way	KW	Headteacher	

Apologies	Initials	Type of governor
Peter Vickery	PV	LA (Vice Chair)

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>MY welcomed all those present to the meeting. The meeting commenced at 5.34 pm. Apologies were accepted from PV. Rebecca Humphreys (RH) was welcomed to the meeting. RH is a member of staff at WPS and has shown interest in becoming a member of the governing body for WPS in the future.</p> <p>At the time of the meeting, it was parents evening at Montgomery Primary School and it was known that AL would be arriving late. AL arrived to the meeting at 6.09 pm whilst the governing body were discussing Point 12 of the Agenda.</p> <p>Matt Shanks had been informed of the meeting date but was not able to attend. The governing body accepted this information.</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p><u>Business Interest Register</u></p> <p>The information on record is correct and there is nothing further to note at this meeting.</p>	MY/HD

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3	<p>Clerk's Update</p> <p><u>Governor Attendance on site:-</u></p>	MY/HD		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>MPS No visits since the previous meeting</p> </td> <td style="width: 50%; vertical-align: top;"> <p>WPS Await information - tbc</p> </td> </tr> </table>	<p>MPS No visits since the previous meeting</p>	<p>WPS Await information - tbc</p>	
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4	<p>Approval of minutes</p> <p>The draft minutes for the meeting held 30/01/2023 were agreed. It was noted there was a discrepancy with the information relating to the Nursery Admission Policy (the policy submitted for discussion was the new model policy – a new model policy will not be required to re-visit). This item will be carried forward to the new governing body for MPS.</p> <p><u>RCM</u></p> <p>The draft minutes were forwarded to the governing body relating to the meeting held 6th March 2023 and agreed. It was noted that at the RCM, the minibuses for MPS had been discussed and a recommendation had been made to progress with leases. The financials confirm the position. It was noted at this meeting that the minibus situation was still in progress at WPS.</p> <p>Training will be provided to the staff at MPS to drive the minibuses. A company has been sourced at a cost of £1200 and the non-pupil day in May 2023 will be used.</p> <p><u>T&LC</u></p> <p>The draft minutes were forwarded to the governing body relating to the meeting held 6th March 2023 and agreed.</p>	MY		
5	<p>Headteacher Report</p> <p>The governing body were able to read the documents ahead of the meeting. It was noted that it was lovely to read that the children were involved in so many activities and school trips across the federation. The teachers and staff were thanked by the governing body for all their efforts in making this happen, especially the planning involved. It is very positive after the pandemic and exciting for the pupils.</p> <p>RH was invited to discuss the, 'Book Train' which has been implemented at WPS – the idea being the book is shared with a family and then it is passed on to the next family. If the books is new to school, the book can be reviewed and comments can also be shared. This has proved successful and further provides an interest in reading.</p> <p>The leadership team at WPS are currently reviewing the feedback from the recent staff survey. Staff were given the option of online responses or paper (Sarah Pope (SP) was involved in handing out paper copies) and time was allocated at the inset day.</p> <p>Julie Stevens (JS) will be visiting WPS 21st March 2023.</p>	MY/ER/KW		

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	<p>The children in Year 6 WPS have been invited to go to ISCA to watch, 'Shrek'. It was hoped that by means of building relationships with ISCA, staff members of ISCA would be able to attend parents evenings at WPS but, unfortunately, this will not be happening on the next occasion. RH was invited to comment further on the links between the schools and it was felt that historically, the links have been strong, however, the pandemic has had a part to play. The PE Co-ordinators are working together to link opportunities between the schools and it is hoped that ISCA PE Sports Leaders could help with the WPS Sports Day. The successes can be built on as this will have an impact on learning and long term attendance.</p> <p>A further example was provided of a positive link between MPS and West Exe being music. Shane Gill (SG) has been pro-active in communicating, likewise, staff at MPS do work with West Exe on an ongoing basis.</p> <p>Strike action has had an impact across the schools relating to attendance as well as chicken pox and illness. Staff absence at MPS is having impact across the school.</p> <p>Items were discussed relating to pupil information across the schools. The meeting moved to Part 2 at 5.55 pm and returned to the main FGB meeting at 6.00 pm.</p>	
6	<p>Staff Appraisals <u>MPS</u> It was noted for this meeting that staff appraisals have been actioned.</p> <p><u>WPS</u> It was noted for this meeting that staff appraisals are currently in progress.</p>	MY
7	<p>Health & Safety No further notes for this meeting.</p>	MY
8	<p>School Improvement Plan No further notes for this meeting.</p>	ER/KW
9	<p>GDPR The governing body were advised that the DPO is currently updating all paperwork in readiness for MPS becoming a stand-alone school as well as preparing a SARs request. A recorded version of the training will be forwarded so that staff who were not present at WPS, will be able to access this.</p>	PD
10	<p>Safeguarding Report It was noted for this meeting that a fire drill has taken place at MPS following the installation of the new fire alarm system. However, discussions took place regarding both schools having a, 'lockdown' drill. It was felt that considerations need to be looked at prior to this taking place e.g., should parents/carers be informed prior to the event, air-horns – can they be heard? The lockdown drill should also be held when all of the children are outside and then timed for returning to school safely. This should be scheduled once in the academic year.</p>	MY/All

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11	<p>Governor Training</p> <p>A training schedule has been provided by ESW. No further feedback for this meeting.</p>	MY/All
12	<p>SFVS</p> <p>A meeting was held on Tuesday 7th March 2023 between the Chair, MY and Aileen Downing (AD), Business Manager. The SFVS document was forwarded to the members of the governing body prior to the meeting. Points 18 and 19 of the report refer to Benchmarking. This item will be carried forward so that the benchmarking process can be actively pursued for the schools after 1st April 2023 and clarity given. MPS will remain in FIPS for the foreseeable future which will provide support for KW and the Business Manager (CB).</p> <p>There was no further discussion relating to the SFVS document and for the record, the document will be signed off by the Chair, MY.</p>	MY/All
13	<p>Exeter Children's Federation</p> <p>This is the final FGB meeting for the federation's governing body. Progress is continuing for MPS to become a stand-alone maintained school and WPS will be joining ESW. The date confirmed is 1st April 2023.</p> <p>Both schools are now in the process of welcoming new members and associates to their governing bodies. Debbie Clapshaw (DC) has been actively involved in the temporary governing body for MPS.</p> <p>Information will continue to be shared between the Headteachers and communities – the children are paramount.</p> <p>The meeting closed with the Chair thanking the governing body, Clerk, Headteachers and staff team for their dedication and time over the past years. This was reciprocated to the Chair.</p> <p>The meeting closed at 6.21 pm.</p>	MY/All