Exe Valley Federation
CHALLENGE DISCOVER SUCCEED

AGM EXE VALLEY FEDERATION					
Date/Time	Tuesday 17th September 2024		**Location**	Newton St Cyres	
Attendees	**Initials**		**Attendees**	**Initials**	
J.Enright	JE	LA	Louise Parry	LP	Co-opted
H Jones-McVey	HJM	Parent	L.Price	LPr	Co-opted
J.Jolliffe	JJ	Executive Head			
J.Ruddick	JR	Co-opted	J.Hamidullah	JH	Staff
S.Butler	SB	Co-opted	E.Loosley Leeming	ELL	Foundation
E.Waldram-McCabe	EWM	Co-opted	S.Margesson	SM	Foundation
Associate Members	**Initials**			**Initials**	
J.Akhurst	JA	DEHT & HoS NSC			
Clerk	**Initials**				
Heidi Last	HL				
Apologies					
O.Burrow	OB	Co-Opted	J.Jeffrey	JJ	Parent
L.O'Brien	LOB	Foundation			
Absent no apology					
D.Smith	DS	Co-opted			
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** O.Burrow, J.Jeffrey. L. O'Brien DS absent with 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 and East/West Hubs** JE nomination Chair for main board. Vote taken and unanimous for JE to remain as Chair. SM to remain as Vice Chair. SM nomination East hub Chair – Vote taken unanimous for SM to Chair the East Hub.	**Vice Chair FGB to be agreed at the December meeting**	**HL to remain as Clerk** **JE Chair of FGB** **SM vice Chair FGB**

	Vote taken for LP to chair the West Hub, unanimous for LP to be the Chair of West Hub. **Confirmation Vice Chair of the Governing Board and East and West hubs** Vice Chair to be agreed at FGB meeting in December. HMC nominated Vice Chair for West hub. Unanimous for HMC to be vice chair West Hub. ELL nominated as Vice Chair for East Hub. Unanimous for ELL to be Vice Chair East Hub. Meeting time for West Hub changed to 6.30pm Agreed		**SM Chair of East Hub** **LP Chair of West Hub** **HMC Vice Chair of West Hub** **ELL Vice Chair of East Hub** **West Hub to meet at 18.30**
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 1 year.		**Associate members term if not HoS or FBM 1 year**
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**
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** TOR agreed by all		**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** Governors were asked for consent to share their contact information - all in agreement.		**Agreed to share contact information**

			between governors
6.6	**Appointment of external advisor for EHT appraisal and governors for EHT appraisal** N.Swait appointed for EHT appraisal. EHT appraisal committee. SM, LP, JJe		**N.Swait appointed for EHT appraisal EHT committee SM, JJe and LP**
6.7	**Adoption annual cycle 24/25** 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** Identified areas for training from the recent governor review, SEND, Safeguarding and Finance. HL to forward modules or make relevant bookings. JJe EHT appraisal training booked. Data training, to be completed at a future meeting.	**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 forward modules for identified training needs.**
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**	
	JE congratulated Thorverton on their Ofsted, and all those involved. Positive year ahead with new hub model which will be a challenge but can be tweaked as we go. Review in a year's time. SM thanked JE for all the work that she has done. SM/JE welcome feedback. Important to work together**.**		
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** These are not planned for this year due to lack of numbers. Working with HoS to see what we can do in each of our home schools. DAG recommend Governors meeting with school councils. By doing this they will get a better feel for the school and build relationships with the children. Good to feedback from these meetings. Governors' presence at Parent meetings in school. Newsletters have dates of these and for governors to contact HoS.		**Governors to contact HoS to arrange attending upcoming parent meetings.**

7.3	**NGA Skills** Already circulated. Were due 13th September. These have been sent to OB, report at the next meeting.	**Skills Audit report at next meeting**	
7.4	**Moorsway re-federation consultation** Due to start on 27th September. Results from consultation will be shared with all.		
8. **8.1**	**Governor Training** **Q&A on using The Hub** All governors received a link to a training presentation around the basics of using The Hub. No questions were sent in advance. HL demonstrated various functions of The Hub using live data. All calendar dates now added to the calendar tab with quick links to meeting folders.		
8.2	**Leadership Updates** JJ shared presentation around 2024 data, future vision updates and Moorsway Re-federation. Presentation to be shared with the minutes.	**Presentation to be shared with minutes**	
8.3	**Annual Safeguarding update** Annual safeguarding update presentation delivered to all, including updates to KCSIE. Presentation to be shared with minutes.	**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** **9.17** **9.18** **9.19** **9.20** **9.21** **9.22** **9.23** **9.24** **9.25** **9.26**	 Anti-Bullying – LP to send through some amendments Behaviour Complaints **Still needs work** E-Safety Charging and remissions Finance (DCC) Security Intimate Care Curriculum Statements x 7 Administration of Medications - **outstanding** Health & Safety Lettings RSE Collective Worship – **agree as it is for now** Uniform Code of Conduct (DCC) Curriculum Fraud Mental Health and Wellbeing Lone Working Managing Sickness Absence (DCC) Asset Management Plan Volunteers in School Attendance SEND Teaching Learning and Assessment		**All polices agreed with the following exceptions –** ***Medication, deferred*** ***Complaints agreed but more work required*** ***Collective Worship agreed but needs additions and changes***

	Dates of next meetings West EVF: Tuesday, 8th October, 6.30pm @ Sandford School East EVF: Tuesday, 15th October, 6.00pm @ Brampford Speke		