Exe Valley Federation
CHALLENGE DISCOVER SUCCEED

AGM EXE VALLEY FEDERATION					
Date/Time	Tuesday 19th September 2023		**Location**	Newton St Cyres	
Attendees	**Initials**		**Attendees**	**Initials**	
J.Enright	JE	LA	Louise Parry (18.30)	LP	Co-opted
J. Edlin-Benwell	JEB	Parent	J.Jeffery	JJ	Parent
J.Jolliffe	JJ	Executive Head	S.Digory	SD	Co-opted
J.Ruddick	JR	Co-opted	J.Hamidullah	JH	Staff
S, Butler	SB	Co-opted			
Associate Members	**Initials**			**Initials**	
C.Shilston	CS	HoS Whimple	G.Adnams	GA	HoS Silverton
H.Fee	HF	HoS Sandford	C.Holding	CH	HoS Thorverton
C.Theedom	CT	HoS Cheriton Fitzpaine	C.Tofts	CT	Hof Brampford Speke
J.Akhurst	JA	HoS Newton St Cyres			
Clerk	**Initials**				
Heidi Last	HL				
Apologies					
E.Waldram-Mcabe	EWM	Co-opted	S.Margesson	SM	Foundation
O.Burrow	OB	Co-Opted	A.May	AM	Foundation (No Apology)
Quorum	9 governors in attendance at start; meeting is quorate				

MINUTES

		Action	Resolution
1.	**Welcome** JE welcomed all to the first meeting of the year. JJ opened the meeting with a reading and a prayer. Prospective Foundation Governor, L.O'Brein attended the meeting. Currently waiting for approval of his application from the Diocese.		
2.	**Apologies for Absence** E.Waldram-MCabe, S.Margesson, O.Burrow A.May no apology		**Apologies accepted**
3.	**Declaration of Pecuniary interests** Declarations to be completed on The Hub.	**All to complete annual declaration on The Hub**	
4. **4.1** **4.2** **4.3**	**Confirmation Clerk to Governing Body** HL to remain as Clerk to Governors **Confirmation of Chair of the Governing Board** Nominations received for JE only. Vote taken, unanimous decision for JE to remain as Chair. **Confirmation Vice Chair of the Governing Board**		**HL to remain as Clerk** **JE Chair** **SM and JEB joint Vice Chair**

	Nominations received for SM and JEB to be Vice Chair. Proposal to be joint Vice Chair. Vote taken, unanimous decision for SM/JEB to take on role as joint Vice Chairs.		
5. **5.1**	**Appointment of Co-opted, Staff, Parent and LA Governors** Staff – JH Parent – JED and JJ Co-opted - EWM, OB, LP, SB, DS and JR LA - JE		**Agreed**
5.2	**Confirmation of Associate Members and voting rights –** Heads of School, Federation Business Manager all associate members with no voting rights.		**Agreed**
5.3	**Discharge Reports** – EVF and Whimple		**Completed and circulated to all.**
5.4	**Agree associate members term of office** Associate Members Term of Office 1 year.		**Associate members term if not HoS or FBM 1 year**
5.5	**Newsletter Reports** Circulated by JEB		**Agreed**
6, **6.1**	**Governance Annual House Keeping** **Governors Code of Conduct** Agreed and all governors to confirm Code of Conduct on The Hub.	**All governors to agree CoC on The Hub**	**Code of Conduct agreed by all**
6.2	**Confirmation of open or closed FGB meetings** All In agreement for meetings to be open, closed meetings for all confidential discussions.		**Agreed open meetings, closed for confidential discussions**
6.3	**Confirmation of whole board terms of reference** SM to chair Pay Committee & OB & EMB TOR agreed by all		**SM to Chair Pay Committee TOR agreed**
6.4	**Agree Governor lead roles & responsibilities as per ToR, and home school teams and confirmation of Governor FDP monitoring** All information sent prior to the meeting. Agreed by all.		**R&R agreed and confirmation of school teams and governor FDP monitoring**
6.5	**Agreement to share governor contact information**		**Agreed to share contact**

	Governors were asked for consent to share their contact information - all in agreement.		**information between governors**
6.6	**Appointment of external advisor for EHT appraisal and governors for EHT appraisal** Neil Swait to be contracted for EHT annual appraisal. EHT appraisal committee. SM, JEB and LP		**N.Swait appointed for EHT appraisal EHT committee SM, JEB and LP**
6.7	**Adoption annual cycle 23/24** Circulated prior to meeting. Agreed by all.		**ACB agreed**
6.8	**Statement of Principles for Federation** Circulated prior to meeting. Agreed by all.		**Statement of principles agreed**
6.9	**Confirmation of future Governor training needs** This is ongoing throughout the year. Highlights of future training, overview of how to work The Hub, Risk Assessment Training with JEB at the October meeting and Finance Training in December. Safeguarding update training October meeting. SEND and Safeguarding training for deputy governors. Safer Recruitment to take place. Induction for new governors SLT reports, governors to set time aside to read reports. Home school teams for EHT report, work together and ask up to 3 questions. These to be sent to JJ, and to copy JE in. HoS reports up to 5 questions, copy JE in FDP monitoring, some suggested monitoring report on the one drive HL to set this up. EVF emails, please check regularly to make sure nothing is missed. Mentoring - New Governors will be allocated a mentor. New Governor welcome pack is being updated. Let HL know once mentoring process is complete.	**Training courses to be booked through HL or J.Hole. All training to be reported to J.Hole and recorded on The Hub** **HL to look into sharing Monitoring document via One Drive**	
6.10	**Governor review and headline report** Agreed by all.		**Governor review and headline report agreed**
6.11	**KCSIE (Annual Signing)** All governors to complete declaration on The Hub	**Declarations to be completed on The Hub**	
7. **7.1**	**Governance and Leadership** **Approval of Strategic Plan and FDP** Approved by all		**Strategic plan and FDP agreed by all**
7.2	**Parent Focus meetings** HoS to agree with Home school teams dates before half term.	**Governors to liaise with HoS to set a date**	
7.3	**NGA Skills** To be circulated to all.	**Audits to be returned to**	

	To be returned to JEB by half term, to collate the information.	**JEB by 20/10/23**	
8.	**Strategic options for future growth of the Exe Valley Federation** Led by Juliet Corbett, Founder and CEO of Juliet Corbett Consulting Limited. In October last year, Juliet spent a day with school leaders and senior governors, exploring the strategic options for the future of the Exe Valley Federation. Since then, we have written a plan for growth which outlines our ambition to continue to expand the federation in order to be large enough to form a MAT in our own right, should the need arise. Juliet has kindly agreed to lead the Governors' Conference this year, thinking about the risks and opportunities that are involved in taking the next steps on our development journey. Update to this training at the October meeting		