

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	22 nd September 2021	Location		Microsoft Teams – 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		Stephanie Walker	SW	Parent	
Peter Vickery	PV	LA		Abdul Jabbar Alsadoon	AJA	Co-opted	
Gill Brown	GB	Headteacher		Jason Edge	JE	Headteacher	
Poppy Daly	PD	Co-opted		Shane Gill	SG	Co-opted	
Abi Ledger	AL	Staff		Owen Taylor	OT	Co-opted	
Gemma Stringer	GS	Parent					

Apologies	Initials	Type of governor
Shane Gill	SG	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>MY welcomed everyone to the meeting. The meeting commenced at 6.01 pm. MY advised that SG had forwarded his apologies. As previously noted, SG's role as a governor expired on 17th September 2021. MY updated the governing body that SG will not continue with a role on the governing body. Thanks were expressed for the valued input and time given by SG.</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p><u>Business Interest Register</u></p> <p>HD confirmed the paperwork would be refreshed for the new academic year.</p>	MY/HD

Exeter Children's Federation Full Governing Body Meeting

3	<p>Clerk's Update</p> <p>Elect and appoint Chair and Vice-Chair to the governing body of the ECF Both MY and PV will continue their roles on the ECF governing body for one further academic year. HD will ensure all the records are up-to-date. It was reiterated this would provide continuity for the governing body and considered important.</p> <p><u>Instrument of Government</u> Review Reconstitution – HD will progress with an update as soon as able.</p> <p><u>Form H</u> All of the above will be actioned for the academic year.</p> <p><u>Department of Education GIAS</u> All of the above will be actioned for the academic year.</p> <p><u>ECF Annual Statement</u> HD confirmed the annual statement had been uploaded to the website.</p> <p><u>Approval of minutes</u> The minutes were approved for the FGB meeting held on 17th July 2021.</p> <p><u>Points to note:-</u> The following was confirmed:-</p> <p>Attendance and minutes of the FGB meetings will be uploaded to the Federation website. Minutes of the RCM, SCM and FGB will be circulated to all of the governing body.</p> <p>It was noted that further meetings would be held on Microsoft Teams but that 'live' meetings would now take place.</p> <p><u>Governor Attendance on sites:-</u></p>			MY/HD
	<p>MPS 16/09/2021 MY 17/09/2021 MY</p>	<p>WPS None</p>	<p>CN None</p>	
4	<p>'Open' or 'Closed' Meetings</p> <p>The governing body confirmed the meetings would be open. HD to investigate the notice given and timelines.</p>			MY/HD
5	<p>NGA Code of Conduct</p> <p>The governing body confirmed the above document had been read and agreed. HD advised of an additional paragraph which would be forwarded in readiness for the next FGB relating to the use of social media and personal opinions of the governing body.</p>			MY/HD

Exeter Children's Federation Full Governing Body Meeting

	KCSiE The governing body confirmed that the above document had been read and agreed.		
6	'Need to Know' DfE timeline HD advised this item would be carried forward.		MY/HD
7	The ECF Governing body roles:-		MY/HD
	Catch-up Planning Children in Care COVID 19 Curriculum Data & Assessment Disadvantaged Pupils Equality EYFS GDPR Ofsted visits Pupil Premium Remote Learning Safeguarding SENCO	PV MY PV AA AA GS MY PD PD MY/PV/All GS AA MY PV	
8	Terms of Reference <u>Resources Committee</u> It was proposed by MY that OT Chair the RCM. This was seconded by PV and agreed by the governing body in Microsoft Teams. It was noted that OT had built relationships with outside providers and this would continue for the next academic year. One meeting will be held for the federation. The governing body agreed to be flexible and to work with a hybrid of meetings depending on the content. The RCM committee will consist of:- OT (Chair) PD GS PV (MY will sit in on the meetings) HD will prepare the paperwork for the RCM Agenda and Terms of Reference.		MY/HD

