Exe Valley Federation
CHALLENGE DISCOVER SUCCEED

The Governance duty is, above all to drive relentless ambition for the young people served by our schools system, whatever the circumstances.

FGB Strategic Meeting 03/12/24 EXE VALLEY FEDERATION					
Date/Time	03/12/2024		**Location**	18.00 Newton St Cyres	
Attendees	**Initials**		**Attendees**	**Initials**	
J.Enright	JE	LA Chair	L Price	LP	Co-opted
S.Butler [On-line for part meeting]	SB	Co-opted	J. Jolliffe (Attended for 30 mins, technical issues)	JJ	Executive Head
J.Hamidullah	JH	Staff	S.Margesson	SM	Foundation
L.Parry	LP	Co-opted	L O'Brien	LOB	Foundation
			O Burrow	OB	Co-opted
J Ruddick	JR	Co-opted	J.Jolliffe	JJ	EHT (On-line for part of meeting)
Associate Members	**Initials**			**Initials**	
J.Akhurst	JA	DEHT & HoS Newton St Cyres	H.Fee	HF	HoS Sford (Online for part of meeting)
C.Theedom	CT	HoS CFP (Online for part of meeting)			
Clerk	**Initials**				
Heidi Last	HL				
Apologies					
E.Loosley-Leeming	ELL	Foundation	J.Jeffrey	JJ	Parent
Absent No Apology	HMc-Vey	Parent			
Quorum	11 governors in attendance at start; meeting is quorate				

MINUTES			
		Action	**Resolution**
1.	**Welcome**		
2.	**Apologies for Absence –** Apologies received for E.Loosley-Leeming, J.Jeffrey and accepted.		**Apologies accepted**
3.	**Declaration of Interests invited and declared** No declarations Outstanding declarations for Sep 2024. Emails were sent to those governors with outstanding declarations. Contact HL if having issues accessing them.	**Outstanding Governors to complete their declarations**	**No declarations**

Signature ……
Date ……..

4. **4.1**	**Approval of the minutes of the previous meetings** **Minutes 15/07/24** **Minutes AGM 17/09/24** Minutes approved **Minutes West Hub 08/10/24 shared** **Minutes East Hub 15/10/24 shared**		**Minutes agreed as a true and accurate account**
5. **5.1**	**Finance (All questions to FBM 7 days in advance)** **Finance and Risk committee approval of minutes and supporting paperwork** No questions		
5.2	**Budget monitors – questions received in advance** Monitors sent in advance. Qs will be circulated with the minutes. Main areas for focus and concern. We are currently not balancing overall in year or in line with our Financial Recovery Plan. Reasons for this – Staffing £43,000 of adjustments since the last monitor. This was for teacher performance related increments and staff changes. Part of this was an extra pension cost for a member of staff opting back in, cost £7,000. Supply budget is currently overspent by £33,000. Total spend so far is £80,898, last year we spent £93,000 for the entire year. We still have 4 months of supply this financial year. Various premises issues, Cheriton boiler, maintenance at Brampford and Silverton. Overspend of £14,577. Newton St Cyres overspend on their curriculum budget. All other schools still have funds. Positives, Early Years are thriving and have produced extra income for the year. We have also received funding for start up of ASC at Cheriton and extending days at Thorverton. This is a real positive for both schools and will help with future pupil numbers, especially at Cheriton. Staffing has been a challenge, so CFP is only open 3 afternoons at the moment. New 3-year plan in January along with updated recovery plan once we know budgets for 2025/26. January discussions around class structures for 2025. This forms part of our recovery plan.		
5.3	**Finance Audit report** Positive reports with no areas of concern. Minor points to be added to our annual SVFS • The inventory register is missing detail of the annual checks and certification process; • Asset write offs are not clearly authorised within the inventory records.		
5.4	**New Website from January** Waiting for building to complete.		

