

FGB Committee: MINUTES – Part 1

Wednesday 13th July 2022 at 10.00am

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

Attendees	Initials	Category
Nikki Burroughs	NB	Executive Head
Steve Cleverly	SC	Co-opted
Rick Gaebl (part)	RG	Foundation
Steven Finnemore	SF	Foundation
Laura Boyce	LB	Parent
Su Aves	SA	Local Authority
Katy Young	KY	Clerk
In Attendance	Initials	Category
Lynne Williams	LW	Finance Mgr
Dave O’Loughlin	DOL	School Business Mgr
Kate Preece	KP	Communication
Absent with Apologies	Initials	Category
Deb Norman	DN	Co-opted
Tom Bates	TB	Staff
Nicky Reynolds	NR	Co-opted
Tony Johnson	TJ	Parent
Absent no Apologies	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Safeguarding H&S	SC
3. Executive Heads Update	SC
4. Staff Presentations	SC
5. Monitoring	NB
6. Self-Evaluation	SC
7. Policies	SC
8. Training	SC
9. Minutes & Actions	SC
10. 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;

- Redundancy Policy
- Disciplinary Policy
- Grievance Policy
- FDIP – v. July 2022
- Last Minutes 25th May 2022 (Pt 1 and Pt 2)

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: “AP”, a prospective new Governor, could not attend due to being abroad with poor wifi. Apologies from DN, NR, TJ, TB. RG can attend until 11am due to dental appointment. (Meeting will remain quorate after RG leaves, as 5 Governors will remain in the meeting, out of the current 10 in office).</p>	

Signed:  SIGNED ELECTRONICALLY BY CHAIR, FOLLOWING APPROVAL AT FULL GOVERNOR’S MEETING ON 18th OCTOBER 2022

	<p>1.2. Register of Business Interests: Governors confirmed no changes.</p> <p>1.3. Terms of Office: noted KR has resigned from Governor role at end of tenure due to workload and Governors have expressed their thanks via email.</p> <p>Governor vacancies (3 x Co-opted, including replacing DN): profiles HERE.</p> <p>Candidate “CD” is no longer able to proceed. Candidate “AP” could not attend today but still interested to proceed, AP has had a tour with NB and provided ID.</p> <p>Two other candidates have expressed interest in the Federation. Governors felt that “CB” may have a conflict of interest as he works for a major IT contractor who we use. Clerk to proceed with pursuing contact details for “RJ”.</p> <p>Clerk to progress staff applicants by asking for pen portraits (by 22nd July) and Clerk to communicate that a decision will be made in Autumn term.</p> <p>1.4. Committee Impact statements – attached The Committee chairs read through the latest Committee Impact Statements including;</p> <ul style="list-style-type: none"> • Monitoring Walks at Bidwell and ETS took place and were very informative. • RG stated Whistleblowing Policy has now been approved via email by RG (Chair) & SF (Vice Chair) of CBT Committee – so is deemed approve by CBT. • SA stated Safeguarding Audit took place on 11th July. • Update was given under Part 2 	<p>Clerk to progress pen portraits with staff applicants</p> <p>Clerk to circulate SF Monitoring Walk to all Gobs & add to FDIP Monitoring doc</p> <p>Clerk to notify Helen Austin & HR of policy approval</p>
<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1 Safeguarding: Governors to refer to the Heads Report for update.</p> <p>NB advised that feedback from Local Authority following Claire Thompson’s visit was a referral to a Safeguarding Audit. The audit took place on 11th July which SC and SA attended. John Galling attended and discussed KCSIE and e-safety, he looked at the premises, and reviewed the Single Central Record where he gave some advisory notes on the formatting. It was clear that the Audit went very well. Clerk to add mention of this into FDIP Monitoring doc.</p> <p>SA and SC having termly Governors meeting with DSLs next week.</p> <p>2.2 Premises / H&S: Governors were referred to the Heads Report.</p> <p>SC advised following a meeting with the Local Authority about pupil numbers and capacity, there was an undertaking that the LA would work with us to carry out some minor works to alleviate some of the pressures that we have currently have.</p> <p>That has been progressed by DOL and NB who sent through a list of topics and developments they would like to have done which has been well received by the Local Authority who are trying to schedule those minor works, hoping to get up to £100k of minor works.</p>	<p>Safeguarding Audit - Clerk to add mention of this into FDIP Monitoring doc</p>

