



FULL GOVERNING BODY MINUTES

12 October 2016

10.00am – 2.15pm, Bidwell Brook School, The Loft

Attendees	Initials	
John Thorndyke	JT	Chair
Kate Mythen	KM	Co-opted (vice)
Jacqui Warne	JW	Exec Head
Deb Norman-Pawley	DNP	Co-opted
Kay Rosier	KR	Co-opted
Saxon Spence	SS	LA
Tony Johnson	TJ	Foundation
Cath Monger	CM	Co-opted
Jill Grainger	JG	Co-opted
Daisy Binnie	DB	Co-opted
Carolyn Purslow	CP	Associate Member
Maggie Blaber	MB	Associate Member
Lesley Williams	LW	Clerk
In Attendance		
Danny Bentham	DaB	IT Manager

Apologies	Initials	
Karen Osborn	KO	Co-opted
Steve Cleverly	SC	Co-opted
Adele Thomas	AT	Parent

Agenda	Led By
Procedural Items	
1. Welcome & Apologies	JT
2. Register of Business	JT
3. Approve Minutes	JT
4. Matters Arising	JT/All
Strategic Items	
5. Governing Body Housekeeping	JT
6. Policies	All
7. Policies Online	DaB
8. FDIP	All
9. Safeguarding Audit	KM
10. CBT Committee Report	JT
11. T&L Committee Report	KM
12. SHAD Update	JW
13. SENTient Trust Update	JW/CP
14. Learn to Live Update	JW
15. Governor Vacancy	JT
16. Governor Training	JT
17. NGA Awards	All
18. Ellen Tinkham College	SS
19. Future Meeting Dates	JT

Additional Documents used/referred to at the meeting:

- *Minutes from 13 July 2016*
- *Portfolio List*
- *Terms of Reference for Appeals, FGB, T&L & CBT Committees*
- *DBS Policy*
- *Cycle of Business for FGB, T&L and CBT*
- *Skills audit*

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES The Chair officially welcomed all to the meeting. Apologies were formally accepted from AT, SC, KO. TJ to arrive later.	

2	<p>REGISTER OF BUSINESS</p> <ul style="list-style-type: none"> • All Governors members of the CIC. • JW and CP trustees of Hollow Lane Club. • JW on the Executive of SHAD. • JW and JT Trustees of Sentient Trust. 	
3	<p><i>10.09 CM arrived at the meeting</i></p> <p>APPROVE MINUTES OF 13 JULY 2016 The governors viewed the minutes from 13 July and made the following amendments: Page 4. One amendment: insert '<i>special schools had previously been funded by DCC to offer outreach</i>'. All agreed to approve the minutes subject to this change.</p>	<p>AGREED: Minutes from 13.7.16 officially approved by all. ACTION: Clerk to put minutes on website and file.</p>
4	<p>MATTERS ARISING Governors noted that all actions completed from July minutes. SS asked <i>whether the changes in funding transport have created any difficulty for pupils in attending school?</i> CP confirmed No, not as yet. Governors to be kept advised of any developments.</p>	
5	<p>GOVERNING BODY HOUSEKEEPING</p> <p>5.1 CYCLE OF BUSINESS Governors ratified the T&L and CBT cycles of business as discussed in the committee meetings. Governors then viewed the FGB cycle of business and made the following amendments: Amend 'evaluate success of FDIP' to:</p> <ul style="list-style-type: none"> • 'Set monitoring plan for new FDIP (Spring) • 'Monitoring the FDIP' (Summer) • 'Evaluate FDIP' (Autumn) • Add: 'Valuate previous year of FDIP' (Spring) • Add 'Review outcomes –including destination data' (Autumn) • Add 'Annual review of federation leadership and governance '(Summer) <p>SS advised that governors should be reviewing students' destination data in the Autumn term and requested the information. JW confirmed that all of this information is in the Head's report. JT suggested that the cycle of business is reviewed annually. All governors happy to adopt the FGB cycle of business subject to the above amendments.</p> <p>5.2 TERMS OF REFERENCE. Governors briefly discussed governance attendance as some governors are finding it difficult to attend due to work commitments. All agreed to the following amendments:</p> <ul style="list-style-type: none"> • T&L Terms of Reference - name changed ratified • CBT Terms of Reference - name changes ratified • Appeals Terms of Reference - remove AT <p><i>10.49am KR and BNP arrived</i></p>	<p>AGREED: Cycle of business adopted for all committees subject to the amendments discussed.</p> <p>ACTION: LW to amend the FGB cycle of business as discussed.</p> <p>ACTION: LW to get a card and collection organised at committees for FYT.</p>

