

## Exeter Children's Federation Full Governing Body Meeting

| Agenda         |                             |                  |  |  |          |                  |  |
|----------------|-----------------------------|------------------|--|--|----------|------------------|--|
| Date           | 28 <sup>th</sup> March 2022 | Location         |  | 6.00 pm at Montgomery Primary School and Microsoft Teams |          |                  |  |
| 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 |
|-----------|----------|------------------|
|           |          |                  |

| Absent without apology | Initials |
|------------------------|----------|
| Abdul Jabbar Alsadoon  | AJA      |

| 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 to the meeting and introduced Matt Shanks from ESW. The meeting commenced at 6.03 pm. PV joined the meeting via mobile link at 6.06 pm due to the poor internet connection on Microsoft Teams. SW joined the meeting at 6.16pm following parents evening.</p> <p>AJA has not forwarded any further communication to the Chair or Clerk regarding the non-attendance at meetings. Following discussion and the proposal of AJA becoming an Associate member, it was noted that on occasion various members of the governing body have worked with a hybrid of both live and Microsoft Teams meetings and that whilst AJA's background of teaching was beneficial to the governing body, it was felt that commitment and communication at this time was needed. Therefore, it was agreed by the governing body that the Clerk put in place the disqualification and removal of governors 'six month rule'.</p> | MY     |

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|   | HD asked the members of the governing body to please be mindful and respect colleagues in this forum. Please could any enquiries or questions be raised to the Chair or the Clerk in the first instance ahead of scheduled meetings.   |        |
| 2 | <b>Attendance &amp; Business/Pecuniary Interest Register</b><br>None – no further updates for this meeting.  | MY/HD  |
| 3 | <b>Clerk's Update</b><br><br><u>Instrument of Government</u><br><u>Review Reconstitution</u><br><br><u>Current:-</u><br><br>2 Parent<br>1 Headteacher<br>1 Staff<br>1 Local Authority<br>5 Co-opted<br>2 Foundation (Trust)<br><u>12</u><br><br><u>Proposed:-</u><br><br>2 Parent<br>2 Headteacher<br>1 Staff<br>1 Local Authority<br>5 Co-opted<br>2 Partnership<br><u>13</u><br><br>The Reconstitution was proposed by MY and seconded by PD. The governing body present agreed to go ahead with the reconstitution.<br><br><u>Form H</u><br>It was noted that PD's expiration date was 25 <sup>th</sup> March 2022. PD has declared that she would like to continue being a governor for the Exeter Children's Federation. At this point, PD left the room.<br><br>MS (ESW) advised HD to note the attributes of PD and the feedback from the governing body. The governing body agreed that PD brings knowledge of teaching and enthusiasm to the governing body and is not afraid to question and challenge.<br><br>OT proposed the appointment of PD. This was seconded by AL. The governing body were in favour of the appointment. | MY/All |

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|   | <p>PD returned and MY welcomed PD to the governing body of the ECF. HD will prepare the paperwork.</p> <p><u>Department of Education GIAS</u></p> <p>HD is awaiting a response from the DofE. The federation needs to be set up correctly on the website before the de-federation of Chestnut Nursery can take place. This item will be carried forward to the next FGB.</p> <p><u>Governor Attendance on site:-</u></p>   |                            |
|   | <p><b>MPS</b><br/>16<sup>th</sup> March 2022 MY<br/>24<sup>th</sup> March 2022 MY (SFVS)</p>   | <p><b>WPS</b><br/>None</p> |
| 4 | <p><b>Approval of minutes</b><br/>FGB Meeting 06/12/2021 and 31/01/2022<br/>The minutes were approved.</p> <p><u>RCM</u><br/>Draft minutes were forwarded for the meeting held 7<sup>th</sup> March 2022 for the governing body to review.</p> <p><u>SCM</u><br/>Draft minutes were forwarded for the meeting held 14<sup>th</sup> March 2022 for the governing body to review.</p>  | MY                         |
| 5 | <p><b>NGA Code of Conduct</b><br/>AA had not confirmed for the minutes this document had been read and agreed. This item will not be carried forward.</p>  | MY/HD                      |
| 6 | <p><b>Governors Privacy Notices</b><br/>It was confirmed that the governing body had read and agreed the update. GS advised that on the notices it still read September 2021. HD will report back to the Business Manager.</p>   | MY/HD                      |
| 7 | <p><b>Headteacher Report – MPS and WPS</b><br/>The reports were provided to the governing body. The reports outlined the current pupils on roll and percentage data.</p> <p>Attendance is being affected by COVID 19 across the federation as well as households and families. There are booster groups and interventions for pupils. OT spoke further about children becoming anxious and getting children to return to school after the lockdown periods and absence from school.</p> <p>The meeting moved to Part 2 to provide an overview of pupil intake and additional detail.</p> | MY/GB/JE                   |