	<p>Governors challenged – are we still going to continue to receive pressure to go over PAN? SC – we have a clear understanding with Simon Niles who looks after buildings and capacity, that we will reduce our numbers. Internal politics at the LA are the potential issue. The works will not increase our capacity/PAN but rather allow us to cope with existing numbers/pressures. Simon Niles was the one saying you need to reduce pupil numbers, including for H&S reasons.</p> <p>NB updated we have had a reply from Hannah Ellcox at the Local Authority regarding the application for minor works, which says ‘please note we are seeking financial approval for the £150k to contribute to the minor capital works at ET as detailed in the letter. The approval process is underway and you should have a decision by 22nd July”.</p> <p>SC added that Simon Niles had also recognised that the site is sub-standard so he will also include us in a list to go to the DfE, for a new school. We are competing against other schools for this money, but it is positive that we are on the list. NB has heard from Neil at the LA to say that we are going through the filtering process and DCC will send out surveyors to the school on 12th September. So we are part way through the process.</p> <p>2.3 E-safety training for Governors</p> <p>Governors have been invited to watch the recording (link sent by Clerk on 5/7) and SC reiterated the importance of reviewing this in light of upcoming KCSIE changes in September.</p> <p>Governors noted with gratitude that DSLs have arranged Parents e-safety training sessions for Autumn term (29/09, 04/10, 06/10 and 11/10).</p>	<p>Governors to watch e-safety training over summer</p>
<p>3</p>	<p>FINANCE</p> <p>3.1 Purchase Order: Governors noted that SC has authorised PO for Bidwell loft office works @ £10k.</p> <p>3.2 Playground quotes: LW (SLT – Finance) and DOL (SLT – School Business Manager) attended.</p> <p>LW outlined the brief: to redevelop the fort area, the plan was to install a range of swings trying to cater for all abilities, including a wheelchair inclusive swing, boat swing, birds nest and two flat seat swings. Simplified, now has a waiting area for the swings, gate into the swing area which is fully enclosed, and a safety path shown in a different colour.</p> <p>LW advised she went out to several companies for quotes. Two companies have quoted to go on top of the existing wet pour, and three who have said they could not guarantee the work if they went over the old wet pour surface – balance is swung in favour of those. DOL added he would prefer they dig it up rather than overlay.</p>	

	<p>Governors challenged – we need to review the quotes knowing the budget available. LW stated we have £54,340 budget. If we went for GL Jones there is a £1400 shortfall which LW is confident we could secure by the time the works would take place (likely next February half term). Three companies would replace the wet pour; Play Company (too expensive) so it's between GL Jones and Red Lynch, whose quote only arrived this morning so LW needs to clarify a few points with them. Red Lynch quote is £49,915 excl play panels vs £55k from GL Jones. LW added that last time we did playground works, no VAT was applied.</p> <p>Governors asked LW to query whether prices are fixed in light of rising prices. LW will check this. DOL stated because the area being redeveloped is empty and fenced off so they could order the equipment now at today's prices so there would not be an increase in material prices.</p> <p>Governors queried – if the area is fenced off, why do we have to wait until February to do the works? DOL stated it might be disruptive to Early Years, DOL will speak to Early Years about this. NB suggested we could bring it forward to October half term.</p> <p>Governors voted and agreed to defer to SC (Chair) and RG (CBT Chair) to give their approval via email. LW to confirm via Clerk that she is happy with her outstanding queries and that Red Lynch remains under budget. Governors asked NB to convey thanks to LW and DOL for their work on this and for the fundraising.</p>	<p>Lynne to send final quotes to SC and RG to approve offline once queries clarified (Clerk chased 26/7)</p>
4	<p>EXECUTIVE HEADTEACHER & SLT UPDATE</p> <p>Executive Headteacher gave verbal update on;</p> <p>3.1 COVID-19: increase in cases in Exeter area. Only one case in the Federation currently though; hoping to get through to the end of summer term without class closures.</p> <p>3.2 Capacity / possible application for increased PAN (pupil allocation number) Capacity, PAN and potential funding for works were discussed earlier in meeting.</p> <p>3.3 School Improvement Partner (18 May) & Local Authority Monitoring visits – Discussed the Claire Thompson (Local Authority) visit, earlier in this meeting.</p> <p>SIP visit – Clive's notes were circulated previously. NB summarised some of the Clive's recommendations;</p> <ul style="list-style-type: none"> • Moving to three SEFs – NB believes we should continue with two to keep things focussed and aligned. We talked about adding back in the 'areas of development' section – this can be broken down into sites. Put less on FDIP going forward to have more focus. Enabling environment, proactive and responsive to needs. Governors noted we will stay with two SEFs not three. • Focus next year on Communication. Consider utilising Sam Barham (current Lampard Head, going self-employed) to coach middle leaders. Cost is £500/day. This area is on FDIP. 	

