

Exeter Children's Federation Governing Body

Full Governing Body – Part I Minutes

Date/Time	11 December 2017 18:30	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 (Chair)		Michaela Young	MY	Parent	
Martyn Boxall	MB	Ex officio		David Coven	DC	Staff	
Chris Neads	CN	Co-opted (Vice Chair)		Shane Gill	SG	Co-opted	
Grace Williams	GW	Trust		Gill Brown	GB	Associate	
Emma Maguire	EM	Co-opted		Jason Edge	JE	Associate	
Agnieszka Spier	AS	Parent					

Apologies	Initials	Reason (Category of Governor)
Lisa Sayers	LS	Work

Absent without Apology	Initials
None	

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

Minutes to
Attendees
Apologies
School website

#	Agenda	Led by
1	Welcome and Apologies for Absence	NK
2	Declaration of Pecuniary Interests	NK
3	Governor portfolios	PV
4	Clerk Update	Clerk
5	Minutes of the Last Meeting	PV
6	Matters Arising	PV
7	Ofsted Action Plan & Mock Ofsted Inspection	PV
8	School Improvement Plan	PV
9	Connect Trust	MB
10	Finance/Budget update	CN
11	Portfolio Updates from Lead Governors	ALL
12	Head Teacher Report to Governors	MB
13	Safeguarding (standing item)	MY
14	Pay Review Committee	CN
15	Policy Review	PV
16	Matters Brought by the Chair	PV
17	Update on LGB membership	PV
18	Governor Training & Development	NK
19	Governor visits	NK

Exeter Children's Federation

Governing Body

Agenda Number	Details of discussion	Decision or action
1	Apologies received.	Governors to monitor at next meeting and ensure reports are submitted
2	none	
3	No changes to portfolio areas. PV confirmed that all governors are aware of their area of responsibility.	
4	NK informed governors that they need to ensure that they can access SharePoint and if they can't, then they should make contact with him for assistance. PV confirmed that a lot of useful resource has been put on there for governors and they need to ensure access.	
4	NK informed governors that he had created a new pro forma to be used for learning walks and that this document could then feed directly into the governors reports in future. This document is a starting point and for governors to ensure it is fit for purpose.	
5	A minor amendment (typographical) was made to the draft minutes for the meetings held in September and October of the full governing body. The minutes were agreed and signed as an accurate record of those meetings.	
7	The Ofsted action plan is now at 17 green categories, 6 amber and 12 reds, so progress is being made. Governors asked MB what the next steps are. MB explained that governors now need to ensure that they are reporting back regularly on their visits as well as evidencing challenge within their reports and continue to present evidence of challenge at future meetings.	
7	Governors felt that they still don't feel Ofsted ready in certain areas. MB explained that governors need to concentrate on their portfolio areas and if they have those under control, everything else will fall into place, there is no harm in referring the Ofsted inspector to other governors portfolio areas or even referring to paperwork which supports what they are saying. MB suggested that an agenda item in future could look at a section for Ofsted training/briefings. GB emphasised to governors that the focus of any inspection would be on the dashboard data.	
7	Governors noted that the recent Local Authority evaluation visit had been successful and that Alan Betts is also seeing improvements across Montgomery.	
8	PV explained that there were lots of updates to the school improvement plans and governors have recently received all of those documents. The December 2017 report focuses on standards and finance. MB explained that a calendar of development, assessment and CPD has now been populated and this will generate the reports and data for next terms meetings.	
8	Governors were urged to start thinking of the content of their next visit and to be specific with regards to the focus of the visit/report. MB asked governors to start making contact now to book in for the new year. JE added that it is likely the Ofsted monitoring visit will be early February and governors will need to factor this in to their visit and reporting schedule.	
9	PV updated governors on the current position regarding the formation of a cooperative trust. Governors agreed that the trust needed to be governor led if it was to be successful and not SLT led. Governors discussed the possibility of forming a cooperative trust with the schools that the federation has been collaborating with informally. Governors agreed to proceed forward to a consultation stage.	PV to meet and discuss agreeing a new timetable for consultation
10	MB explained that the federation are still spending what was left from previous years carry forward, however, this comes to an end next year. The LA have written to the federation to ensure that the budget will balance and is not a deficit budget.	

