

Exeter Children's Federation Governing Body

Full Governing Body – Part I Minutes

Date/Time	8 May 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	
Agnieszka Spier	AS	Parent					

Apologies	Initials	Reason (Category of Governor)
Chris Neads	CN	
Grace Williams	GW	
Emma Maguire	EM	
Jason Edge	JE	
Gill Brown	GB	

Absent without Apology	Initials
None	

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

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	Federation Contracts	Chair
5	Final Budget Approval	Chair
6	Head Teacher Performance Management	MY
7	Committee Structure	MY

Agenda Number	Details of discussion	Decision or action
1	See above	
2	None	
3	Agreed as an accurate record of the meeting.	

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4	<p>MB confirmed that the unions have been consulted and met and their view is that they would prefer no change be made to the contracts, but appreciate the rationale behind making the changes.</p> <p>MB confirmed that the only change is that they could be employed at any school within the federation.</p> <p>DC confirmed he made it clear that staff could come to him with any concerns, but no staff member did.</p> <p>MB reassured members that any changes in location would be needs based and not just made on a whim, all staff members will be treated the same and be on equal terms, which uphold the cooperative values.</p> <p>MY proposed moving all staff onto federation contracts, SG seconded the proposal. Unanimous decision to carry the proposal.</p>	
5.	<p>MY explained that the last meeting was postponed due to the late change in the budget due to some unplanned changes.</p> <p>MB asked if governors had questions about the proposed budget that needs to be agreed and sent off to the Local Authority.</p> <p>PV raised concerns about the monitoring of the budget alongside representatives from DCC. How do the school keep a firmer grip on the budget to ensure better accuracy and avoid a repeat of this position?</p> <p>AS questioned the budgeting of the CIC pupil premium money and asked why this is being carried forward when it should be spent on the pupils. MB explained that the money only appeared in the budget in March due to in year variation, but AS disagreed with this and explained that the money came in late because school staff were late applying for the funding.</p> <p>PV wanted assurances that the people setting the budget are competent in doing so and also wanted assurance that the position being presented now was accurate.</p> <p>MB explained that the issue has occurred because of the closing down of the 2 budgets and the difference in the process between the 2 schools. MB stated that this shouldn't happen again as he has been looking at separating the admin and business roles of staff to avoid duplication and variances in working practices. MB also explained that the staff are under incredible pressure at year end to close budgets down, code everything correctly and sort out all the wages and payment claims and orders.</p>	

5	<p>Governors discussed the budget position and noted the following</p> <p>£31k more being spent than what is coming in for chestnut.</p> <p>All funding blocks are overspent at Wynstream other than free school meals. £90k overspend at Wynstream.</p> <p>The budget for this year can be set due to the carry forward, still in a position where the schools do not know the impact of the national funding formula.</p> <p>The budget that is tabled includes all NJC pay increases and pension costs.</p> <p>The budget is therefore based on the worst case scenario.</p> <p>The heads of school have a small amount of money which they need to decide how is going to be spent in school. When this money is spent, requests will need to come to the governing body for approval.</p> <p>MB warned of supply costs increasing and has informed JE and GB that if overspent they may need to be teaching to avoid supply costs.</p> <p>There is a £16k overspend at Montgomery and this has come right down, this is partly because the budgets were closed totally and it has pulled the budget back on track.</p> <p>PD asked how often governors look at the budget? MB explained that it hasn't happened often enough and this is where the portfolio leads need to visit more often and hold the school to account. MB explained that budget could be a standing item under the new governance structure.</p> <p>MB explained that The budget position shows that there will be a need for redundancies in year 3 and the position in that year is catastrophic.</p> <p>Governors discussed the budget position and voted.</p> <p>PV proposed that the budget that was tabled be set as the final budget. MY seconded and governors voted unanimously to set the budget.</p>	
6	<p>MY informed members that MB has now had his appraisal which was conducted with PV and an external advisor. Robust targets were set and will be monitored.</p>	

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7	<p>MY explained that governors had been sent the proposed structure for September which has the introduction of a standards committee for each school. The rationale for this is that it is too much to expect governors to know the ins and outs of everything happening across all 3 sites, so this will enable greater focus on what is happening at each school and allow governors time to question key staff and become familiar with the strengths and weaknesses.</p> <p>Estates, finance and HR will stay as portfolios.</p> <p>PV explained that for these standards committees to be successful there has to be more regular data drops. MB assured governors there would be and distributed data packs to all members.</p> <p>AS raised an issue about getting hold of data and said she had received no response from JE and a partial response from GB.</p> <p>The plan is that the committee meets in each school every 6 weeks and the first meetings would be Monday 21st at Wynstream and 24th June at Montgomery and these would be dry runs to see how effective they are.</p> <p>Governors agreed unanimously to adopt the committee from September.</p>	
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The meeting closed at:

Detail of next meeting			
Date/Time		Location	Montgomery