	<ul style="list-style-type: none"> • Pedagogy – being able to articulate what good Teaching and Learning is. Clive saw evidence of it, but staff found it difficult to articulate what pedagogy means. Training taking place in September by Robyn Emmerson. Also coming up with framework of what we expect from quality first teaching – we already have environmental audits in place (tidy classrooms, communication resources in place). • NB advised that SLT are looking at alternative platforms vs E4L, the subscription for this comes to an end in March 2023. • Agreed to continue to use SIP ongoing, book Executive Headteacher’s appraisal, and SIP visits in Autumn term. <p>Discussion of items 3.4 to 3.9 are Minuted under Part 2.</p> <p>3.10 NB advised that the SEN100 Project will cease at the end of this year. NB stated there is talk that there may be a different Outreach Model going forward.</p>	<p>NB to progress SIP visits. Governors to arrange EH review with SIP for autumn term</p>
<p>5</p>	<p>STAFF PRESENTATIONS</p> <p>5.1. Communication: Kate Preece attended 12.05pm – 12.30pm</p> <p>Total Communication – to ensure everyone has a voice, an approach to communication making use of a number of ways – signs, visual aids, auditory etc. Working on a communication friendly environment to remove barriers to communication, we have developed a guidance doc to ensure high quality environments (enable team, site audits and knowledge of best practice) to meet Federation expectations, this will be rolled out in September. Enhancing PECs with core vocab, use of class Communication Books (which SA recently saw in action on a Monitoring Walk).</p> <p>Next steps were outlined to Governors which include staff training, introducing the universal AAC document, ongoing support from Enable team, recruiting a SALT for targeted provision, class champions, phonemic awareness programme, developing outdoor and personal care communication boards.</p> <p>SA suggested teaching Governors a few basic Makaton introductory signs to use on Monitoring Walks. There are online /social media resources – NB recommends Singing Hands. There are also videos on our websites. Kate Preece to consider basic training for Governors.</p> <p>SC thanked Kate for the presentation and praised her work on this area.</p>	<p>KP to consider basic Makaton training for Governors</p>
<p>6</p>	<p>MONITORING</p> <p>Having thoroughly reviewed the Summer term Heads Report, Governors carried out;</p> <p>6.1 Monitoring the FDIP NB shared July 2022 updates to FDIP RAG ratings;</p> <ul style="list-style-type: none"> • Not recruiting Maths HTLA currently 	

	<ul style="list-style-type: none"> • Continuing to finalise Curriculum Intent Policy before presenting to Governors • QE2 – a lot is work in progress • KS4 – almost there with Gatsby benchmarks • QE4 – Secured IEG provision now, so a lot is green • QE5 and QE6 – work in progress <p>• Behaviours & Attitudes section – communication strategies ongoing and Communication Intent from CWa has been circulated to CBT Governors.</p> <ul style="list-style-type: none"> • BA2 – challenges communicating with Local Authority so back to amber • Continuing to look at enrichment curriculum • LM2 Governors monitoring – section was updated in June • LM3 relates to covering SLT coaching • Reflect on role of class champions is red but should be amber as many conversations have taken place around this. • LM5: school leadership has been reviewed multiple times <p>Governors challenged – in any of the red areas, does NB have concerns that we will may not make fast enough progress. NB – we are unlikely to get everything to green in the 18 months, as things do ebb and flow and it is a live document. Attention given to the priorities at the time. Always focusing on baby steps so that everything is progressing. Governors are happy that the document RAG changes show that it is a working / responsive document. Governors find the FDIP format user friendly.</p> <p>Governors to email comments to Clerk to input into FDIP monitoring spreadsheet.</p> <p>Feedback from recent Monitoring Walks will be incorporated (RG & TB – College, 13th June. LB, TB & SA – ETS, 6th July).</p> <p>Clerk has transferred FDIP Monitoring doc into excel format, and started adding RAG ratings.</p> <p>6.2 Monitor the FGB 2021-22 Actions.xlsx Recently monitored by T&L on 8th July – circulate copy to all Governors.</p>	<p>FDIP Monitoring Doc - Clerk to circulate once Monitoring Walk feedback has been inputted. Gobs to update FDIP Monitoring Doc (via Clerk)</p> <p>Clerk to circulate copy of FGB "Actions"</p>
7	<p>SELF-EVALUATION</p> <p>Actions following the recent FGB self-evaluation process;</p> <ul style="list-style-type: none"> • T&L Strategy: SA will circulate a summary of the T&L Strategy brainstorming session held on 19/5. 	<p>SA to circulate summary</p>

