

FGB Committee: MINUTES

Wednesday 20th October 2021 at 10.00am

Dial-in via MS Teams, due to Coronavirus social distancing measures

Attendees	Initials	Category
Steve Cleverly (Chair)	SC	Co-opted
Nikki Burroughs	NB	Executive Head
Rick Gaehtl	RG	Foundation
Tony Johnson	TJ	Parent
Steven Finnemore	SF	Co-opted
Kay Rosier	KR	Co-opted
Deb Norman	DN	Co-opted
Su Aves	SA	Local Authority
Tom Bates	TB	Staff
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Nicky Reynolds (unwell)	NR	Co-opted
Absent	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Curriculum	SC
3. Last Minutes	SC
4. Safeguarding & H&S	SC /JW
5. Heads Update	JW
6. FDIP	SC
7. Monitoring	SC
8. Policies	SC
9. Training	SC
10. Governance Review annual	SC
11. Future Meetings	SC

Governor challenge/questions are shown in bold blue font. Answers are shown in green font.

Additional Documents used/referred to at the meeting;

- Minutes from 14th July 2021 (part 1 & 2)
- Budget Monitors
- Terms of Reference T&L & CBT
- Autumn Housekeeping list
- Skills Matrix
- Impact Statements CBT and T&L
- Update on H&S, Premises, GDPR & CPOMs
- Update on Safeguarding
- Update on Teaching School Alliance
- FDIP
- Finance Policy
- Child Protection & Safeguarding Policy – incorp Peer on Peer Abuse
- Adult Safeguarding
- Code of Conduct – incorp Low Level Concerns
- KCSIE - v Sept 2021
- RA100 Risk Assessment v 2.7

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome and Apologies received: NR has sent apologies due to illness.</p> <p>1.2. Elect Chair of FGB: SC was proposed to continue as Chair by RG, and this was unanimously supported. SC accepted, but advised Governors that he is planning to step down this academic year, at the latest by Easter 2022, which Governors noted. Governors thanked SC for all his work and support. Chairs of committees = Vice Chairs of FGB.</p>	

	<p>1.3. Register of Business Interests: Governors confirmed no changes.</p> <p>1.4. Single Central Record: Autumn term check is on 21st Oct at 2.30pm.</p> <p>1.5. New Governors: 1.5.1. New Staff Governor Tom Bates was appointed to CBT sub-committee.</p> <p style="text-align: center;"><u>Vacant roles (1 Parent Governor and 1 Foundation Governor)</u></p> <p>1.5.2. Parent Governor – SC following up with volunteer.</p> <p>1.5.3. Foundation Governor – must be appointed by SENTient Trust. RG suggested we appoint SF, which SF agreed to. This means we have a Co-Opted vacancy. Matthew Convery (external applicant) could be appointed as Co-Opted Governor, subject to his meeting availability. SC following up.</p> <p>1.6. Terms of Reference, T&L & CBT: admin changes agreed at committee which RG and SA confirmed. FGB ratified but noted the existing format is not SEN specific.</p> <p>1.7. Set Board objectives for the year: Governors agreed that these are largely set through the FDIP; in addition the Governors noted that Babcock will shortly be issuing a Governance evaluation tool to support this.</p> <p>In the meantime, Governors agreed objectives should include; confirming the Headship, preparation for Ofsted, having a robust SEF and FDIP in place, continue to develop monitoring, ensure Governance recruitment ongoing, robust approach to COVID, liaison with SENTient Trust, continuation of robust Safeguarding procedures and Budget monitoring.</p> <p>1.8. Autumn Housekeeping list: Governors reminded to return signed forms to the Clerk.</p>	<p>1.5.3: Approach SENTient to appoint SF, then Clerk to complete a Form H</p> <p>Diarise well in advance of next mtgs to consider before next FGB (put on Committee agendas)</p>
<p>2.</p>	<p>FINANCE</p> <p>2.1. Budget update: Governors have reviewed the Budget Monitors circulated by Anne Davies, Finance Manager, via email. Governors noted that;</p> <ul style="list-style-type: none"> • 25% of the Government’s “Catch-up premium” has not been provided • A pay rise for support staff is imminent and needs to be factored in • The updated figures at the next CBT will clarify the Budget further • Monitor reports are not based on all budgets being spent, but rather a conservative approach to spending going forward • DCC are going to allocate Outbreak Management Funding @£100 per pupil <p>2.2. Bidwell Playground: Dave O’Loughlin, Premises Manager joined the call and stated there are three options; SLT are in favour of the Play Company, and not having a trampoline, the reasons are; there is a trampoline in the Meadowbrook playground area two minutes away, the area has a diverted electric main, sewer and water attenuation tank there, and the area is a flood risk. A wheelchair roundabout is more accessible. LW (Lynne Williams) joined the call and shared the three quotes on screen. Governors asked how much has been raised by funding. LW stated we have c£40k (£16k in external plus £4k from DCC, £7k premises, £11k sports premium and £1-2k in donations) and working on bolstering further funding. There are no additional costs than stated in the Budget Monitor. DN stated that Rhino Play are putting in the play equipment at College and so may offer a</p>	

