

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	18 th October 2021	Location		Live – 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)		Stephanie Walker	SW	Parent	
Peter Vickery	PV	LA (Vice-Chair)		Abdul Jabbar Alsadoon	AJA	Co-opted	
Gill Brown	GB	Headteacher		Jason Edge	JE	Headteacher	
Poppy Daly	PD	Co-opted		Owen Taylor	OT	Co-opted	
Abi Ledger	AL	Staff					
Gemma Stringer	GS	Parent					

Apologies	Initials	Type of governor
Abi Ledger	AL	Staff
Abdul Alsadoon	AA	Co-opted
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	<p>Welcome and apologies</p> <p>MY welcomed all those present to the meeting. The meeting commenced at 5.32pm. MY advised that AL, AA and OT would not be in attendance and that PD would be arriving very shortly (arrived to the meeting at 5.46 pm). It was also noted that it was parents evening at MPS, therefore, SW would be arriving late (arrived to the meeting at 6.07 pm).</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register</p> <p>None.</p>	MY/HD

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	<u>Business Interest Register</u> The details have been updated.			
3	Clerk's Update <u>Instrument of Government</u> Review Reconstitution HD is awaiting feedback from the solicitors to move this forward and will update at the next FGB. <u>Form H</u> All in place for the new academic year and information forwarded to Babcock LDP. <u>Department of Education GIAS</u> The site has been updated. <u>Governor Attendance on sites:-</u>			MY/HD
	MPS 29/09/2021 MY 07/10/2021 MY 11/10/2021 GS 14/10/2021 MY 14/10/2021 PV	WPS 24/09/2021 PV 29/09/2021 PV 12/10/2021 PV	CN None recorded	
4	Approval of minutes FGB Meeting 22/09/2021 The minutes were agreed. <u>RCM</u> Draft minutes were forwarded for the meeting held 4 th October 2021 for the governing body to review. <u>SCM</u> Draft minutes were forwarded for the meeting held 11 th October 2021 for the governing body to review.			MY
5	'Open' or 'Closed' Meetings HD advised of the information provided by Babcock LDP. If the meetings are 'open' then there is no deadline for advising of attendance, however, as a governing body paperwork is forwarded in advance (7 days) as well as a link for the meeting (if on-line). The website should be updated to ask that if there is intention to attend a meeting, please provide notice of intent to the clerk.			MY/HD
6	NGA Code of Conduct 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'.			MY/HD

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	The governing body present read and agreed the additional clause. The clause to be carried forward for AL, AA and OT at the next FGB.	
7	<p>Governors Privacy Notices</p> <p>The following members of the governing body have read the Governors Privacy Notices:-</p> <p>PD GS MY PV</p> <p>The item will be carried forward to the next FGB in order the remaining members of the governing body can confirm they have read the notices.</p>	MY/HD
8	<p>Terms of Reference</p> <p>HD progressing with the ToR for the RCM and SCM. Please note that 'Headteacher' needs to be amended to 'Headteachers'. Please amend the wording to include Deputy Headteacher and Assistant Headteacher to ensure that the decision making process can go ahead if one of the Headteachers of the federation is not able to attend.</p> <p>PV proposed the above to be actioned. MY seconded. The documents will be prepared for the next FGB and distributed to the governing body.</p>	MY/All
9	<p>Academic Planner ECF – Annual Cycle</p> <p>HD progressing with the above along with Item 8. To carry forward to the next FGB.</p>	MY/All
10	<p>Headteacher Report – MPS, WPS and CN</p> <p>A guideline has been forwarded to both the Headteachers as a working document to review. HD will liaise further on how best to implement this.</p>	GB/JE
11	<p>Risk Assessments for the new academic year</p> <p>RA – Montgomery Primary School RA – Wynstream Primary School RA – Chestnut Nursery</p> <p>The documents were reviewed at the previous FGB. There are no further updates at this time.</p>	MY/All
12	<p>School Improvement Plan – COVID 19 update</p> <p>The above was discussed at the SCM. To be noted for this meeting that the governing body adopted the SIPs for MPS, WPS and CN. This was proposed by MY and seconded by PD. The remaining members of the governing body agreed.</p>	GB/JE

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13	<p>GDPR PD advised there were no further updates at this time.</p>	PD
14	<p>ECF Policies</p> <p><u>CP & Safeguarding Policy - update</u> MPS WPS CN</p> <p>The additional clause was proposed by MY and seconded by GS. All those present agreed.</p> <p><u>Pay Policy</u> The Pay Policy will be carried forward to the next meeting.</p> <p>Please note for this meeting:-</p> <p><u>Finance Policy</u> A brief overview was provided in conjunction with the RCM.</p> <p><u>Recruitment & Selection Policy</u> Overview – amendments to be actioned ahead of next FGB.</p>	MY/HD
15	<p>Governor Training</p> <p><u>Governor Briefing Session</u> Attended by two members of the governing body who provided an overview of the content:-</p> <p>Tuesday 28th September 2021 1.00 pm – 2.00 pm</p> <p>Thursday 30th September 2021 6.00 pm – 7.30 pm</p> <p>The main points referred to <u>Ofsted</u>:-</p> <ul style="list-style-type: none"> - future inspections will be over two days - outstanding judgement is no longer in place - less emphasis on historical data <p><u>Sexual Harassment Policy</u> The governing body need to review the federation website and ensure it is innovative and keeping up with best practice.</p>	<p>PV</p> <p>OT</p>

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	<p><u>Reading Framework</u> The reading framework was also discussed and provided examples to the governing body of how to, 'scoop up' EAL pupils.</p> <p><u>Pupil Premium</u> The Pupil Premium report also has a change of format which needs to be implemented by December 2021.</p> <p>Who held the briefing session? PV informed those present it was Debbie Clapshaw and Babcock LDP. Mention was made of the transfer to DCC and better services offered.</p>	GB
16	<p>Additional items for the governing body to discuss:-</p> <p>Approval of costings for Thumb locks at WPS HD reported to the governing body following the requests for further information at the last meeting. The details can only be broken down further in so much as the mag locks alone come in at a cost of £2 k each and there are 3 being requested. GB reiterated the importance of security at WPS.</p> <p>The spend of monies was proposed by PV and seconded by PD. The governing body agreed to the spend for WPS.</p>	MY
17	<p>Raising the profile of ECF</p> <p>On behalf of the governing body, MY thanked the pupils, staff and the headteachers on all of the recent coverage. PV added that attendance at the recent Queen's Canopy Initiative showed what a wonderful school WPS is and poems and artwork were shown.</p> <p>MontyFest BBC Radio Devon/ITV News Location Location Location Aerial shots Queen's Green Canopy Initiative</p> <p>GS will action an overview of the website and this item will be carried forward.</p>	MY/All
18	<p>ECF</p> <p>How can the staff meet the governing body? To propose attendance at a staff meeting? To propose attendance at the inset day – 1st November 2021</p> <p>All of the above was discussed and at the forthcoming inset days, MPS will be focusing on Safeguarding and History, with WPS focusing on Sexual Harassment and Geography.</p> <p>PV confirmed attendance at both.</p>	MY

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	<p>Further details will be added to the staff meeting topics and monitoring within each school at the next SCM.</p> <p>The lanyards for each member of the governing body will be reviewed.</p> <p>The newsletters and Christmas dates will be forwarded to the governing body.</p>	
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The meeting closed at: 6.25 pm

Detail of next meeting			
Date/Time	6 th December 2021	Location	Live - WPS