

FGB Committee: MINUTES – Part 1

Tuesday 6th December 2022 at 10.00am

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

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steve Cleverly (Chair)	SC	Co-opted
Rick Gaehl	RG	Foundation
Steven Finnemore	SF	Foundation
Laura Boyce	LB	Parent
Deb Norman (dial-in)	DN	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Emma Kenshole	EK	6 th Form Lead
Absent with Apologies	Initials	Category
Su Aves	SA	Local Authority
Tom Bates	TB	Staff
Tony Johnson	TJ	Parent
Nicky Reynolds	NR	Co-opted
Absent no Apologies	Initials	Category

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

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

Additional Documents used/referred to at the meeting;

- Attendance Policy
- Behaviour Policy
- FDIP Monitoring Doc
- FGB Actions Log
- Finance Manager written update
- Term dates 2023-2024
- Heads Report – Autumn 2022
- P&P Terms of Reference

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: Apologies from Su Aves, Tom Bates, and Tony Johnson. Phillippa Lovell, prospective Governor has withdrawn from the process.</p> <p>1.2. Register of Business Interests: Governors confirmed no changes except to update SF's form to include membership of 19-25 committee.</p>	<p>Clerk to update Reg of Bus. Interests & upload to websites</p>

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(Steven Finnemore, Chair of Governors)

<p>1.3. Chair of FGB: Noted that SC (Chair of FGB) and SF (Chair of CBT) are swapping roles effective from 1st January 2023.</p> <p>1.4. Terms of Office: Noted that SA's (Chair of T&L) new term of office has been approved by the LA. Tony Johnson: remains unwell; retain on FGB for now.</p> <p>1.5. <u>Governing Body Model:</u> Governors noted the DES best practice for membership of committees/panels.</p> <p>Governors concluded it was useful to keep SC on the HTPM panel for now. As SF is taking over FGB Chair role, review SF's involvement in the future. Other panels cannot be changed at present due to Governor vacancies. Revisit later in Spring term.</p> <p>1.6. <u>Autumn Housekeeping:</u> Clerk reminded the remaining Governors to sign this, as it links to the Sept 22 KCSIE update. RG agreed to submit this, albeit retiring now. SC will ask TJ to sign it.</p> <p>1.7. Governor vacancies: <i>candidate profiles are HERE</i></p> <ul style="list-style-type: none"> • Phillippa Lovell, prospective Governor, has withdrawn from process • SC needs to give feedback to the staff applicants • Clerk to check for any other new candidates & report back • Clerk to slim down the welcome pack / email with SF <p>1.8. <u>Term Dates</u> 2023-2024: approved. Staff voted for Occasional Days to be Nov.</p> <p>1.9. <u>P&P Terms of Reference:</u> ratified.</p> <p>1.10. <u>Committee Impact statements</u></p> <p>Governors had reviewed the Impact Statements –the following updates were given;</p> <p>CBT NB advised there is £19-20k of Government funding for primaries and £40k for secondaries to support with heating - but only in terms of efficiencies e.g. lagging, not paying the heating bills.</p> <p>BB Head of Site – NB advised that Stella Wood is leaving. Kate Preece is going into this post for 2 terms whilst recruitment is undertaken. CBT have agreed to backfill Kate's role. Interviews after Feb half term with Governors.</p> <p>Whole School Meeting took place at ETS on 1/12 – SC is finalising his video for staff at the other sites and will circulate this. Termly KS comms meeting taking place after school next Tues, potentially SSM won't take place until New Year.</p> <p>Families newsletter – Clerk to circulate to CWa.</p>	<p>1.5 FGB Agenda 28 March for SF on HTPM and review of Model.</p> <p>1.6 SC ask TJ to sign RG to sign</p> <p>1.7 – SC feedback to staff applicants</p> <p>Clerk to seek new candidates</p> <p>Clerk to reduce welcome pack/info</p> <p>SC video update for staff – circulate</p> <p>Clerk to circulate update to CWa for families newsletter</p>
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	<p>T&L – LB summarised key points; safeguarding items were flagged up to FGB, LB added that parents are noticing there are fewer staff in class at BB.</p> <p>NB stated we have to pull in support staff, in order to prioritise classroom safety. We still have a higher level of TAs than other similar SEN schools according to benchmarking. We have few pupils with a 1:1 provision stated in their EHCP. We continue to look at staffing and best ways to move things forward and are trying to recruit, with Teacher interviews tomorrow. SC reported similar issues in Dorset.</p>	
<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1. Safeguarding:</p> <ul style="list-style-type: none"> • Staffing issues discussed in item 1.10. <p>DSL Monika Davis attended at 10.40am and gave the following verbal update.</p> <ul style="list-style-type: none"> • Policies: All updated in line with KCSIE update; KCSIE and Prevent training was delivered to all staff on first day of Sept term re KCSIE updates. • Online: All staff aware that our pupils are vulnerable to exploitable and radicalisation online. Delivered training to parents on e-safety incl an online session for accessibility, with three more training sessions in the New Year, to be advertised in family newsletters. • Early Help: MD reiterated we work tirelessly to keep all students safe and safeguarding remains a priority. Appointments of Early Help support worker at ETS and an employee at BB (supporting DSLs and securing funding for families) has already shown a positive impact (FDIP item) and families are better supported. • Social Services / Child in Need: MD flagged that working with social services is currently difficult, all public services are stretched, we are trying to challenge when the LA tries to de-escalate from Child in Need to Early Help status. We are limited in what support we can offer outside of the school setting. SC added that Governors are aware that NB and the DSLs are fighting for the pupils, Governors are happy to support this when necessary. NB mentioned a recent case where we have pushed back, where the level of risk is clearly identified; collectively we need to make the right decisions to support the child – LA still say should be dealt with by Early Help via TAF. Governors offered to step in to support where necessary. • Safeguarding Audit – completed. 	

