

	<p>1.3. Governor vacancies (1 Parent & 2 Co-opted): Deb Norman has given her resignation – Governors thanked Deb for her support over the past five years.</p> <p>1.3.1.Parent Governor – Laura Boyce is the only volunteer and will attend CBT and T&L committees in Spring term.</p> <p>1.3.2.Foundation Governor – liaising with SENTient Trust to approve SF.</p> <p>1.3.3.Two x Co-opted vacancies - Governors dismissed the option of appointing a member of SLT as this may make the Body staff-heavy. Clerk following up with relevant agencies for external candidates.</p> <p>1.4. Autumn Housekeeping / KCSIE video / Skills Audit: Clerk confirmed all documents have been completed, exception is TJ who will go through documents over the phone with the Clerk.</p> <p>1.5. Board’s Self-evaluation tool – Clerk to re-circulate options and Governors to choose preference on format e.g. Babcock self-evaluation tool. Schedule the self-evaluation exercise for February FGB.</p>	<p>1.3.1 invite Laura Boyce to January committee meetings</p> <p>1.3.2 Clerk chasing SENTient</p> <p>1.3.3. Clerk to seek co-opted volunteers</p> <p>Clerk to re-circulate self-evaluation options</p>
<p>2.</p>	<p>STAFF PRESENTATIONS</p> <p>2.1. Deputy Headteachers - Katy Bradley, Shane Baker and Kate Preece</p> <ul style="list-style-type: none"> ➤ A ‘Curriculum Intent’ policy document is being developed to better indicate pupil progress. The Policy was circulated to Governors after the meeting (see policies section) and was approved albeit Governors noted work is ongoing on this document. ➤ The “Curriculum & Assessment Developments” powerpoint document was shared on screen (to be circulated to Governors after the meeting) – some key points discussed were; <ul style="list-style-type: none"> Pathways maps <ul style="list-style-type: none"> • The different levels of learning specified by DfE were explained – ranging from Engagement Model, pre-key stage, national curriculum, and externally awarded qualifications such as BTECs. Many of our students will be on the semi-formal pathway for the majority of their schooling. • We have ‘maps’ showing curriculum progress in each key stage. They include key stage descriptions to ensure consistency with topics and themes and shared resources across the Federation. • NB added that Amanda Spielman, Chief Ofsted Inspector believes all children have fallen behind due to COVID and as part of recovery effect we need a broad & rich curriculum; we have always done this but need to ensure we capture it. • The key stage leads will meet to ensure broad and balanced curriculum. 	

- EYFS have undergone changes.
 - The “Developmental Curriculum” is the core areas (English, Maths, PSHE) – students are banded by colours from yellow to turquoise.
 - We have a focus on supporting Teachers and upskilling
 - Many pre-formal learners were educated at the Hex last year, this separation meant less differentiation was needed in class; the feedback from Teachers is that we now have reverted back to the full (more diverse) cohort - including sensory learners - juggling the needs of this diverse cohort is very challenging for Teachers, and also presents challenges / distractions to the students. Our physical environment is also challenging, due to the nature of the premises.
 - Pathways map – looking at KS4 and KS5 – we are looking into formal qualifications such as BTECs / OCN qualifications. Qualifications must be relevant and pertinent to the individual student.
- EHCP coverage/Home Learning Agreement**
- Targets are personalised (therefore we don’t have comparable data in the home school learning agreements).
- Engagement Model**
- Teachers need training on the Engagement Model
 - Evidence for Learning was illustrated to Governors
 - Discussed need to drive progression, and balance recording/data with workload
- Monitoring - Governors and Deputy Heads discussed how to measure targets**
- ‘Level to which target was achieved’ will be collated and reported to Governors
 - Governors attending school and observing engagement would be a useful measure/monitor and Governors would be welcome to attend school. Governor’s monitoring could include - what training has been rolled out to staff.
 - We are still in the recovery phase, whilst we want to drive progress and set strategy, we also need to be intensively recovering and repairing the wellbeing of staff and students. Staff absence is high, which restricts what is able to be rolled out. Staff have been very flexible with covering TA/Teacher absences.
 - **Governors summarised we need to review objectives, targets, dates and impact – this can be reviewed by looking at staff training or an action plan from the Deputy Heads which we can measure. KP added that some things cannot be captured in data alone.**
 - **Governors agree Learning Walks are useful when possible with COVID, but are anecdotal and Governors need to see hard data in order to monitor.**
 - Federation wide central resources will be organised and accessible.