Exeter Children's Federation

Governing Body

10	The preliminary draft budgets were tabled and were based on various financial scenarios. The biggest single budget line is staffing. Discussion moved into Part II	
11	DC presented the estates portfolio update. DC challenge MB to try to get some clarity around the original PFI agreement as it is clear that this is causing Wynstream issues. DC believes that the federation should be able to get hold of the agreement. MB explained that it has been difficult as the school are the end user and not the client. MB will investigate further and bring an update back to the next meeting	MB to get hold of a copy of the original PFI agreement
11	DC also highlighted the need for some clarity regarding evacuation plans across all sites. MB stated that the evacuation plans need to be shared more widely and the schools need to plan for a practice evacuation once everyone is familiar with the plan.	MB to share plans with SLT and look at a practice
11	SG asked what the capacity in the school halls are. How many children can fit in there safely, so that the hall can be evacuated in case of a fire?	MB to ask Aileen.
11	AS reported back on her visited which focused on standards across the federation, Looked at lots of data, which transpired to be full of errors and not as good as had hoped for. It is planned that a new system will be in place shortly and staff will be trained in how to use this by the time the next visit takes place. AS looked at SATS data and reported that the progress data for children at Montgomery was really poor. The challenge is for the schools to get to grips with the new system and to use it to assist governors in holding the schools to account and to get a greater number of pupils to greater depth.	
11	GW has been in and done a visit which focused on EYFS. GW asked MB if it was possible to get all the entry data for children across the federation. MB explained that this is now available and once it has been anonymised it can be made available.	MB to get data and share with FGB.
Agenda Number	Details of discussion	Decision or action
12	Governors picked up that for phonics in year 1, Wynstream, was below the national average and Montgomery appears to trail off in year 2. GB explained that she would like a higher figure at Wynstream and whilst just below the National Average, the school are making progress towards it and 92% have passed by year 2. JE explained that the Montgomery trend is down to the fact that all efforts were pumped into year 1 and year 2 didn't have the same focus, but JE felt this would go up to 95% this year.	Governors to monitor
12	AS highlighted that EAL children at Montgomery really struggle with phonics and this is a real challenge for the school to deal with.	
12	Governors raised the issue in consistency in reporting across the federation, as they it is clear that some of the discrepancies are down to how the data is being reported. MB explained that year 6 teachers will get together to look at this as part of their moderation. MB extended the invite to AS for taking part in the moderation as part of her portfolio area.	Ensure consistency in data being reported across the federation MB
13	MY has been in to all sites and also met with MB. The recent safeguarding audit has been submitted and Wynstream has also had an independent review carried out by Babcock. The outcomes are that the team are strong and children are safeguarded well.	
13	MY urged all governors to complete the recent training on Prevent and FGM which was distributed this week by NK and also to complete level 2 safeguarding when emailed it by NK.	Governors to complete training modules as requested by MY
14	CN explained that the pay committee convened to consider all teacher and support staff pay reviews and challenged appropriately to ensure consistency in the decision making process. Governors were confident that this process had been carried out robustly and agreed to accept all recommendations being made by the SLT and also agree to strategically reinforce leadership across the federation by reviewing the TLR awards.	

Exeter Children's Federation

Governing Body

15	Governors adopted the proposed admission policies for 2019-20 for both schools. Governors agreed that the Nursery Policies need tailoring before being adopted at the next meeting. GW agreed to work with MB on this policy.	GW and MB to write Nursery Policy
15	The Accessibility plan also needs some work on it by the Estates portfolio holders. NK to email DC and SG who will work on it and bring to the next meeting.	
16	Ofsted were in Chestnut this week and PV thanked all staff and governors who supported the visit. The decision is still under embargo at this moment in time and is undergoing quality assurance.	SG and DC to working on policy. NK to email. JE to send report to clerk for distribution.
16	Montgomery has recently undergone a review of its pupil premium grant. This has been a success and a vast improvement on the previous one. JE explained that a lot of work went into this and he thanked Alice and the staff involved. JE agreed to share report with Governors.	
16	PV picked up that Montgomery is still adrift in terms of the gap between disadvantaged pupils and non-disadvantaged however it was pleasing to see the gap is now closing. JE agreed and stated that the most pleasing aspect of the report was the evidence that was found in the books.	
16	Governors asked JE what is being done differently at Montgomery to close the gap. JE explained that the quality of teaching now is a lot better and the school has also been able to break down each child's needs as well as document the story for each child's issues/needs. JE also explained that there are now plans for the Montgomery staff involved in the review to go into Wynstream and do a peer review of their pupil premium strategy and outcomes.	
17	None	
18	NK reminded governors of the importance of keeping on top of their CPD. If any governor requires training, they can contact NK to organise.	All governors to meet or email re their portfolio areas
19.	Governors to organise their next visits directly with MB.	
20	Governors agreed to move the next meeting forward to Monday 5 th February at 6pm. Reports will be required by 29 th January 2018.	

The meeting closed at:

Detail of next meeting			
Date/Time	5 th Feb 2018	Location	Montgomery