	<p>discount. LW concerned about delaying further. Governors queried are the quotes comparable. LW stated that although the quotes are not covering exactly the same criteria, we can account for the variances to make them comparable. Governors believe if any of the companies can carry out the works before Christmas, this should be an important factor. This was noted by SLT. DOL stated the work at the College and Bidwell are smaller projects; we have the ET playground and phase 2 of the Bidwell playground, so might be beneficial to have tested out both contractors, Rhino and Play Company, on these smaller jobs now. Governors queried whether wet pouring is okay in the winter. DOL believes it will be okay and worst-case they will give us a warranty. RG believes it will be fair-weather dependant. LW stated that lead times in the summer were long at 11-12 weeks. Governors are happy to proceed with the Play Company.</p> <p><i>SLT guests LW and DOL left the meeting at 11.25am.</i></p> <p><i>Governor KR left the meeting at 11.25am.</i></p> <p>2.3. Devon Funding consultation: NB stated that this is not very relevant to us, as we are funded from the High Needs Block instead. However, SC stated there was a consultation meeting and papers and he did submit a response and opted for status quo on most areas except supporting the idea that there should be an admissions authority.</p>	
<p>3.</p>	<p>MINUTES OF LAST MEETING</p> <p>3.1. Minutes 14th July 2021: The following FGB Minutes were approved;</p> <p>Part 1: Approved. Clerk to arrange publishing of Part 1 online and Governors agreed to write 'approved' as per Babcock advice, but also put SC signature.</p> <p>Part 2: Clerk read out the Minutes to all Governors. Minutes were approved. <i>Part 2 update given by SC, this is recorded separately.</i></p> <p>3.2. Committee Impact statements: Governors reviewed and discussed key items raised at the latest committee meetings on 21st Sept (CBT) and 6th Oct (T&L).</p>	<p>Clerk to arrange to publish Part 1 online.</p>
<p>4.</p>	<p>SAFEGUARDING & H&S</p> <p>4.1. Safeguarding Update: Governors have received the DSL update (extracted from T&L Minutes of 6th Oct).</p> <p>4.2. Termly Governors meeting with DSLs: took place on 19th Oct at 2.30pm. SA summarised the highlights to Governors - the Hays Safeguarding training has been undertaken by T&L Governors; SA reiterated the importance of monitoring flags around staff leavers/absence and the are DSLs on each site (who have weekly meetings); and monitoring of staff mental health. SA will circulate a full written report via email, once the SCR check has been undertaken.</p> <p>4.3. H&S Update: Governors have received a copy of DOL's update (extracted from CBT Minutes of 21st Sept, with a further update). NB added that she and DOL (Premises</p>	

