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AGM EXE VALLEY FEDERATION					
Date/Time	Tuesday 23rd September 2025		**Location**	Chudleigh Knighton	
Attendees	**Initials**		**Attendees**	**Initials**	
J.Enright	JE	LA	Louise Parry	LP	Co-opted
H Jones-McVey	HJM	Parent	P.Hinkley	PH	Foundation
J.Jolliffe	JJ	Executive Principal	C.Gilberthorpe	CG	Staff
K.Golby	KG	Co-opted	E.Loosley Leeming	ELL	Foundation
E.Waldram-McCabe	EWM	Co-opted	S.Margesson	SM	Foundation
S.Frost	SF	Co-opted			
Associate Members	**Initials**			**Initials**	
J.Akhurst	JA	EHTWH & HoS NSC	E.Newman	EN	HoS Cornwood
Clerk	**Initials**				
Heidi Last	HL				
Apologies					
O.Burrow	OB	Co-Opted			
K.Wotton	KW	Parent	L.Price	LP	Co-opted
J.Ruddick	JR	Co-opted	S.Butler	SB	Schoool
S.Bloomey	SB	School			
Absent no apology					
Quorum	11 governors in attendance at start; meeting is quorate				

MINUTES

		Action	Resolution
1.	**Welcome** HL welcomed all to the first meeting of the year.		
2.	**Apologies for Absence** OB, KW, JR, SB, LP and SB		**Apologies accepted**
3.	**Declaration of Pecuniary interests** Declarations to be completed on The Hub.	**All to complete annual**	

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		declaration on The Hub	
4.4.1 **4.2**	**Confirmation Clerk to Governing Body** HL to remain as Clerk to Governors along with Marie Jarvis **Confirmation of Chair of the Governing Board and East/West/Moorsway Hubs** JE nomination Chair for main board. Vote taken and unanimous for JE to remain as Chair. SM and JR to remain as Vice Chairs. SM nomination for East hub Chair – Vote taken unanimous for SM to Chair the East Hub. Vice Chair JR Vote taken for LP to chair the West Hub, unanimous for LP to be the Chair of West Hub.Vice Chair OB Moorsway Chair S.Frost, Vice K.Wotton **4.3** **Confirmation of Finance Committee Chair** Julie Ruddick **Confirmation of new Governors** Confirmed for KG to move to Co-opted Confirmation of School Governor Tom Bending BPS, mentor Emma LL		**JE voted as Chair** **SM & JR voted as joint Vice Chairs** **SM East Hub Chair, VC JR** **LP West Hub Chair, VC OB** **SF Chair Moorsway Hub and KW VC** **JR Chair of Finance & Risk** **Confirmation of KG, Co-opted Governor** **Confirmation School Governor TB**
5. **5.1**	**Confirmation of Associate Members and voting rights –** Heads of School and Federation Business Manager all associate members with no voting rights.		**Agreed**
5.2	**Agree associate members term of office** Associate Members Term of Office 2 years.		**Associate members term if not HoS or FBM 2 years**

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5.3	**Newsletter Reports** Circulated prior to meeting and available on The Hub		**Agreed**
5.4	**Meeting Dates** Circulated and agreed prior to the meeting. Dates now on the calendar on The Hub.		**Agreed**
5.5	**School Governors** Circulated and agreed		**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 including meeting protocol and job descriptions** Agreed by all		**TOR agreed**
6.4	**Agree Governor lead Roles & Responsibilities as per Terms of Reference, and home school teams, Hub members and confirmation of Governor FDP/SDP 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** Governors were asked for consent to share their contact information - all in agreement.		**Agreed to share contact information between governors**
6.6	**Approval of the appointment of the External Advisor and governors for the Executive Principle appraisal process** N.Swait appointed for EP appraisal. EP appraisal committee. LP Chair SM and Rev P Hinkley		**N.Swait appointed for EHT appraisal EHT committee**

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			SM, LP and Rev P Hinkley
6.7	**Adoption annual cycle 25/26** 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** EWM lead governor for training.		**Lead governor Training Agreed**
6.10	**Governor review and headline report** All governors are doing a fantastic job. Training was a priority and starting meetings on time. Looking at Governor emails more regularly. 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**	
6.12	**Governor Impact Statement** This has been published on the website.		
6.13	**Staff Questionnaire** Deferred		
6.14	**Y6 Exit combined report** SM, has had some feedback on how the meetings went. Feel we do not need to ask every question to every child. Speak to HoS to decide on which ones are appropriate. May need to look at timings		
6.15	**Live Document** HoS will add highlights and HL to send a live link for governors to add to. Do not overwrite what other people have added. Completed at the meeting or very soon after.	**HL to send live link to all**	
6.16	**School Curriculum Review Dates** Dates in the pack and sent by JJ		
6.17	**Ofsted & SIAMS Expected Dates** JJ has circulated this previously and added to the folder.		
6.18	**Lead Governor Team Meeting Dates** Circulated		
6.19	**New Governor Welcome pack** Updated and ELL will go through this with new governor and highlight if anything needs changing.		

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7. **7.1**	**Approval of Strategic Plan and FDP [SDP review termly at Hub meetings]** All circulated prior to the meeting. Approved by all		**Strategic plan and FDP agreed by all**
7.2	**Termly Planned School visits – Curriculum linked** Link governors talking to HoS for when this will work, not in the same term as the school's review. HoS and governor will agree on a subject and link to the SDP.		
7.3	**NGA Skills** HL to circulate tomorrow to complete and return to OB by 3rd October.	**Skills Audit report at next meeting**	
	At this point JJ gave a presentation on some key areas for the Federation and our vision. This presentation will be shared with the minutes.		
8. **8.1**	**Governor Training** **Annual Safeguarding update** Training was given to all governors and key updates to KCSIE shared. Training formed part of JJ's presentation so will be circulated to all.		
8.2	**Data Training** As above	**Presentation to be shared with minutes**	
8.3	**Equity, Diversity, Inclusion and Justice [EDIJ]** Presentation to be shared with minutes, led by JA	**Presentation to be shared with minutes**	
9. **9.1** **9.2** **9.3** **9.4** **9.5** **9.6** **9.7** **9.8** **9.9** **9.10** **9.11** **9.12** **9.13** **9.14** **9.15** **9.16**	 **Anti-Bullying** **Behaviour/Behaviour Principles** **Charging and remissions** **Finance** **Administration of Medications** **Health & Safety** **Lettings** **RSE** **RE** **SEND Policy & Report deferred** **Safeguarding deferred** **Appraisal (Support Staff)** **Preventing Radicalisation** **Low Level Concerns** **Complaints Procedure for Children** **Staff Wellbeing**		**All policies shared prior to the meeting and agreed**

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	Impact Policies all make children safe and all working together as a team.		
	Dates of next meeting 02/12/25 FGB 6pm NSC/Cornwood		