

## Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	6 <sup>th</sup> December 2021	Location		Live – 5.45 pm 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	Online
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	Online

Apologies	Initials	Type of governor
S Walker	SW	Parent
A Alsadoon	AA	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 to the meeting and thanked both GS and OT for attending online. Apologies have been received from SW and AA. The meeting commenced at 5.51 pm.  The meeting paused at 6.15 pm to go into Part 2 and continued at 7.01 pm with Item 10 on the Agenda.	MY
2	<b>Attendance &amp; Business/Pecuniary Interest Register</b> None.	MY/HD
3	<b>Clerk's Update</b>	MY/HD

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	<p><u>Instrument of Government</u> <u>Review Reconstitution</u> No further update for this meeting.</p> <p>Following the de-federation of Chestnut Nursery, it was noted at this meeting and agreed that MY will remain as Chair and PV will remain as Vice-Chair of the Exeter Children's Federation governing body.</p> <p><u>Form H</u> No further action required.</p> <p><u>Department of Education GIAS</u> HD will liaise with the Business Managers.</p> <p><u>Governor Attendance on sites:-</u></p>			
	<p><b>MPS</b> 22/10/2021 MY 01/11/2021 PV 02/11/2021 MY 08/11/2021 MY/GS/SW 10/11/2021 MY 12/11/2021 MY 16/11/2021 MY 29/11/2021 PV 29/11/2021 MY</p>	<p><b>WPS</b> FGB 06/12/2021</p>	<p><b>CN</b> 20/10/2021 PD</p>	
4	<p><b>Approval of minutes</b> FGB Meeting 18/10/2021 The minutes were approved.</p> <p><u>RCM</u> Draft minutes were forwarded for the meeting held 15<sup>th</sup> November 2021 for the governing body to review.</p> <p><u>SCM</u> Draft minutes were forwarded for the meeting held 22<sup>nd</sup> November 2021 for the governing body to review.</p>			MY
5	<p><b>'Open' or 'Closed' Meetings</b> Noted on the federation website.</p>			MY/HD
6	<p><b>NGA Code of Conduct</b> Additional clause reads, 'The governing body of the ECF will not post personal opinion on social media but will be mindful they are seen as representatives of the schools and board'.</p>			MY/HD

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	<p>OT confirmed the above has been read and agreed.</p> <p>It was noted that the members of the governing body should exercise caution regarding the above additional statement.</p>	OT
7	<p><b>Governors Privacy Notices</b></p> <p>AL and OT confirmed the above has been read and agreed.</p>	MY/HD AL/OT
8	<p><b>Terms of Reference</b></p> <p><u>Resources Committee</u> ToR for the RCM</p> <p><u>Standards Committee</u> ToR for the SCM</p> <p>The documents have been updated. MY proposed that the ToR be adopted by the governing body as working documents. PD seconded and the remaining members of the governing body present agreed.</p>	MY/HD       MY PD
9	<p><b>Academic Planner ECF – Annual Cycle</b></p> <p>It was agreed the planner is a useful tool for the annual cycle of business.</p>	MY/All
10	<p><b>Headteacher Reports</b></p> <p>The reports were forwarded prior to the meeting. It was noted the FGB will support the schools and are mindful of mental health and wellbeing at this time.</p> <p>There is disruption for staff and pupils. There are links between:-</p> <p>Attendance Punctuality Attainment</p> <p>The meeting moved to Part 2 to provide an overview of additional detail.</p>	GB/JE
11	<p><b>Headteachers' Appraisals</b></p> <p>It was noted for this meeting that the above had been carried out.</p>	MY
12	<p><b>Chestnut Nursery</b></p> <p>The Business Managers have been liaising with DCC and a new governing body put in place. A Facebook post has also been viewed. The details will be put forward in the newsletters for each school.</p>	MY

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13	<p><b>Risk Assessments – COVID 19 update</b></p> <p><u>RA – Montgomery Primary School</u> The classes/pupils are not mixing. However, the Christmas performances for the Reception children have gone ahead (one parent per child). The response was very positive. KS1 and KS2 performances have been postponed.</p> <p><u>RA – Wynstream Primary School</u> The school has remained in bubbles. The RA is a constant moving picture. It is hoped that rehearsals will be able to go ahead for the choir's performance in Princesshay.</p>	<p>MY</p> <p>JE</p> <p>GB</p>
14	<p><b>School Improvement Plan</b> The governing body have received minutes of the SCM for an overview. The delivery of the curriculum was going well but unfortunately, due to the increase in cases and staff absence this has not been so good in recent weeks. The assessments scheduled for December 2021 will now be re-scheduled for February 2022.</p> <p>The governing body are welcome to attend the monitoring or staff meetings.</p>	GB/JE
15	<p><b>GDPR</b> Nothing to report for this meeting.</p>	PD
16	<p><b>ECF Policies</b></p> <p><u>Attendance Policy</u> The policy document was forwarded prior to the meeting - relates to MPS. The adoption of the policy was proposed by MY and seconded by PV. The remaining members of the governing body agreed.</p> <p>GB will review the Attendance Policy for WPS.</p>	<p>MY/HD</p> <p>JE</p> <p>GB</p>
17	<p><b>ECF Term Dates</b></p> <p><u>Academic Year 2021-2022</u> The governing body confirmed the go ahead with the proposed term dates set by the Headteachers for the academic year 2022-2023.</p> <p><u>Academic year 2021-2022</u> It was proposed by JE that an amendment be made to close MPS on Friday 17<sup>th</sup> December 2021 due to the rise in cases of COVID 19. MY and PV agreed they would be happy to support this and the remaining governing body agreed.</p> <p>The calendar for WPS will remain the same.</p>	<p>MY</p> <p>JE</p> <p>GB</p>
18	<p><b>Governor Training</b> To be reviewed in 2022.</p>	MY/HD

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19	<p><b>Raising the profile of ECF</b></p> <p>BBC Spotlight at MPS – Thursday 25<sup>th</sup> November 2021 The governing body thanked the efforts of Katrina Way and Shane Gill for this opportunity remarking it was a lovely occasion.</p> <p>Princesshay, Exeter – Monday 13<sup>th</sup> December 2021 The choir of WPS will be performing</p> <p>Express &amp; Echo Coverage of the tree planting ceremony at WPS</p>	MY/All
	<p>The governing body thanked all the staff for what has been a challenging few months and for all their hard work – it is hoped to have a better start in 2022.</p> <p>MY thanked the governing body for their support.</p>	MY

The meeting closed at 7.35 pm

Detail of next meeting			
Date/Time	31 <sup>st</sup> January 2022	Location	TBC