



## FGB Committee

**12 July 2017**  
**10am Bidwell Brook School**

Attendees	Initials	
Kate Mythen	KM	Foundation
Saxon Spence	SS	LA
Jill Grainger	JG	Co-opted
Daisy Binnie	DB	Co-opted
Steve Cleverly	SC	Co-opted
Jacqui Warne	JW	Executive Head
Tony Johnson	TJ	Foundation
Rick Gaehl	RG	Co-opted
Kay Rosier	KR	Co-opted
Lesley Williams	LW	Clerk
<b>In Attendance:</b>		
Carolyn Purslow	CP	Associated Member
Maggie Blaber	MB	Associated Member

Meeting Agenda	Led By
<b>Procedural Items</b>	
1. Welcome & Apologies	KM
2. Register of Business	KM
3. Minutes from 17 May	KM
4. Matters Arising 17 May	KM
5. GB Housekeeping	KM
6. Safeguarding	KM/MB
7. Policies	All
8. Bodley House Lease	JW/RG
9. HT Report	JW
10. SIP Report	KM
11. Review of Governance	KM
12. Agenda Items	KM

Absent with Apologies	Initials	
Karen Osborn	KO	Co-opted
Catherine Monger	CM	Parent
Deb Norman-Pawley	DNP	Co-opted

Additional Documents used/referred to at the meeting:

- *Minutes from 17 May 2017 meeting*
- *Governor Portfolio List*
- *Policies: Redundancy, Medication. DBS, MAMSA, School recruitment, Acceptable Behaviour*
- *Bodley House Lease*
- *Governor Meeting Dates*
- *Clerk's Report June 2017*
- *Clerking Competency Framework*

## PART 1 MINUTES

Ref	Item	Agreed/Action
<b>1</b>	<b>WELCOME AND APOLOGIES.</b> KM welcomed all the meeting. Apologies received from CM, DNP, KO	
<b>2</b>	<b>REGISTER OF BUSINESS</b> Governors all declared membership of the 19-25 College.	
<b>3</b>	<b>PART 1 MINUTES FROM 17 MAY 2017</b> Governors viewed the minutes and all agreed to accept the minutes as a true record of the meeting.	AGREED: Minutes from 17 May 2017. <b>ACTION: LW to file minutes.</b>

