

### Full Governing Body – Part I Minutes

Date/Time	5 February 2018	Location		Montgomery School Minutes by Jason Edge			
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
Neil Keen	NK	Illness

Absent without Apology	Initials
None	

In Attendance	Initials	(anyone who is not a governor/associate)

Minutes to
Attendees
Apologies
School website

Item	Item/comments/notes	Lead	Time
1.	<b>Welcome and Apologies for Absence</b>	<b>Chair/ Clerk</b>	
	Please send the Clerk your apologies if you are unable to attend this meeting. Governing Body to accept apologies/absences. Apologies- LS		
<b>Housekeeping</b>			
2.	<b>Declaration of Pecuniary Interests</b>	<b>Chair</b>	
	Relating to items on this agenda. This is to enable any conflicting interests to be recorded in case of a later challenge to decisions made. None	<b>All</b>	
3.	<b>Clerk Update</b>		
	Update and information from the clerk None due to Clerk's absence	<b>Clerk</b>	<b>5</b>
<b>Procedural Matters</b>			
4.	<b>Election of Chair &amp; Vice Chair</b> Agree Term of office, suggested is 1 year. MY appointed as Chair- proposed by GW, seconded by CN. All in favour. CN appointed as Vice- Chair- proposed EM, seconded by MY. All in favour.		
5.	<b>Minutes of the Last Meeting</b>	<b>Chair</b>	<b>5</b>

	<p>Please identify any amendments to the December minutes that you would like to make.</p> <p>Once the accuracy of the minutes has been confirmed, the Chair to sign.</p> <p>AS raised that in point 12 it wasn't her who raised her but it was actually.</p> <p>GW wants the minutes to reflect more of the challenge from the meeting.</p>		
6.	<b>Matters Arising</b>	Chair	5
	<p>Any matters to bring forward from the previous meeting?</p> <p>DC raised that in point 15, the accessibility plan has not been forwarded and NK should do this asap to DC and SG.</p> <p>MB said that he has enquired about the PFI contract but we are not available, The hall capacity is not fixed and depends on seating arrangements and also that the business manager are reorganising in terms of data being presented consistently.</p> <p>Challenge: AS asked about when data is available. MB explained there are 3 data drops per year and that it is the books that are the main barometer of progress.</p>		
<b>Strategic Items</b>			
7.	<p><b>Review current partnership working and strategic plan for the school. (Co-operative Trust Model and Succession Planning)</b></p> <p>MB explained that we are looking at school to school improvement. There is a date in April for governors to look with the four schools to discuss collaboration. PV said that the meeting is to explore the advantages (or not) of the Co-Operative Trust. SG explained that a benefit is to compare children's work and assessments. DC said that there needed to be a greater share of expertise. MB explained that financially over the next few years with tightening budgets we will not be able to buy in external support which the Trust allows us to do by challenging each other as there has been a build of trust.</p>	Chair	10
	<p>Discussion on future developments of the trust.</p> <p>Upcoming meeting date of Weds 18<sup>th</sup> April, 18:00-19:30 with partner schools.</p>		
8.	<p><b>Ofsted Action Plan &amp; LA review visit</b></p> <p>PV explained that the governor action plan shows lots of positive improvements. There was a lot of challenge in the last meeting. He said that there should be another review in the summer term to show progress.</p>	Chair	15
	Feedback, discussion and questions		
9.	<p><b>School Improvement Plan</b></p> <p>Discussion and Review</p>	Chair	10
<b>Monitoring and Accountability Role</b>			
10.	<b>Finance/Budget update</b>	CN	10

	Discussion and questions Letter from DCC Attached MB explained that the schools need financial cuts. There is a business team reorganisation, a single federation budget. We have a 3 year budget which virtually balances. Montgomery £5,000 over in year 3 and Wystem £1,000 in year three. The biggest difficulty is the unknown and the PFI contract can alter things because the hall floor has not been maintained. This can affect redundancy processes.		
11.	<b>Portfolio Updates from Lead Governors</b>	<b>All Govs</b>	<b>30</b>
	Updates from governors on each portfolio area, including visit information Report from PV on students working at Greater Depth (attached with agenda) PV explained that he had been exploring the systems for the greater depth children and how these children are identified through prior attainment. Portfolio Priority areas for the current term. (See attached) SG attended a PFI meeting with several local schools regarding the PFI contract where schools voiced concerns about timing, maintenance etc. Report for Estates (see attached)		