- **Safeguarding Action Plan** –being finalised.
- **Training:** PREVENT training completed; training on supporting students with mental health post COVID (part of induction training). We have MH support policy and programme in place but will refresh this and roll out again.
- **Holidays:** the Audit included a new area of focus - keeping children safe in school holidays. SC stated school holidays are outside of contractual obligations of DSLs, the Head is the only one who doesn't have a holiday entitlement and could be contacted in school holidays. NB added the nursing team do highlight any concerns before the school holidays. MD stated we do contact external agencies where there are concerns before holidays and the DSLs have a rota to cover school holidays. MD stated due to cuts to public services there is more emphasis on schools supporting and picking up responsibilities.
- **Attendance:** Again there is a shift in focus to schools being responsible for this, with an increase in non-attendance since COVID. Schools now expected to be doing more spot checks on attendance - NB has sent a letter supporting parents but reiterating that students needs to attend / on time.
- Governors reiterated their thanks to MD for all her work on a particular student issue recently.
- Governors noted the colour coding on Attendance in the Heads Report which was a useful report.
- SC volunteered to be Attendance Governor as per Attendance policy. Clerk to update SODA
- NB gets requests from families for term time holidays and monitors the requests, NB and Governors believe this can be useful for families as it is a quieter time of year to go away so NB and Governors are happy for NB to authorise these as long as not excessive. Governors stated it would be useful to use E4L to document what is learnt on holidays.

2.2. **Premises / H&S:** refer to the Autumn Heads report.

2.3. **Safeguarding Training;**

Su Aves: Level 3 refresher due by January: booked for 9th Dec 22 but SA is unavailable due to family circumstances so this needs to be postponed.