Signed \_\_\_\_\_

<p><b>4</b></p>	<p><b>MATTERS ARISING FROM FGB MEETING 17 MAY 2017</b></p> <p><b>(3) Councillors</b> - SS advised governors that ongoing. She is meeting with councillors tomorrow and will find out then if anyone is interested.</p> <p><b>(5) Jackie Hodgeson</b> (ex-mayor) – DB advised governors that the deputy Mayor came to the BB fete and asked for a governor brief as have a couple of people in mind. Ongoing.</p> <p><b>(9) BB- SEF-</b> KM asked whether any governors had any comments to add to the BB SEF- as had previously suggested governors’ comments as appendix for SEF. Governors asked JW <b><i>is the SEF going to be updated at all?</i></b> JW confirmed that the SEF was not updated termly unless anything major happens.</p> <p>Governors discussed, suggesting annotating each section of the SEF with a sentence- governors’ viewpoint. Governors then agreed for KM and DB to send their annotations to LW to collate, and then will be forwarded to JW for attachment to the SEF. Any other governor SEF annotations to be also sent to LW.</p> <p>Governors also requested a monitoring sheet to record their visits. Clerk to action.</p>	<p><b>ACTION:</b> LW to circulate recording sheet for monitoring visits to all governors and make sure that blank copies of this are available at all meetings.</p> <p><b>ACTION:</b> KM and DB to send SEF annotations to LW</p>
<p><b>5</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b>GOVERING BODY HOUSEKEEPING</b></p> <p><b>Terms of Reference</b></p> <p>All governors agreed to remove AD’s name from T&amp;L and FGB terms of reference.</p> <p><b>Portfolio Areas</b></p> <p>Governors discussed and agreed that RG would be best placed on CBT committee. Agreed to amend CBT terms of reference to reflect this.</p> <p>Governors also discussed that ‘website’ was a portfolio area with no current governor assigned. SS and RG agreed to take this on.</p>	<p><b>AGREED:</b> All agreed to ratify governor name changes to FGB, T&amp;L and CBT terms of reference.</p> <p><b>ACTION:</b> LW to amend terms of reference and portfolio sheet, as discussed.</p>
<p><b>6</b></p>	<p><b>SAFEGUARDING</b></p> <p>KM brought governors attention to the Safeguarding areas on the clerks report; free training on the prevent duty and child protection raising awareness will be found on the safeguarding tab on Babcock website and the Better Governors training for £25.</p> <p>RG pointed out that H&amp;S and trips and visits/risk assessment should all be standing FGB agenda items. All governors agreed and passed to the clerk to ensure this happens.</p> <p>JW informed governors that currently have SLT working party that are looking into the area of risk assessment around terrorism. Currently have two advocacy leads that are looking at a script similar to loss and bereavement. Looking closely at risk assessments as need to consider how students would react to highly stressful situations. Team have come up with a whole range of PSHE lessons and script, games to play to prepare students, as can be difficult to talk to our children about bad things.</p> <p>KM informed governors of the positive news that the new teacher that was coming in Sept has done a lot of work around e-safety- so this will be another additional resource to protect our children.</p> <p>MB informed governors that DoL has been in contact with Devon and Cornwall police- who are very interested in the work the federation are doing around this and would be happy to trial it and send out nationally.</p> <p>Governors asked JW <b><i>have other schools in Sentient addressed this issue?</i></b> JW replied that unsure as not yet discussed with them.</p> <p><b><i>Is this something extra to go on individual risk assessments? Looking at how the students would react?</i></b> JW confirmed Yes.</p>	<p><b>ACTION:</b> Clerk to ensure that H&amp;S and trips and visits/risk assessment are standing items on agendas</p>