<p>8</p>	<p>POLICIES</p> <p>Policies approved at CBT on 14/6 which require FGB approval/ratification;</p> <ul style="list-style-type: none"> • Redundancy Policy – no changes - approved • Disciplinary Policy – no changes - approved • Grievance Policy – changes highlighted - approved <p>Please note: CBT also approved the Governor Expenses Policy to amend the mileage rate from 42p to 45p/mile (no ratification required – info only).</p> <p>As stated under Impact Statements in Section 1 of these Minutes, the Whistleblowing Policy has been approved via email.</p>	<p>Notify Helen Austin that policies ratified</p>
<p>9</p>	<p>TRAINING</p> <p>Note that following Governor training;</p> <p>OPTIONAL TRAINING:</p> <ul style="list-style-type: none"> • National College: Green Paper recorded webinar-use Clerk’s login <p>COMPLETED (Clerk to update training log & HR team)</p> <ul style="list-style-type: none"> • SWALSS: Joining a MAT (27/6, 10-30-12.00, Zoom). RG&NB attending • Tom Bates Babcock ‘Developing Governor Skills’: 21st June <p>FUTURE:</p> <ul style="list-style-type: none"> • Ana Pryce: to be booked onto Governor induction training in Autumn term • Academisation – see Clerk email of 20 May for info/options • Ofsted training – what Ofsted are expecting – consider in-house training for Govs or see if covered by NB’s SWIFT powerpoint (NB to circulate) • IT training for Governors 19th July @ 10am 	<p>NB to circulate SWIFT powerpoint</p> <p>SC to consider any in-house training for Ofsted needs</p>
<p>10</p>	<p>MINUTES</p> <p>4.10 Minutes: The following FGB Minutes were approved; 25th May 2022 (Part 1 and Part 2) – part 2 updates were given above under Head’s Update.</p> <p>Update Minuted under Part 2.</p>	

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FUTURE MEETINGS

10.1. Agree Impact statement

- Noted end of term of office for Governor KR, and resignation of Governor DN
- Governor Recruitment ongoing to bolster FGB through Autumn term
- Reviewed committee impact statements and discussed resulting actions for FGB
- Received Safeguarding update and Safeguarding audit update, Governors are assured their monitoring has been accurate and standards in the Federation are very good
- Noted that Premises and Health & Safety updates are in the Heads Report
- Governors will access e-safety training over the summer and noted the dates for parent training in Autumn term
- Approved process to move playground refurb forward with regard to the swings, net result should be that our facilities are improved over Autumn Term or by February half term latest. Taken steps to ensure no overrun in terms of expenditure
- Received updated from Exec Head on COVID-19 and noted situation of low cases in staff, but continuing vigilance
- Confirmed position on capacity – we do not wish to increase the PAN. We wish to contribute fully to any consultations which will affect the funding
- Noted SIP and LA monitoring visits and noted we will stay with 2 SEFs not 3, and noted the recommendations from those reports
- Agreed regarding SENTient and White Paper that we will continue to review options without committing either way and will need half day session in early October to discuss our position
- Noted part 2 items and are pleased we have plans in hand regarding these and that these are progressing
- Noted situation with cross-Federation family support worker, whilst being mindful of budget
- Very good Communication update received from Kate Preece, and becoming a Total Communication Federation. Agreed Governors to access basic training in Makaton for use in Monitoring Walks
- Received updated FDIP (with July 2022 RAG ratings) and noted and challenged items
- Noted that the “FGB Annual Actions” excel doc (formerly called ‘Objectives’) has been updated by T&L last Friday and Governors to continue to monitor this
- Adopted all policies recommended by CBT
- Training noted and Governors encouraged to source training which might be of use
- Ofsted training – agreed new route - NB will share notes from SWIFT initially
- Approved Minutes (Part 1 and Part 2)
- Agreed to continue to use SIP ongoing and book Executive Headteacher’s review and NB to book further SIP visits in Autumn term