Steve Finnemore: Level 3 initial training: booked for 25th & 26th Jan 23

Clerk to update
SODA

Clerk to rearrange
SA L3 refresher

<p>3</p>	<p>EXECUTIVE HEAD'S UPDATE</p> <p>Executive Headteacher gave verbal update on;</p> <p>3.1 Staff wellbeing survey SLT have implemented a cycle of surveys (parents in autumn, staff spring, pupils in summer term) on a rolling basis, Clerk to add to Cycles of Business. For the upcoming staff survey in Spring, there is a focus on wellbeing. Questions have to be phrased in a way that we can respond to.</p> <p>3.2 Capacity NB advised that she and DOL (Premises Manager) met with DCC, they might ask us to increase our PAN. NB stated to the DCC that whilst we are using the DfE formula for PAN (which we are already over), it is a crude tool as it does not take into consideration the configuration of our school buildings.</p> <p>DCC advised that we should know by Christmas whether we are in the schools re-building programme. At ETC we are feeling full and due to go up to 123 pupils in 2023. NB went through options e.g. year 7s kept on site, year 8s brought back to ETS; NB is discussing tonight with SLT.</p> <p>DCC is putting more students in our building which DCC and the DfE have stated is not fit for purpose and DCC are not offering any support with this. NB stated we will have to remain selective post 16.</p> <p>NB advised that Jackie Ross and Diane Rochford from DCC are rescheduling their visits to look around ETS and ETC, due to train strikes. NB is attending weekly placement and transport meetings with DCC.</p> <p>RG queried – we do not have as many pupils in school as we have in our Budget forecast, which influences the income figures. NB stated that AD had forecast based on 240 (which is 10% over PAN), in recent meetings Simon Niles said we can go up to 'under 20% or 15% whichever is more' – agreed the number at ET is 238. NB will check the Budget has been revised accordingly.</p> <p>3.3 School Improvement Partner: Spring 2023 dates NB has had meeting with SIP. NB asked Governors to consider approving the SIP to attend for 3 days rather than 2, in Spring term, to enable input at each setting. Review the needs for summer term nearer the time. Supporting school and ETC to support SLT in quality of education. Governors approved this for all terms going forward.</p> <p>Items 3.4 – 3.7 are Minuted under Part 2.</p>	<p>Clerk add surveys to Cycles of Business</p> <p>NB check budget revised for new PAN% numbers</p>
<p>4</p>	<p>STAFF PRESENTATIONS</p> <p>4.1 6th Form (FE) - Update on the September strategic shift</p> <p>Update from EK and discussion on funding – Minuted under Part 2.</p>	

5	<p>MONITORING</p> <p>Having thoroughly reviewed the Autumn term Heads Report, Governors carried out;</p> <p>5.1 Monitor the FDIP</p> <ul style="list-style-type: none"> • RAG updates – to follow after meeting • Updated the Governance section <p>5.2 Updated “Governor’s FDIP monitoring spreadsheet” T&L updated on 22/11/22. SC sent updates via email. FGB updated the document.</p> <p>5.3 Updated the Governor’s “FGB 2021-22 Actions.xlsx” FGB completed a review and updated document.</p> <p>5.4 Monitor Pupil Performance Data – DEFER TIL MARCH (SPRING HEADS REPORT) Refer to Heads Report then “ask how the school is identifying gaps for specific pupils and how these will be addressed moving forward”. (refer to “Q card 4: data” for prompts)</p> <p>5.5 Future Monitoring Walks; 20th January @ College – T&L (SA/NR/SF) TBC January @ Bidwell – T&L (LB)</p>	
6	<p>POLICIES</p> <p>Policies deferred from T&L Committee;</p> <ul style="list-style-type: none"> • Behaviour Policy – (Matt C/Stella) – approved, but revisit in January 2023 – consult with staff & stakeholders. • Attendance Policy – Bidwell version, with changes in yellow – approved. ET version to follow (Stella) 	<p>Notify Helen Austin that policies ratified</p>
7.	<p>TRAINING</p> <p>Note the following Governor training;</p> <ul style="list-style-type: none"> • SA & SF: Safeguarding Level 3 training (DES) – see section 2 above • All: Ofsted training (bespoke in house): late Spring term, Clerk to progress • Clerk: ‘Clerk’s role in formal proceedings’ (DES) :14th March 2023 <p>Governors reminded of upcoming training;</p> <ul style="list-style-type: none"> • Chairs Conference (DAG) – 12th Dec 2022, 6pm on Zoom • SEND conference (DES) – 8 June 2023 @Sandy Park • Safeguarding conference (DES) – 29 June 2023 @Sandy Park 	<p>Clerk to update Training Log</p>