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| 8  | <b>Risk Assessments – COVID 19 update</b><br><p>There are no further updates for the governing body. The RA's specifically for COVID 19 will no longer be a requirement after the end of the term.</p>  | MY    |
| 9  | <b>School Improvement Plan</b><br><br><u>MPS</u><br><p>Please refer to the SCM. The evaluation on impact will continue into the Summer term. In particular, the catch-ups will be English and Maths based.</p> <u>WPS</u><br><p>Please refer to the SCM. Monitoring of PHSE and Music this week. The focus for Read Write Inc is for Foundation and KS1 with staff continuing their training programme. SW spoke further about the need and implementation of Read Write Inc at WPS and the programme will be continued in September 2022 to the Year 5 and 6 pupils.</p> <p>PD asked about the phonics at MPS? JE advised that Vicky Simms (VS MPS) had visited Sarah Vickery (SV WPS) and it was found to be a very useful visit.</p> <p>An update was provided by both MPS and WPS relating to therapy dogs in the school environment. AL is organising the visit to MPS of a therapy dog on a weekly basis and Elise Redman is currently approving the paperwork relating to the PFI for a dog to be on the WPS premises.</p> | GB/JE |
| 10 | <b>GDPR</b><br><p>PD advised the governing body of the update from the DPO.</p> <p>A discussion ensued relating to the CCTV and WPS. HD advised that having spoken to the Business Manager, trained personnel have access to view the CCTV. OT to review this with Pinnacle and report back at the next FGB.</p>  | PD    |
| 11 | <b>ECF Policies</b><br><br><u>School Admissions Policy 2023-2024</u><br><p>HD confirmed liaising with Andrew Brent at DCC following the approval of the policies at the previous meeting. HD advised that the governing body adopted date is applicable for MPS, however, for WPS it is the government's cabinet date which is inserted in the policy details. Further communication will now be in September 2022.</p> <u>Finance Policy</u><br><p>A meeting will be held on Monday 25<sup>th</sup> April 2022 to review and adopt the Finance Policy and discuss further budgets. This item will be carried forward. The bought-in services were also discussed and MS (ESW) will work alongside SW to review the figures.</p> <p>PD requested that budget and finance discussions be noted in the calendar to be discussed with the governing body earlier. This will be actively pursued and is noted.</p>  | MY/HD |

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| 12 | <b>SFVS</b><br>MY updated the governing body that a meeting was held with the Business Manager to review the document on 24 <sup>th</sup> March 2022 and a copy forwarded to the governing body. MY asked if the committee had any queries or questions to raise? No feedback at this time. The SFVS was proposed by OT and seconded by MY. The governing body present agreed. This is noted for the FGB.  | MY     |
| 13 | <b>Governor Training</b><br>PV updated the governing body on the training provided by ESW and an overview document forwarded to the governing body. The session was extremely informative and part of the content was related to Ofsted – the governing body need to know their schools and have a knowledge and understanding, it is not about the data.<br><br>All the members of the governing body have been forwarded information individually from ESW. MS added that if there was any specific requirement, please ask and ESW will help. | MY/HD  |
| 14 | <b>Headteachers</b><br>The meeting closed and the governing body expressed their thanks to both GB and JE for their support, time, efforts and endeavours whilst at the federation.  | MY/All |

The meeting closed at: 7.32 pm

| Detail of next meeting |                           |          |                          |
|------------------------|---------------------------|----------|--------------------------|
| Date/Time              | 23 <sup>rd</sup> May 2022 | Location | Wynstream Primary School |