<p>SS informed all that fire/emergency services are always happy to come and talk to schools. JW confirmed that they have already completed a whole series of sessions with students at ET. Could get them into BB as well. Governors discussed Bodley House- and whether fire/emergency services had visited? CP to look into the PCSO for this.</p> <p><u>Safeguarding Check List</u>- KM brought governors attention to three documents that governors need to have read and be familiar with, KCSIE (Keeping /Children Safe in Education Part 1), Safeguarding Policy and Whistleblowing Policy. Clerk will produce a tick sheet to ensure all governors have read these documents by the Autumn term. Also include basic awareness training on the tick list.</p> <p><u>Safeguarding training</u>- to be offered by MB again in next academic year. MB confirmed that new staff inductions always include safeguarding training and that she could let governors know the next dates. Safeguarding updates are also given at whole school meetings. MB informed governors that the KCSIE is to be updated next term.</p> <p><u>Behavioural Teams</u> - JW circulated reports from behavioural teams in both schools to governors and updated them on incidents over the key stages. Governors noted that there had been a reduction in RPI (Restricted Physical Interventions) across the federation, due to staff being skills and focusing on deescalating behaviour.</p> <p>KM asked JW <b>are all staff trained in team teach?</b> JW confirmed Yes, all members of staff are trained- not everyone has to use it, but everyone must be aware. JW advised governors that some of the children displayed very extreme and challenging behaviour. Governors asked JW <b>is this a growing trend?</b> JW confirmed Yes- there is an increase amongst the younger children. JW explained that children from mainstream can have attachment disorder, where they may have lost 1:2:1 TA, and/or friends that they have had for years.</p> <p>KM asked JW <b>that if the situation persisted, due to our non-exclusion policy, do you look for other ways to deal?</b> JW confirmed that as a federation would not exclude, then cited an example of how a child in KS1 at ET was moved into a younger class over behavioural issues and this has had a very positive impact.</p> <p>11.10 KR arrived at the meeting</p> <p>SS asked JW <b>with the growing number of children with mental health issues- do we have links with CAMHS?</b> JW replied that very few, as very difficult to prove that our students have reached the CAMHS threshold because of their cognitive difficulties. CP stated that felt that CAMHS do not have the level of expertise and knowledge regarding the children’s issues. JW then cited an example of another SEN school that cannot get CAMHS involved with their students with mental health probs. All noted that CAMHS is part of Virgin Care. SS stated her concern, requesting that a letter is written to MP Sarah Wollaston about this, citing the example that JW stated. SS asked whether the clerk could action this on behalf of the GB, and the letter could be signed by the Head and Chair.</p>	<p><b>ACTION:</b> CP to find out who PCSO is for Bodley. PCSOs need to be alerted that ET college is there.</p> <p><b>ACTION:</b> MB to inform governors of dates of next staff induction safeguarding training.</p> <p><b>ACTION:</b> JW to draft letter to MP Sarah W. in Autumn term regarding students being discriminated against re. CAMHS Chair and Head to sign letter.</p>
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	<p><u>BB Report</u> Governors noted that although students use computers at school, a number of students play games on computers at home that are not appropriate for their cognitive needs. There is a need to help parents understand the emotional age of their young people. JW cited further examples of iPads in school being used appropriately- stating that screen time needs to be limited and that SLT could consider whether students need to have screen time in school- as they are already having this outside of school.</p> <p><u>ET Report</u> JW confirmed that the amount of physical intervention has reduced and has halved from last year. Reason being the increase in de-escalation, more knowledge around providing sensory integration needs, more skilled staff knowledge. JW cited example of KS2 class- where triggers were recognised and then deescalated. Although moral around school was impacted- the teachers were involved with the solution and this had a huge impact on improvement. There is lots of good evidence of work to support children.</p> <p>Governors asked JW <b><i>whether any staff had been injured at work?</i></b> JW confirmed Yes, and have an accident and incident book that will log all details. <b><i>Is anyone off on long term sick as a result?</i></b> JW confirmed No, not currently.</p> <p>JG asked whether governors should write to thank the various long-standing members of staff at BB that would be retiring this summer/autumn term. Governors wanted to specifically thank the teams and all staff involvement on managing the behaviour/staff training etc. and their professionalism. KM informed governors that she will be writing a letter to all staff for the end of term, thanking them for their contribution. Will also be writing to families this term, informing them that governors continue to support and challenge the federation.</p>	<p><b>ACTION: KM to write letter to staff and parents as discussed, but end of Summer term.</b></p>
<p><b>7</b></p> <p><b>7.1</b></p> <p><b>7.2</b></p> <p><b>7.3</b></p> <p><b>7.4</b></p>	<p><b>POLICIES</b></p> <p><b>Redundancy Policy</b> Governors noted that this model policy had been reviewed by CBT committee and required FGB ratification. All agreed to ratify policy as presented.</p> <p><b>Medication Policy</b> JW has re-reviewed this policy following TL&amp; committee meeting and now requires FGB ratification. All agreed to ratify policy as presented.</p> <p><b>DBS Policy</b> New model policy. Governors discussed paragraph in section 10, page 5- and decided to go with the 1<sup>st</sup> paragraph. All agreed to then adopt policy with this amendment.</p> <p><b>MAMSA Policy</b> Updated model policy. SLT have reviewed and governor agreed to adopt policy as presented.</p>	<p><b>AGREED:</b> All governors agreed to adopt the <i>Redundancy, Medication</i> and <i>MAMSA</i> Policies as presented. With discussed amendments, governors agreed to adopt the <i>DBS, School Recruitment</i> and <i>Acceptable Behaviour</i> policies.</p> <p><b>ACTION: LW to update policy review charts and website.</b></p>