8.	<p>MINUTES</p> <p>8.1 Minutes: The following FGB Minutes were reviewed; Part 1: 18th Oct 2022: Approved Part 2: Minutes were shared on screen at the meeting. Approved</p>	
9	<p>FINANCE</p> <p>9.1 Budget / FIPS: Governors have reviewed update from Finance Manager; NB will check pupil numbers updated, finances were discussed earlier under section 4.</p>	
10.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>10.1 Impact statement;</p> <ol style="list-style-type: none"> 1 Noted terms of office and change of Chairs 2 Reviewed committee structure and confirmed we wish to continue with SC involved in HTPM and P&P 3 Ensured records on September update on KCSIE will be in place via Autumn Term housekeeping 4 Continued to pursue filling governor vacancies to ensure an effective FGB 5 Approved term dates 6 Ratified P&P Terms of reference 7 Reviewed committee Impact Statements 8 Received thorough Safeguarding update, gave commitment to supporting DSLs and NB with switch of workload and downgrading by some of the support offered by the LA, and expressed concern about this 9 Noted the Premises and H&S report in the Heads Report 10 Received updates on training proposed for Governors including Safeguarding 11 Confirmed programme of surveys throughout the school year 12 Part 2 items discussed and minuted; agreed ways forward on each of those 13 Postponed pupil performance data monitoring 14 Approved Behaviour Policy and Attendance Policy with some minor amendments 15 Noted upcoming conferences 16 Approved Minutes of last meeting 17 Noted updated Budget position. Agreed we will check basis on calculations for capacity have been updated <p>10.2 Future agenda items</p> <ul style="list-style-type: none"> • Jotter: invite Nat/Becky to attend (Spring term) • Invite Student Council: (Diana Denman: ‘improve pupil voice with Governors’) • Postponed ‘pupil performance data monitoring’ – await Spring Heads Report <p>10.3 Meeting dates: FGB meetings moved from Weds to alternate Tuesdays and Fridays, and T&L moved to Tuesdays, to facilitate DN.</p>	

Meeting ended at 1.00pm.



ACTIONS LOG AS AT 6th DEC 2022;

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, challenging due to staffing at the LA
25/5/22	3.4 Green Paper	Governors to pursue learning opportunities such as SWALSS training, to increase knowledge of MAT pros/cons	All	Ongoing
18/10/22	1.Housekeeping	Sign Autumn Housekeeping doc <u>06/12/22 update:</u> SC ask TJ to sign. RG will sign.	ALL	ASAP as confirms KCSIE updates read
18/10/22	1.9 Governor vacancies	SC will feedback to staff applicants Govs to feedback to Clerk on candidates, SF and SC to contact them	SC ALL	ASAP
18/10/22	3.1 Session Times	NB to circulate 'timetables' (Session times)	NB	DONE
18/10/22	3.2 Parent/Carer Survey	Clerk add QAs to Cycles of Business (Staff – autumn, students – spring, parents – summer).	Clerk	DONE
18/10/22	3.5 LA Monitoring	Governors to progress bullet points from Diana Denman; <ul style="list-style-type: none"> • Outside areas/safety of pathway • Improve pupil voice (with Governors) • Parents newsletter (Clerk) • Staff newsletter (Clerk) 	ALL	ASAP Student Council to attend FGB 24 th March 2023
18/10/22	4.3 Laurel Trust	Feedback to Emily Carey Lewis	ALL	DONE (SC)
18/10/22	5.1 FDIP	NB to circulate Autumn FDIP updates	NB	DONE
18/10/22	6 Self Evaluation	SA to circulate a summary of the T&L Strategy brainstorming session held on 19/5.	SA	On hold pending SA return
18/10/22	9. Ofsted	<ul style="list-style-type: none"> • NB to report back on any actions from the Ofsted "reference meeting" Minutes • Clerk to schedule Ofsted training for late in Spring term 	NB Clerk	ASAP Spring Term
06/12/22	1.Housekeeping	Recruitment of Governors: Clerk to thin out initial welcome pack, create flowchart and welcome emails with SF	Clerk & SF	DONE
06/12/22	2.1	SODA – update to include SC as Attendance Governor	Clerk	DONE
06/12/22	2.3	Rearrange Su Aves L3 safeguarding refresher	Clerk	DONE
06/12/22	3.1	Add surveys to Cycles of Business	Clerk	DONE
06/12/22	3.2	NB check budget has been revised with new PAN% numbers (238)	NB	ASAP

Signed:  APPROVED AT FULL GOVERNOR'S MEETING ON 10th FEBRUARY 2023 Page 8 of 8
(Steven Finnemore, Chair of Governors)