

Exeter Children's Federation

Meeting of the Full Governing Body

Meeting Minutes

Clerk: Neil Keen

Date: 16 th May 2016	Venue: Montgomery Primary School	Time 18:30
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Present:

Peter Vickery	Local Authority Governor (Chair)
Martyn Boxall	Ex Officio (Executive Head Teacher)
Rebecca Bowden	Parent Governor
Michaela Young	Parent Governor
Terri-Anne Hornby	Co-opted Governor
Chris Neads	Co-opted Governor (Vice Chair)
Lisa Sayers	Co-opted Governor
Emma Bowler	Co-opted Governor
Gill Brown	Associate Governor (no voting rights)
Chris Briggs	Associate Governor (no voting rights)
David Coven	Staff Governor
Will Sweeney	Trust Governor
Grace Williams	Trust Governor

Apologies:

None	N/A
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4/1 **Apologies Received**

None

4/2 **Minutes of the previous meeting**

Agreed as an accurate record and signed by the chair.

4/3 **MAT Consultation Feedback**

MB referred to the consultation responses that had been received. All but 2 of the responses were received prior to the consultation events that were held across all schools.

The events were sparsely attended.

MB explained that the benefits across the federation over the last 12 months have been incredible and the impact of collaboration has been amazing. Currently the downside of the teaching school alliance is that schools are accessing it on a subscription basis, but converting to an academy would enable all schools to become hard wired into the alliance.

PV explained that he has been meeting with the Head teachers and Chairs and it has been a pleasure working with them and added that all schools share the same vision and passion. PV had concerns about converting to academy status from the outset but truly believes that the time is now right to convert and has every confidence that the right people are in place to make it highly successful. PV added that one of the last acts of the governing body would be to appoint the foundation members onto the new board and then recommendations would be

made on who should sit on the board of directors. Each school would retain its local governing board.

TAH asked MB what difficulties he envisages if the school convert and join a MAT. MB explained that it would be difficult if asked by the Regional Schools Commissioner to sponsor an academy that doesn't want to be sponsored. MB explained that it is about bringing like-minded people into the Trust and ensuring that they have the capacity to improve.

MB one of the core elements of this model is focussing on teaching and learning and to promote diversity and difference in all students.

DC explained that staff at Montgomery don't have any issue with the proposals and CPD is an area that would be greatly improved under this model, sharing ideas across the trust would have an impact on teaching and directly on pupils.

MB added that every 6 weeks there would be discussions with staff about what they want to improve, lots of sharing of practices and linking in with SLE's.

EB asked about teacher's rights and MB confirmed that all conditions will transfer across via a TUPE agreement. EB confirmed this is the biggest issue for staff at Wynstream.

RB explained that families in the community have primarily been concerned about costs of a new uniform. MB explained that there are no plans to change individual uniforms and families needn't worry about this.

MY explained that parents are not against the idea but wish to retain the identity of the school that they have already built up.

DC commented that ultimately this is about teachers becoming better, which will then impact on children but agrees that it is hard for parents to see those visions.

GW – Grace asked if the school become an academy would there be greater scope for teacher rewards. MB explained that within the pay and performance review policy there is now scope to award a 2 point pay increase.

MB explained that he has carried out an Equality and Impact Needs Assessment and Does not believe there are any groups or individuals who would be adversely affected if Montgomery and Wynstream convert to academies.

PV explained that there were 2 separate issues that needed to be agreed by vote:

PV asked all governors present to vote on the proposal that Wynstream Primary School and Montgomery Primary School convert to become academies. **Governors agreed unanimously with the proposal.**

Having decided to convert to an academy PV asked all members to vote on forming a MAT with the interested parties (Clyst Heath, Countess Wear and Haytor View Primary Schools) **Governors voted unanimously in favour of forming a MAT with the aforementioned schools.**

4/4 **Staffing Update/Structure**

MB gave a brief update regarding the staffing position across the federation. Currently in the process of identifying leading teachers. Currently not finalised the leadership model.

Montgomery will be continuing with 4 parallel classes per 2 year groups, Wynstream will have additional teachers which will enable years 1 and 3 to go down to smaller classes. Still work in progress and things could change as we approach the deadline where staff can still resign.

4/5 **Audit Report Feedback & Action Plan**

GB explained that the recent report had been received from Devon Audit. The report looked at all schools systems and processes. Governance was highlighted as having areas of weakness which was mainly tied in with the Schools Financial Values Standards SFVS). Gill has recently met with NK and PV and has gone through and identified the areas that need immediate action and there is now an action plan in place to implement the recommendations being made in the report.