	<p>10.2. Future agenda items</p> <ul style="list-style-type: none"> • Broad and balanced curriculum – increasing arts and crafts, outdoor ed, rural skills, recently had a live music performance for the students which was very well received. Review at FGB (Autumn-term 1) – invite the Enrichment team – Marie Barret. • Jotter – see Heads Report. Consider asking Nat/Becky to attend in to autumn term. • 6th Form (FE) – see Heads Report. Consider asking Emma Kenshole /Ruth McGuigan to attend in to autumn term to give update on the strategic shift planned for Sept. <p>10.3. Confirm meeting dates for next academic year (2022-2023) <i>To follow from Clerk</i></p> <p>Note: P&P Governors could not remain on the call to discuss outstanding item from last P&P meeting (Clerk Appraisal) as RG and TG were not present so would not have been quorate.</p>	<p>Discuss offline/ next P&P Agenda in Autumn</p>
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Meeting ended at 1.11pm.

Actions Log – next page

ACTIONS LOG

Meeting	Minutes item no.	Action	By	Deadline/Status
20/10/21	Pt 2 Minutes	Arrange meeting with Local Authority to discuss spurious claims / Complaints policy	ASAP	SC following up
6/4/22	1 House keeping	Clerk progressing Governor vacancies with SC	ONGOING	ONGOING
6/4/22	5.1 Heads Update	Clerk progress group training re academisation	Clerk	See Clerk email of 20 May with info
6/4/22	6.2 Monitoring	RG and TB to attend FE/KS5 at College	RG/TB	Done – June 2022
6/4/22	6.2 Monitoring	LB and TB to liaise and arrange date for of summer second half term	LB/TB	DONE – organised for 6 th July
25/5/22	3.2 Capacity	SC will share notes from the meeting with Simon Niles	SC	
25/5/22	3.2 Capacity	SA will follow up via email (Andrew Leadbetter, copying in Dawn Stabb, Simon Niles, Jacqui Ross) and at DCC Full Council on 26/5/22	SA	
25/5/22	3.4 Green Paper	Governors to pursue learning opportunities such as SWALSS training, to increase knowledge of MAT pros/cons	All	
13/7/22	1.3 Gov recruitment	Clerk to progress pen portraits from staff applicants	Clerk	DONE
13/7/22	1.4 Impact Statements	Clerk to circulate SF Monitoring Walk to all Govs & add to FDIP Monitoring doc Clerk to notify Helen Austin & HR of policy approval	Clerk Clerk	DONE DONE
13/7/22	2.1 Safeguarding	Safeguarding Audit - Clerk to add mention of this into FDIP Monitoring doc as evidence	Clerk	DONE
13/7/22	2.3 Safeguarding e-safety	Governors to watch e-safety training over summer – link sent by clerk 5/7	All	
13/7/22	3.2 Playground quotes	Lynne to send final quotes to SC and RG to approve offline once queries clarified (Clerk chased 26/7)	SC/RG	
13/7/22	3.3 SIP	NB to book Autumn term SIP visits	NB Clerk	DONE DONE

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		Governors to arrange EH review with SIP for autumn term		
13/7/22	5.1 Communication Presentation	Kate Preece to consider basic Makaton training for Governors	Clerk chased 15/9	
13/7/22	6.1 Monitoring FDIP	FDIP Monitoring Doc - Clerk to circulate once Monitoring Walk feedback has been inputted, Governors to input thoughts	Clerk	
13/7/22	6.2 Monitoring FDIP Actions	Circulate copy of FGB "Actions"	Clerk	
13/7/22	7 Self Evaluation	SA to circulate summary of the T&L Strategy brainstorming session held on 19/5	SA	
13/7/22	9 Training	NB to circulate SWIFT powerpoint to see if it covers 'what Ofsted expects' SC to consider any in-house training for Ofsted needs Govs to consider their own training needs	NB SC All	