

Exeter Children's Federation Governing Body

Full Governing Body – Part I Minutes							
Date/Time	17 th September 2018	Location	Montgomery School				
Attendees	Initials	Type of Governor	Time joined/left meeting	Attendees	Initials	Type of Governor	Time joined/left meeting
Peter Vickery	PV	Local Authority		Michaela Young	MY	Parent (Chair)	
Martyn Boxall	MB	Ex officio		David Coven	DC	Staff	
Poppy Daly	PD	Co-Opted		Shane Gill	SG	Co-opted	
Owen Taylor	OT	Co-Opted		Chris Neads	CN	Co-opted	
Grace Williams	GW	Trust					

Apologies	Initials	Reason (Category of Governor)
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None

In Attendance	Initials	(anyone who is not a governor/associate)
Neil Keen	NK	Clerk
Gill Brown	GB	Staff member
Jason Edge	JE	Staff member

Absent without Apology	Initials
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None

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2.1	Declaration of Pecuniary Interests relating to items on this agenda	Clerk
2.2	Agree election procedure & term of office for the chair & vice-chair	Clerk
2.3	Update & agree Code of Conduct	Clerk
2.4	Keeping Children Safe in Education	Clerk
2.5	Agree membership, terms of reference & levels of delegation for committees/lead roles	Clerk
2.6	Update & sign Register of Business Interests	Clerk
2.7	Appoint named governors for specific portfolio/lead areas	Clerk
2.8	Agree committee membership	Clerk
2.9	Governing Body Membership	Clerk
2.10	Governor CPD – Discussion and Action Planning	Chair
3	Minutes of the Last Meeting	Chair
4	Matters Arising	Chair
5	Federation Development Plan	Chair/MB
6.1	GDPR Audit Report	MB
6.2	Strategic Direction for the Governing Body and the Federation	Chair
7	Policy Reviews	Chair
8	Date of Next Meeting	All

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Agenda Number	Details of discussion	Decision or action
1	<p>There were no apologies. MY informed governors that both Emma and Aga has resigned as governors due to other commitments. The GB noted the work they had put in and MY stated she had thanked both already for their efforts.</p> <p>MY introduced OT to the GB. He talked to governors about his background and outlined why he wanted to become a governor. OT left the room whilst governors discussed co-opting OT onto the board. MY proposed that he should be elected as a co-opted governor and CN seconded. Governors unanimously voted to co-opt OT onto the governing board.</p>	
2.1	None	
2.2	<p>The governing body wanted to align the election date for chair and vice chair, whilst not up for renewal until January, it was decided it makes better sense to hold chair/vice chair elections at the start of the school year and offers much better stability. Therefore elections were held for both Chair and Vice Chair.</p> <p>MY stood for chair (unopposed) and left the meeting. PV proposed that MY be elected in for another 12 months and PD seconded this. Governors were unanimous in re-electing MY as chair.</p> <p>CN stepped down as vice chair and PD stood for election (unopposed) and left the meeting. MY proposed the PD be elected as vice chair for a period of 12 months and PV seconded the motion. Governors voted unanimously to elect PD as vice chair.</p>	
2.3	<p>GW Proposed that the governing body adopt the code of conduct that was tabled and based on the standards produced by the National Governors Association. DC seconded the motion. Governors voted unanimously to adopt and sign the code of conduct.</p>	
2.4	<p>Governors had been provided with a copy of the DFE document, keeping children safe in education and a copy of the document was signed by all governors at the meeting to confirm their understanding of this document and the role they play in safeguarding. Governors were also provided with a useful resource, detailing the main changes in the September 2018 version of the document.</p>	

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2.5	<p>Terms of references had been circulated, MB stated that whilst the move to the portfolio structure was right at the time, it is evident that it hasn't worked out and cited the example of the finance portfolio which didn't have a governor in school last year for meetings, this is why it is now being suggested that the governors consider a move back to a full committee structure. MB felt that the standards committee meetings worked well last term and are starting to work. The biggest advantage is that the committees give governors the opportunity to know one school inside out and look at all the evidence and data they are being presented at these meetings and probe and challenge appropriately.</p> <p>Governors agreed to go back to a committee structure for Finance and Resources with the following members sitting on the committee: CN, PV and OT, membership also includes MB.</p> <p>The Standards committee membership was agreed as follows: Montgomery; GW, CN, SG,PV and MY Wynstream and Chestnut; PD,OT, DC, MY, PV</p> <p>It was agreed that new ToR would be adopted at the next meeting, with all membership agreed and written into the ToR. It was acknowledged that in the meantime the governors are working to the old terms of reference.</p> <p>Pupil Premium - Grace CIC Michaela SEN Peter</p>	
2.6	Governors present all updated and signed their register of business interest from their personnel file.	
2.7	<p>GW was appointed as the link governor for Pupil Premium. MY was appointed as the link governor for Looked After Children PV was appointed as the link governor for SEN pupils</p> <p>PD maintained the link governor role for GDPR and MY is still safeguarding lead with PV assistant safeguarding lead.</p>	
2.8	See 2.5 above	
2.9	It was noted that the governing body is currently carrying 2 vacancies, 1 staff governor and 1 trust governor. The clerk will go out to recruit a parent governor by half term. PD suggested trying to make the recruitment process as simple as possible.	
2.10	<p>MY informed governors of the importance of CPD in their role. MY has booked in a session with Babcock which is being delivered on the 20th September at 4pm at Montgomery. The focus on the session is Montgomery and the questions will be based on an OFSTED inspection.JE and GB have the SEF's ready to be distributed and these will be circulated by the clerk as soon as he receives them. These documents can be accessed as part of the training and any future inspection.</p> <p>On Monday the 24th MY has organised another training session to start at 6pm at Montgomery again.</p>	

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3	The minutes of the last meeting were agreed as a true and accurate record of the meeting and signed by the chair.	
4	<p>Governors noted that the Executive Head Teacher's performance management review is scheduled for the 1st October.</p> <p>MB notified governors that the trust consultation letter has gone out alongside all the appropriate documentation.</p> <p>JE asked on the position of the clerk and MB confirmed that the position is going out to advert again.</p>	
5	<p>MB explained that the development plan had been circulated with the papers and is based on the aims and objectives of the trust.</p> <p>The biggest block that is stopping children learning across the federation is vocabulary, so there is a big push in this area as well as a push to secure the engagement of families and learners.</p> <p>Also in the development plan is the need to sharpen up governance and the setting up of the committee structure is therefore critical.</p> <p>MB explained that on the back of the document are some key questions that governors should be seeking out answers to when they attend the relevant standards committee.</p> <p>Governors agreed to adopt the federation plan.</p>	
6.1	MB explained that the school had received a GDPR audit and whilst there are some actions required, the federation is compliant with GDPR legislation. It was noted that there needs to be a flash drive policy and a few other tweaks and PD will link in with Debbie to ensure further compliance. There is also GDPR training scheduled for CPD week.	
6.2	Recorded under Part II	
7	<p>Safeguarding Policy – the requirement is for each school to have its own personal policy, so each school has had an updated version to reflect this as well as updating each of the officers in school.</p> <p>Appraisal Policy – this has had an amendment to tighten up who can investigate a complaint within a federation. P</p> <p>Complaints Policy – updated so that it is clear that any complaint goes straight to MB as long as it doesn't relate to the Executive HT, in which case the complaint would go to the chair.</p> <p>Grievance Policy – updated</p> <p>MY proposed all policies be updated and PD seconded. Governors voted to adopt all policies which were tabled.</p>	

The meeting closed

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Detail of next meeting			
Date/Time	TBC	Location	Montgomery