

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	17 th October 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 (Chair)		Elise Redman	ER	Headteacher	
Peter Vickery	PV	LA (Vice-Chair)		Gemma Stringer	GS	Parent	
Poppy Daly	PD	Co-opted		Stephanie Walker	SW	Parent	
Abi Ledger	AL	Staff		Katrina Way	KW	Headteacher	

Apologies	Initials	Type of governor

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>Aileen Downing (AD) and Matt Shanks (MS) were welcomed to the meeting. The governing body were made aware that AL had forwarded apologies for this meeting. The apologies were accepted.</p> <p>The meeting commenced at 5.44 pm.</p> <p>KW was not in attendance at the start of the meeting but joined at 5.50 pm (those present were made aware that it was parents evening at the school).</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>The register is up-to-date and there is no further comment for today's meeting.</p>	MY/ HD
3	<p>Clerk's Update</p> <p><u>Instrument of Government</u></p> <p>There will be no further action regarding the above.</p>	MY/ HD

Exeter Children's Federation Full Governing Body Meeting

	<u>Form H</u> The paperwork is up-to-date and has been forwarded to DES. <u>Department of Education GIAS</u> The website information is correct. <u>KCSiE</u> It was noted for this meeting that MY has read the content of the full document as Safeguarding governor (this information was omitted from the previous meeting).		
	MPS attendance on site 06/10/2022 PV attendance interviews	WPS attendance on site 04/10/2022 MY/PV present for staff meeting PD interview process	
4	Approval of minutes The draft minutes have been forwarded to the Chair, however, it was noted amendments need to be made. <u>T&LCM</u> Draft minutes were forwarded for meeting held 10 th October 2022 for all to review working in conjunction with the annual planner and ToR. <u>RCM</u> Draft minutes were forwarded for meeting held 10 th October 2022 for all to review working in conjunction with the annual planner and ToR. Following the RCM, AD provided figures for the governing body. This segment of the meeting commenced at 6.05 pm. The meeting moved to Part 2 at 6.07 pm until 6.10 pm to overview further on staffing details within the financials. An outline document was provided relating to the following:- <u>September 2022</u> Carry forward monies In year position Projected year end Capital position Pupil numbers Recovery Grant Tutoring Allocation		MY/HD

Exeter Children's Federation Full Governing Body Meeting

	<p>Within the capital position, AD spoke about the fire alarm at MPS. Further monies could be requested from FIPS to assist with the costs. It was felt this would be the responsibility of the school.</p> <p>Discussions ensued regarding the need to balance the financials for the 3 year period moving forward.</p> <p>At 6.12 pm KW stepped out of the meeting to speak with staff and returned at 6.14 pm.</p> <p>The budget line relating to meal costs was questioned. A charge of £2.34 is made to the parents but Aspens are charging the school £2.88 on the invoices received. This is currently being investigated. It was confirmed the price rise to parents was made last year.</p> <p>CB/GS and KW have a meeting scheduled soon with Aspens.</p> <p>It was reported that when Aspens were pitching for the tender, the school was promised great things. If the quality of service is not acceptable, then the governing body should go to the press to raise awareness.</p> <p>The governing body were asked if the Pinnacle Survey could be completed. This will be forwarded to the governing body.</p> <p>The 'bucket' was spoken of at WPS. This information should be sent to the Councillor, John Hart who was involved with the school PFI.</p> <p>The interview process was positive at WPS and the tutoring will begin in school very soon. There is also a potential candidate for MPS (this will be reviewed in the next half term).</p> <p>The School Cash Office and WorldPay System was discussed further (payments from parents for school trips etc.) and the resources had been overspent on tables for KS1 and KS2 at MPS.</p> <p>A further meeting with Charles Woodland (DES) is scheduled for 18th October 2022.</p> <p>MY thanked AD for attending. AD left the FGB meeting at 6.28 pm.</p>	<p>PV</p> <p>PV</p> <p>AD</p> <p>PV</p> <p>ER/KW</p> <p>AD</p> <p>MY</p>
5	<p>Headteacher Report</p> <p>Both ER and KW provided and in-depth overview of their Headteacher Reports.</p> <p>The Headteacher Report and accompanying documents will be forwarded to the governing body:-</p> <p>Headteacher Report Draft SIP School Improvement Visit Review Visit Overview Analysis</p> <p>Jayne Keller is the representative from ESW.</p> <p>ER reiterated the school is inclusive and each child will represent the school. The recent ESW visit was rigorous and the children were very eloquent.</p>	<p>EW/ KW</p>