	Advertising, Tesco advertising for schools. HL to contact them. BS sign on fencing on the main road to Exeter, to be investigated.		
6.	**EHT Executive Report** **EHT Executive Summary update and Q & A** EHT report sent in advance and Qs submitted. Due to technical issues and Ofsted at Shaugh Prior JJ was not at the meeting to deliver his report in full. JA feedback to all details around Flourishing project with Exeter Diocese and Truro schools. JA attended a day where the focus was around recruitment and induction training. Thinking about are we doing everything we can to promote/recruit the best people in all schools. What are we doing from start to finish. Understanding what flourishing is. Mental Health, all encompassing. Theological point of view, relationship with God and others. Belonging, beyond inclusion. Key theme was many found internal recruitment a concern. Where does the process start? Who is on the panel, I.E recruiting a church school head, and candidates deliver an assembly. Who will know if what they deliver is appropriate and what is required? All were given packs from the Diocese for Heads. There is currently no requirement to have worked in a church school. Mismatch between person specification and this. Delivering a very good assembly vs collective worship, who is unpicking this. Ensuring those who leave our employment flourish as well. Communication at the heart of everything. How can our vison be lived through the recruitment pack. Takeaways, inter schools' movement, better stronger process, doing the best we can to recruit people on all levels. Induction, what happens during that process. Following it up, how have they done? JJ attended the first day, strategic vision around flourishing. SMs session was cancelled. Two other upcoming dates. SM is the governor lead.		
7. **7.1**	**MP with South Hams 1st Jan'25 to 31st August '25** **Formal approval of Management Partnership** Part 2 minutes sent sharing that South Hams governors have approved a Management Partnership from January 25 – August 25. Slowing the procedure down. Unsure of their reasons for this. JJ is happy for this. Governors questioned the reason for slowing the process down? Thought we were moving quickly to support Moorsway? Some of the support is already happening so the delay won't have an impact on Moorsway. Positive change as parents may question why it was being done so quickly. Better to have more time as gives more time to see how this will fit into our structure. Vote taken and unanimous for the MP with South Hams to commence in January.		**All in agreement for Management Partnership with Moorsway to commence in January 2025.**

7.2	**Set up Management Partnership committee – three governors** Minimum of one meeting per term. JR, SM and JE.		**JR, SM and JE to form the committee for MP with South Hams**
7.3	**Agree to explore federation in principle from January 2025 to August 2025 and potentially re-federating from 1st September 2025.** Mindful how parents of current schools will feel about another re-federation. JJ has addressed this in his Q&As from EHT report, key is around us being outward thinking. Parents will need reassurance. The speed may not sit right. How this is presented to parents is very important. Need to demonstrate the change in working with Hubs. From day to day running there are not many changes. Work will be needed on how the hubs will look and how they will work. Further things to explore around residentials etc, and hub models to be shared with parents as it makes more sense when you look at it that way. Share pros and cons. Risk of being taking over by a large MAT. Finding a way of articulating this to parents. Curriculum development, more teachers and leaders to share knowledge. Sharing of knowledge and learning saves time. Work to be done on sharing information across the federation as in cloud-based systems. Overtime children will benefit. Overall management, policies and time it takes, reduces this load as will be shared, create efficiencies. It was raised previously that there was a preference to take South Hams first. Make us stronger. But it was agreed to go with Moorways first as we had been working with them longer. Promoting what the hubs will bring to this. Financially will stay as separate budgets. Concerns around the leader roles and these growing and the impact. Need to address some clarity around UPS movement and responsibilities for each point. Unanimous to explore re-federation with South Hams in September 2025.		**Unanimous to explore re-federation with South Hams in September 2025**
8. **8.1**	**Governor Updates** **Safeguarding** SM met JJ 27th November, action plan has been received. We are all up to date. Has undertook dip testing of HR files against SCR. Important to look at new staff to ensure Safer Recruitment checks are being followed, media checks etc. Older records are harder to navigate. We will no longer be re-doing staff DBS's every 5 years. Following recommendation from LA. Safeguarding update training for SLT has taken place. Safer Recruitment training has also taken place. CPOMs, JA is going to do some training with all staff on the January inset day. Ensure incidents are being recorded accurately. JA S175 to be completed before the end of term. Involves a lot of information gathering.	**Look at using Google News search for**	

Signature ……
Date ……..

