



FGB Committee

17 May 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
Karen Osborn	KO	Co-opted
Deb Norman-Pawley	DNP	Co-opted
Tony Johnson	TJ	Foundation
Rick Gaehl	RG	Co-opted
Kay Rosier	KR	Co-opted
Lesley Williams	LW	Clerk
In Attendance:		
Anne Davies	AD	Finance Manager

Absent with Apologies	Initials	
Maggie Blaber	MB	Associate Member
Catherine Monger	CM	Parent
Carolyn Purslow	CP	Associate Member
Absent without Apologies	Initial	
Adele Thomas	AT	Parent

Meeting Agenda	Led By
Procedural Items	
1. Welcome & Apologies	KM
2. Register of Business	KM
3. Minutes of 22.3.17	KM
4. Update on Budget	AD
5. Matters Arising 22.3.17	KM
6. GB Housekeeping	KM
7. Policies	KM
8. SIP Visit	KM
9. Improving Governance	KM
10. Bodley House Update	JW
11. CBT Report	SC
12. T&L Report	JG
13. Staff Personal Property	KM
14. New FDIP	KM
15. Sentient	JW
16. Governor Vacancies	KM
17. Governor Training	KM

Additional Documents used/referred to at the meeting:

- *Part 1 Minutes from 22 March 2017*
- *Terms of Reference FGB Committee*
- *Policies: Finance, Governors Allowance, CP & Safeguarding*
- *Financial Budget Monitors for BB and ET*
- *FDIP 2017-2018*

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES. KM welcomed all the meeting. Apologies received from CP, CM, MB No apologies received from AT.	
2	REGISTER OF BUSINESS Governors all declared membership of the 19-25 College.	
3	PART 1 MINUTES FROM 22 MARCH 2017 Governors viewed the minutes and all agreed to accept the minutes as a true record of the meeting.	

Signed _____

	<p>PART 2 MINUTES FROM 22 MARCH 2017</p> <p>Clerk distributed Part 2 minutes to Governors, who viewed and all agreed to accept the minutes as a true record of the meeting. Chair signed Part 1 and Part 2 minutes and passed to the clerk to file.</p> <p>Governors questioned <i>whether the 'Part 2' minutes could be moved to 'Part 1' if the information was now common knowledge?</i> JW confirmed that this was not yet the case and that she has a meeting with SLT that afternoon to discuss the situation on Bodley House.</p> <p>JW updated Governors on the status of Phase 2, explaining that Phase 2 was now due to commence in September, with completion expected April 2018.</p> <p>SS asked JW <i>whether she has spoken to LA about the urgency of the situation?</i> JW advised that she has voiced huge concern about the delays with LA.</p> <p>Governors noted that the consultation has already started on increasing places at ETS. Space is at a premium. JW explained the process and ongoing issue with Bodley. Phase 2 was going to tender – clearly a procurement problem. JG asked JW <i>could we the governors agitate the situation?</i> Governors expressed concern that promises of Phase 2 being delivered has not yet happened and there are many resulting implications of this. Governors then asked JW what <i>reassurance do we have that the LA and NPS will deliver on the promises on Phase 2 as they let us down on Phase 1?</i></p> <p>JW stated that the SLT meeting this afternoon would be addressing these concerns and Governors will be kept informed. Governors asked JW <i>whether there could be a proposal for the building to be temporary completed before April?</i> JW confirmed that there are issues such as the water supply had been stripped out from part of the building and would be difficult to get it all connected back up. Governors discussed, concluding that a letter should be sent to Councillor John Clatworthy and John Hart, explaining the GB's concerns that as a result of this delay, school cannot progress plans in the way that was expected, and to also raise concerns that further delays will have an effect on provision.</p> <p>SC asked JW <i>about whether there were any revenue commitments- as consultation means extra pupils and therefore extra staff.</i> JW replied that the SLT meeting later will address this. SS advised governors that Councillor Andrew Ledbetter is now responsible for Post 18.</p> <p>Governors noted that there were currently 2 students in the Learn to Live College at present, but 10 students lined up for the college this September.</p>	<p><u>AGREED:</u> Part 1 and Part 2 Minutes from 22 March 2017 agreed by all. ACTION: LW to file minutes.</p> <p>ACTION: SS to contact Councillor John Clatworthy on behalf of GB to inform him of concerns discussed.</p>
<p>4</p>	<p><i>10.50pm AD joined meeting</i></p> <p>UPDATE ON 5 YEAR BUDGET</p> <p>Governors viewed the updated 5 year budget figures for BB and ET in line with the additional 4% pension increase for support staff. Governors noted the following:</p>	<p><u>AGREED:</u> All Governors agreed to approve the revised 5 year budgets for ET and BB, as presented.</p>