Exeter Children's Federation Full Governing Body Meeting

	<p>The Overview Analysis document has been coded in red, amber and green to assist with the monitoring. MS confirmed this was important and a good was of monitoring within the school.</p> <p>It was noted that whilst at WPS, PV was able to observe the children using the school library.</p> <p>The open sessions for parents were really useful (PD commented as a parent of children at WPS).</p>									
6	<p>Health & Safety This items will be carried forward to the next FGB.</p> <p>Absence Reports This items will be carried forward to the next FGB.</p> <p>Lettings – ECF This items will be carried forward to the next FGB.</p>	MY								
7	<p>School Improvement Plan Discussed in detail at the T&LCM (10/10/2022) from both Headteachers and noted. The documents are in draft format at the moment.</p>	ER/ KW								
8	<p>GDPR The document was forwarded prior to the meeting and the governing body agreed the content had been read and understood.</p>	PD								
9	<p>ECF Policies</p> <p><u>Behaviour Policy</u> The above policy has been led by each Headteacher. The policy will be amended accordingly.</p> <p>PD proposed the policy and MY seconded the policy. The remaining members of the governing body agreed.</p> <p><u>CP & Safeguarding Policy</u> Please see the table below which outlines the amendments to the policy:-</p> <table><tr><td colspan="2"><p><i>Much of the policy content has remained the same as previous year 2021</i> HOWEVER</p><ul style="list-style-type: none"><i>Specific aspects of safeguarding, signs and indicators, categories of abuse (Familial and Contextual) have been amalgamated with previous appendices and are now found in the Appendices 1 – 17.</i><i>Throughout policy document reference to peer-on-peer abuse has been changed to child-on-child abuse to reflect the changes in KCSiE 2022</i></td></tr><tr><td>Title Page</td><td>Logos updated Policy and key personnel tables added (incl. Online Safety Co-ord and Governor/Trustee)</td></tr><tr><td>Contents</td><td>Contents list amended in response to changes made in policy and placed in table</td></tr><tr><td>Terminology</td><td>Reference to '25 years if a care leaver'</td></tr></table>	<p><i>Much of the policy content has remained the same as previous year 2021</i> HOWEVER</p> <ul style="list-style-type: none"><i>Specific aspects of safeguarding, signs and indicators, categories of abuse (Familial and Contextual) have been amalgamated with previous appendices and are now found in the Appendices 1 – 17.</i><i>Throughout policy document reference to peer-on-peer abuse has been changed to child-on-child abuse to reflect the changes in KCSiE 2022</i>		Title Page	Logos updated Policy and key personnel tables added (incl. Online Safety Co-ord and Governor/Trustee)	Contents	Contents list amended in response to changes made in policy and placed in table	Terminology	Reference to '25 years if a care leaver'	MY/ HD
<p><i>Much of the policy content has remained the same as previous year 2021</i> HOWEVER</p> <ul style="list-style-type: none"><i>Specific aspects of safeguarding, signs and indicators, categories of abuse (Familial and Contextual) have been amalgamated with previous appendices and are now found in the Appendices 1 – 17.</i><i>Throughout policy document reference to peer-on-peer abuse has been changed to child-on-child abuse to reflect the changes in KCSiE 2022</i>										
Title Page	Logos updated Policy and key personnel tables added (incl. Online Safety Co-ord and Governor/Trustee)									
Contents	Contents list amended in response to changes made in policy and placed in table									
Terminology	Reference to '25 years if a care leaver'									

