

# Exeter Children's Federation Governing Body

## Full Governing Body – Part I Minutes

Date/Time	26 March 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	
Grace Williams	GW	Trust		Shane Gill	SG	Co-opted	
Emma Maguire	EM	Co-opted		Gill Brown	GB	Associate	
Agnieszka Spier	AS	Parent		Jason Edge	JE	Associate	

Apologies	Initials	Reason (Category of Governor)
Chris Neads	CN	

Absent without Apology	Initials
None	

In Attendance	Initials	(anyone who is not a governor/associate)
Neil Keen	NK	Clerk
Josie Medford	JM	TWMAT

Minutes to
Attendees
Apologies
School website

	Agenda	Led by
1	Welcome and Apologies for Absence	NK
2	Declaration of Pecuniary Interests	NK
3	Chair Update	MY
4	Clerk Update	NK
5	Minutes of the Last Meeting	Chair
6	Matters Arising	All
7	PFI Contract – Update from Ted Wragg Trust	JM
8	Local Authority Review of Governance Report	Chair
9	Head Teacher Performance Management	Chair
10	Pay and Performance Committee	Chair
11	Portfolio\Visit Reports	All
12	Head Teacher Report	HT
13	Budget Monitor	HT
14	Finance Audit Follow Up Report	NK
15	Schools Financial Values and Standards	All
16	Policies	Chair

Agenda Number	Details of discussion	Decision or action
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1	<p>Apologies received.</p> <p>The clerk read out the resignation letter from LS Governors placed on record their thanks for her service and MY asked NK to send a letter of thanks.</p> <p>The governing body voted unanimously to vote Poppy Daley onto the governing body as a co-opted governors.</p>	<p>NK to write to LS on behalf of the GB.</p> <p>Clerk will contact PD</p>
2	<p>GW and EM declared an interest in item 7 on the agenda as both are employees of Michelmores. Both would take part in the discussion, but declared an interest in case any future decision would be made.</p>	
3	<p>MY informed governors that she would like to see the FGB meetings held at different time in order to show more challenge as a governing body.</p> <p>MB added that he felt that it was worth considering this as the portfolio model needs evolving. AS and EM have very large areas of responsibility with their portfolios and changing the meetings and bringing in a dedicated standards committee would enable subject leads to come and talk directly to governors.</p> <p>GB believes that introducing a standards committee would enable governors the ability to drill down into much more details</p> <p>Governors discussed this and decided that a model plan along with terms of reference and cycle of business needed to be drafted and brought back to the next meeting.</p>	<p>MB and MY to work with the clerk on this and bring to next meeting.</p>
4	<p>The clerk reminded governors that they need to keep on top of their CPD. This is something that Ofsted will request to see evidence of. The clerk reminded governors to book any training through him.</p> <p>AS and EM have recently attended the new governors course and SG was unable to attend and asked the clerk to look at the next available dates.</p>	<p>NK to book SG onto governor training.</p>
5.	<p>Minutes of the previous meeting were approved and agreed as an accurate record of the meeting.</p>	
6.	<p>None.</p>	

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7.	<p>JM was introduced. JM is a director for the Ted Wragg Multi Academy Trust. She has been leading on a piece of work to look into how can the trust make improvements in terms of service delivery around the PFI contract. TWMAT have engaged Michelmores and Castlegate to provide some consultancy work around the PFI contract. The current PFI agreement is not joined up and is very dysfunctional with lots of people involved.</p> <p>All 5 PFI schools have now signed the memorandum of understanding to give the TWMAT permission to act on their behalf and to start to effect change. JM has already started having meetings with the leaders of Devon County Council and has started the process of explaining how important this change is for the young people.</p> <p>JM explained and highlighted some of the issues faced under the current working arrangements and how difficult it is for schools to raise an ACO, and how time consuming individual focal point meetings can be on schools. MB explained that this solution is all about a joined up and collaborative approach. There will be a small cost involved initially which can be taken from the 1<sup>st</sup> year of savings and additionally there is an opportunity to start doing some benchmarking.</p> <p>Governors were happy for JM to continue pursuing this with DCC on behalf of the federation and will welcome further updates on progress and costs.</p>	MB and MY to update.
8	It was agreed that this document would be updated offline by MY and MB and an update will be distributed to governors.	
9	MY informed governors that the performance management review for the executive head teacher was confirmed and that an external advisor had been appointed. John Shears will assist MY and PV with the process.	
10	MY reported back that the pay review of the SLT has recently taken place and Part II minutes have been placed on file.	Accessibility Plan to be produced and presented to FGB
11	Safeguarding Portfolio Visit. MY has been to visit all 3 schools and has focussed on E-Safety. Evidence that the safeguarding teams and ICT leads are working well together. MY stated she would like to see more child led E-Safety activities in future.	
11.	Premises. DC and SG are aware that the accessibility plan needs updating and approving. MB suggested that they speak to the Business Managers and link in with them on this piece of work.	
11	GW has been in and done an Early Years visit and reported back to governors on this.	HT to email the latest data drops so can be circulated ASAP
11	<p>AS has been in and met with JE and looked at phonics. AS reported that she wasn't aware that the on track progress is not as good as last year and if they end up being average it would be a good result for the school.</p> <p>PV asked if AS could be sent the recent data drops.</p>	
12	Covered under Part II Minutes	NK to make sure final recommendations are put in place.
13	Governors noted the budget position and this was also discussed under part II meeting minutes.	
14.	Clerk explained that there was a recent audit of governance following on from the last full audit inspection which found weaknesses around governance. The audit went well and recommendations have been taken on board and could be evidenced. There were still a couple of areas for improvement which the clerk will pick up and bring to the attention of the Chair.	Clerk to change business cycle to look at SFVS earlier.

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15.	Governors approved the SFVS which will now be submitted to Devon County Council. CN and MY have completed their relevant sections around governance finance and the Business Managers had also completed their relevant sections. It was noted that in future years, this will be bought forward and signed off earlier in the year in Jan/Feb.	
16	Governors agreed to adopt all policies that were tabled.	

The meeting closed at:

Detail of next meeting			
Date/Time		Location	Montgomery