

PRESENT:						
Attendees	Initials			Attendees	Initials	
Roy Souter	RS	HT SHJS		Hannah McCarthy	HM	
Sarah Mackay	SM	HT SHINS		James Corbridge	JC	
Peter Holland	PH			Kristine Vaaler	KV	
Rebecca Ryan	RR			Lena Macfarlane	LM	
Amy Bickford	AB			Lucie Hinton	LH	
Andy Pheasant	AP			Mais Attia	MA	
Bridget Strugnell	BS			Stuart Holland	SH	
Carol Finning	CF			Vanessa Newcombe	VN	
Fergus Fitzgerald	FF					

Apologies	Initials	Reason

In Attendance	Initials
Dianne Goodwin (Clerk)	DG
PC Steve Parsons	
PCSO Richard Shelton	

Item	Description	Owner/
	·	Decision
1	Apologies for Absence:	
	None received	
2	Declaration of Pecuniary Interests:	
	Advice given by governors at this school is incidental to their professional expertise and is	
	not being given in their professional capacity. No interests declared	
3	Governor Vacancies	
	DG said that at the end of the Summer term there were 2 vacancies. Two people had	
	approached VN and had agreed to put themselves forward. These were Lucie Hinton and	
	Bridget Strugnell. DG proposed that they both be Co-opted onto the Governing Body. This	
	was agreed by all.	
4	DG said there was now another vacancy as Andrew Page had tendered his resignation.  Election of Chair and Vice Chair	
4	DG said it was usual practice to elect the Chair and Vice Chair at the first meeting of the	
	Academic year. She said that she had asked for nominations and had asked the nominees	
	to provide a short statement in support of their nomination to forward to other governors.	
	She said that she had received a number of comments about the statements, some of	
	which voiced an opinion that the election could be unfair and so she had decided to seek	
	advice form Governance Support at Babcock. DG said she had been advised that the best	
	course of action would be to postpone the election and put a proper procedure in place. DG	
	passed round copies of a proposed procedure. KV asked what difference it would make if	
	the election was postponed. DG said postponing it would give all nominees an opportunity	
	to submit a similar format statement which would hopefully be seen to be fair and also she	
	wanted to ensure that the correct process was followed. RR said that each nominee should	
	follow the same format in their statement.	
	DG asked Governors if they were happy to accept the proposed procedure and to postpone	
	the election to the next meeting in December. This was agreed by 11 members. 6 members	



Item	Description	Owner/
ItOIII	· ·	Decision
	abstained. ACTION new election for Chair and Vice Chair to be held	DG
	DG then asked VN to take over as Chair for the rest of the meeting.	
	Health and Safety	
5	VN welcomed PCSO Richard Shelton and PC Steve Parsons to the meeting.	
	SM explained that some needles and other drug paraphernalia had recently been found in	
	the grounds of SHINS. She said she had asked PCSO Shelton to speak to Governors to	
	inform them what steps were being taken by the Police to keep the children of the	
	Federation safe.	
	PC Parsons said that there was a drug problem in Exeter but it was mainly confined to the City Centre area. He said that the Dealers tended to move around and there was evidence	
	to suggest that a Dealer had moved into the Stoke Hill area but had since moved on. He	
	said that there was evidence of drug use on the grounds of SHINS including near the Boiler	
	room. He added that it was difficult to stop people from using drugs but the main emphasis	
	was to try and disrupt drug dealing from taking place.	
	PCSO Shelton said that checks had been carried out on both schools. He said that SHJS was more secure than SHINS.	
	RS asked if any areas were drug free. PC Parsons said that the areas that were further out	
	tended to be less likely to be used by dealers. He said that a marked police car had been	
	left parked in the Stoke Hill area and this seemed to have proved to be a deterrent.	
	VN said she had written to the Police Inspector for Exeter, Simon Arkless, to voice her	
	concerns over the level of police presence in the area.  LH asked if the problem was getting worse.	
	PC Parsons said it was difficult to say but the situation hadn't helped by cutbacks to police	
	numbers.	
	SM said that it was important to consider the vulnerability of the children.	
	SH asked if the problem would lessen now that the dealer had moved on. PC Shelton said	
	that it was possible that another dealer could move in to take over.  FF asked what else Governors and the schools could do.	
	PC Parsons said that the Crime Prevention Officer had already been into school and had	
	done a report which had been passed to the Headteachers	
	ACTION – report to be circulated	SM
	(MA left the meeting)	
	KV suggested that items should be included in the Parents Newsletter including advice on what to do if they found items such as needles.	
	SH asked if people should challenge anyone acting suspicious. PCSO Shelton advised not	
	to do this. He said to contact the police who would try to send someone as soon as	
	possible. He added that Exeter had become a magnet for homeless people and more	
	recently there had been evidence of Gangs from Manchester and Liverpool coming down to	
	Exeter to deal drugs.  AB asked if needle finds should be reported to the police. PCSO Shelton advised contacting	
	the Council who would dispose of the needles safely and would also contact the Police.	
	VN thanked both police officers for their input.	
	PC Parsons and PCSO Shelton left the meeting.	
	SM said she had met with the Crime Prevention Officer and a number of short term	
	measures had been put in place. She said that she was in the process of obtaining quotes for items such as Security fencing, PIR lighting and CCTV cameras. She said that a	
	Security firm was to donate signage which could act as a deterrent. She said that a Risk	
	Assessment had been carried out. VN asked for this to be sent to all Governors	
	ACTION – Risk Assessment to be circulated	SM
	KV said she was due to meet with Sharon to discuss H & S and Risk assessments	
	SM suggested that Governors subscribe to Parent Mail so that they received copies of all	