	<p>Manager) met with Tanya Lloyd and Colin Gardiner from H&S. NB has signed up for further training. Colin Gardiner highlighted to NB that he holds DOL in high regard; Governors agreed he is invaluable to the team.</p>	
<p>5.</p>	<p>HEAD'S UPDATE</p> <p>5.1. Update from NB:</p> <p><u>COVID-19</u>: NB stated the pupil who was particularly unwell with COVID is now recovering. All classes are currently back open. NB has been informed today that we have a pupil and member of staff who have tested positive at Bidwell Brook.</p> <p>NB stated there was some negativity from parents about class closures, NB reiterated to parents that decisions were not made lightly. As a result of concerns and queries raised by parents, and because staffing has been a logistical nightmare, some parents have said that the bubble system is not working, because pupils are mixing on the transport. SLT planned to review this now (Oct half term). In order to continue to staff the classes, and in light of parental feedback, we are planning to remove key stage bubbles after October half term. This will raise concerns with some parents; we will continue to ask staff to do lateral flow tests, wear masks in communal areas, and have sign-in sheets for staff who are not usually present in that class so that we can monitor spread. Governors acknowledged the inconsistency in government rules and approach, but queried the timing, considering infections are currently high. NB clarified that if there a positive case, that class will be locked down into a class bubble. We require flexibility in staffing cover in order to keep as many classes open as possible. Governors believe there may be amended Government (local) guidance soon, in any event.</p> <p>Governors reiterated their support for NB in making difficult decisions to protect the pupils, including if this contravenes the Government's 'we have to live with COVID' approach. Governors noted that keeping schools open also affects the pupil's physical health, as well as their education. DN and NB stated that the past six weeks have been extremely difficult with high levels of COVID infections in the Federation, and staff wellbeing has been affected.</p> <p><i>SF left the meeting at 12.45pm.</i></p> <p><u>Babcock visit:</u> NB summarised;</p> <ul style="list-style-type: none"> • Diana and Claire from Babcock were respectful and sympathetic, in light of a very unwell pupil. The meeting was moved to Teams due to COVID in the Federation • Reviewed the Risk Assessment • They asked a range of questions around the COVID / catch-up funding • They wanted NB to share with SENTient how we are using tutoring funding (on sensory lead to support vulnerable children and continuing the objectives used at the Hex) and purchasing additional SALT time • Safeguarding and the audit was discussed, pupil premium, H&S, funding • Diana is coming back, towards Christmas, to have a look around the sites <p>5.2. Teaching School Alliance: Governors have been provided with NB's update from T&L on 6th Oct. NB added; we on targets to hit KPIs, we have have 11 schools on board, and are on track to hit target of 240 children by end of April. 3 projects are being funded by Devon Schools Finance Group, ours was one (Babcock was another, the Local Authority had another which has been disbanded); we have cracked on</p>	

	<p>with ours due to the deadline of the KPIs. From a Teach First point of view, NB stated we have been approached by an Alliance in London, we have also been approached by another Alliance who have heard about our Outreach. As part of SWIFT, it is going wider which is putting the Federation on the map and supporting early career Teachers across England to support children with SEND in their settings.</p> <p>Governors queried whether we could apply to use the funding allocated to the third project, which has been shelved? NB stated it was taken from the High Needs block, so has probably been reabsorbed. Governors stated we could ask and see if we could expand our offering. NB is keen to meet our KPIs first and show we are having impact, as we only have our funding for one year, and we would like this to be a continuing situation.</p> <p>5.3. UPS requests: Governors agreed give the two staff more time to prepare a presentation, any uplift would be backdated to 1st September in any event. Hold in abeyance, come back maybe with a panel of Governors or to FGB.</p>	<p>Clerk liaise with SC about next UPS steps</p>
<p>6.</p>	<p>MONITORING</p> <p>6.1 School Improvement Partner: Confirm outcome of Head’s review with SIP (Clive Robson)</p> <p>SC advised Governors that a series of long- and short-term targets have been set. In summary, the targets were about developing and continuing the ethos, and maintaining standards - there were confidential detailed specific targets within that. Clive is coming back on 2nd/3rd November. SC reiterated to NB that Governors will support any training needs etc.</p> <p>6.2 Exec Head Performance Management:</p> <ul style="list-style-type: none"> • Governors confirmed the appointment of Clive Robson for the Head’s performance management process, on basis of SC, RG and SA recommendation. • Head’s Performance Management Panel – Babcock had suggested Chairs should not sit on this panel to allow open communications between the Chair and Head. Governors agreed to keep the Chair on the panel whilst NB is in post, for continuity and SC will continue to offer support, alongside this aspect of his role. • SC confirmed for the Minutes that at least one member of the appraisal panel has the relevant training. <p>6.3 Current FDIP: Sept ‘20 – Jan ‘22 Monitoring has largely concluded. SA, NR, RG and SC will create an overview / conclusion of the FDIP monitoring, and feedback to NB by end of Oct / early Nov, so it is in place before Clive’s visit.</p> <p>6.4 New FDIP (effective Jan 2022): Strategic planning meeting scheduled for 17th Nov (SLT with SC, RG and SA representing Governors).</p> <p>1. Monitoring visits: outline timetable for the year Governors agreed to revisit this once new FDIP in place and once COVID rates have lowered within the Federation. Visits would be particularly useful for new Governors.</p>	<p>RG and SA to report back to SC</p> <p>Clerk to diarise a Spring term reminder</p>

