

Exeter Children's Federation

Meeting of the Full Governing Body

Meeting Minutes

Clerk: Neil Keen

Date: 12 June 2017	Venue: Montgomery Primary School	Time 18:30
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Present:

Peter Vickery	Local Authority Governor (Chair)
Michaela Young	Parent Governor
Martyn Boxall	Executive Head Teacher
Chris Neads	Co-opted Governor (Vice Chair)
Emma Bowler	Co-opted Governor
Gill Brown	Associate Governor (no voting rights)
Jason Edge	Associate Governor (no voting rights)
David Coven	Staff Governor
Grace Williams	Co-opted Governor

1 **Apologies Received**

Lisa Sayers	Co-opted Governor
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2 **Minutes of the previous meeting**

Agreed and accepted as an accurate record.

Governors also agreed the minutes from the budget setting meeting.

3 **Portfolio Updates and Heads Report**

MB explained that the Heads reports need to change format slightly and this needs to be governor driven.

Governors need to be meeting regularly with MB to discuss and challenge their portfolio areas. These questions and areas of challenge from governors will then feed into the heads reports. Governors need to ensure that their completed learning walk reports also reflect those areas of challenge.

MB went on to present to governors via a PowerPoint presentation.

MB explained that County hadn't correctly accounted for pensions for support staff, in real terms now the schools are looking at 231k (Montgomery) and 264k (Wynstream) going out of the budgets. Challenge for governors to manage this budget to meet the needs of the pupils.

MB explained that the work around forming a co-operative trust is moving forward and that the schools will soon go into a consultation period. DC asked MB about the options that staff have in terms of locations within the trust as he was concerned that this will mean a shift of power away from the employee. MB explained that staff will be consulted on, but this model is how the school have to operate and it will be in staff interest in the longer term as it will ensure job opportunities remain available in the trust.

EB stated that at the start of the process to federate and form the Exeter Children's Federation staff were told they wouldn't be forced into changing locations. PV explained that he feels that it is fair and reasonable to now be looking at redeploying people if it means keeping people within the federation. PV explained that governors can be under no illusions regarding the tough times ahead around budgets.

MB presented a model of leadership and added that governors need to ensure their work is carried out and communicated via him so that there are clear expectations of who is doing what

JE explained that the assessment data needs to be more robust and consistent across the school and this was a theme within the recent Ofsted report. MB is currently working on setting this up. GW asked if the reporting will be in a consistent format in future as feels that it is presented in different formats at each meetings. MB confirmed it would be and this is where governors will need to have a greater understanding within their portfolio area.

Safeguarding

MY has been into school regularly and had feedback to governors through the learning walk reports. MY explained her focus recently has been on E-Safety and feels that the children on roll at Wynstream are much more knowledgeable about staying safe compared to those at Montgomery. MB echoed this and agreed that E-safety needs to be embedded across the whole of the IT curriculum and not just something that is added on.

PV asked when governors would know that things have improved. MY explained that she will regularly update governors on the progress and be looking for evidence on her next learning walks.

Action: MY and MB to pick this up and look at federation wide impact and development of E-Safety.

Early Years

GW reported back on her recent learning walk activities. She explained that she was looking specifically at expected level of achievement in literacy and mathematics and was shown the tapestry system that is in place at Chestnut Nursery.

GW explained that some of the Pupil Premium money has been invested in a system called the Nuffield Systems and this is currently under review to see how effective this is.

GW explained that she had a discussion with keyworkers around community engagement and staff explained that this is an area of difficulty, however, things have improved and the nursery have clearly tried to make links to parent/carers who are now buying into the tapestry system.

CN asked what the tapestry system does. MB explained it is a platform that is used by keyworkers to look for evidence of development under the EYFS Framework. Tapestry can record it all on an online journal. In response to the learning walk, the staffing levels have been increased in the nurse. The next challenge is with ECI around the use of the room and access to it. GW and MB to work in this area and also to focus on entry and exit points for nursery progress.

Action: GW and MB to carry out learning walks across both EYFS settings.

Policies:

MB agreed to pick up a federation wide behaviour policy and bring to the next meeting.
PV to work on the complaints policy before the next meeting

Emergency Plans – MB explained that both admin sites have recently done these but he will discuss these with staff as well as looking at lockdown plans and check evacuation times are under 3 minutes for all sites as well as ensuring fire safety procedures are in place.

The following policies will also need re-working and adopting

Educational Visits, Home School Agreement and Homework Policy.

Safeguarding Policy was updated with an amendment of Ali Harman being named in the policy as a safeguarding officer as JE needs to update his certification.

4 **Ofsted Monitoring Update**

Alan Betts, Improvement officer wants to meet with Chair and MB to look at the improvement plan. Issues are being addressed in the plan. The Ofsted Monitoring visit will be in January.

The SIP will be clear around standards. SIP is less reliant on top heavy data as it is clear on the level of need in the class, right down to individual children.

5. **Governor Diagnostic Tool**

PV explained that this has been put together by Babcock and the NCTL. PV requested that all governors complete this as openly and honest as possible and were encouraged to be critical if it meant bringing about improvements to the board.

6. **Part II Agenda Item**

Covered under part II Minutes

7. **Any Other Business**

GW – Are we doing enough around radicalisation in schools? MB – it is in prevent. Wynstream has provided details under Prevent and Channel and 2 incidents in school referred, additionally teachers are living and breathing it and using CPOMS regularly.