Ellen Tinkham

- ET carry forward is £37K, but £5K is allocated as a donation to rural skills – so actual is £32K to reallocate. Main reason for this is electricity bills coming in less than expected.
- £32K was therefore carried over into proposed budget and could be used against the extra 4% rise in pension contributions for support staff.
- The budget does balance over the next 5 years for ET. There may be a slight fluctuation due to a change in numbers, but overall the budget balances.
- Carry forward for this year is £2,700 and £12,089 after 5 years.

AD confirmed that the budget can cover the 4% rise in pension contributions as a result of the increase in numbers at ETS, due to the consultation.

Governors asked JW about ***the teaching school application- as this has been factored into the budget?*** JW confirmed that there was still no news on the teaching school application and now possibly unlikely until after the General Election. It has, however been included in the budget. Governors asked JW ***whether we are sufficiently confident that the risk is managed?*** JW confirmed that the teaching school was a balanced risk and that a very strong proposal had been put in. Very disappointing that still haven't heard, but remained optimistic.

KM stated that teaching schools would be able to tap into other funding schools in order to help other schools, hence it will be the teaching schools that will be driving school improvement.

SS asked ***whether we are the only school in the Sentient Trust going for teaching school status?*** JW confirmed Yes- and that there is currently no special school teaching school in Devon.

10.54am KR and DNP joined the meeting.

JW advised Governors that she would be attending a schools finance group next week. No one had been informed of the additional 4% pension increase and Dawn Stabb is currently considering ways in which schools will be assisted to manage this but there has been no promise of additional money. There is an understanding that the special school sector will be hit hardest due to the percentage of support staff.

SC thanked AD for the work that she has done on producing the revised budget, and also paid tribute to KR and LyW for all their work on federation finances and budget during AD's absence.

Bidwell Brook

AD confirmed that the original budget was positive-but that after 4% rise in support staff pension contributions, this would make a significant different of £40K-£50K every year. AD advised Governors that she has produced a second budget and reduced the curriculum and IT spend. Had hoped to put more into these areas this year, but that the new level proposed was still more than they have had over past years- but is £10K less than hoped.

Governors noted the following:

	<ul style="list-style-type: none"> - At end of year- all costs were known, so could reduce budget allocations and therefore get budget to balance across the 5 years, with additional pupil numbers. - Final carry forward figure for this year is £184. At the end of 5 years it is £45K in credit. - Carry forward for BB is just over £8K but £6K should have been paid last year for a cleaning bill. The remaining £2K is PP that wasn't spent, so nothing left to allocate. <p>SS questioned AD on the budget as it had stated that a new teacher was now not to be appointed? AD confirmed that this new teacher was budgeted for Sept 19 due to proposed increase in pupils and would hope to be able to put this back into the budget nearer to this time.</p> <p>Governors raised concern over the need to invest in IT, in light of the recently reported NHS security breach. JW confirmed that both schools' IT systems are backed up daily.</p> <p>AD advised governors that SW Grid for Learning is a resource that the schools could call on if they needed any advice regarding computer virus etc.</p> <p>SC proposed Governors accept the revised budget as presented. All Governors agreed to this proposal. AD will now be submitting this revised 5 year budget to LA.</p> <p><i>11.09am AD left meeting.</i></p>	
<p>5</p>	<p>MATTERS ARISING FROM FGB MEETING 22 MARCH 2017</p> <p>(4) Prospective Governors Letters- LW confirmed that there had been no response to the prospective governor letters that had been sent out. SS suggested that as the new County Councillors are in place- could we invite those interested into schools- such as Dr. Hillary Atkland, Marine Brender, Rosie Denham. Governors discussed, agreeing for SS to contact them.</p> <p>SS advised Governors that only non-academy Exeter schools can apply for grant funding from the Hele's Trust.</p> <p>Governors also discussed a direct approach to Jacqui Hodgson, noting that she had declined from the original offer when she was Mayor. Agreed for KM to write a letter to JH asking her to consider becoming a governor.</p> <p>(15)Fob System- SC advised Governors that the Fob system was discussed at CBT committee meeting. The current situation was that DOL is getting more quotations for a new system and bringing back to next CBT committee meeting.</p>	<p><u>ACTION:</u> SS to contact new County Councillors on behalf of GB inviting to consider becoming governors.</p> <p><u>ACTION:</u> LW/KM to draft formal letter to JH to ask her to consider becoming a governor.</p>
<p>6 6.1 6.2</p>	<p>GOVERING BODY HOSEKEEPING</p> <p>Governor Profiles KM stated that there were still some outstanding profiles and reminded all governors to submit their profiles to LW asap.</p> <p>Terms of Reference All Governors agreed with the proposed change to the FGB terms of reference to reflect adding RG name into the list of governors.</p>	<p><u>AGREED:</u> All approved amended FGB terms of reference as presented.</p>

