

## Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date		12 <sup>th</sup> September 2022		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		Gemma Stringer	GS	Parent	
Peter Vickery	PV	LA		Stephanie Walker	SW	Parent	
Poppy Daly	PD	Co-opted		Katrina Way	KW	Headteacher	
Abi Ledger	AL	Staff		Owen Taylor	OT	Co-opted	
Elise Redman	ER	Headteacher					

Apologies	Initials	Type of governor
Owen Taylor	OT	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><b>Welcome and apologies</b></p> <p>MY welcomed all those present and the meeting commenced at 5.36 pm. Apologies have been accepted from OT who has advised of being out of the country. MY confirmed that OT will continue to be a governor of the Exeter Children's Federation.</p>	MY
2	<p><b>Attendance &amp; Business/Pecuniary Interest Register</b></p> <p><u>Business Interest Register</u></p> <p>All documents have been signed for the new academic year. The item will be carried forward relating to OT to ensure the signature is in place for the records.</p>	MY/HD

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3	<p><b>Clerk's Update</b></p> <p><b>Elect and appoint Chair to the governing body of the ECF</b> <b>Elect and appoint Vice-Chair to the governing body of the ECF</b></p> <p>Both MY and PV have confirmed they will continue in their roles as Chair and Vice Chair respectively to ensure continuity for the governing body at this time.</p> <p>Succession planning was discussed by all those present and that whilst this had been put in place on previous occasions, the circumstances had changed for the governors.</p> <p>All the governors present agreed.</p> <p><u>Instrument of Government</u> There will be no change to the Instrument of Government at this time. HD has liaised with DES.</p> <p><u>Form H</u> This will be actioned.</p> <p><u>Department of Education GIAS</u> This will be actioned.</p> <p><u>Governor Attendance on site</u> To be logged for future meetings.</p> <p><u>ECF Annual Statement</u> The Annual Statement will be uploaded to the website.</p> <p><u>Approval of minutes</u> Minutes will be forwarded to the governing body relating to both the T&amp;LCM and RCM.</p> <p><u>Points to note:-</u> Attendance at FGB meetings will be uploaded to the Federation website Minutes of the FGB meetings will be uploaded to the Federation website Use of Microsoft Teams will continue to be offered</p> <p><u>Part 2 Meetings</u> The governing body agreed and understood the requirement for Part 2 meetings on occasion.</p>	MY/HD/All
4	<p><b>'Open' or 'Closed' Meetings</b></p> <p>Please read details below:-</p> <p><i>Governors, associate members, the headteacher and the clerk have the right to attend governing body meetings. The governing body decides whether anyone who is not a governor may attend their meetings. The Local Authority recommends that on the whole</i></p>	MY/HD

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	<p><i>meetings of the governing body should be open to anyone (e.g., the general public, parents and press) interested in attending. Non governors in attendance do not take part in the meeting unless invited to contribute, they are there as observers. The decision whether to allow non-governors to make contributions at meetings must be minuted. The decision whether meetings are open to the public or not must also be minuted. Governing bodies should discuss whether their meetings will be open or closed annually, usually at the first FGB meeting of each academic year.</i></p> <p>It was confirmed the meetings would be open with details uploaded to the website.</p>	
5	<p><b>NGA Code of Conduct</b> The governing body confirmed the above document had been read and understood.</p> <p><b>KCSiE</b> The governing body confirmed the above document had been read and understood.</p> <p><b>Privacy Notice for Governors</b> The governing body confirmed the above document had been read and understood.</p> <p>This item will be carried forward for OT.</p>	MY/HD
6	<p><b>The ECF Governing body roles:-</b> The following breakdown of roles and responsibilities were discussed amongst the governing body. The categories will be linked to the Terms of Reference for both the T&amp;LCM and RCM.</p> <p>Accessibility Planning</p> <p>Attendance Behaviour Catch-up Planning Curriculum Intent Data &amp; Assessment Early Reading and Phonics Education Recovery Parental Engagement in Learning Remote Learning</p> <p>Children in Care Disadvantaged Pupils Pupil Premium</p> <p>Coronavirus – Governance in Unprecedented Times</p> <p>Equality</p> <p>EYFS</p>	<p>MY/HD</p> <p>RCM</p> <p>T&amp;LC</p> <p>GS GS GS</p> <p>PV</p> <p>FGB</p> <p>PD</p>