Item	Description	Owner/ Decision
	communications that went out to parents so that they were kept informed.  LM asked if there was a Neighbourhood Watch scheme in operation.  AB asked how the children had been told about the needle find. SM said she had spoken to children during an assembly which had been followed up by teachers. RR said that parents seemed to accept that the incident was not the fault of the school but they wanted to know that something was being done about it. SM said that fencing might need to be considered as a long term solution. AP said it might be worth sending out a copy of the presentation given to the children to parents/carers so that they could see what messages had been	
	given to the children.  ACTION – copy of presentation to be sent to Governors	SM
	Register of Business Interests These were circulated for signature and amendments where necessary Skills Audit forms also completed	
	Minutes of Previous meeting held on 13 <sup>th</sup> July 2017 These were signed and agreed	
	Terms of reference of Committees and memberships  Terms of reference agreed. T & L to be amended to reflect changes in membership  LM name to be added to HT Appraisal  KV said she had recently attended an Open Evening at St James' school and had spoken to one of the Governors about a Link Governor. VN said that Andy Sinclair had filled this role previously when he had children at both schools. KV said she would find out more information.  ACTION – KV to find out more about Link Governor	KV
	Code of Conduct All Governors signed to say they had read and accepted the Code of Conduct	
	Chair's Report  DAG Conference – Sat 7 <sup>th</sup> October at Cranbrook Educational Campus  Andrew Page has resigned form Governing Body but has offered to give advice on technical IT issues. VN has written to him to thank him for all the work he has done in the area of IT and e Safety  KV said she had approached someone who might be a suitable candidate for the vacancy VN said that she had met with LH and BS prior to the meeting to update them on all the recent developments that had taken place.  Meeting moved to Part 2	
	HT Report Federation Improvement Plan SM said the structure was very similar to 2016-17. She said that the FLT had tried to factor in achievable targets and that the Welfare of Staff and Pupils was at the centre of the Plan Staff Concerns SM said that the FLT had taken into account concerns raised by staff at the end of the previous term. She acknowledged that staff did a lot of tasks in their own time and it was important to ensure that they got the support that they needed. KV asked if the SENCO was finding that a majority of her time was taken up with completion of DAFs. SM said that she and RS were working with the SENCO to ensure that priority tasks were covered. that had been set. Resources A lot of effort was made to ensure that the school properties were kept clean and in good state of repair. CPD This had been limited but FLT were looking at opportunities for more in house training and	