	<ul style="list-style-type: none"> Governors stated that Quality Assessment for TAs would be helpful and that quality of evidence is key. <p>Conclusion</p> <ul style="list-style-type: none"> Governors stated that we need to know what are next steps, with data which we can monitor. NB stated this will be captured in the FDIP. All parties agreed we need to know “what is currently happening, what we hope to achieve, and proof of how we have achieved it”. 	
<p>3.</p>	<p>MINUTES OF LAST MEETING</p> <p>3.1. Minutes 20th October 2021: The following FGB Minutes were approved;</p> <p>Part 1: Approved.</p> <p>Part 2: Clerk to circulate the Minutes to all Governors (they are in a secure folder)</p> <p>3.2. Actions Log – the actions from the last FGB meeting was reviewed and updated (see Actions Log at end of these Minutes)</p> <p>3.3. Committee Impact statements: Governors have reviewed the key items raised at the latest committee meetings on 16th Nov 2021 (CBT) and 24th Nov 2021 (T&L) and all parties were happy.</p>	<p>Clerk to arrange to publish Part 1 online</p> <p>Clerk can circulate Part 2 Minutes via email in future</p>
<p>4.</p>	<p>SAFEGUARDING & H&S</p> <p>Governors had been sent the following documents and asked to submit any queries/questions to the Clerk by Mon 6th Dec – none were raised.</p> <p>4.1. Safeguarding – Head’s Report (and DSL report extracted from T&L Minutes of 24/11/21)</p> <p>NB had a meeting with County Solicitors yesterday regarding the playground accident – going forward we will be explicit to staff on zoning of areas and responsibilities.</p> <p>4.2. Safeguarding Audit update (deadline 17/12/21) – NB confirmed this has been submitted already as confirmed in Monika and Stella’s emails.</p> <p>4.3. H&S – refer to Head’s Report</p>	
<p>5.</p>	<p>HEAD’S UPDATE</p> <p>5.1. COVID-19 - NB gave a verbal update as follows – we have had a few COVID cases in FE, who are all now back, sporadic cases across the Federation but no clusters.</p> <p>5.2. FDIP - following the FDIP/strategy day on 17/11/21, NB has pulled together a document with the 7 strategic Federation Aims summarised, and has drafted the FDIP based on that. We have prioritised what we need to do over the next year and those are the over-arching aims for the FDIP. After Christmas those will be shared with staff and the E-Teams will break the aims down into termly actions</p>	

	<p>which will help with clearer monitoring.</p> <p>Monitoring Visits - Governors discussed this, some Governors are cautious as the South Hams have the highest ever levels of COVID, in addition there is the new Omicron variant emerging in recent weeks. NB confirmed that bubbles have ceased. Governors concluded that as we are trying to 'live with the virus', NB is happy for Governors to attend school, if there is a definite purpose.</p> <p>NB advised that the Local Authority and Babcock were due to visit tomorrow 09/12/21 but are re-scheduling for Spring term, the focus will be on Bidwell as that site is due an Ofsted inspection. NB suggests any Monitoring Visits might be useful to focus on Bidwell.</p> <p>5.3. Teaching School Alliance: Governors were referred to the Heads Report (and NB's report extracted from T&L Minutes of 24/11/21). NB summarised that work continues to go extremely well, we are easily going to hit our target KPIs. The work with SWIFT in regards to Teacher Training is being nationally recognised and is going well.</p> <p>5.4. Admissions: Governors considered capacity issues and possible application for increased PAN (pupil allocation number) and the challenges with premises capacity. Our PAN is 220 and we have 241 students. NB advised increased PAN would improve things for post-16 students who are currently mixed with year 7. NB is drafting an email to the Local Authority regarding site options, including the rare breeds farm at Totnes. If we cannot increase the PAN, then from Sept 2022 we will be full, throughout the school.</p> <p>5.5. School Improvement Partner: Governors have received the School Improvement Report from Clive Robson. NB advised we have altered the format of the SEF (Self-Evaluation Form) into bullet points, with quantifiable evidence. Clive is coming again in Spring term to observe classrooms. NB will circulate the SEF.</p> <p>NB thanked Governors for their support over this difficult term.</p>	<p>NB to circulate SEF to Governors</p>
<p>6.</p>	<p>HEADS REPORT & EVALUATION – Autumn term 2021</p> <p>Governors have received the Autumn Head's Report, and Governors were reminded to review this (including the following Autumn term Cycles of Business items; Monitoring EHCP targets, Assessments, targets, learning goals, and Pupil Performance – these areas were also discussed in the Deputy Heads presentation).</p> <p>Governors thanked NB and SLT for the comprehensive Heads Report. It has useful updates on Finance, HR and each key area.</p> <p>NR suggested 'Top Risks' should be included in future Head's Report so Governors can support the Executive Head.</p> <p>NB updated on Bidwell and Ellen Tinkham playgrounds – at February half term, phase I of the Bidwell playground is happening. Meeting next week to discuss both sites. At Ellen Tinkham we have had a number of companies in with varying quotes. SLT are reviewing the different proposals next week, agreeing the priority items and deciding next steps.</p>	<p>NB to add 'Top Risks' to future Heads Reports – Clerk to inform Lisa</p>