<p>7.</p>	<p>ANNUAL REVIEW ITEMS</p> <p>7.1. Skills Matrix: Reminder for Governors to update their column in the Matrix, so this can be reviewed at a future meeting.</p> <p>There was a discussion that an understanding of how students are assessed would be useful to Governors. Governors would also like a sheet showing how the classes are named/coloured. Clerk to invite Deputy/Assistant Heads (KB KP and SB) to next FGB in lieu of T&L.</p>	<p>Clerk to re-circulate Skills Matrix</p> <p>Clerk to invite KB & SP to FGB</p>
<p>8.</p>	<p>POLICIES</p> <p>The following policies were approved at committee and require FGB ratification;</p> <p>Approved by CBT on 21/09/21;</p> <ul style="list-style-type: none"> • Finance Policy (<i>proposed increased to delegated authority limit for CBT committee & virements; from £20k to £40k</i>) and we have adopted policy from DCC around tendering arrangements. Ratified. <p>Approved by T&L on 06/10</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy – <i>Summary of changes listed on p4 of policy. Peer on Peer Abuse (approved Summer '21) has been incorporated as an addendum. Ratified.</i> • Adult Safeguarding - <i>changes in yellow, read out by Clerk. Ratified.</i> • Code of Conduct – <i>Low Level Concerns absorbed as an addendum – Ratified, final version to be circulated.</i> • KCSIE v.Sept 2021 - Governors reminded to complete online 30min training video, circulated by Clerk 13/10 <p>Other policies for FGB approval;</p> <ul style="list-style-type: none"> • Updated RA100 Risk Assessment v2.7. Ratified; Governors agreed they are happy with the approach written and implemented by SLT. 	<p>Govs to complete KCSIE training video</p> <p>Clerk to inform Helen of policy ratifications</p>
<p>9.</p>	<p>TRAINING</p> <p>Discuss/feedback on any Governor training;</p> <ul style="list-style-type: none"> • T&L Governors have all completed the Hays Safeguarding training • SC has completed SWALSS EHCP training • Heads, Chairs & Clerk's training: 9th November at Sandy Park • Review impact of all training undertaken over the year on Governing Body effectiveness- this was undertaken in July, covering the last academic year. 	

10. FUTURE MEETINGS

11.1. Impact statement:

- Elected Chair – SC
- Noted the SCR check is taking place on 21/10/21
- Tom Bates appointed to CBT committee
- Governor vacancies being progressed
- Steve Finmore has been proposed as Foundation Governor
- Adopted Terms of Reference and set in place a process for looking at Board objectives
- Autumn housekeeping document issued - to be signed and returned
- Budget Monitors received and reviewed; to be further reviewed later in year
- Authorised Bidwell playground development
- Approved last Minutes & looked at committee impact statements
- Reviewed Safeguarding at length and feeling positive
- Approved various new policies around Safeguarding
- Report back on termly meeting with DSLs
- Received H&S update and COVID developments and confirmed support for measures taken by school
- Had discussions about difficulties of managing COVID vs providing broad educational opportunities to all students
- Heard developments on Teaching School Alliance; we have 11 schools on board and are on track for KPIS
- Mechanism in place for UPS progressions
- Clive Robson confirmed as SIP
- Exec Head perf management process in place
- Process in place to review FDIP and feed that into planning for new FDIP
- Monitoring visit to be revisited
- Skills Matrix to be re-circulated
- Reviewed training undertaken this term

11.2. AOB: TB raised a staff issue regarding parking at Bidwell; staff are being encouraged to buy a pass from Dartington Parking Association and feel this is not fair. SC asked for staff to email him with their issues and concerns so it can be taken forward. TJ believes that there were negotiations and that a significant discount was agreed.

11.3. Future agenda items;

Noted throughout these Minutes.

11.4. Confirm next meeting dates;

CBT: Tues 16th Nov (HR & Comms)

P&P: Tues 16th Nov

T&L: Weds 24th Nov

FGB: Weds 8th Dec

Meeting ended at 1.40pm.



Deferred items

The following items are deferred due to COVID restrictions / extra demand on workload;

Item	Deferred from	Deferred until
School on a Page (previously 'Excellence for All') <i>Discuss and agree response to school and governance evaluation, to be submitted by end of Sept</i>	Autumn 2020	Still deferred. The SOAP is based on external verified data, which is not available currently, as there were no exams in the summer term 2021.
Monitoring Walks	Since COVID	Spring 2022

Governors to note that the following training/conferences remain postponed until further notice;

- Laurel Trust meeting