<p>7</p> <p>7.1</p>	<p>POLICIES</p> <p>FINANCE POLICY</p> <p>All noted that this policy had been discussed at CBT committee, who had recommended that FGB officially adopt this. All agreed to adopt the policy as presented.</p>	<p><u>AGREED:</u> All agreed to adopt Finance Policy as presented.</p> <p><u>ACTION:</u> LW to update policy review chart and relevant websites, records etc.</p>
<p>7.2</p>	<p>SAFEGUARDING POLICY</p> <p>All noted that this policy had been reviewed and updated by MB and ST, as new model had been released April 2017. The ‘adult safeguarding policy’ has been added as an appendix to this policy.</p> <p>All governors agreed to adopt the policy as presented.</p>	<p><u>AGREED:</u> All agreed to adopt Safeguarding Policy as presented.</p> <p><u>ACTION:</u> LW to update policy review chart and relevant websites, records etc.</p>
<p>7.3</p>	<p>GOVERNOR ALLOWANCE POLICY</p> <p>Governors discussed this policy. SS suggested that the policy does not limit the mileage to 60 miles, as governors are giving up their time and should be able to claim the cost of travel.</p> <p>Governors then agreed to remove ‘60 miles’ limit from the policy and replace with ‘<i>mileage may be claimed.</i>’</p> <p>Governors then requested LW to circulate email version of governor travel claim form.</p>	<p><u>AGREED:</u> All agreed to adopt Governor Allowance Policy subject to the change discussed</p> <p><u>ACTION:</u> LW to update policy review chart and relevant websites, records and to circulate governor claim form.</p>
<p>8</p>	<p>SIP VISIT</p> <p>Governors discussed the forthcoming SIP visit tomorrow. SC, SS, KM to attend and JG to attend at 1.30pm.</p> <p>KM advised governors that as well as the interim review oof JW’s performance targets, he will be reviewing governance, discussing Ofsted, Governor Competency, reviewing structure of GB and GB evaluation.</p> <p>Governors asked for last year’s SIP report to be circulated to all governors.</p> <p>JW suggested that Governors could speak to SIP about ways of tracking and evidencing all aspects of monitoring, as governors have a good knowledge and need to make sure that it is recorded.</p>	<p><u>ACTION:</u> LW to circulate last year’s SIP report to all.</p>
<p>9</p>	<p>IMPROVING GOVERNANCE</p> <p>KM summarised key points from the two documents, Ofsted Improving Governance and Governor Competency as circulated before the meeting.</p> <p><u>Ofsted Improving Governance</u></p> <ol style="list-style-type: none"> 1. Governor self-evaluation (eg. skills audit, meeting with SIP) 2. Governor professional development- need governors to access good quality professional development – SWALSS conference. 3. Governor Recruitment – very proactive and selective 4. Clarity of roles and responsibilities- review this regularly- make sure that all understand their contribution to the GB 5. How do we know? Governors need to be able to answer question with clear understanding to what they have seen and been involved in. 6. Role of the Clerk- having clear info. Need quality clerking- currently a strength. 	