12.	<p><b>Head Teacher Report to Governors (Attached with Agenda)</b> report for information and questions from governors</p> <p>AS asked if the headteachers report could be put further up the agenda. MB said that the meeting should be more than just the headteacher's report because governors will contribute through reports which are very important.</p> <p>MB explained that he has been to exclusions appeal training, looked at CPOMS (record of behaviour) and a staff survey so has reviewed the behaviour policy. DCC's advice on behaviour has been found to be outdated. Procedures have been tightened as a result of this but limited resources make things difficult. Challenge: GW asked how this can be overcome, MB that there will be more expectation on teachers. AS how are we upskilling the teachers. MB explained that it is part of the teachers standards, pupils will have a code of conduct, a positive behaviour curriculum, templates for behaviour contracts (which teachers will be supported with in writing) and teaching teachers how to deal with behaviour. Thrive is the current vehicle for this which also shows the progress of those children but this has become too expensive and we will be using the Boxall profiles which will replace this. Alison Betts will provide training on this. Ultimately, we will also have less teaching assistants so investment needs to be made in the teaching staff skills. We will also need to work with parents on this.</p> <p>JE stated he looked at literacy books to testify whether teacher judgements at Greater Depth were accurate and mostly they were. GB said she looked at adherence to the English policy and marking and this was solid in KS1 and less so in KS2. The literacy leader at Wynstream is working alongside some teachers as a result.</p> <p>MB explained that he had been looking at EYFS across the federation. Chestnut was graded 'Good' in December 17. Ofsted have released a document called Bold Beginnings which was a focus in the inspection and it has also made him look at the provision for EYFS across the federation. A curriculum statement has been produced which shows what children should achieve at the end of nursery and reception. With the new expectations, there were some issues in EYFS at Montgomery and there has been some reorganisation of the EYFS unit. CN asked how this has been done. MB explained that the building was designed to have nursery and reception in one room which is now what there is. This helps to have better direct teaching as well as continuous provision. It also helps with staff ratios. GW asked if the staff survey was just for Montgomery- MB confirmed it was and split into teachers and TAs. GW asked if the changes made in light of the survey are communicated to staff. MB said they were but this can take time.</p>	MB	10
	Discussion and questions		
13.	<p><b>Safeguarding (standing item)</b></p>	MY	5
	<p>Update to governors</p> <p>Following governor challenge from previous meetings- MY did a learning walk for e-safety which will be written up. She spoke to a variety of stakeholders and that children are more aware of e-safety with a 'little and often' approach. The two IT leaders from the federation are working well together.</p>		
14.	<p><b>SLT Pay Review &amp; HT Appraisal Panel</b></p>	LS	5

	Need to convene panel of governors as soon as possible so consider the SLT Pay reviews and HT appraisal		
15.	<p><b>Montgomery School Closure</b></p> <p>Discussion around the impact of school closure for use as polling station and alternative options.</p> <p>JE explained that there had been parental queries as to whether governors had discussed with Exeter City Council. MB explained that this had been explored but that we were told we had to be used. Montgomery has to be closed because we cannot stop members of the public walking through the school, the same for Wynstream and the sites cannot be made secure, for example the gates have to be kept open. Therefore the schools will be closed on polling days.</p>	JE	5
<b>Policy Reviews</b>			
16.	<ul style="list-style-type: none"> <li>Nursery Admissions Policy (from model policy by MB &amp; GW)-</li> <li>Complaints Policy DW, edited by MB- <b>approved</b></li> <li>School Lunch and Nutritional Standards (AC edited by MB)- <b>approved</b></li> <li>Behaviour, Exclusion and Restraint (from model policies drafted MB) Need adopting- <b>approved</b>.</li> <li>ATTENDANCE POLICY AND EDUCATIONAL VISITS ADOPTED 5/2/18</li> <li>Employee Parking Policy- <b>approved</b></li> </ul> <p>All approved- no objection.</p>	Chair	5
<b>Matters Brought by the Chair</b>			
17.	Any matters arisen since agenda publication to be notified to the chair PRIOR to the meeting	Chair	
<b>Housekeeping</b>			
18.	<b>Update on LGB membership</b>	Chair	
	To review any current vacancies		
19.	<b>Governor Training &amp; Development</b>	Clerk	
	<ul style="list-style-type: none"> <li>To review and record any recent governor training or development or to identify training opportunities for governors</li> </ul> <p>Clerk is absent.</p>		
20.	<b>Governor visits</b>	Chair	
	Agree dates for next round of visits		
	PV reminded governors to get these sorted as soon as possible.		
21.	<b>Date of next meeting</b>	Chair	
	Needs to be agreed.		

The meeting closed at:

Detail of next meeting			
Date/Time	6pm, 26 <sup>th</sup> March	Location	Montgomery