<p>7.</p>	<p>MONITORING</p> <p>7.1 Current FDIP: Sept '20 – Jan '22 Monitoring has concluded. RG summarised that we have received the SIP report, and Governors have annotated objectives throughout the FDIP period. RG suggests that NB prepares a written closing statement for the Feb 2022 FGB, which Governors can formally sign off.</p> <p>7.2 New FDIP (effective Jan 2022): Feedback from SLT/Governor's planning meeting on 17th Nov. Final FDIP to be circulated for FGB on 9th Feb 2022. NB screen-shared the draft (5-year plan / 7 strategic aims).</p>	<p>NB to write closing statement for current FDIP</p> <p>NB to circulate Draft new FDIP doc to all Gobs</p>
<p>8.</p>	<p>ANNUAL REVIEW ITEMS</p> <p>8.1. Board objectives for the year: 'Objectives Table' is in draft form - will be reviewed when all Governors present and once FDIP is finalised at the February FGB.</p>	
<p>9.</p>	<p>POLICIES</p> <p>The following policies, approved at committee, require FGB consideration / approval / ratification;</p> <p>9.1. No policies referred from CBT meeting on 16/11/21.</p> <p>9.2. At T&L on 24/11, the following policies were referred to FGB;</p> <ul style="list-style-type: none"> • Equality & Cohesion Policy - NB has amended the policy and has asked PSHE to input. Approved. • Curriculum Intent (Policy) – Shane to circulate this, it was viewed on screen at this meeting and discussed; Governors agreed to accept this, whilst acknowledging that it is in draft format so may undergo further changes. <p>9.3. Approved by T&L Governors at previous meeting on 06/10 and requires ratification;</p> <ul style="list-style-type: none"> • Code of Conduct - marked up in yellow; Low Level concerns amalgamated at Appendix 4. Approved. 	<p>Clerk to inform Helen of policy approvals</p> <p>Deputy Heads to circulate 'Curriculum Intent' Policy document</p>
<p>10.</p>	<p>TRAINING</p> <p>Discuss/feedback on any Governor training;</p> <ul style="list-style-type: none"> • Tom Bates attended the Babcock Governor's Induction on 1/12/21 • SC, RG and SA attended strategy day on 17/12/21 – Clerk to note on training log • All Governors have completed KCSIE training • All Governors have completed Skills Audit • All Governors have signed Autumn Housekeeping 	

11. FUTURE MEETINGS

12.1. Impact statement:

- Governor vacancies are being progressed
- Governors have completed Autumn housekeeping / admin tasks
- Presentation on Curriculum Intent policy and implementation and assessment procedures means Governors are now better informed on the development process and have come to conclusions on monitoring including proxy measures for effectiveness of assessment rather than just the number of qualifications/progress
- Last Minutes (Part 1) approved
- Agreed to circulate Last Minutes (Part 2) via email for efficiency
- Committee Impact Statements reviewed and discussed
- Received updates on Safeguarding and Safeguarding Audit – no concerns
- H&S – update received, no concerns
- Update from Executive Head on COVID, bubbles have been removed
- NB advised we are trying to normalise and Governors are welcome if there is a targeted reason for the visit
- Heads Report reviewed and noted improvements to the report and monitoring progress in the Federation
- Current FDIP – NB will produce a summary for Governors at 9th Feb FGB
- Attended a strategy day which identified 7 strategic aims over the next 5 years, this will feed into the FDIP, which will be presented to Governors on 9th Feb FGB
- SIP – new arrangements working well
- SEF – NB will send updated SEF to all Governors
- Self-evaluation of FGB will be scheduled for 9th Feb FGB
- Equality Policy approved
- Code of Conduct approved
- Curriculum Policy to be circulated
- Training has taken place and was very valuable

12.2. Future agenda items;

Noted throughout these Minutes.

12.3. Confirm next meeting dates;

CBT – Tues 18th Jan 22 (*Finance & Premises*)

T&L – Weds 26th Jan 22

FGB – Weds 9th Feb 2022

Meeting ended at 12.45pm.

ACTIONS FROM LAST MEETING – discussed and updated today (08/12/21);



Meeting	Minutes item no.	Action	By	Deadline/Status
20/10/21	1.5.3	Approach SENTient to appoint SF, then Clerk to complete a Form H	Asap	Ongoing
20/10/21	1.7	Set Board objectives – consider at committee level	9 th Feb FGB	Objectives Plan created. Review once FDIP ready.
20/10/21	3.1	Publish Part 1 Minutes – 14/07/21	Asap	DONE
20/10/21	5.3	UPS requests - Clerk liaise with SC about next UPS steps	Asap	DONE – meeting with 2 Teachers took place on 7/12/21 – process being reviewed
20/10/21	6.3	Current FDIP: Sept ‘20 – Jan ‘22 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.	End Oct/early Nov	DONE
20/10/21	6.5	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.	Review Spring 2022	DONE – clerk has diarised a reminder
20/10/21	7	Skills Matrix Governors to complete	Asap	DONE 8/12/21
20/10/21	7	Invite Deputy Headteachers to FGB on 8/12/21	FGB 8/12/21	DONE
20/10/21	8	Governors to complete KCSIE training video by Stella	Asap	DONE
20/10/21	8	Policies – Clerk to inform Helen of approvals	Asap	DONE
20/10/21	Pt 2 Minutes	Arrange meeting with Local Authority to discuss spurious claims / Complaints policy	Asap	SC

Deferred items

Item	Deferred from	Deferred until
SOAP (previously Excellence for All) – not available due to exam disruption.		We believe this is N/A to SEN schools, but should salient data become available this will be shared. Remove from list.

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

- Laurel Trust meeting