

# Exeter Children's Federation

Meeting of the Full Governing Body

Meeting Minutes

Clerk: Neil Keen

Date: 26 September 2016	Venue: Montgomery Primary School	Time 18:30
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Present:

Peter Vickery	Local Authority Governor (Chair)
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)
Marion Phillips	Associate Governor (no voting rights)
David Coven	Staff Governor
Grace Williams	Co-opted Governor

Apologies presented and accepted:

Martyn Boxall	Executive Head Teacher
Will Sweeney	Trust Governor

## 1/1 **Apologies Received**

Martyn Boxall and Will Sweeney

## 1/2 **Minutes of the previous meeting**

Agreed and accepted as an accurate record.

## 1/3 **Matters arising (not covered elsewhere on the agenda)**

Governors updated and signed the business register and the code of conduct form contained within the terms of reference document.

Rebecca Bowden has resigned as parent governor.

## 1/4 **Multi Academy Trust Update**

PV updated governors on the latest developments regarding the formation of the MAT. he had hoped to be closer to completion by now, but there have been various reasons why this has not been possible. There is a new regional school's commissioner in place and she will be meeting with representatives of DAPH in October and it is expected she will outline her vision for the future. It is thought that the current thinking is that the MAT is on the small side and the DFE are encouraging the creation of larger MAT's.

GW asked what if the MAT doesn't go ahead? PV explained that if the overall decision is that it can't proceed, governors will need to make a decision on the best way forward, and one of those options could be a formal federation with the other partner schools involved in the creation of the MAT.

PV explained that we should know more in early October and as soon as there are developments, governors will be made aware.

1/5 & 1/6 **FFT Aspire Data Reports and Questions & Head Teacher Reports**

### **Wynstream**

GB present the H/T Report for Wynstream.

Nursery numbers are set to increase each term as more children become eligible for funding

TAH asked if the Pupil Premium is linked with the school SEF. GB explained that the sports premium funding is spent on a PE Teacher who is responsible for upskilling other teachers and also for working across the MAT and working on the anti-obesity programme.

2 on roll with EHCP and 2 with Statements and a further 2 in the pipeline. Planned spend on SEN is focused around Human Resources, play therapy and HLTA's.

PV commented on the high level of SEN and FSM across the school and how that sets the school way off of the national profile and governors need to be aware of that when looking at data and the context.

PV had picked up on the fact that after the summer break the reading levels in children drops significantly. GW asked what governors could do to support the school and ensure this isn't happening. GB explained that she has been looking into this and one of the options would be to open the school library over the summer holidays and use some of the school's community hours. DC also suggested that teachers have a part to play in ensuring that expectations are set as high as possible, so that the dip can be minimised as much as possible. Another option would be to look into accessing library outreach services for those families unable to make the journey into town.

GB went through the FFT Aspire dataset for Wynstream.

### **Montgomery**

MP Presented the HT report and the Aspire Dataset.

GW asked how the safeguarding issues were logged on CPOMS and why the 2 schools had large differences in the data. MP explained that it was in the interpretation of the question between the safeguarding teams. It was agreed that the question would be more specific in future with a clearer and more defined criterion.

Sports funding is being spent on a sports specialist who is able to carry out additional work with after school clubs and also swimming lessons, meaning the school only has to pay for 1 cohort to swim by using the schools budget.

1 child on roll with an EHCP and 3 with statements. 11% of total roll are SEND.

FFT Data – Headlines, this cohort we were behind national in every subject

Girls were behind significantly, writing 36 percent behind. Going to be addressing this. The school have Introduced assessment cycles, completely changed Teachers system of evidencing where children are and what they need to be doing at key points and looking at identifying off track children Clear targets set.

The SIP is Completed and is focused and targeted on addressing negative figures in data to make sure all children achieve predicted outcomes.

Year 1 Phonics, Monty has never matched national in last 3 years, this year significantly behind national standards.

Strengthening of the school profile is already being worked on with partner schools.

GW asked what governors can do to challenge around the data and performance. DC explained that the new scoping briefs should tell governors what is happening and governors will be able to challenge around those documents and ask about the impact that teaching is having on pupils. PV added that Learning walks offer an invaluable opportunity for governors to appropriately challenge staff on what they are seeing and the impact of the teaching and learning.