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	<p>Finding the Right Partnership</p> <p>GDPR</p> <p>Ofsted visits</p> <p>Safeguarding Processes and Procedures Safeguarding Looking at Termly Data</p> <p>SENCO</p> <p>SFVS</p> <p>Staff Workload and Wellbeing Headteacher Work/Life Balance &amp; Wellbeing</p>	<p>FGB</p> <p>PD</p> <p>FGB</p> <p>MY MY</p> <p>PV</p> <p>MY</p> <p>FGB FGB</p>
7	<p><b>Terms of Reference</b></p> <p><u>Resources Committee</u> Proposed – one meeting to be held for the Federation (6.00 pm – 7.00 pm).</p> <p>Quorum: Minimum of 3 governors – Headteachers to be present (in the absence of a Headteacher, a Deputy Headteacher or Assistant Headteacher to be present).</p> <p>The above was confirmed by all those present. It was agreed that OT will Chair the RCM and the committee members will remain the same as the previous academic year.</p> <p><u>Standards Committee</u> Proposed – one meeting to be held for the Federation (4.30 pm – 5.30 pm with presentations from subject leaders).</p> <p>Quorum: Minimum of 3 governors – Headteachers to be present (in the absence of a Headteacher, a Deputy Headteacher or Assistant Headteacher to be present).</p> <p>The above was confirmed by all those present. It was agreed that MY will Chair the T&amp;LCM and the committee members will remain the same as the previous academic year.</p> <p>It was noted that both meetings would be held on the same evening. The proposed timing for the RCM would be 5.45 pm rather than a break of half an hour. This was agreed.</p>	MY/HD/All
8	<p><b>Academic Planner ECF – Annual Cycle</b> The governing body have received a copy of the planner for the academic year.</p>	MY/HD/All



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	Is the O Track Data Assessment package in place? The Headteachers confirmed, yes. This data will be provided at the T&LCM where the data can be used in conjunction with the data drops. This item will be carried forward to the planning calendar for the T&LCM.	PV
10	<p><b>Safeguarding</b> It was noted this will be added to the Agenda for each FGB.</p> <p>It was a relatively quiet summer with regard to Safeguarding at MPS and the staff team at WPS were congratulated by ER for their work over the Summer break.</p>	ER/KW
11	<p><b>School Improvement Plan – COVID 19 update</b> This item will be discussed in detail at the first T&amp;LCM.</p>	ER/KW
12	<p><b>GDPR</b> No alerts to report.</p> <p>Training will be actioned for the staff at WPS.</p>	PD
13	<p><b>ECF Policies</b> In progress.</p>	MY/HD/All
14	<p><b>Governor Training</b> Training for the governing body needs to be actively progressed:-</p> <p>GDPR Safeguarding</p> <p>PV added that training is also on offer at ESW.</p>	MY/HD/All
15	<p><b>Academic Year</b> Calendar Planning 2023-2024</p> <p><u>MPS</u> The calendar proposed was agreed by the governing body. It was noted the need to be uploaded to the website as soon as possible.</p> <p><u>WPS</u> This will be put on hold and the item will be carried forward – ER will check the dates with ESW calendar.</p>	MY
16	<p><b>ECF</b></p> <p><u>MPS</u> The document had been forwarded to the governing body which noted the presentations from various MATs which had taken place during 2020. It was confirmed that KW was not part of the process at the time, neither GS, however, a lot of background work had already taken place by the governing body which assisted in decision making.</p>	MY/ER/KW

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	<p>What will the future be for MPS?</p> <p>KW advised that communication is key with the surrounding community on an informal basis and links are already being made (Newtown, Honiton, St Thomas and Okehampton).</p> <p>MY agreed it was important that MPS continue to concentrate on the teaching and learning whilst making connections.</p> <p>KW offered further examples of the work in progress e.g., the Business Manager being introduced to Hazeldown School as they have a strong set-up. Julie Stevens is also offering support as well as Charles Woodland.</p> <p>The governing body agreed to continue on this trajectory.</p> <p>The above information should be forwarded to parents as reassurance. GS added that parents feel the introduction of KW has been seamless. KW confirmed presence in the playground each day.</p> <p><u>WPS</u> The application for academisation has been submitted. MY is in contact with the DfE. A proposed date has been amended due to the Queen's Funeral. MY advised that communication has continued over the Summer break and pen portraits and financials have been forwarded. MS and TH (ESW) have also kept in touch with the DfE and managed communication. The feedback so far is positive.</p> <p>What is the next stage. A consultation period will be required. MY added that the PFI could have an impact on the dates but questions relating to the PFI have been answered. MY will push for 1<sup>st</sup> January 2023 but this has not been confirmed. The general background questions have been received positively.</p> <p>What is the likelihood of not proceeding? It was felt by both MY and PV that a lot of work has now been progressed for the response to be negative.</p> <p>In conclusion, the two schools are in very different positions and reiterated the point that DCC has undergone some changes recently with the appointment of Rachel Shaw and Matt Shanks. This contact will be invaluable. This was agreed. KW added it is key that contacts are made personally at this time.</p> <p>Both Headteachers noted mentors have been assigned for them and this is actioned through the Devon Heads Scheme.</p>	<p>All</p> <p>GS</p> <p>PD/GS</p> <p>GS</p> <p>PV</p> <p>ER/KW</p>
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17	<p><b>Death of our Sovereign, Her Majesty Queen Elizabeth II</b> Both schools will be offering books of condolence and have prepared a script for the children. The written books will be part of the school's history.</p>	ER/KW
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The meeting closed at: 7.16 pm

Detail of next meeting			
Date/Time	17 <sup>th</sup> October 2022	Location	Montgomery Primary School