	Google news tab for social media checks. Feed this back to JJ and JH	**social media checks**	
8.2	**Behaviour** JJs report showed suspensions at one school, this has now led to a permanent exclusion. Permanent exclusion is not the ideal outcome. Conversations with JJ to look at drilling down more into low-level behaviour that is recorded on CPOMs. **Q – How come other schools that were recording suspensions are now more settled?** *A - JA, children leave, and it can be circumstantial. New HoS in schools and getting a firmer hand on them.* Sandford, empowering teachers to deal with low level behaviour. It is very calm there now. More structured learning as the curriculum is becoming embedded. Children are more engaged with their learning.		
8.3	**Attendance** JJ shared figures in EHT report. All looking strong. BSP have several Annex Rs. JJ shared some outcomes from attendance clinics, very reassuring. JJ is trialling a spreadsheet for attendance at Silverton, gives a better overall picture of attendance. DFE are bringing in a new attendance system. Overall attendance figures are not very clear this early in the year.		
8.4	**SEND** CG sent JR her termly report. Strengths as part of the Devon inclusive provision, SENDCOs receiving training. SDD with TAs was invaluable, practices to be shared across schools. TLC clubs, movement breaks timetabled and embed in class days, sensory circuit format, Lego therapy. Still challenges, parental emails, some emailing daily to SENDCO, HOS and teachers. TAs have also shared that they rarely have time to meet properly with their class teacher unless they give up their own time. This does impact on SEND children and the support being delivered. Understand TAs not wanting to give up their own time. JR to meet in with CG in the Spring term. Still some challenges to address.		
8.5	**Outcome from consultation meeting EVF and Moorsway 26th November** Unanimous decision to re-federate with Moorsway on 1st January. All governors will need to step down and be re-elected. JE meeting with RH from Moorsway on Friday to discuss what happens next. 9th December, HL and JE are meeting to look at TOR. Will agree this with RH, then be sent out for approval in January.		
8.6	**Federation and School Governor Roles** SM, information sent in advance. LA have supported us with this review. Going forward will have Federation and School Governors. The main board will be responsible for the strategic direction of the		

	Federation. One meeting per term. School Governor will be linked to one school and have information around safeguarding etc. Statutory role for those full governors. School governors are equally important as Federation Governors. Work as a team. Already tweaked The Hub meetings, which will continue. Ideally 2 school governors per school. Mixture of Federation and school governors. Some will have both hats. **Q - JR still unsure how lead governors will feed information from all Hubs to the main board. If there was an Ofsted inspection of a school you did not know well how would you support those schools.** *A - It is knowing the statutory information.* Minutes from Hubs are shared with all. Important that they are read by all. Big ask to read 14 HoS reports if a lead for SEND or Behaviour etc. Needs more exploration.		
9. **9.1**	**H&S/Premises** **Any known school issues/concerns** Cheriton boiler, still waiting for parts. Silverton also has boiler issues. Thorverton have had new windows installed in school house over the summer and remainder of dry rot repaired.		
9.2	**Silverton H&S Audit Report** 100% score, no concerns		
9.3	**Upcoming H&S Audits** Newton St Cyres 11th February 2025		
10. **10.1**	**Governor Reports** **NGA Skills Audit** OB, improved our scores from last year. Development areas, strategic leadership and accountability. Strong structures and compliance. Training common themes, unconscious bias and composition of the board.		
11. **11.1**	**Policies** **Complaints policy**		**Agreed**
11.2	**Administration of Medications policy**		**Agreed**
11.3	**Pay policy**		**Agreed**
11.4	**Appraisal**		**Agreed**
11.5	**Non-Smoking**		**Agreed**
11.6	**Fire Safety**		**Agreed**
11.7	**Admissions Policies x 7 2026 (Draft)**		**Agreed**

11.8	**Menopause Policy**		**Agreed**
11.9	**Approval to add church wording to all future policies** EHT report shared this addition. Add to all future approval of policies.		**Agreed**
	Impact – Decisions make considering impact on our children. Always trying to improve outcomes. Decisions around finances, ensuring good decisions are made, recruiting best people we can, ensuring those recruited have positive impact on our children. Considered re-federation South Hams and Moorsway, seeing the bigger picture. Statutory areas are monitored at each meeting to ensure children are kept safe. Ensure those children with SEND have their needs met across the federation. All decisions made to impact on our children in a positive way.		