#### 1/7 **New School Improvement Plan**

The School Improvement Plan has been written and will be shared with everyone.

#### 1/8 **Improving Governance in light of recent instead review**

PV explained that this item had been added to the agenda in light of the recent instead inspections which were carried out in both schools. The schools came up a little bit short in terms of governance. The inspection panels felt that there were some really good safeguarding practices in place and very robust handling of finances, however other aspects of governance were weak and the inspection panels did not see enough challenge, but did appreciate that the majority of the governing board were new governors without lots of experience.

GW asked what evidence was used by the panel, PV explained they looked at meeting minutes, learning walks and questions being asked on learning walks as well as talking to Peter. The panel want to see evidence of real challenge and governors really digging deep when questioning the staff members that present to them.

The inspection panel were mindful that a lot of time has been spent focussing on the setting up of the federation and then working on the MAT Business plan, however, they felt that the schools are in a position now where they need to be focusing on the structure of the portfolios

and holding the head teachers to account. PV explained that OFSTED wouldn't give a lot of allowance for the MAT work and would expect to see challenge in all areas of governance.

GB explained that she knows it is a big ask of governors to be expected to know the ins and out of both schools when it comes to performance and data, but they need to be aware of the headline statistics and data.

PV feels that governors need to get in a position where they are better informed around data and also with training opportunities that are out there. NK and PV are working on a training matrix and there is an impact form for governors to complete alongside any training which the clerk will distribute.

TAH not had time to look at data in depth, not been critical aware enough of the subtleties, DC FFT compares data relative to the rest of the country, so do know how we are doing and relative to how everyone else is doing. PV explained that the timings of the meeting will all fall in line with the release of datasets from now on.

GW asked if the template of the Head's report could be tailored in future to include each main portfolio area. MP agreed to speak with MB about this.

TAH explained that she can get the baseline position of data, but is worried about the 2 months between meetings and would be worried if Ofsted came in. GB explained that the newly developed scoping briefs should help keep everyone apprised of what is going on.

CN stated that it would be good to go around the table at meetings and ask governors to identify areas of challenge to ensure their voice is being heard and the opportunity is given. NK added that governors could also go around the table at the end of a meeting to look at the strategic impact that their decision making is having.

PV wants to see more challenge from governors, they don't necessarily have to know everything, but they need to challenge more and not just accept information being fed from the SLT into the governing board.

GB – could have a sheet of strengths and weakness, MP – the SIP highlights the weaknesses, and what we want to improve.

Governors discussed having a sheet which highlights the strengths and weakness, but MP explained that governors should be seeing the strengths when they visit the schools. LS explained that the weaknesses are those areas listed in the School Improvement Plan and MP confirmed this and that all the observations from the instead report are contained within the SIP.

1/9 **Keeping Children Safe in Education (Updated Guidance from DFE)**

NK advised governors of the update to this document that came into force on the 1<sup>st</sup> September 2016. Governors to note these changes listed at annexe H.

TAH also gave an update to governors about the recent PREVENT training course that she attended. Governors were emailed a link to a PREVENT training PowerPoint presentation and asked to complete the training and then notify the clerk.

1/10 **DFE Governor Database**

NK informed governors that a new requirement from the DFE to improve transparency was to publish information on all members of governing boards. NK to look into how this information is to be uploaded to edubase. This information will also be put on the website. NK also informed governors that the website needs information updated in order to bring it in line with further requirements from the DFE. Ofsted will go to the website before any inspection and it is paramount that the site carries all of the relevant documentation. NK and PV are in the process of arranging a website review from Babcock for the Wynstream website initially.

1/11 **Governor Training (see Checklist with papers)**

NK distributed the checklist document from Babcock LDP and with that was the latest training schedule. NK asked governors to contact him about any training requirement. The school will soon be subscribing to 'Better Governor', an online resource for governors to access. NK will notify governors of this once access is sorted out.

1/12 **Any Other Business**

**Governors updated and agreed to the terms of reference. Governors agreed to look at areas of responsibility at the next meeting to ensure they are fit for purpose.**

Governors approved the following policies:

Medical Conditions  
Attendance

Date of next Meeting: 14<sup>th</sup> November, 6.30pm at Wynstream Primary School.