<p>7.5</p> <p>7.6</p>	<p><b>School Recruitment Policy</b> New Model Policy. Governors discussed whether to leave option in for 15.1.1 on page 13. All agreed to keep this optional and adopted policy as presented.</p> <p><b>Acceptable Behaviour Policy</b> New model policy. Governors discussed whether first line of contact was HR manager in each school, rather than HR One as stated in policy. All agreed to change to 'HR manager in each school' and adopted with amendment.</p>	
<p>8</p>	<p><b>BODLEY HOUSE LEASE</b> All Governors happy for this lease to be signed off. Signed by the Chair of Sentient (Rick Gaehl) and Company Secretary (Lesley Williams.) The lease will require a signature from a solicitor. LW to contact KO to organise.</p>	<p><b>ACTION:</b> LW to contact KO re. Solicitor to sign the lease.</p>
<p>9</p>	<p><b>SUMMER 2017 HT REPORT</b> KM advised governors that the HT's report was a great resource to dip into, especially before governor visits. Have discussed finance, data, HR aspects of the report and have had opportunities to question this at committee meetings.</p> <p><u>Finance Update</u> JW confirmed that the latest financial figures had been circulated to governors. Governors asked <b>whether the financial situation had changed?</b> JW confirmed that if ET get predicated numbers- approx. just under £600 underspend at end of year. BB- approx. £1300 at end of year. However governors should be aware that could struggle to make predicated numbers for September.</p> <p>Governors asked JW <b>whether the financial adjustment was due to having to take out the predicted teaching school money?</b> JW confirmed Yes, as this money was expected in, so subsequently budgets had to be adjusted. JW advised governors that she has put in an appeal for teaching school- but have not yet heard anything.</p> <p>Governors questioned <b>whether the situation with the PTFA money had been sorted?</b> as PTFA were a large debtor to ETS due to not being able to release funds over signatory problems? JW confirmed that this issue has now been resolved.</p> <p>RG asked JW <b>why is there an agreed increase in numbers of BB and ET if places not being filled?</b> JW confirmed that SEN schools are funded differently to mainstream – as based on per pupil basis. The consultation was based on the number of students that could be taken, plus 10%, without further risk assessment. LA want the capacity to purchase over numbers. The LA give base funding of £10K for every child. The federation then receives a 'top up' every month on the number of children that are on role on the 15<sup>th</sup> of the month.</p> <p>If a child leaves- the federation will lose all funding- base and monthly top up- hence making it very difficult to budget.</p> <p>Governors then looked at HT report and picked out JW's highlighted points.</p> <p><u>Sensory leaning-</u> will look at this in more depth in T&amp;L Committee. KM informed governors that JG and herself had visited ETC to learn more about 'Preparing for adulthood.' KM would encourage all governors to go to the ETC to see how the students are being prepared for adulthood. SS asked JW <b>is there a synopsis of the Rochford Review?</b> JW confirmed Yes, there is a synopsis and will ask clerk to circulate with minutes.</p>	<p><b>ACTION:</b> Overview of the Rochford review and overview of the Preparing for Adulthood – LW to circulate with the minutes.</p>

Governors discussed attendance of forthcoming school events:

- **Leavers' assembly**- 2.15pm at ETC. SS to attend. Tuesday 25<sup>th</sup> July at ETS.
- **BB Leaver's assembly**- Monday 24<sup>th</sup> July- at 10am. SC & RG to attend
- **BB Tea party** - Tuesday 25<sup>th</sup> July- to celebrate JF- who is retiring. KM to attend

Monitoring. New arrangement = 2 x triads; **BB, south schools company, Lampard** and **ET, hospital school, Exeter schools company.** (Schools company was formally known as the pupils referral unit. (PRU)

In each cluster, visit dates are agreed for each school. LA sends advisor to write up notes of the visit. JW suggested trying this new arrangement for one round and then assess, as the schools we have been placed with appear to have a very different cohort.

Governors raised concern that the triad groupings did not immediately appear to benefit either of our schools as so different. Governors asked JW **how they could support her in this monitoring. Are these visits all day?**

JW confirmed Yes, monitoring is all day and that governor involvement would be for when the visit occurred at BB or ET.

Monitoring dates: ET visit- Tuesday 14<sup>th</sup> November. 10-2pm. KM, SC, SS to attend. No date for BB yet.

Governors asked JW **about the structure of the day?** JW explained that the visit would entail looking at various aspects such as Pupil data, SEF discussion, safeguarding, SLT, etc. then would come back and listen to feedback.

All agreed that the monitoring visits would be used to gather lots of evidence for good practise.

Teaching School- JW has appealed- this has been acknowledged but heard nothing else. They have been asking for a resubmission in Nov. Will be then looking again for March 2018. JW to keep governors informed.

