



FGB Committee

22 March 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
Kay Rosier	KR	Co-opted
Deb Norman-Pawley	DNP	Co-opted
Tony Johnson	TJ	Foundation
Catherine Monger	CM	Parent
Carolyn Purslow	CP	Associate Member
Maggie Blaber	MB	Associate Member
Lesley Williams	LW	Clerk
In Attendance		
Rick Gaehl	RG	Observer

Absent with Apologies	Initials	
Karen Osborn	KO	Co-opted

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 1.2.17	KM
4 Matters Arising 1.2.17	Various
5 GB Housekeeping	KM
6. SFVS	All
7. Redundancy	All
8 .Budget	AD
9. Improving Governance	KM
10. Bodley House	JW
11. Student council	DL
12. South Africa Letter	KM
13. Head Teacher Report	All
14. FDIP Monitoring Plan	KM
15. CBT Committee Report	SC
16. T&L Committee Report	JG
17. SWALSS Conference	JW
18. Sentient/SHAD	JW
19. Governor Vacancies	KM
20. Training Date	KM
21. Meeting Dates	KM

Additional Documents used/referred to at the meeting:

- *Part 1 Minutes from 1 February 2017*
- *Terms of Reference T&L Committee*
- *SFVS for BB & ET*
- *Financial Budget Monitors for BB and ET*

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES. KM welcomed all the meeting. Apologies received from KO. No apologies received from AT.	
2	REGISTER OF BUSINESS Governors all declared membership of the 19-25 College.	
3	MINUTES FROM 1 FEBRUARY 2017 Governors viewed the minutes and asked for MP Sarah Wollaston's name to be corrected. All then agreed to accept the minutes as a true record of the meeting. Chair signed the minutes and passed to the clerk to file.	AGREED: Minutes from 1 February 2017 agreed by all.

		ACTION: LW to file minutes.
4	<p>MATTERS ARISING FROM 1 FEBRUARY 2017</p> <p>(4) MP Sarah Wollaston Governors were advised that governors have arranged to meet with Sarah Wollaston on 3 April at 12.30. Governors to attend- JW, JG, KM, SC.</p> <p>Governors briefly discussed the fairer funding formula.</p> <p>JW advised governors that Special Schools Voice- (member organisation) made a point of contacting DfE and have regular meetings- Chair, Graham Quinn was invited to high need consultation meeting and made a few notes. (JW handed around notes from SSV meeting for governors attending the meeting with MP Sarah Wollaston to view.</p> <p>(4)Safeguarding Policy MB confirmed that appendix has been done and just needs attaching to safeguarding policy- then can bring back to FG for ratification.</p> <p>(8) Free Schools SC confirmed he has made contact and will having an informal meeting in the near future, for him to assess what we want.</p> <p>(8) LA's position on free schools JW advised governors that conversations with Sentient about free schools was ongoing. SS stated that currently, free schools are the only mechanism at the moment for setting up a school. SS then declared an interest as part of the Ted Wragg Trust.</p> <p>(13) Prospective governor letter DB confirmed that just adding final tweaks to letter and then will send to clerk to send out to all on list of prospective governors.</p>	<p>ACTION: Put ratification of Safeguarding Policy on next FGB agenda</p> <p>ACTION: DB to finalise letter and send to clerk to send out to all on distribution list.</p>
5	<p>GOVERNING BODY HOUSEKEEPING</p> <p>5.1 Governor Profiles LW has received two, but will contact JS (IT) to see whether old governor profiles can be removed and used from old ET website.</p> <p>5.2 T&L Terms of Reference All Governors agreed to approve the chair name change to the T&L terms of reference.</p>	<p>ACTION: LW to contact JS re. profiles from old website.</p> <p>AGREED: Governors agreed to adopt amended T&L Terms of Reference as presented.</p>
6	<p>SFVS SFVS documents have been circulated before the meeting. Governors went through the completed SSFVs for both schools and made a few amendments. All then agreed to officially approve both SSFVs and the chair signed both copies. Amendments were:</p> <ol style="list-style-type: none"> 1. Add in: <i>Governors are currently recruiting additional governors with business experience. (ET & BB SFVS, point 1)</i> 	<p>AGREED: SFVS for BB and ET officially approve by all and signed by the Chair.</p>

