

Exeter Children's Federation Full Governing Body Meeting

Agenda							
Date	18 th July 2022	Location	Montgomery Primary School				
Anticipated	Initials	Type of governor	Time joined/left if not present for full meeting	Anticipated	Initials	Type of governor	Time joined/left if not present for full meeting
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	
Poppy Daly	PD	Co-opted		Katrina Way	KW	Headteacher	
Abi Ledger	AL	Staff		Owen Taylor	OT	Co-opted	
Elise Redman	ER	Headteacher					

Apologies	Initials	Type of governor
Peter Vickery	PV	LA (Vice Chair)

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 MY welcomed all those present to the meeting which commenced at 5.35 pm. PV forwarded apologies which were accepted by the governing body.</p> <p>Tracy Hannon (TH) represented ESW and progressed to discuss Point 15 on the Agenda. TH left the meeting at 5.57 pm</p>	MY
2	<p>Attendance & Business/Pecuniary Interest Register None.</p>	MY/HD

Exeter Children's Federation Full Governing Body Meeting

3	<p>Clerk's Update</p> <p><u>Instrument of Government</u> Review Reconstitution MY confirmed the appointments of both ER and KW and welcomed them to the governing body. The ex-officio position will remain vacant. The headteachers are welcomed as governors by virtue of their office and for the purposes of the Instrument of Government held by the ECF, will be co-opted governors.</p> <p>There will be no further action on the Instrument of Government.</p> <p><u>Form H</u> Paperwork will be updated.</p> <p><u>Department of Education GIAS</u> The website will be updated.</p> <p><u>Absence of governors – meetings held</u> The information will be updated and uploaded to the school website.</p> <p><u>Governor Attendance on site</u> The following visits have been made to the schools:-</p>		MY/HD
	<p>MPS</p> <p>25/05/2022 MY/GS Preparation for talking with parents</p> <p>26/05/2022 PV meeting with staff</p> <p>15/06/2022 MY planning meeting HD</p> <p>23/06/2022 PV meeting KW/CB and visit nursery setting</p> <p>06/07/2022 GS meeting with CB – MEMC</p> <p>14/07/2022 GS/PV/AL/SW Selection Panel and Presentation</p>	<p>WPS</p> <p>06/06/2022 MY to visit AD</p> <p>13/06/2022 MY Monitoring visit</p> <p>16/06/2022 PV to visit EYFS</p> <p>20/06/2022 MY Safeguarding meeting</p> <p>21/06/2022 PV Assembly</p> <p>23/06/2022 PV visit ER</p> <p>07/07/2022 PV to visit EYFS</p> <p>14/07/2022 MY Presentation</p> <p>15/07/2022 MY/GS Selection Panel</p>	
4	<p>Approval of minutes The minutes were omitted for the distribution and HD apologised for this error. The minutes will be forwarded under separate cover and carried forward.</p>		MY

Exeter Children's Federation Full Governing Body Meeting

	<p><u>RCM</u> Draft minutes were forwarded for the meeting held 4th July 2022 for the governing body to review. PV had requested an amendment to the wording used relating to the MEMC. This has been actioned.</p> <p><u>SCM</u> Draft minutes were forwarded for the meeting held 11th July for the governing body to review. MY requested the details of the monitoring be added. This will be actioned.</p>	<p>PV</p> <p>MY</p>
5	<p>Headteacher Report All content was discussed at the meetings above (Point 4). ER reported the positive progress in EYFS but there is more to do. ER will be looking at sending out a parent survey as well as a staff survey (albeit at the end of the term). This will be used in conjunction with well-being.</p> <p>It was noted by KW that tours of the school have been requested. GS asked that if the schools have space, the child must be accepted? This was confirmed and the schools accept children to study – this is at the forefront.</p> <p>MY asked if there was any feedback in relation to the above and meetings held. On behalf of the governing body, AL thanked ER and KW for the content which was thorough.</p> <p>MY offered thanks and congratulations to the schools and staff for all their hard work, especially relating to the Year 6 SATs results.</p> <p>All the governing body agreed. PD spoke further about different cohorts within the schools and that the Ofsted Inspector Matt Middlemoor has offered help and support, as well as the support from TH at ESW.</p> <p><u>IT update</u> CB provided an update and initial costings relating to the servers and IT requirements across the federation. GS and OT will lead the conversations with the Business Managers (GS spoke about the requirement of software only on the laptops being used). OT is keen to investigate use of the cloud, although it is understand that the licences are expensive. A full appraisal is required of the services needed. ER spoke about the IT contact at ESW.</p> <p><u>Minibus lease</u> CB is currently pursuing the financial implications for the governing body.</p>	<p>ER/KW</p> <p>GS</p> <p>PD</p>
6	<p>Risk Assessments No further action for this meeting.</p>	<p>MY</p>
7	<p>School Improvement Plan No further questions or actions for this meeting.</p>	<p>ER/KW</p>

Exeter Children's Federation Full Governing Body Meeting

8	<p>GDPR</p> <p>PD advised that staff members at MPS had received further training in the Spring 2022 and there is support in place for the SARs requests.</p> <p>A full report will be prepared for the meeting in September 2022.</p>	PD
9	<p>ECF Policies</p> <p>Continue to progress and plan.</p>	MY/HD
10	<p>Safeguarding Report</p> <p>The documents were not forwarded ahead of time due to timing constraints and the content of the documents. This will be carried forward to the September 2022 meeting. MY has spoken to the Business Managers regarding the SCR and training is booked for CB.</p>	MY
11	<p>ECF School Calendar</p> <p>To formally note the amendment to the WPS calendar September 2022. ER advised of the need to bring in line with ISCA and ensure a positive start to the new academic year relating to attendance.</p> <p>PD asked about the high schools and it was noted that the calendars would not, 'sync' due to the pupil days in total.</p> <p>KW requested the academic calendars be raised at the first meeting of the new academic year in order they can be set and agreed. HD will action for 2023-2024 and 2024-2025.</p>	MY PD KW
12	<p>Governor Training</p> <p>Educare Governor Briefings Review Q Cards Safeguarding Skills Audit</p> <p>The above was noted and to be scheduled for the new academic year.</p>	MY/HD
13	<p>ECF – Benchmarking</p> <p>AD has confirmed this exercise will be carried forward to the new academic year.</p>	MY
14	<p>Ofsted Inspections – Harmful Sexual Behaviours (HSB) and Elective Home Education (EHE)</p> <p>The above has been discussed at both the RCM and SCM. The content will be noted and carried forward to the new academic year.</p>	MY