	<p>JG stated that essential for governors to question what the school is telling them and that these questions are captured and minuted as evidence.</p> <p>SS raised concern that governors now seen as ‘professionals’ but stressed that there was still a role for ‘lay’ governors.</p> <p>DB gave governors an example of needing to have confidence and respectfully check concerns with SLT, as staff governor.</p> <p>KM asked DB- <i>will you talk with staff as a whole? How do you feedback to staff?</i> DB stated that at end of meeting, governors need to agree what to feedback to staff.</p> <p>JW explained that there are staff communication systems in place across both schools: all staff meet together in key stages and note issues that have arisen. This is then fed back to SLT who look to respond/action. Then a reference group- (reps from SLT and all staff groups) meet to discuss how to feed back to all staff- this information is then taken to the whole school meeting.</p> <p>Feedback from Governor meetings could be discussed in the reference groups.</p> <p>KR asked JW <i>whether governors see the feedback from the meetings?</i> JW confirmed No, but suggested that any relevant messages could be relayed to governors.</p> <p>SS asked <i>about student voice- is this discussed at T&L?</i> KM confirmed Yes, this is discussed at T&L and that she has been the link governor in the last year with the student council. All noted the importance of having a channel of communication between governors and students.</p> <p>KM circulated bullet points taken from the Ofsted handbook. (see attached) asking governors <i>whether there is a need to produce a prompt in Ofsted meeting to remind governors of being fully aware of what they do know, what we have seen, noticed?</i></p> <p>Governors discussed, agreeing for all to look at the BB SEF before the next FGB and to try and annotate a few things that they have seen, to support these statements. Then look to collate these at the next meeting.</p> <p><u>Governance Competency Framework</u></p> <p>KM summarised that this was a non-statutory document, more of a guidance for governors. Key issues noted:</p> <ul style="list-style-type: none"> - Governors need to be confidence of the data they look at- performance and financial data - Strategic leadership - Accountability - Being aware of statutory requirements - Evaluating ourselves - 7 C’s being committed, confident, curious, challenging, collaborate, critical, creative. <p>SS stated that the Sentient Trust does not have much of an impact on governors and suggested meeting up with other Sentient governors. Governors discussed, agreeing that this be added to the Sentient agenda to discuss governor collaboration. Passed to LW (who is Sentient Trust administrator) to action.</p>	<p><u>ACTION:</u> All Governors to look through BB SEF before the next FGB and annotate a few things that they have seen to support these statements.</p> <p><u>ACTION:</u> LW to add Sentient Governor Collaboration to Sentient Agenda</p>
10	BODLEY HOUSE UPDATE	

	As discussed under item 3 above.	
11	<p>CBT COMMITTEE REPORT</p> <p>Minutes have not yet been circulated. SC gave a verbal update on the recent CBT committee meeting, advising that discussions involved; budget discussion, Fob system update and policies.</p> <p>SC advised governors that SLT were exploring the idea of staff absence insurance- had looked at SAS (schools advisory service) and CBT committee were supportive that this should be explored further and further quotes obtained. The committee had also discussed PP funding at length, including a discussion about affording additional therapies.</p> <p>JW updated governors that LyW had composed a response regarding the PP money to Bristol- as discussed in the Governors CBT meeting. (see CBT minutes dated 2.5.17)</p>	
12	<p>T&L COMMITTEE REPORT</p> <p>Minutes have not yet been circulated. JG gave a verbal update on the recent T&L committee meeting, advising that discussions involved; advocate lead and two students attending from the student council to share what they are working on, Tom updating on rural skills and the school dog, policies, SEF, new development plan and an update from DNP on educational trips.</p> <p><i>1pm SC left meeting</i></p>	
13	<p>ADDITIONAL ITEM – STAFF PERSONAL PROPERTY DAMAGE</p> <p>KM advised governors of a staff request to claim for new glasses, as damaged by a student at work. All agreed that this was in line with the Staff Personal Property Damage Policy and agreed for this to be paid. Clerk to pass to AD to action reimbursement.</p>	<p><u>AGREED:</u> All agreed to pay glasses claim, as discussed.</p> <p>ACTION: LW to advise staff member of outcome and pass details to AD to action reimbursement.</p>
14	<p>NEW FDIP</p> <p>The new Federation Development and Innovation Plan has been discussed in both committee meetings already. All governors agreed to officially accept this new FDIP.</p> <p>Governors also discussed the proposed example of an additional appendix monitoring document – all agreed for this to be used and asked the clerk to make this an official working document.</p>	<p><u>AGREED:</u> All agreed to accept new FDIP and the new draft appendix monitoring document, as presented.</p> <p>ACTION: LW to make appendix monitoring document into an official working document.</p>
15	<p>SENTIENT</p> <p>JW informed Governors that special school heads unanimously voted for the dissolving of SHAD, in favour of meeting as an operational arm of Sentient.</p> <p>Currently waiting to find out whether LA will offer to give Heads group money to operate.</p> <p>Governors noted the following:</p> <ul style="list-style-type: none"> - There had been a number of changes of Heads and Governors within Sentient. - Sentient involved with sorting out lease for Bodley, as Sentient need to sign the Lease on behalf of Learn to Live. 	