	<p>2. Add in: <i>The school has unexpectedly experienced a claw back in pupil funding. Our end of year assumption is that this will be reimbursed by 0-25. We are expecting a small underspend at the end of March 2017. This is well below the 1% of the delegated budget. (BB SFVS, point 13)</i></p> <p>3. Add in the word 'significant' (BB SFVS, point 16)</p> <p>10.46am DNP and KR arrived at the meeting</p> <p>SFVS Skills Matrix This has been completed by KM, SC, SS and TJ. Clerk to pass the form to Finance Manager.</p>	<p>ACTION: LW to give skills matrix form to AD/LyW</p>
7	<p>REDUNDANCY PAY All Governors have viewed the information from DCC about changing the enhanced redundancy pay from 1 April 2017. Governors all agreed to support this DCC proposal.</p>	<p>AGREED: Governors agreed to support the changes to enhanced redundancy pay DCC proposal</p>
8	<p>BUDGET Governors have viewed the 5 year budget figures and noted that this was drilled down in detail at the CBT committee meeting. JW confirmed that the most significant news, is that the end of year financial position for both schools has shifted since the HT report. It was the case that both schools were predicted an overspend, but this is now no longer the case, as actions have been taken, and there have been increased pupil numbers and some shifts in staff contracts. Governors asked is there much of an under spend? JW confirmed that at BB there was a very fine balance- potentially £2.5K, but this is dependent on 0-25 reimbursing for an EY (Early Years) child. ET the under spend is around £14-15K. Governors would like to record their appreciation for AD on the budget figures and SLT for management actions taken. Governors noted that there are some assumptions on the budget, eg. about growth and pupil numbers. Governors asked what about consultation for additional pupil places? JW confirms that this normally takes about 12 weeks, and that the LA want places by September. SS reminded governors that the loss of pupils cannot be predicted- so this leaves school vulnerable. Governors asked is there any news on the teaching school application? JW says No, still waiting to hear. JW asked governors to be mindful that the budget is balancing right now but is very volatile and assumptions have been made. SS proposed approving 5 year budget as presented. JG seconded this. All voted and unanimous.</p>	<p>AGREED: All Governors agreed proposed 5 yr ET & BB budget.</p>
9	<p>IMPROVING GOVERNANCE KM brought governor's attention to the linked articles 'Ofsted Improving Governance' and 'Competency Framework'. KM asked for governors to read the governance documents and pointed out that there was further reading on the 'competency Framework' in the Spring Devon Governance magazine. B Improving Governance Ofsted article and competency documents. KM asked for governors to read the governance documents. The content from both documents will be discussed at the next meeting.</p>	<p>ACTION: Put Ofsted and Competency Framework articles on next FGB agenda.</p>

	ACTION: Ofsted handbook 2016 and circulate this page to all governors.	
10	<p>BODLEY HOUSE <i>Meeting moved into Part 2 to discuss.</i></p> <p><i>Meeting moved back into Part 1</i></p>	
11	<p>11.28am DL and two members of the BB student council joined the meeting</p> <p>STUDENT COUNCIL 3 films shown, ETS, ETC, BB. . Governors talked to the students learning that:</p> <ul style="list-style-type: none"> - Student council pupils had attended the Sentient event in Tiverton to showcase their film. - The Student Council were currently looking at other playparks to get ideas for different equipment, as need replacement for wheelchair assessable swing. - The student council had the opportunity to meet with the CEO of Virgin Care and talk to him about their school <p>Governors thanked the students for showing their great film and their time this morning.</p> <p><i>DL and students left the meeting.</i></p> <p>Governors then viewed the ETS and ETC student films. SS asked how the films would be used? JW replied that the films were on the school websites and had been shown at the Sentient event in Tiverton last month. Governors would like to record their appreciation to all involved with the films. Chair to write letter to DL and NM.</p>	<p>ACTION: Chair to write to DL and NM to thank them on behalf of the Governors for organising and leading this project and for all the work done on leading the project.</p>
12	<p>SOUTH AFRICA LETTER KM read out a letter from WY regarding the South Africa trip for 8 ET students and 9 staff to travel from ETS/STC to Durban for 2 weeks in the Summer Term 2018. Every student and staff member travelling have been asked to raise £2K towards the cost. Various fund raising events were planned that governors could attend:</p> <ul style="list-style-type: none"> - 23 March Quiz Night at ETC- Governor team- JG, DB, SS - Easter Fun Day at ET on 31 March 2017 – (10am-12noon) and the PTFA are doing refreshments and a raffle. (PTFA meeting at lunchtime on 31 March for AGM to set quorate for PTFA.) - Comedy Night- now confirmed for 28th May at the Barnfield Theatre. - Weekend- 1st April- bag packing in Tesco. (10am-4pm) - Summer Fun Day 1st July 2017. (all day) Also BB summer fete day. 1-3.30pm. - Race Night Heavitree Conservative Club 30th September. <p>DNP to keep governors informed of any other events arranged. All in agreement that wonderful opportunity for the students.</p> <p>It was also noted that BB are Fund raising for a 1 week trip to Heatree this summer.</p>	