Exeter Children's Federation Full Governing Body Meeting

	Safeguarding Legislations and Guidance	Hyperlinks added to these key documents
	Policy Principles, Aims and Vision	New paragraph added in the section 'supporting and protecting children'
	Safe School, Safe Staff	Information formatted to flow chart
	Roles and Responsibilities	Governors section - Paragraph added to reflect new KCSiE Governor safeguarding training advice
	Recognising and responding to Safeguarding Concerns	Flow chart added to outline procedures for responding to a concern. Table included outlining the additional information available in the appendices.
	Allegations Against Staff	Flow chart on procedures added
	Appendix 1 Categories of Abuse	Information added about Mongolian Blue Spot
	Appendix 11 Mental Health	Additional resources and information added by hyperlink.
<p>Concerns were raised relating to the polling day held at the school site at WPS and the safety of children leaving the site at dismissal time. ER reiterated that when children are dismissed from the school adults are on the school playground at all times.</p> <p>MY proposed the policy and PD seconded. The remaining members of the governing body agreed.</p> <p><u>Finance Policy</u> The governing body agreed the changes to the names within the document.</p> <p><u>Pay Policy 2022-2023</u> MY proposed the policy and PD seconded the policy. The remaining members of the governing body agreed.</p> <p><u>Recruitment & Selection Policy</u> PV proposed the policy and PD seconded the policy. The remaining members of the governing body agreed.</p> <p><u>SEND Information</u> The documents were forwarded to the governing body prior to the meeting. PD queried that the names were not on the information document for WPS. This will be added along with the email details.</p> <p>A meeting has been scheduled with the SENCO leads. An update will be provided at the next FGB.</p>		
10	<p>Pay Committee Meeting 17th October 2022 Having adopted the Pay Policy, the meeting will go ahead after the FGB.</p> <p><u>Headteacher Appraisal</u> MY/PV confirmed this is in progress with TS for ER MY/PV confirmed this is in progress with MS for KW.</p> <p><u>Staff Appraisal Process</u> In progress.</p>	
11	<p>Safeguarding Report This was discussed within the Headteachers Reports Part 2.</p>	

MY

Exeter Children's Federation Full Governing Body Meeting

	The meeting moved to Part 2 at 7.07 pm and returned to the FGB at 7.10 pm.	
12	ECF School Calendar ER advised that Option 1 was preferable. This was agreed by the governing body.	MY
13	Governor Training <u>Devon Funding Consultation</u> 5 th October 2022 MY attended the online Consultation and provided a brief overview of the content to the governing body and how it will affect Devon Schools. DCC are trying to bring inline with the national funding formula. If a particular school is going to be impacted, then contact will be made to the Business Manager. DCC are, 'listening' to feedback and comments. MS advised that KW should action contact with Rachel Shaw regarding the EP currently visiting the school. <u>To prepare planning for the academic year 2022 – 2023</u> Educare Governor Briefings Tuesday 7 th February 2023 or Wednesday 8 th February 2023 The above will be booked. Developing your Governor Skills Review Q Cards The governing body have each received a pack containing the Q cards. Safeguarding Training will be booked for the governing body as well as Level 3 for PV. John Galling is putting together training. FGB – Stuart Fraser to present at the next FGB. Pat Baldwin to be present at the next meeting. Safer Recruitment Training PD took Skills Audit This will be put on hold. Ofsted HD to mail out, 'An Inspector Calls' PV requested to look at travellers.	MY

Exeter Children's Federation Full Governing Body Meeting

14	<p>Exeter Children's Federation</p> <p>MPS – Maintained LA The draft correspondence written by KW/MY will be forwarded to all parents/carers after the half term.</p> <p>WPS – Academisation There is no current date set but all is in hand.</p>	MY/ All
----	--	------------

The meeting closed at: 7.35 pm

Detail of next meeting			
Date/Time	28 th November 2022	Location	Wynstream Primary School