5.3	<p>All governors acknowledged the great contribution that FYT has made to the FG over the past few years and suggested that she is thanked officially at a School Christmas production. Governors then suggested that FYT could be an associate governor. JT to discuss with FYT.</p> <p><u>FGB terms of reference</u> Governors all agreed to add wording to the terms of reference to confirm that governors all automatically become a member of the CIC when they become a governor and come off when they resign.</p>	<p>ACTION: To ask FYT about becoming an associate governor. ACTION: LW to add agreed wording to FGB terms of reference.</p>
5.4	<p><u>Skills Audit</u> Governors were reminded of the need to complete the skills audit forms required before the audit on 1st November. Associated members should fill in a form as well and clerk will send to MG and CP</p>	<p>ACTION: LW to send skills audit forms to CP and MB</p>
6 6.1	<p>POLICIES Governors noted that the Pay Policy and Appraisal Policy will be discussed in next FGB meeting.</p> <p>DBS Policy Governors went through the DBS policy and discussed, noting that SLT had already reviewed this policy. The following typo was noted: 12. 'disclosure' typo. All happy to adopt this policy subject to typo amendment.</p>	<p>AGREED: All governors agreed to adopt DBS policy subject to discussed amendment. ACTION: LW to update review schedule and websites.</p>
7	<p><i>11.15am DaB joined the meeting</i></p> <p>POLICIES ONLINE DaB demonstrated the system where governors will be able to have a login and view/amend policies online on O365 in a governor file. This has been suggested as a time saving possibility, LW would hold the master document and governors would be able to amend and/or comment on the policies/or other paperwork, and all changes would be logged. Governors discussed, concluding that in principle they would be happy to trial this system of reviewing policies and various other documents online.</p> <p><i>11.56am DaB left the meeting</i></p>	<p>ACTION: LW to organise for a governor/ group of governors to trial the system.</p>
8	<p>FDIP Governors viewed the monitoring check list and updated as below</p> <ul style="list-style-type: none"> • A6 : Students are better prepared for the expectation that they will gain paid employment KM advised that governors from the T&L committee had attended various events in the summer, fetes and sports days- therefore evidence linked to T&L minutes 5.10.16. KM shared that communication skills had been observed and also that children were in a safe situation. Governors noted that the safeguarding ET audit is due on 18th October, and that parents are regularly kept informed on E-safety via. newsletters. • C4: Students are better prepared for the expectation that they will gain paid employment JW suggested getting a governor looking at Evolve, to examine who is going out on work experience in any one day. Governors will decide this at next T&L committee. To obtain more evidence for C4, Governors concluded that a conversation is required with students. (3 leads- JG, DB, 	<p>ACTION: CM, DB, JG to decide who will be involved with Evolve.</p>

	<p>CM) to talk to students. KR suggested spending time with KS4 to see further evidence. T&L Committee will look into auctioning this.</p> <ul style="list-style-type: none"> • C5: Learners are exposed to new and inspiring learning opportunities via themed weeks. ‘Themed weeks’ – events coming up in school. Multi faith week next week at ET, BB enterprise week in December. Governors discussed attending and monitoring some of these events. <p><i>12.33pm TJ joined the meeting.</i></p> <ul style="list-style-type: none"> • L1: There is consistently effective communication between governors, families and students Parents evenings. JG shared that she has attended parents evening and spoken to new and existing parents. Governors noted that discussions were had with parents about the possibility of joining the PTFA or governors. JT advised governors of a new retired parent at BB that could be interested in becoming a governor and should he be approached? DB suggested that the parent is given time to get established, and then could approach. KM shared that she had attended a student review and found this very interesting. • C6: All learners become better problem solver KM advised that the photos on facebook consistently show the students problem solving, showing rural skills, trips, etc. • C7: Teaching standards monitoring Evidence linked to NB’s visit to T&L committee. See T&L minutes 22.6.16 • C8: Teacher planning is further developed Evidence seen in T&L minutes 5.10.2016. <p>Governors discussed whether to add an additional RAG column to the document. Concluding that committees could recommend changes and these could be ratified and colour coded at FGB.</p>	<p>ACTION: T&L Committee to action C4 as discussed</p> <p>ACTION: LW to circulate events at both schools to all.</p> <p>ACTION: LW to populate the governor checklist and make sure that SLT is copied into the circulation.</p> <p>ACTION: LW to add colour-coded column to monitoring checklist document</p>
<p>9</p>	<p>SAFEGUARDING AUDIT</p> <p>Governors noted that the Audit is taking place on 1 and 2 November and this will be discussed at the next T&L Committee.</p>	
<p>10</p>	<p>CBT COMMITTEE REPORT</p> <p>Governors have viewed the committee meeting minutes as circulated before the meeting and were asked for any questions.</p> <p>JG enquired about the ‘overspend for multi-agency worker funding’ and asked what this was? JW explained that special schools used to receive £30K each to pay for a multi-agency worker. In the Federation, the work entails admin work liaising with children’s services, chasing up review actions and advocacy. Each school spends more than these funds on supporting children. The mainstream sector always had similar roles funded via learning communities and this £30K was supposed to address the balance in special schools. ICS saw this as a positive, and it was working well. SHAD were told funding would continue through a different route- but this funding has now been pulled and not replaced.</p> <p>SS asked what has Sentient been able to do to get more funding for students? JW confirms this is more a SHAD issue, as they have taken this up with the local authority. There are 6 special schools who are looking at a deficit budget in year. The spending mechanism for special schools is not meeting the needs of the cohort. The LA is aware. The designated schools grant (DSG) consists of two areas: the schools block and the high needs block. High needs block is overspent and the concern is- unless the LA secure this funding, it will be difficult for special schools to stop the migration of children into the independent sector. If schools have to</p>	