Deputy Headship- JW proposed that NB's position be made permanent as deputy headship. All governors agreed to support this proposal. SC asked JW **what was the basis that the original job was advertised on?** JW confirmed it was internally and temporary. SC questioned **whether this post should be advertised internally first, to follow formal process?** If NB the only candidate, would be able to automatically appoint. JW agreed and will action this.

**ACTION: JW to advertise Deputy Headship position internally.**

Multi-disciplinary Lead – JW explained the role as mentioned in the HT report. Governors asked JW **do you have anyone in mind?**

JW informed governors that had initially considered the role being met by one of the communication and decision making team- but having had conversations with them, now looking to incorporate post into the commissioning role of SLT, therefore not creating a new post- creating another element to existing SLT post. All noted that Lynne Williams (LyW) is commissioning lead for SLT.

JW explained the need for this role, so that can see which outside agencies are coming into the schools at any one time.

Governors asked JW **has LyW got capacity to do this and what is the cost implication?** JW confirmed there was a cost implication to create new role that was budgeted for, but now looking at cost saving, as this would sit with the SLT role. Governors questioned **whether LyW would spend more time**

	<p><b>at ET familiarising herself with the school?</b> JW confirmed that LyW is ultimately responsible for collecting info and feeding back to SLT team. SC proposed that governors support JW proposal of incorporating the role into SLT commissioning role and making better use of our existing team. All agreed.</p> <p>KM stated that very impressed with HT report and that governors have identified the following visits for the Autumn term:</p> <ul style="list-style-type: none"> <li>- Visit empowerment team, enabling team and enrichment meeting.</li> <li>- As many governors as possible to visit FE in both sites.</li> <li>- Governors to look at the work done by the sensory learners- to be invited along to see the progress that they make.</li> <li>- Governors to continue visits to student council in both schools</li> </ul> <p><u>Ellen Tinkham College</u>  JW advised governors that the work had been put back again, with completion date now 13 July 2018. Latest reason- NPS didn't have capacity to do this work- sent to London office, not picked up and hence missed gateway to go out to tender.</p> <p>SS asked JW <b>have we changed our requirements?</b> JW confirmed No.  <b>Any there any financial penalties on delays?</b> JW replied that she has been told there are.</p> <p>SC stated that should write letter detailing that financial penalties must be put in place if this new deadline does not happen.  JW confirmed that DoL and AD are writing a list for material disadvantage and making a request for financial compensation. I.e. teaching spaces are now required in areas that were never designed to be teaching spaces. This is at a cost.</p> <p>Governors noted that the Annual General Meeting for L2L – 19 October 2017 - 5-7pm. All governors are listed as members.  RG left meeting 1.50pm</p>	<p><u>AGREED:</u> All agreed to support JW proposal of incorporating the multi-disciplinary lead role into SLT commissioning role.</p> <p><b>ACTION:</b> LW to find out dates for next E-meetings.</p>
<p><b>10</b></p>	<p><b>SIP REPORT</b>  To be discussed at next meeting. Next SIP visit 3<sup>rd</sup> November.</p>	<p><b>ACTION:</b> LW to put on agenda for next mtg.</p>
<p><b>11</b> <b>11.1</b></p>	<p><b>REVIEW OF GOVERNANCE</b>  <b>Meeting/Timings/Venues</b>  Governors had a discussion regarding timings of meetings, agreeing for the need to start on time and to look at different times/venue during the review season.  TJ suggested asking everyone what times are best for them. Clerk to action this and will ask governors for their availability.  Governors discussed the lack of meeting room space available in the Summer term for the review season and the need to look at re-arranging the four committee meetings for that term in the afternoon.  Governors suggested meeting at ETC for committee meetings next Summer term, although building work will be proceeding, so may need to hold meetings after the school day at ET. The venue for the Summer term meetings will be confirmed nearer to the time.  2.09pm KR &amp; TJ left meeting.  Governors discussed the length of the FGB meetings, all agreeing for the need to condense the agenda. KM to look at the agenda with the clerk with a view to keeping the meetings to a morning, finishing with lunch.  2.12pm CP left meeting.</p>	<p><b>ACTION:</b> LW to email governors to ask their availability for meetings</p>