<p>13</p>	<p>HEAD TEACHER REPORT</p> <p>Governors have all viewed the Spring HT report as circulated prior to the meeting.</p> <p>KM informed all that elements of this have already been discussed at committee levels; such as HR and Finance reports.</p> <p>Governors asked questions about the following:</p> <p>- <i>What is happening about music therapy? How do we know that music therapy is helping? Perhaps need to be more precise in targets.</i></p> <p>JW replied that any expectation for alternative therapies is set within the home school agreement. There will be an intervention for a number of months and then can measure the impact.</p> <p><i>How are you measuring this? What outcome do you think you are going to get? How will you set this target in home school agreement?</i> JW says that firstly it must be made clear why the referral is being made and it afterwards it would need to be shown that the therapy is having a tangible effect.</p> <p>SS suggested that T&L committee could look at the whole value of music, as increasing problem with families that do not qualify for PP. KM confirmed that the T&L committee have discussed the situation with PP at length.</p> <p>- <i>Supported Peer reviews – (page 2) Is there absolute clarity in persistent dips in performance? At what point does the manager get told of performance issues?</i></p> <p>JW replied that the federation has a multi-faceted monitoring system. Not just about observations-it is to ensure that teachers have the tools and knowledge they need. The programme has been offered to all teachers if they are new to the school, regardless of experience. It is especially important for teachers transferring from mainstream. This is an extensive support programme lasting 2 terms.</p> <p>There is then a layered approach to monitoring: SLT formal monitoring to establish generic standard once a term, then, assistant heads will dip in and out – having professional conversations with teachers. If support is required, a time frame for this is put into place.</p> <p>JW discussed benefits of this, as seeing results with the teachers. JW advised governors that if ever have to trigger capability procedure, then it is because all other avenues have failed.</p> <p>- <i>HR section. Has everyone had personal development meeting. Could we have this data?</i> Clerk to feed this request back to HR Managers.</p> <p><i>12.52am RG joined the meeting.</i></p> <p>- <i>Funding- SS voiced concerned over difficulty in getting funding for college students.</i></p> <p>JW replied that funding around 19-25 is currently being looked at. CP confirmed that of the students due to leave this year, a few had had transfer reviews, but places are being refused. 0-25 team are decreasing their placing of students in independent residential colleges, and locally on day places. Messages from social care colleagues- costings for L2L college are acceptable, but transport is the problem. More local hubs could be the way forward to offer day provision.</p>	<p>ACTION: LW to feed back the request for personal development mtg data to HR managers.</p>
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	<p>CP currently applying for a tender- supporting an aspect of supporting independence contract as the current day provision supplier list is being replaced.</p> <p>It is a concern, as do not know whether college will be able to continue to take students with continuing health care funding.</p> <p>SS remarked that some of the reports in the HT were hard to read and requested that T&L Committee look at the whole format of the report – as some are harder to read than others.</p> <p>- Physio report- Governors asked for clarification regarding the fact that ‘sometimes people do not get therapy as staff called in as shortages.’</p> <p>JW confirmed that school do not have to provide therapy assistants and that the first priority is the safety of the students. Therapy assistants are only taken for cover in an emergency. Some of the therapy programmes do take a lot of staff, especially hydrotherapy.</p> <p>Are the therapy assistants part of the school staff? JW confirms that BB and ET appoint therapy assistants. Each school has also got a therapy assistant that is provided by the Virgin Care contract. School therapy staff are employed as teaching assistants.</p> <p>- SEFs. Do we have an ET SEF yet?</p> <p>Governors have previously received the BB SEF and then JW passed around copies of the ET SEF. Clerk will circulate these documents again to all electronically and put SEFs on both committee agendas to discuss.</p> <p>Could you clarify BB pupil PP money on the BB SEF?</p> <p>JW confirmed that there is sometimes a difference between the numbers of pupils eligible for PP funding and the actual money that we get. Eg. pupils may have just moved into the area.</p> <p>- Teaching School- when we know the outcome of this, would you need to put a development plan together?</p> <p>JW replied that had to complete a detailed plan for the teaching school application.</p> <p>- Report from NB- deputy heads conference- any updates from the Rochford Review?</p> <p>JW says that no decision as yet. May want to have an update on this at future meeting. Governors wanted to record their official thanks to NB for all her work as deputy head between both schools, plus teaching classes from a different key stage. Chair to write a letter to NB.</p> <p>JW informed governors of the pupil profile data for the two schools, looking at number of girls versus boy. 64% boys at BB. 70% boys at ET. The federation must ensure that girls are making progress at least as good as the boys. Schools can be busy and noisy, perhaps because we have a lot of boys? Are the learning environments supportive of girl learning? This is to be explored.</p>	<p>ACTION: New communication groups- Emma K and Bethan (SALT) to be invited to next T&L meeting.</p> <p>ACTION: LW to circulate BB & ET SEFs to Governors electronically and to put on both committee agendas to discuss.</p> <p>ACTION: Put Rochford review on T&L committee agenda and invite NB to attend.</p> <p>ACTION: KM to write to NB on behalf of governors to congratulate her.</p>
14	<p>FDIP MONITORING PLAN</p> <p>Governor discussed the need to produce a new governor monitoring plan and agreed for KM, SC, JG to meet on Wednesday 17th April at 10.30am. All noted that the new development plan will be available after Easter.</p>	<p>AGREED: KM, SC, JG to meet on 17.4.17 to write new governor monitoring plan.</p>

