

Exeter Children's Federation Governing Body

Full Governing Body – Part I Minutes

Date/Time	8 th October 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		Shane Gill	SG	Co-opted	
Poppy Daly	PD	Co-Opted					
Owen Taylor	OT	Co-Opted					

Apologies	Initials	Reason (Category of Governor)
-----------	----------	-------------------------------

Chris Needs CN
Grace Williams GW

Absent without Apology	Initials
------------------------	----------

In Attendance	Initials	(anyone who is not a governor/associate)
Neil Keen	NK	Clerk
Dave Woodland	DW	Clerk

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Welcome and Apologies for Absence	Chair
2	Declaration of Pecuniary Interests	Chair
3	Minutes of the Last Meeting	Chair
4	Matters Arising	Chair
5	Agree and finalise terms of reference	Chair
6	Governor Feedback on recent training with discussion around governor action points.	All
7	School Improvement Plan	MB
8	Receive report from Resource Committee	Resource Chair
9	Head Teacher Performance Management	Chair
10	Policy Reviews	All
11	Update on LGB membership and clerk vacancy	Clerk
12	Governor Training & Development	Clerk
13	Date of Next Meeting	All



Exeter Children's Federation Governing Body

Agenda Number	Details of discussion	Decision or action
1	GW and CN had presented apologies. Governors discussed the need to ensure that all absences in future are fully sanctioned as the FGB are held accountable.	Governors to present apologies and full reasons for absence prior to meeting
2	None	
3	The part 1 minutes were agreed as an accurate record of the meeting held on the 17 th September. Governors agreed to defer the signing off of the part II minutes until the next meeting.	Part II minutes to be agreed at next FGB meeting.
4	None	
5	The final versions of the terms of reference for the FGB and resources, standards and pay and performance committee were table. PV Proposed and PD Seconded that the full terms of reference be adopted. Governors voted unanimously to accept the terms of reference	Final terms of reference to be uploaded onto website by Clerk.
6	<p>MY feedback to governors on the recent training that was delivered by Babcock which focussed on an OFSTED inspection. JE has received a response to that training and this will be shared with governors.</p> <p>It was clear that governors had good knowledge when it came to the SEF. It was also apparent that governors would need to ensure the correct governors were present from Montgomery when an inspection arises.</p> <p>MY explained the 2nd training session didn't go ahead due to low numbers of governors present. The GB will be charged for this, but MY has managed to negotiate the charge down. This training has been rescheduled for the 12th November at 6PM and all governors need to be available for this.</p>	<p>Clerk to share feedback.</p> <p>Governors to note training date and prioritise attendance. New clerk to attend also.</p>
7	<p>MY asked if this document was now aligned to the school calendar with regards to the cross moderation with leaders and middle leaders and teachers. MB confirmed this is the case.</p> <p>GB and JE have written the SEF's and MB is providing them with plenty of challenge around these. The SEF's act as the school improvement plans under the federation improvement plan.</p> <p>MB explained that one of the areas governors really need to challenge and seek to validate the evidence is around pupil premium spending and the impact that it is having. Governors should be using the standards meetings to ask the challenge questions around this and seek to find evidence of the impact that the spending is having within the schools.</p>	Governors to actively challenge GB and JE on PP spending and Impact.
8	Nothing to report as committee meeting was taking place after this meeting.	
9	It was recorded that PV and MY met with MB and an external advisor (John Shears) on the 1 st October to carry out MB's performance management.	



Exeter Children's Federation Governing Body

10	Policies were tabled for review. The following changes were proposed - Accessibility Plans – Amendment to Section B where it mentions physical environment and also the Chestnut access section needs amending	
10	Attendance – need to clarify timings of the school day for Wynstream.	
10	Emergency Plans – It was suggested that the role section should be printed and place in grab bags to simplify each person's role in the event of an emergency. PD asked MB to look at section L1 as it sounds contradictory and L4 needs some further clarification on windows and blinds at Wynstream.	MB to make amendments
10	Capability, Disciplinary, Drugs and Alcohol,, Data Protection and GDPR, Equality, Exclusions, , Late Collection, Leave and Absence, Managing Sickness, Maternity, Maternity Adoption Leave, Redundancy, Safeguarding, Secondment, SEND. PV proposed that all policies be adopted with the amended changes, OT seconded. Governors unanimously voted to adopt all policies on the table.	
11	Currently 3 vacancies, 1 staff, 1 parent and 1 trust. Letters had gone out to all parents seeking nominations for parent governors this week and the staff election will get underway shortly. DC had recently resigned and MY has already written to him to thank him for his efforts as a governor. DW has been appointed as clerk and NK will depart at the end of November.	
12	NK and MY reminded governors of the requirements to keep their CPD up to date. PV requested some SEND training as he has just become the link governor for SEND OT and SG need to attend introduction course. DW will require clerks training PD still needs to complete online PREVENT training	NK to arrange
13	29th October – EGM Meeting to discuss Trust Options and vote. Time TBC 17 th December FGB – 6pm - Montgomery 10 th December – Wynstream Committee – 4pm - Wynstream 11 th December – Montgomery Committee – 6PM - Montgomery 26 th November – Resources Committee – Montgomery 6pm 12 November- Training, Montgomery, 6PM – All must attend	

The meeting closed

Detail of next meeting			
Date/Time	See above	Location	



