

# Exeter Children's Federation Governing Body

## Full Governing Body – Part I Minutes

Date/Time	25 June 2018	Location		Montgomery School			
Attendees	Initials	Type of Governor	Time joined/left meeting	Attendees	Initials	Type of Governor	Time joined/left meeting
Peter Vickery	PV	Local Authority		Michaela Young	MY	Parent (Chair)	
Martyn Boxall	MB	Ex officio		David Coven	DC	Staff	
Poppy Daly	PD	Co-Opted		Shane Gill	SG	Co-opted	
Grace Williams	GW	Trust		Chris Neads	CN	Co-opted	

Apologies	Initials	Reason (Category of Governor)
Agnieszka Spier	AS	
Emma Maguire	EM	

Absent without Apology	Initials
None	

In Attendance	Initials	(anyone who is not a governor/associate)
Neil Keen	NK	Clerk
Dave Woodland	DW	Staff member

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Apologies for Absence	NK
2	Declaration of Pecuniary Interests	NK
3	Minutes of the Last Meeting	MY
4	Matters Arising	MY
5	Safeguarding training for governors CPD	DW
6	Staff Structure	MB
7	Governance Review	MY
8	Trust Update	MB
9	School Improvement Plan and Vision	MY & MB
10	Budget Update	MB
11	Committee Meeting Reports	ALL
12	Child in Care Report	MB
13	Policy Reviews	MY
14	Matters brought by the Chair	MY
15	LGB Membership	NK
16	Governor Training	NK
17	Governor Visits	All
18	Date of next meeting	All

Agenda Number	Details of discussion	Decision or action
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1	See above.	
2	None.	
3	Agreed as a true and accurate record of the meeting.	
4	MB explained that as a result of the last meeting and the challenge presented, he has formulated and distributed a child in care report for all governors.	
5.	DW delivered some safeguarding training to all governors present with 2 of the themes being covered including FGM. PREVENT and Safer Recruitment.	
6.	<p>MB presented update on staffing structure and distributed the structure for the next academic year.</p> <p>Not going to have 3 classes in year 6 at Wynstream as can no longer afford to keep that in place. Wynstream has gone from 3 to 2 assistant heads and Montgomery will be 1.2 FTE.</p> <p>PV questioned the move of a teacher to Wynstream, who had been involved in the recent problems in Montgomery's EYFS. He stated that this could be a case of 'out of the frying pan, into the fire'. MB gave an assurance that the move would benefit both the Teacher and Wynstream school and the member of staff concerned would bring an expertise in Dyslexia to Wynstream</p> <p>A new member of staff is being recruited through the teaching school alliance.</p> <p>Staff are just being notified of the staffing plans and parents will be notified on Friday.</p>	

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7.	<p>MY has recently met with Debbie Clapshaw from Governor Services to discuss progress since the review of governance, this is linked with the Montgomery Ofsted inspection to make sure governance is as sharp as possible. MY has asked Babcock to come back in for a review in September/October and the focus will be on the strategic performance of the governing body.</p> <p>The report should be discussed and updated collectively as governing body.</p> <p>The proposed committee structure should address the lack of governor challenge that was evidenced previously and also enable governors to get to know one of the schools much better. MY stated that portfolio governors will still have to come into schools for portfolio visits. The purpose of these visits can be anything that is related to the portfolio and where should provide challenge to SLT. The visits should seek to challenge and validate what governors are being told in meetings.</p> <p>Governors still need to ensure that CPD is strong and can be evidenced, NK explained that any ofsted inspector will look for evidence of this, and as things stand this is still an area of weakness and governors need to increase CPD opportunities and be able to talk about the impact of CPD.</p> <p>MY is working more in partnership with the Executive Head Teacher now and it isn't just a case of Martyn doing everything which was the case when the report was published.</p> <p>The new committee structure will ensure there is systematic challenge and gives governors a great opportunity to really drill down and challenge and monitor what is happening. MB explained that both JE and GB had feedback to him on how useful they found the recent committee meetings and that they both welcomed the opportunity to talk about the schools and be challenged.</p> <p>Grace asked what is happening with the school websites and MB explained that this is on the agenda for the next round of committee meetings next week.</p>	
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8	<p>Linked to the governance review, MB explained that it is for the governors to ensure they have a roadmap in place and highlight where they see the governing body in 2 and 5 years.</p> <p>One of the considerations the board need to look into is the growing of the federation to ensure retention of staff, involvement of leadership. MB feels that there is capacity for this to happen.</p> <p>MB explained that the school sits in the West Exe Learning Trust still, MB proposed that once the land transfer has taken place, the name of the trust would then be changed to Connect. MB explained that 2 members will need to sit back on the board and it was agreed this would be the executive head and the chair.</p> <p>The consultation is about to begin on the 10<sup>th</sup> September, with a view to Clyst Heath and Countess Wear joining the existing trust.. MB has suggested that governors start dialogue with the boards of the other school to see what their vision and strategic direction looks like for the next 2-5 years.</p>	
9	<p>MB distributed a pack to governors to take away and bring back to the next meeting with questions. The document includes all the data tracking exemplars. This document will feed into the committee meetings.</p> <p>The document has also mapped all the governing body meetings out (down to the week they will be held).</p> <p>Also included in the pack is the school improvement plan which highlights the 6 things that will improve standards and ensure that national standards are met.</p>	
10	<p>MB explained that there is now one single budget across the federation.</p> <p>At the end of the year there is 103K more being spent that comes into the budget, but currently £469k in the bank?</p> <p>MB to monthly monitor the budget and flag up any variances and flag up to governors.</p> <p>GW asked why such a large variance on MTA's? MB explained this was due to covering a period of sickness absence.</p> <p>GW asked where within the budget she could see a snapshot of the variances. MB directed her to the report to see that information.</p> <p>CN asked about the £400k overspend and what it is. MB suggested the CN books a portfolio visit to come in and ask those questions as part of his portfolio area.</p> <p>DC asked if the schools could do more to market themselves better and to try to attract more pupils. MB explained that at the moment the issue is with the population in the West Exe area.</p>	

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11	These were distributed and will be discussed in detail at the next committee meetings.	
12	Circulated to governors with the meeting papers for governors to read and bring back questions.	
13	All policies tabled were approved and adopted.	
14	MY informed members that she is now a member of the Exeter Teaching School Alliance.	
15	The GB currently carries 1 vacancy for a Trust governor.	
16	Governors were advised to speak to the clerk if they have identified a training need.	
17	None	

The meeting closed at:

Detail of next meeting			
Date/Time		Location	Montgomery