

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	31 st January 2022	Location		Montgomery Primary School 6.00 pm			
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)		Gemma Stringer	GS	Parent	
Peter Vickery	PV	LA (Vice-Chair)		Stephanie Walker	SW	Parent	
Gill Brown	GB	Headteacher		Abdul Jabbar Alsadoon	AJA	Co-opted	
Poppy Daly	PD	Co-opted		Jason Edge	JE	Headteacher	
Abi Ledger	AL	Staff		Owen Taylor	OT	Co-opted	

Apologies	Initials	Type of governor
Abdul Alsadoon	AA	Co-opted

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 promptly at 6.00 pm and MY welcomed all those present for this face-to-face meeting. Apologies were received from AA.</p> <p>The meeting closed at 6.36 pm to welcome Elise Redman to the meeting. ER introduced herself to the governing body who, in turn, introduced themselves and the role they played within the governing body. MY added that AA was absent from this meeting. ER discussed her passion for education and is very excited to join WPS and begin working together. ER left the meeting at 6.41 pm and Item 7 continued.</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>None.</p>	MY/HD

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	<u>Business Interest Register</u> All up-to-date. Each member of the governing body signed their record for the files. The record for AA will be carried forward to the next meeting.		
3	Clerk's Update <u>Instrument of Government</u> <u>Review Reconstitution</u> The solicitors have provided verbal notification that all legalities have been finalised regarding the directorships for the Exeter Learning Trust and the position of Montgomery Primary School. HD advised that the review of the constitution can now go ahead. Following new guidelines, the retention of the Instrument of Government will now be on site at the school. All paperwork has been filed. <u>Form H</u> All up-to-date. <u>Department of Education GIAS</u> HD is liaising with the DfE to de-federate Chestnut Nursery and ensure the details are correct and up-to-date. <u>Absence of governors – meetings held</u> The governing body have accepted all previous apologies put forward from the members, however, it is understood that AA will not be returning to Exeter until March 2022. It was felt there is a valid reason for the absence and AA has a knowledgeable insight into education having had experience. HD will continue efforts recruiting members for the governing body. This item will be carried forward to the March FGB. <u>Clerks Briefing</u> HD noted attendance at the briefing session and it was informative. <u>Governor Attendance on sites:-</u>		MY/HD
	MPS 04/01/2022 PV 04/01/2022 MY 06/01/2022 MY 26/01/2022 MY 28/01/2022 MY	WPS None	
4	Approval of minutes FGB Meeting 06/12/2021 The minutes will be forwarded to the governing body under separate cover.		MY

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	<p><u>RCM</u> <u>SCM</u></p> <p>Draft minutes were forwarded to the governing body to provide an overview. The Fusion contractual paperwork has now been signed off. It was also highlighted that the supply cover monies will be higher than forecast due to the pandemic.</p>	
5	<p>NGA Code of Conduct</p> <p>It was noted that AA will need to confirm this action at the next FGB.</p>	MY/HD
6	<p>Governors Privacy Notices</p> <p>It was noted that AA will need to confirm this action at the next FGB.</p>	MY/HD
7	<p>Headteacher Report – MPS, WPS and CN</p> <p>The reports were provided to the governing body. The report outlined the current pupils on roll and percentage data.</p> <p>It was noted that attendance is continuing to be affected by COVID 19 (an example was provided that if parents have COVID 19, then they are not able to bring the children to school).</p> <p>Mental health is at the forefront of schooling at the moment, not only for pupils but also for staff.</p> <p>The meeting moved to Part 2 to provide an overview of pupil intake and additional detail.</p>	GB/JE
8	<p>Risk Assessments – COVID 19 update</p> <p><u>RA – Montgomery Primary School</u> Masks are now a personal choice in the communal areas but 'bubbles' will remain until the end of half term.</p> <p><u>RA – Wynstream Primary School</u> Continuing to try and keep COVID 19 'contained' with the continuation of 'bubbles'.</p> <p>Following the distribution of the RA's, a further document has now been released. Copies will be forwarded to the governing body under separate cover.</p>	MY
9	<p>School Improvement Plan</p> <p><u>MPS</u> Please refer to the SCM. Staff meetings have continued to focus on the curriculum and it is going well. Reading and writing will be the focus over the next week.</p> <p><u>WPS</u> Please refer to the SCM. A school library is coming together with an official opening on World Book Day.</p>	GB/JE

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10	GDPR No update for this meeting.	PD
11	ECF Policies <u>Attendance Policy</u> There is no further update for this meeting. HD will liaise further with both GB and DD. <u>ECF Staff Support Appraisal</u> It was noted for this meeting that GB and JE have been forwarded an updated version of the Staff Support Appraisal document. This item will be raised at the next meeting. <u>Pay Policy</u> To note a Pay Committee meeting took place 12 th January 2022 for the review of the two posts of Acting Headteacher. <u>School Admissions Policy 2023-2024</u> The School Admissions Policy was proposed by MY and seconded by SW. The governing body present agreed to adopt the policies. <u>School Uniform Policy</u> This item will be reviewed in Term 3 (raised in the Governor Briefing session attended by MY – look at second hand uniform). <u>SEND Policy</u> The SEND Policy was proposed by PD and seconded by MY. The governing body present agreed to adopt the policies.	MY/HD
12	SFVS <u>Schools Financial Value Standards</u> It was noted for this meeting that MY will meet with the Business Manager to outline the document, after which it will be forwarded to the FGB.	MY
13	Governor Training <u>Governor Briefing session</u> Thursday 20th January 2022 – 6.00 pm MY attended the above briefing session and advised the governing body the session was informative and highlighted ICT and Computing within schools. MY added that governors have been advised to engage with Q cards. MY and PV have been invited to attend the webinars held by ESW. PV will enquire further about the attendance of other members of the governing body. HD spoke further about a wealth of information available on the governor websites.	MY MY PV

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14	ECF – Update on MPS and WPS It was noted that all staff and parents/carers of the federation have been advised of the resignations of the headteachers.	MY/All
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The meeting closed at: 8.00 pm

Detail of next meeting			
Date/Time	28 th March 2022	Location	TBC