<p><b>11.2 Proposed 2017/2018 Meeting Dates</b></p> <p>Governors discussed the proposed meeting dates for next year. The following were agreed, with the remainder of the 2018 dates agreed in principal, although may be subject to change.</p>	<table border="1"> <thead> <tr> <th>Committee</th> <th>Date</th> <th>Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>CBT Committee</td> <td>26<sup>th</sup> Sept</td> <td>10-12 noon</td> <td>ET School</td> </tr> <tr> <td>T&amp;L Committee</td> <td>27<sup>th</sup> Sept</td> <td>10-12 noon</td> <td>ET School</td> </tr> <tr> <td>FGB</td> <td>18<sup>th</sup> Oct</td> <td>10.30am</td> <td>BB School</td> </tr> <tr> <td>CBT Committee</td> <td>15<sup>th</sup> Nov</td> <td>in the afternoon</td> <td>ET school</td> </tr> <tr> <td>P&amp;P Committee</td> <td>15<sup>th</sup> Nov</td> <td>in the afternoon</td> <td>ET school</td> </tr> <tr> <td>T&amp;L Committee</td> <td>22<sup>nd</sup> Nov</td> <td>10-12 noon</td> <td>ET school</td> </tr> <tr> <td>FGB</td> <td>6<sup>th</sup> Dec</td> <td>10.30am</td> <td>BB School</td> </tr> </tbody> </table>	Committee	Date	Time	Venue	CBT Committee	26 <sup>th</sup> Sept	10-12 noon	ET School	T&L Committee	27 <sup>th</sup> Sept	10-12 noon	ET School	FGB	18 <sup>th</sup> Oct	10.30am	BB School	CBT Committee	15 <sup>th</sup> Nov	in the afternoon	ET school	P&P Committee	15 <sup>th</sup> Nov	in the afternoon	ET school	T&L Committee	22 <sup>nd</sup> Nov	10-12 noon	ET school	FGB	6 <sup>th</sup> Dec	10.30am	BB School	<p><u>AGREED:</u> LW to include 'impact of discussions' on bottom of FGB agenda.</p>
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<p><b>12</b></p>	<p><b>FURTHER AGENDA ITEMS:</b></p> <p>Due to time constraints, the below scheduled agenda items will be discussed at the next FGB meeting.</p> <ul style="list-style-type: none"> <li>- <b>Clerks Update</b></li> <li>- <b>Sentient</b></li> <li>- <b>SWALSS Governors Training Needs</b></li> <li>- <b>Governor Vacancies</b></li> </ul> <p style="text-align: right;">The meeting closed at 2.25pm.</p>	<p><u>ACTION:</u> LW to put on agenda for consideration at next meeting.</p>																																

### SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor/ Clerk
3	File Minutes from 17 May 2017	LW
4	Circulate recording sheet for monitoring visits to all governors and make sure that blank copies of this are available at all meetings.	LW
4	Send SEF annotations to LW	KM/DB
5	Amend terms of reference and portfolio sheet, as discussed.	LW
6	Ensure that H&S, and trips & visits/risk assessment are standing items on agendas	LW
6	Find out who Bodley House PCSO is. PCSOs need to be alerted that ET college exists!	CP
6	Inform governors of dates of next staff induction safeguarding training.	MB
6	Write letter to MP Sarah W. regarding students being discriminated against re. CAMHS	JW
6	Write letter to staff and parents as discussed, by end of Summer term.	KM
7	Update policy review charts and websites with six discussed policies	LW
8	Contact KO re. Solicitor to sign the lease.	LW
9	Circulate 'Overview of Rochford review' and 'overview of Preparing for Adulthood'	LW
9	Advertise Deputy Headship position internally	JW
9	Find out dates for next E-meetings.	LW
10	Put SIP report on agenda for next mtg.	LW
11	Email governors to ask their availability for meetings	LW
12	Put additional items not covered onto agenda for consideration at next meeting.	LW