MB and CN went through the DFE Benchmarking tool in details when setting the school budget. The biggest issue it highlighted was that the schools employ more teachers than neighbouring schools but we knew this beforehand.

4/6 **Verbal Head Teacher Reports**

Wynstream Primary School & Chestnut Nursery

GB gave a verbal report on the situation at Wynstream.

The number of pupils coming into the school in September is currently 45 but expect that figure to rise between now and the start of the new academic year. Pick up more between now and September. If the school don't pick up as close to 60 as possible this may put a deficit in the budget as budget projections were made on a full intake of 60.

The attendance is currently 95.26% against the target of 96.5%. MB added that the MAT will allow for more scope to look at varying the school days/term dates in order to improve unauthorised absences.

Currently 14 children on roll who are children in need. 1 referral has been made to the Local Authority Designated Officer this term.

EYFS standards data is due in the middle of June. 72% would be good target and the school are on track to meet this.

GB explained that the KS1 SAT for Spelling, Punctuation and Grammar was withdrawn and still 2 more weeks before SAT's will be finalised.

1 child was absent for KS2 SATS which will impact on the final statistics.

Wynstream will take part in an instead review with Julie Nash and will work with Haytor View and Exwick.

Formal Lessons observations are about to take place.

GB explained that Helen Atkins, who worked as a teaching assistant, had recently passed away.

Montgomery Primary School

Chris Briggs presented a verbal report for Montgomery Primary School.

Currently 424 on roll with a full intake of 60 joining in September.

Attendance across the school is at 96.9% against a target of 95.9%.

Predicting 88% in EYFS to reach a good level of achievement.

55 children sat there SAT's last week, with 1 child only able to sit 1 paper only.

Currently 5 on child protection plans, none in care, 3 in need and 3 on interim care orders.

Behaviour concerns and issues have reduced across the school and this is due in part to the

inclusion team and their thrive approach.

Instead review is booked for 4th and 5th July 2016, this is very important as the school are in the middle of their improvement plan. MB the instead will highlight the elements that the school want to retain when Marion comes in to replace Chris and it will ensure stability and enable Marion to focus on what needs improvement.

PV has worked with Alison Betts and praised her for her work across the federation, she has been tremendous and a really good example of the benefits of collaboration.

4/7 **Safeguarding Monitoring Visit Feedback**

MY is portfolio lead for safeguarding across the federation. She explained that she has been visiting schools regularly and that she has seen a lot of good partnership working going on across sites and a lot of information is being shared.

A Safeguarding policy has been put together and is ready for approval at the next fgb meeting in July. Governors will need to approve the policy and also monitor that it is working in practice.

Wynstream recently had a safeguarding audit and that highlighted a couple of areas for improvement. Governors need to keep up to date and fully trained in this area of work and also need to familiarise themselves with and sign a copy for retention on file.

MY explained that through speaking to MB it was apparent that the E-Safety policy needed some revision as well and MB has suggested that Alison Betts picks up this piece of work as it is safeguarding, rather than an IT issue.

PV thanked MY for the update and for being so proactive in this important area of work.

4/8 **Governor Monitor Visits**

CB reiterated the need for governors to carry out their visits in their designated areas of responsibility. To make things CB has devised a schedule for visits and governors agreed with CB when their visits would take place. Governors were advised that once the visit was complete, they should send the completed report to NK.

4/9 **DFE Benchmarking Data**

Covered under minute 4/5

4/10 **Reconstitution of Governing Body under the new regulations**

PV explained that changes in legislation mean that the GB need to reconstitute in order to reduce the number of parent governors. In practice this doesn't change anything as the federation has always carried a parent governor vacancy at Chestnut Nursery.

PV proposed that the Exeter Children's Federation reconstitute from the 1st August under the new regulations.

Governors were unanimous in accepting the recommendation of the Chair to reconstitute and NK will contact Babcock governor services to ensure that a new instrument of governance is drawn up.

4/11 **Completion of Governor Skills Matrix for SFVS**

Governors all completed the Skills Matrix for each school. This is to ensure compliance with the Schools Finance Value Standards, because the governing board don't operate with a committee structure, it was agreed that all staff would complete this paperwork which NK will submit to

Devon County.

4/12 **Part 2 Agenda Item**

Recorded under Part II minutes

4/13 **Any Other Business**

NK informed governors that they should contact him if they see any training courses they wish to attend.

NK also informed MY, WS, TAH & LS that the 4 of them are all booked to attend a safer recruitment course and that they may wish to consider car sharing on the day.

Date of Next Meeting

It was agreed that the next meeting will take place on Monday 11th July at 6.30pm at Wynstream Primary School.