	<p>JW Introduced RG to all governors. RG gave governors an overview of his background and wealth of education experience, which included being a KEVIC governor for 20 years and is the current Chair of Sentient.</p> <p><i>CM & TJ left the meeting</i></p>	
15	<p>CBT COMMITTEE REPORT Minutes have been circulated to all prior to the meeting. JG asked about the Asset Management Plan? SC explained that this states information on the school property, equipment and tying it back to the development plan. Currently ongoing. H&S report. – SC advised governors that he had met with DOL and discussed the large quotes for replacing the ET door fob system, and proposed that a risk assessment is done on the system.</p>	<p>ACTION: SC to contact DOL about completing a risk assessment for ET fob system.</p>
16	<p>T&L COMMITTEE REPORT Minutes have been circulated to all prior to the meeting SS asked <i>whether the committee was satisfied that PP was effective?</i> JG summarised the meeting, concluding that the Committee had drilled down on this process and that LyW was currently doing a lot of work looking at how we are getting value for money, analysing the data in a different way, looking at assessment data. ‘Requires Improvement’ does not mean failure- it showed that high targets are being set but not consistently met.</p>	
17	<p>SWALSS CONFERENCE Governors discussed who to attend: JG, DNP, DB to attend. Clerk to ask CM & TJ – if not KR will go.</p> <p><i>2.30pm RG left the meeting</i></p>	<p>ACTION: LW to contact CM and TJ to ask whether they would like to go to SWALSS Conference.</p>
18	<p>SENTIENT/SHAD JW advised governors that SHAD voted unanimously that would no longer take money from LA to operate as a phase association. Instead, will have an operational arm of Sentient. Operational, at Head Teacher level. Strategic, at board level. If LA require a Head to attend an LA meeting, they would need to pay a consultation fee to Sentient to send a Head along.</p>	
19	<p>GOVERNOR VACANCIES Governors discussed the Co-opted governor vacancies and all voted unanimously for RG to join the FGB as co-opted Governor.</p> <p>Governors discussed that when advertising for prospective governors, important to include section on ‘commitment’ due to the number of meetings. Governors will also discuss possibly changing the timings of some of the meetings at a later date, to allow all to attend. <i>2.46pm KR and DNP left meeting</i> SS suggested perhaps approaching new county councillors after May elections to see whether they could be interested in being governors.</p>	<p>AGREED: RG approved as new co-opted governor.</p> <p>ACTION: Clerk to send paperwork to RG, inform governor services, update websites/paperwork</p>
20	<p>TRAINING DATE Summer Babcock Governor training dates in Summer Devon Magazine. KM reminded governors to book any training courses via. LW.</p>	
21	<p>MEETING DATES Next FGB meeting date confirmed as 17 May 2017.</p>	

	<p>Other dates:</p> <ul style="list-style-type: none"> - 1.30pm Tinkhams Got Talent on Friday 24th March 2017. <p>JG stated how fantastic the recent BB Art exhibition was. CP informed Governors that students from the college will be exhibiting at an Exeter Art exhibition in Exeter Cathedral, Sat 20th May - until Friday 26th May.</p>	
	Meeting closed at 3.02pm	

Summary of Action Points

Minute No.	Action Point	Governor/ Clerk
3	File minutes.	LW
4	Put ratification of Safeguarding Policy on next FGB agenda Finalise letter and send to clerk to send out to all on distribution list.	Clerk DB
5	Contact JS re. profiles from old website.	LW
6	Give skills matrix form to AD/LyW	LW
9	Put Ofsted and Competency Framework articles on next FGB agenda.	LW
11	Write to DL and NM to thank them on behalf of the Governors for organising and leading this project and for all the work done on leading the project.	KM
13	Feedback the request for personal development meeting data to HR managers. Emma K and Bethan (SALT) to be invited to next T&L meeting.	LW
	Circulate BB & ET SEFs to Governors electronically and to put on both committee agendas to discuss.	LW
	Put Rochford review on T&L committee agenda and invite NB to attend.	LW
	Write to NB on behalf of governors to congratulate her.	KM
15	Contact DOL about completing a risk assessment for ET fob system	SC
17	Contact CM and TJ to ask whether they would like to go to SWALSS Conference.	LW LW
19	Send out paperwork to RG, inform governor services, update websites/paperwork	LW