

Exeter Children's Federation

Meeting of the Full Governing Body

Meeting Minutes

Clerk: Neil Keen

Date: 27 March 2017	Venue: Wynstream Primary	Time 18:30
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Present:

Peter Vickery	Local Authority Governor (Chair)
Michaela Young	Parent Governor
Martyn Boxall	Executive Head Teacher
Lisa Sayers	Co-opted Governor
Emma Bowler	Co-opted Governor
Gill Brown	Associate Governor (no voting rights)
David Coven	Staff Governor
Grace Williams	Co-opted Governor
Phillip Smyth	Co-opted Governor

1 **Apologies Received**

Marion Phillips

Agnieszka Spier

Absent without apologies

Chris Neads

2 **Minutes of the previous meeting**

Agreed and accepted as an accurate record.

3 **New Governors**

PV explained that Agnieszka Spier had recently been elected unopposed as the new parent governor.

Phillip Smyth wished to become a member of the governing board and governors were unanimous in voting him onto the board as a co-opted governor for the standard term of 4 years.

Mr Smyth joined the meeting at this point.

4 Ofsted Feedback

MB and PV have now received the final ofsted report from the recent inspection at Montgomery Primary School. The report has been quality assured by Ofsted.

The school has been rated as requires improvement and the following were areas of weakness; SLT Capacity, consistency in teaching and learning, governors not being robust enough in tackling areas of weakness. The report suggests that an external review of governance and pupil premium expenditure should be undertaken.

The report did identify areas of strengths and these included the early year's provision and safeguarding.

MB explained that the Local Authority have seen the report and are supportive, and believe the school are well placed to make the required changes.

PV and MB both felt that the report makes a lot of generalizations, but it is very difficult to do anything about that. The consensus from the governing board is that we now need to put all effort towards making the required improvements and to look forward, not back.

MB explained that the school have recently appointed a permanent head of school and that he will be working closely with him to develop a post ofsted action plan as soon as he takes up post in May.

Governance is an area that will need some work and will need to ensure that there is capacity for the governing body to help write improvement plan and monitor outcomes and hold the SLT to account.

Governors discussed the action plan and agreed that they would want to see impact by the end of the academic year. Ofsted will be coming back in to do a monitoring visit in the near future. The school are working with the LA advisor who will also help write the action plan and also carry out lesson observations and monitoring.

Governors discussed the report in detail and agreed on the way forward. PV is to draft a letter that will go out to the parent body to give some context to the report findings.

GW explained that this letter needs to be joined up to ensure that all staff and governors are aware of the position and this is appropriately reflected in the correspondence.

5 Executive Head Teacher Report (SEF) and Assessment Data

MB explained that the governor portfolio system that was in place needed to be evolved and that governors need to become more strategic in their focus area. MB had proposed some areas of change for governors and explained that governors need to link with him directly regarding learning walks and any specific areas of challenge to the SLT to ensure work isn't being duplicated and it is a joined up approach to working. Governors would also become responsible for the policies that fall under their portfolio, ensuring that they are fit for purpose and reviewing where appropriate.

Each meeting of the full governing body will see governors give an update on what is happening in their area, what have they seen and challenged in school and summarizing the key issues, ensuring governors were strategic in their approach and asking the relevant questions and providing the appropriate challenge.

MB explained that the wynstream data for year 6 is very strong this year, however Montgomery is weaker this year.

PV commented that 88% of disadvantage pupils will hit the required level at Wynstream and 30% at Montgomery.

A challenge for the governors is to ensure that the disadvantaged gap is closed and real focus needs to be put on this area.

GB commented the leadership team are looking at phonics as it is an area that is not making as much progress as they would like. A teacher has been lost in that class as well as a HLTA who worked specifically on phonics. Lost 2 key people. Year 1 phonics, 60 percent passed good level of development. GB and Sophie are working on 1 2 1 basis with children. GB Believes cursive script is confusing these children so have rejigged it, some are stuck due to their SEN leads. KS1 and 2 SATS will be ok but phonic screenings will dip.

Trying to engage parents, staff on a course, leader been on pupil premium course, so investing in people to try to improve outcomes but Language development is a massive issue.

GW agreed to look at support and challenge around language development. Is the school doing all it can? PV to look at KS1 curriculum also.

PV commented that the level of absences for TA's at Wynstream was not good at all and would like some work done around this to see how it can be improved. It was agreed that LS would meet with MB and go through the managing absence process and other HR Policies.

High level of child protection cases at Wynstream, The SEF is based on the provision being outstanding, work in the books is good and there is high quality teaching throughout the school and progress is high.

The same applies at Chestnut. MY explained that she had recently done a learning walk at Chestnut and some of the issues that were feedback were that staff have indicated that they feel isolated at times, however MB confirmed that there is a significant leadership presence in the Nursery. GB quality assures all of the work going on in the Nursery also, MY felt that there needs to be more monitoring from governors as well as establishing better engagement with parents.

6 MAT/Federation Update

MB gave an update to governors regarding the connect trust. It was felt that it would be sensible to bring all staff into a federation and all staff would be employed by the trust.

PV explained that going forward we would be formalizing the work that has been done with a group of like-minded schools who can help each other out and also be responsible for standards.

Governors agreed with this approach and PV was mandated with speaking to the other chairs about formalizing the trust.

7 Budget Update/SFVS

MB explained that As a federation everyone is on original school contract. Moving forward anyone on new contract is put onto a federation contract.

There is savings of 240k at Montgomery to realize and £220k at Wynstream and 10k at Chestnut.

As it stands the budget has 7 teacher vacancies need to be filled across the federation. As people are leaving.

2 temps at Montgomery will end. Both teachers moved to permanent contracts. 2 of the 7 will be filled.

2 at Wynstream, GB is happy with quality, they fit with ethos of the school and it feels right to keep both on on 1 year temp contracts.

Recommendation is that 7 vacancies all to be filled and all of this has been built in to the budget projections.

Financial Reports from both schools as well as benchmarking. Wynstream spend significantly more on support staff but know we need to look in future as can't slim down teaching staff, moving forward the school can't afford teaching 3 classes across year 6, this is a luxury.

The school will be Spending 144k more than get in next year as been carrying forward large amount of monies at Wynstream. Carried forward 300k. This isn't recurring money and is a one off.

Montgomery budget is a bit stronger, the school stopped spending back in January. Carry forward is 43k and is balanced by the 3rd year. Proposing overspend on teachers in both schools but will need to look at whole structures.

The SFVS paperwork had recently been completed and was due to be sent to the Local Authority.

NK will need to convene a meeting of the governing body to approve the final budget.

8 Policy Updates

The following Policies were approved by the governing body.

- Social Media
- Admissions
- Code of Conduct
- Code of Ethical Conduct (Montgomery Only)
- Leave Policy
- Maternity Leave
- Adoption Support Leave
- Personal Information Security
- Publishing Information on the Web
- Records Management

- Recruitment & Selection
- Redundancy
- Volunteering in Schools (Guidance)
- Whistleblowing
- FOI Publication Scheme

Meeting End