

## Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	23 <sup>rd</sup> May 2022		Location	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)		Gemma Stringer	GS	Parent	
Peter Vickery	PV	LA (Vice-Chair)		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	<b>Welcome and apologies</b> MY welcomed all those present and the meeting commenced at 5.34 pm. Apologies were received from OT.	MY
2	<b>Attendance &amp; Business/Pecuniary Interest Register</b> None.	MY/HD
3	<b>Clerk's Update</b>  <u>Instrument of Government</u> Review Reconstitution The Instrument of Government will remain in place as it stands.	MY/HD

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	<p><u>Form H</u> Paperwork to be actioned.</p> <p><u>Department of Education GIAS</u> The federation is set up, however, the defederation of Chestnut Nursery needs to be finalised.</p> <p><u>Governor Attendance on site</u></p>		
	<p><b>MPS</b> 30/03/2022 MY to visit KW 06/04/2022 PV Leaving Assembly JE 04/05/2022 GS Meetings with KW and SW</p>	<p><b>WPS</b> 05/05/2022 PV to visit Ben Westley 09/05/2022 MY visit to school SATs 16/05/2022 MY to visit Business Manager</p>	
4	<p><b>Approval of minutes</b> FGB Meeting 28/03/2022 The minutes were agreed.</p> <p><u>RCM</u> Draft minutes were forwarded for the meeting held 3<sup>rd</sup> May 2022 for the governing body to review.</p> <p><u>SCM</u> Draft minutes were forwarded for the meeting held 9<sup>th</sup> May 2022 for the governing body to review</p>	MY	
5	<p><b>Governors Privacy Notices</b> It was confirmed the amendment had been made in reference to the date of, 'September 2021'.</p>	MY/HD	
6	<p><b>Headteacher Report – MPS and WPS</b> The reports were provided for this meeting. The reports outlined the current pupils on roll and percentage data. Tours of the school are taking place for parents who will be new starters.</p> <p>Mental Health awareness in school was a discussion point at this meeting and discussed in previous committee meetings. PV spoke further about the anxiety of children.</p> <p>Both ER and KW spoke about the need for support in the Reception cohort due to the children having missed out on schooling. PV spoke about age related expectations and the children starting school. The impact of COVID 19 means that the reception children have not been involved with other settings prior to their school start. It was noted that across the federation there is dedication from the staff team and this has been seen first hand by both ER and KW.</p> <p>The meeting moved to Part 2 to provide an overview of pupil intake and additional detail.</p>	ER/KW	

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7	<p><b>School Improvement Plan</b> In place for both schools and discussed at the SCM.</p>	ER/KW
8	<p><b>GDPR</b> Staff training was held for staff at MPS. ER will review the training schedule and book for staff at WPS.</p>	PD
9	<p><b>ECF Policies</b> The documents were forwarded prior to the meeting.</p> <p><u>Behaviour Policy</u> The Behaviour Policy was agreed and adopted. PD proposed the policy and SW seconded. The remaining members of the governing body agreed.</p> <p><u>CP &amp; Safeguarding Policy</u> The CP &amp; Safeguarding Policy was agreed and adopted. MY proposed the policy and AL seconded. The remaining members of the governing body agreed.</p> <p><u>ECF Finance Policy</u> The ECF Finance Policy was agreed and adopted. PD proposed the policy and PV seconded. The remaining members of the governing body agreed.</p> <p><u>SEND Policy</u> The SEND Policy was agreed and adopted. AL proposed the policy and GS seconded. The remaining members of the governing body agreed.</p>	MY/HD
10	<p><b>Governor Training</b></p> <p>PV confirmed attendance of a training session with ESW relating to Pupil Premium. There are no changes to the legislation and the protocols at ECF are correct.</p> <p>Analysis has also been provided by ESW relating to the green/white paper.</p>	MY/HD
11	<p><b>ECF – future timelines</b></p> <p>It was agreed that members of the governing body would be available on site in the playground (for parents/carers) and on site within the schools (for staff).</p>	MY/All

The meeting closed at 6.44 pm

Detail of next meeting			
Date/Time	18 <sup>th</sup> July 2022	Location	Montgomery Primary School