Exeter Children's Federation Full Governing Body Meeting

	<p><u>Standards Committee</u></p> <p>It was proposed by OT that AA Chair the SCM. This was seconded by PV and agreed by the governing body in Microsoft Teams.</p> <p>HD will liaise with both GB and JE regarding planning of learning walks and monitoring. Visits will take place by a governor prior to a set meeting date for the SCM.</p> <p>The SCM committee will consist of:-</p> <p>AA (Chair) AL SW MY</p> <p>HD will prepare the paperwork for the SCM Agenda and Terms of Reference.</p> <p>With roles within the governing body and Terms of Reference to finalise, HD will distribute the Q cards to assist with the ongoing monitoring within the schools.</p>			
9	<p>Academic Planner ECF – Annual Cycle</p> <p>HD will forward the proposed planner to the governing body.</p>	MY/All		
10	<p>Headteacher Report – MPS, WPS and CN</p>	GB/JE		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="178 1205 727 1659"> <p>MPS</p> <p>There are some procedural changes which are noted in the RA. MPS have dropped the staggered times and returned to, 'normal' times. Punctuality is at the forefront.</p> <p>Attendance has been good upon the return to school. JE raised unsure of how long this RA will be in place? What will the Winter hold?</p> </td> <td data-bbox="727 1205 1273 1659"> <p>WPS</p> <p>The before and after school clubs have re-opened. There have been 3 positive cases in school (across 3 different year groups). WPS are continuing to deliver FSM packages to those children who are isolating whilst awaiting a test result.</p> <p>There are not any major amendments to the RA documents and school dinners are still being eaten in the classrooms.</p> </td> </tr> </table>	<p>MPS</p> <p>There are some procedural changes which are noted in the RA. MPS have dropped the staggered times and returned to, 'normal' times. Punctuality is at the forefront.</p> <p>Attendance has been good upon the return to school. JE raised unsure of how long this RA will be in place? What will the Winter hold?</p>	<p>WPS</p> <p>The before and after school clubs have re-opened. There have been 3 positive cases in school (across 3 different year groups). WPS are continuing to deliver FSM packages to those children who are isolating whilst awaiting a test result.</p> <p>There are not any major amendments to the RA documents and school dinners are still being eaten in the classrooms.</p>	
<p>MPS</p> <p>There are some procedural changes which are noted in the RA. MPS have dropped the staggered times and returned to, 'normal' times. Punctuality is at the forefront.</p> <p>Attendance has been good upon the return to school. JE raised unsure of how long this RA will be in place? What will the Winter hold?</p>	<p>WPS</p> <p>The before and after school clubs have re-opened. There have been 3 positive cases in school (across 3 different year groups). WPS are continuing to deliver FSM packages to those children who are isolating whilst awaiting a test result.</p> <p>There are not any major amendments to the RA documents and school dinners are still being eaten in the classrooms.</p>			
	<p>The meeting moved to Part 2 to provide an overview of additional detail.</p>			
11	<p>Risk Assessments for the new academic year</p> <p>The governing body raised no queries with the RA documents. PV thanked both GB and JE for ensuring the documents were up-to-date at all times.</p>	MY/All		
12	<p>School Improvement Plan – COVID 19 update</p> <p>Updated documents will be reviewed at the SCM and minuted at the FGB.</p>	GB/JE		

Exeter Children's Federation Full Governing Body Meeting

13	<p>GDPR</p> <p>PD advised an email had been received prior to the meeting notifying of an amendment to the parents privacy notice.</p>	PD
14	<p>ECF Policies</p> <p><u>Attendance Policy – MPS, WPS and CN</u> The Attendance Policy was agreed and adopted by the governing body. The governing body used Microsoft Teams to confirm.</p> <p><u>CP and Safeguarding Policy September 2021 – MPS, WPS and CN</u> PD raised a query on Page 21 – online safety – personnel should be noted. GB will review the document with AB and report back at the next FGB.</p> <p>HD will continue to work on the policies and update the FGB accordingly.</p>	MY/HD
15	<p>Governor Training</p> <p><u>Child Protection Refresher Safeguarding Training</u> 9th September 2021 MY attended the above training.</p> <p><u>Clerks Briefing</u> 16th September 2021 HD attended the above briefing session and confirmed the content was varied and encompassed housekeeping and Ofsted.</p> <p><u>GovernorHub Briefing</u> 17th September 2021 HD attended the above briefing session and informed the governing body of the way in which the Hub could be used (an example was given of holding a directory of information and documents rather than emailing documents to each governor). HD will investigate the use further.</p> <p><u>Governor Briefing Session</u></p> <p>Tuesday 28th September 2021 PV confirmed attendance at this event (1.00 pm – 2.00 pm).</p> <p>Thursday 30th September 2021 OT confirmed attendance at this event (6.00 pm – 7.30 pm).</p> <p><u>Current Challenges and LA Support</u> MY advised of attendance on Thursday 23rd September 2021 (5.00 pm).</p>	MY/All

Exeter Children's Federation Full Governing Body Meeting

16	<p>Additional items for the governing body to discuss:-</p> <p><u>Approval of costings for Thumb locks at WPS</u> ACO 735 The cost of £10 k was deemed too much. HD to investigate further and request a completed breakdown.</p> <p><u>Approval of costings for toilets at MPS</u> In principle, the governing body all agreed the quotation received by Nevada of £17,666 plus VAT. JE advised of a shortfall of £700 which can be vired from the EYFS budget. However, JE will contact Nevada and negotiate further.</p>	MY/All
17	<p>Raising the profile of ECF</p> <p>Activity based</p> <p>Community based – both schools community activities – ‘bingo’ night - lettings</p> <p>Look at stereotypes (historical – WPS)</p> <p>Toddler groups</p> <p>Passivaus building (MPS) (social media groups – environment)</p> <p>FoMS/PTA</p> <p>Open evenings</p> <p>Bingo</p> <p>Website (GS)</p> <p>The above will be discussed further at the SCM.</p>	MY/All
18	<p>ECF</p> <p>How can the staff meet the governing body?</p> <p>To propose attendance at a staff meeting?</p> <p>Perhaps at the next FGB – on premises and ‘live’ – members of the governing body arrive half an hour early in order to engage with the staff?</p> <p>MontyFest – Friday 24th September 2021 3.15 pm – 7.00 pm</p> <p>Wynstream Primary School – Jubilee Celebrations Tree Planting – Friday 15th October 2021 at 9.30 am</p>	MY/All

Exeter Children's Federation Full Governing Body Meeting

	<p>There is a further inset day on Monday 1st November 2021 – it was noted this would be a further opportunity to meet the staff, subject leads and listen to presentations regarding the curriculum. This will be noted in conjunction with the SCM.</p>	
--	--	--

The meeting closed at: 7.41 pm

Detail of next meeting			
Date/Time	18 th October 2021	Location	Live