	<p>refuse students due to not enough funding in place- the students will have to go into the independent sector.</p> <p>Governors asked about the single banding arrangement? JW confirmed that the single banding does not cover the students with very complex needs. JW gave an example of refusing a student due to incorrect funding banding- so this student will probably go to the independent sector at a much higher cost. Governors stated their concern at this very serious situation.</p> <p>TJ asked about EHCP plans -where there is a social element is there extra money? JW confirmed that in this case the core offer will be offered. JW advised governors that there is talk of a funding review nationally, and that DCC might attract some more funding into the LA. This is due to take place in November. SS stated that she had previously discussed contacting the local MPS, but that governors had been advised that SHAD were working on this collectively.</p> <p>JW confirmed that a letter has gone out to all schools this week- suggesting that there should be a payback from mainstream for the overspend in high needs block, but this will not ultimately solve the issue.</p> <p>CP confirmed that currently, there are 2 independent institutions in the federation's area that have closed for a period of time due to Safeguarding issues. Governors discussed, concluding of the urgent need to approach the local MPS.</p>	<p>ACTION: JW to work with SLT teams regarding approach to MPS, share with governors and then approach both MPS.</p>
11	<p>T&L COMMITTEE REPORT</p> <p>Governors have viewed the committee meeting minutes as circulated before the meeting. No questions asked</p>	
12	<p>SHAD UPDATE</p> <p>JW confirmed that Babcock have appointed an advisor for special schools. This is a new position. A blanket letter has been sent to all special schools telling them that only 70% were 'good enough'. There will be a self- evaluation that the federation will be required to do, and they have been advised to expect 'visits.'</p>	
13	<p>SENTIENT TRUST</p> <p>No further updates. The next meeting is due to be held on Monday 17th October.</p>	
14	<p>LEARN TO LIVE</p> <p>JW confirmed that a recent meeting had been held to discuss working with company to develop an app to deliver and use the L2L package differently. Governors noted that a lot of time has been spent on marketing and running conferences, but delegate attendance is becoming difficult. The decision was taken to regroup and work with the schools that have shown the most interest in L2L, ourselves and Okehampton Co-op Trust.</p> <p>JW also advised that L2L have come up with a model for families around Christmas, and are currently looking to make it more user friendly.</p>	
15	<p>GOVERNOR VACANCY</p> <p>JT advised governors that the recent parent election for ET had resulted in no nominations at all. Governors discussed re-advertising and trying again.</p> <p>CHAIR/VICE CHAIR</p> <p>All governors noted that it is JT's intention to step down from being a governor and Chair at the end of this year. JT asked all to think about the forthcoming elections at the next FGB meeting and stated that he would be happy to discuss the role with any who were interested.</p>	<p>ACTION: LW to re-advertise for ET parent governor</p>
16	<p>GOVERNOR TRAINING</p> <p>Governors were reminded of the Refresher Training Course in November and asked to contact LW if they would like a place.</p>	

17	NGA AWARDS Governors discussed and concluded they would like to enter the awards. A working party of JW, DB, CM volunteered to complete the applications. <i>2.06pm CM left the meeting.</i>	ACTION: JW, DB, CM complete NGA Award form. ACTION: LW to forward the link to above group.
18	ELLEN TINKHAM COLLEGE SS has visited ETC and found it amazing and would like to congratulate CP and all the staff, as it was clear that the students were all enjoying the space at Bodley House. Governors stated for the minutes that they wished to record their support of all the staff in this wonderful new facility. It was noted that verbal gratitude had been passed on to the CBT team, the ICT team and Dave and his team, particularly James- who worked flat out over the summer to get Bodley House sorted. CP confirmed that there are now 2 students in 19-25 college.	ACTION: JT to draft a letter to the teams to express the governors' gratitude.
19	FUTURE MEETING DATE Set at Wednesday 7 th December 2016 at BB at 10am	
	Meeting finished 2.15pm.	

SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor
3.	File signed minutes & put on school websites	Clerk
5.1	Update FGB Cycle of business	Clerk
5.2	Organise card and collection for FYT	Clerk
5.2	Speak to FYT about becoming an associate governor	JT
5.3	Updated FGB terms of reference	Clerk
5.4	Send Skills Audit form to MB and CP	Clerk
6.1	DBS Policy- update review list and put on website	Clerk
7	Organise governor to trial online O365 system	Clerk
8	Decide who will get involved with Evolve	CM, JG, DB
8	Discuss and action monitoring of C4	T&L Committee
8	Circulate school events	Clerk
8	Populate governor checklist with amendments	Clerk
8	Add RAG column to end of governor checklist monitoring document	Clerk
10	Work with SLT and report to governors re. contacting MPs	JW
15	Re-advertise parent vacancy	Clerk
17	Complete NGA Applications by deadline of 1 st December	DB, JW, CM
17	Send NGA link to above governors	Clerk
18	Draft letter to teams to express governors gratitude	JT