alte sta The to be Ree FL (RF Day Charask August AP its Color Act disast E.g Heavar Less me It he over Cool VN all Color AC JC	bilaborative working, especially with other schools in RELP. PPA time at SHINS had been tered to accommodate part time staff and both SM and Alison Kenny were working with aff during PPA time to ensure they were maximising this. Contact time he amount of Contact time had been compared with other schools in RELP and was found be comparable.  esponsibility time  LT were looking at how to give Subject leaders more time to develop their subjects RR left the meeting at 18.10)  ata Protection  hanges to the Law from May 2018. Audit will have to be carried out of both schools. VN sked if Data Protection Officer could cover all schools in RELP. CF said that the Devon udit team were looking at the legislation  P said that Browne Jacobson had provided a 45 minute webinar about the legislation and a relevance to schools. VN asked DG to circulate the link to this.  CTION – circulate link to webinar about GDPR  ELP  chool reviews have been scheduled for each school. 2HTs from other schools will look at IPs etc. and provide a report for Governors. RS said that such a review would cost £1250 carried out by an external advisor He said it was useful to have a fresh pair of eyes oking at the school.  ction Research – looking at Parental Involvement especially for parents/carers of	Decision
Sch SIF if co loo Act diss E.g Heavar Les me It h ove Col VN all C	chool reviews have been scheduled for each school. 2HTs from other schools will look at IPs etc. and provide a report for Governors. RS said that such a review would cost £1250 carried out by an external advisor He said it was useful to have a fresh pair of eyes oking at the school.	
sch imp AB par	is sadvantaged children. RS said Stoke Hill was sharing ideas with other schools in RELP.  i.g. Topsham had provided a Magic Show for children whilst parents attended a meeting eadteachers from all the schools are meeting fortnightly to share ideas and discussion on arious topics including Leadership and Supervision esson studies — continuing from last year. All staff to have opportunity to work with a tember of staff from another school.  had been decided that a panel comprising Governors from all the Schools should have versight of RELP. It had also been decided that a joint panels should be set up for hearing omplaints, grievances etc.  N said that this had been suggested last term and asked DG to resend the information to I Governors  CTION – DG to recirculate Terms of Reference for Joint Committee  C asked what the process for the long term future of RELP was. VN said it was still agoing. JC said that the new Regional Schools Commissioner was not pushing for all chools to become Academies. RS said the aim of the Partnership was to concentrate on approving Teaching and Learning across the schools and not management structures  B asked about Parental involvement. RS said the aim was to look at the process of getting arents more involved in schools and their children's learning. AB said that schools needed become "less scary" for parents	DG
Sat Nes vol Aud CP car SH has	afeguarding early all staff have undertaken Refresher training with a "mop up" session planned. All plunteers have been trained udit held last term gave Stoke Hill an "Exemplary" assessment POMS continues to be used and now includes items such as punctuality so that trends an be spotted and issues resolved before they become a problem HS trialling a system of text alerts. These are automatically sent to parents/carers if a pupil as not registered by 9am erm dates	



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	analyse 58 more responses. He said that there had been lots of individual comments,	
	including complaints that the schools across Exeter should coordinate their term dates. Others wanted the half term breaks to be extended to 2 weeks.	
	LM asked why this alteration was being made at this time. SM said it was in response to	
	feedback from staff and parents after the late finish to the summer term.	
	LH asked if there would be special provision for parents who had already booked holidays.	
	RS said that no Christmas parties or celebrations would be scheduled for during the last few	
	days of term and no fines would be levied on parents who had already booked holiday. He	
	said this was a one off decision as term dates for the next 2 years had been set with an	
	earlier finish date for the Summer term.	
	VN proposed that once the outstanding responses were analysed, if 2/3 supported the	
	change then it should go ahead. This was agreed.	
	PPG report	
	KV asked about the use of TAs for targeted support given that a number had been lost at	
	the end of last term. RS said that there were still TAs available to give this support.	
	VN referred to a meeting she and MA had attended with children from Year 5 in June. She said they were very polite and helpful and were making very good progress. She asked for	
	thanks to be given to all the staff for their work with PPG children.	
	KV asked about SATs results. RS said the school was still waiting for Moderated Results. A	
	full analysis would be provided at the next T & L meeting.	
	Pay Policy	
	VN said that the 2017 Pay Policy had arrived in school with details of the Pay Award. She	
	said that a decision had to be made in a very short timescale about the level of increase to	
	be made to staff on MPG. As this did not affect many staff it was decided to adopt the	
	default position set by DCC.	
	Dates of next meetings Pay Committee	
	12 <sup>th</sup> October at SHJS	
	Safeguarding Training	
	9 <sup>th</sup> November at SHINS	
	T&L	
	16 <sup>th</sup> November at SHINS	
	Resources	
	23 <sup>rd</sup> November at SHINS	
	FGB 7 <sup>th</sup> December at SHINS	
	ACTIONS	
	Crime Prevention report to be circulated	
	Risk Assessment report to be circulated	
	Link to webinar about GDPR to be circulated	
	Terms of reference for Joint Committee to be circulated	

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