	<ul style="list-style-type: none"> - Great Sentient student voice event in February- and the new SEND LA strategy document includes the distilled student voice message from the day. - Sentient currently discussing whether there is a need to offer any other training in addition to SWALSS special school conference. <p>KM stated that difficult for governors to go on Safer Recruitment training courses and not all governors can access them, and asked JW whether Sentient could help?</p> <p>JW stated that could look to buy in Babcock separately, or could get governors to do online training and then have a discussion group after this.</p> <p>SS raised concern that Sentient had not developed its membership. RG (current chair of Sentient) confirmed that difficulty in getting membership from all the various schools in Devon, staff and parents. This is not a unique problem to Sentient – it is national. Sentient has been successful- as saved one member school from leaving the co-operative trust and from being forced to become an academy.</p> <p><i>2pm TJ left the meeting</i></p>	
16	<p>GOVERNOR VACANCIES</p> <p>Already discussed.</p>	
17	<p>GOVERNOR TRAINING</p> <p>KM advised governors that she has attended two recent training courses. Key messages were:</p> <ol style="list-style-type: none"> 1. <u>Chairs update:</u> (a) Governors understanding of PP, impact and reasoning behind it. (b) Single central register 2. <u>Safer Recruitment Training</u> alongside ST and MB. Important to have Safeguarding Item on the agenda for ALL meetings. <p>Governors asked about whether safeguarding training was annual? MB was going to let Governors know when doing staff update on the training so that Governors could possibly attend.</p> <p>JW informed Governors that currently in the process of getting the safeguarding leaflet (that is currently in both schools) translated into range of languages.</p> <p>SS asked JW how are we keeping up to date with internet safety? JW replied that there is a safety group that meets regularly. Are there any examples where this has been a problem? DB gave example of students working with behavioural support and play therapist.</p> <p>JW advised governors that YouTube blocked at BB in entirety and is under teacher control, whereas ET can open limited areas in YouTube.</p> <p>JW advised Governors that need to be mindful that extremist groups are hacking games such as ‘Call of Duty’ and getting messages to the children playing the games, trying to radicalise them. Internet safety is paramount.</p> <p>Governors asked JW do parents seek your advice if children are accessing undesirable information online? JW confirmed Yes. The federation has policies in place and there are helpful links on the schools websites for parents.</p>	<p>ACTION: MB to advise Governors on next staff safeguarding update training.</p>
	<p>With no further business, the meeting closed at 2.15pm</p>	

SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor/ Clerk
3	File Minutes	LW
3	Contact Councillor John Clatworthy on behalf of GB to inform him of concerns discussed.	SS
5	Contact new County Councillors on behalf of GB regarding becoming a governor.	SS
5	Draft formal letter to JH to ask her to consider becoming a governor.	LW/KM
7.1	Finance Policy - update policy review chart and relevant websites, records etc.	LW
7.2	Safeguarding Policy - update policy review chart and relevant websites, records etc.	LW
7.3	Governor Allowance Policy- update policy review chart and relevant websites, records and to circulate governor claim form.	LW
9	Look through BB SEF before the next FGB and annotate a few things that they have seen to support these standards.	All Govs
9	Add Sentient Governor Collaboration to Sentient Agenda	LW
13	Advise staff member of outcome and pass details to AD for reimbursement.	LW
14	Make appendix monitoring document into an official workable document.	LW
17	Advise Governors on next staff safeguarding update training	MB