

FGB Committee: MINUTES – Part 1

Friday 10th February 2023 at 10.00am

Hybrid meeting: Bidwell Brook Loft / dial-in via MS Teams

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steven Finnemore (Chair)	SF	Foundation
Steve Cleverly (dial-in)	SC	Co-opted
Laura Boyce	LB	Parent
Tom Bates	TB	Staff
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Tony Johnson	TJ	Parent
Su Aves (dial-in)	SA	Local Authority
Deb Norman	DN	Co-opted
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. Finance	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;

- Behaviour Policy
- Attendance Policy
- FDIP Monitoring Doc
- FGB Actions Log
- SFVS

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: Apologies from Su Aves, Tony Johnson, Nicky Reynolds, Deb Norman. Meeting remains quorate with 5 Governors.</p> <p>1.2. Register of Business Interests: Governors confirmed no changes. SF to be added as member of SENTient once approved by SENTient processes.</p>	<p>Clerk to update Register of Business Interests re SENTient</p>

	<p>1.3. Format of meetings going forward Governors agreed the following;</p> <p>Staff presentations to Governors;</p> <ul style="list-style-type: none"> • need to highlight <i>impact</i> - not just what is being done. Max 5 slides. • NB has a list of “20 questions” - Governors could use as a crib sheet for certain topics e.g. safeguarding (DES) • Clerk and SF to look at setting up a pro forma template – to incl impact – amalgamate Monitoring Walk template and Heads Report template. SF invited Governors to work with him to aim for 2.5 hours duration of meetings. Docs will be circulated via email to be approved in advance. <p>1.4. Terms of Office: TJ’s term expires 29 April 2023 – renew & keep on board</p> <p>1.5. Committee Impact Statements: reviewed offline. No feedback.</p>	<p>Clerk & SF to set up pro forma presentation template</p> <p>Clerk to renew Tony Johnson tenure – Form H</p>
<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1. Safeguarding: NB has attended Safeguarding Level 3 refresher. Going forward, Ofsted will want to know number of incidents per half term e.g. bullying, child on child abuse etc. When Ofsted visit, Governors will be given a printed copy of latest data.</p> <p>NB gave an update under Part 2.</p> <p>2.2. Premises / H&S: refer to DOL January 2023 report.</p> <p>2.3. Safeguarding Training; <u>Su Aves: Level 3 refresher: postponed to Mar 2023 due to family circumstances</u> <u>Nikki Burroughs: Level 3 refresher: completed Feb 2023</u></p> <p><u>Steve Finnemore: Level 3 initial training: DONE 25th & 26th Jan 23 – enjoyable.</u> <u>Laura Boyce: Level 3 initial training: Booked in June 2023</u></p> <p>Level 2 training is happening for staff in September hosted by Jon Galling – in person/ online. Governors could attend. Clerk follow up with HR Managers and circulate dates to Governors.</p>	<p>Clerk liaise with HR for details of L2 training –circulate to Governors attend.</p>
<p>3</p>	<p>EXECUTIVE HEAD’S UPDATE Executive Headteacher gave verbal update, Minuted under Part 2.</p>	
	<p>STAFF PRESENTATIONS</p> <p>4.1 None required for this meeting.</p>	

5	<p>MONITORING</p> <p>Governors carried out the following monitoring activity;</p> <p>4.1 FDIP Jan 2023: NB has circulated with updated RAG ratings. Governors updated the RAG ratings for the Governance section (LM2) in the meeting, which was positive.</p> <p><i>Governor's "FDIP monitoring doc" doc – email updates submitted by Governors.</i></p> <p>4.2 Updated the Governor's "FGB 2021-22 Actions.xlsx" Discussed progress, and updated all RAG ratings. Action arising – add SF as member of SENTient Trust to replace RG; SC to remain in place.</p> <p>4.3 Monitoring Walks; 20th January @ College – T&L (NR) 3rd March @ ETS – T&L (LB/NR) Visit to Bidwell – LB (date TBC pending panel hearing dates)</p> <p>4.4 Website Format Governors discussed upgrading the website and also making updating of Governance pages a more streamlined interface. Noted that Governance documents have been updated by Clerk and uploaded today. Agreed a good idea to refresh / align website(s) and to get quotes.</p>	<p>Govs to progress any actions</p> <p>Govs to progress any actions</p> <p>Add SF to SENTient Board</p> <p>Obtain quotes for website – NB</p>
6	<p>POLICIES</p> <ul style="list-style-type: none"> • Attendance Policy - (now updated to include ET and term dates) Approved. • Behaviour Policy – substantial changes. NB updated Governors under Exec Head update section. Approved. 	<p>Notify Helen Austin that policies ratified</p>
7.	<p>TRAINING</p> <p>Governors noted the following training;</p> <ul style="list-style-type: none"> • Safeguarding training (DES) – see section 2 above • All: Ofsted training (bespoke, DES): asap in Spring term - online • Clerk: 'Clerk's role in formal proceedings' (DES) :14th March 2023 • Heads Clerks and Chairs day (DES): Thurs 23rd Feb 9.30am – 2pm. Sandy Park Conferencing and Banqueting Centre. <p>Governors reminded of upcoming training;</p> <ul style="list-style-type: none"> • SEND conference (DES) – 8 Jun '23 @Sandy Park (book in SC. Circulate to all Govs) • Safeguarding conference (DES) – 29 Jun '23 @Sandy Park 	<p>Clerk to update Training Log</p> <p>Clerk to progress Ofsted training</p> <p>Clerk to book SF on SEND conference, and circulate details to everyone else for both June dates</p>
8.	<p>MINUTES</p>	<p>Approve via email – Clerk to circulate 'MS Forms'</p>

	<p>8.1 Minutes: The FGB Minutes from 6th Dec 2022 (Part 1 and Part 2) were circulated via email yesterday. Governors to approve offline (via MS Forms).</p>	
9	<p>FINANCE</p> <p>9.1 Finance Manager AD attended at 11.55am and gave an update under Part 2.</p> <p>Meeting dates to be arranged as follows;</p> <p>CBT is on Tues 7th March – AD to give update.</p> <p>FGB is on 28th March so needs to be brought forward so NB can attend. Make it a partial FGB (most pressing items only) + extra-ordinary Finance meeting, on Tues 21st March (move T&L).</p> <p>Review whether extra FGB is meeting needed to cover any missed items – Clerk to check cycles of business items for March FGB and review with SF.</p> <p>MUGA</p> <p>AD advised that DOL has been getting quotes for the MUGA – it is going to be funded by DCC via extra money negotiated by NB. Quotes are £34,550, £41k, and the preferred one is £44,990 – more expensive but the surface area is better and a bigger area – best product and gives something the others do not. DCC are covering the cost so no impact on Budget. Governors approved, SF signed the quote.</p> <p>9.2 SFVS – tweak in numbers since last meeting to match Budget - ratified.</p>	<p>Clerk to co-ordinate meetings dates</p> <p>Clerk check FGB cycles of business for March</p>
10.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>10.1 Impact statemen – <i>what difference has this made to outcomes across the Federation</i></p> <ol style="list-style-type: none"> 1 Reviewed meeting structure to reduce time that staff Governors are out of class 2 Safeguarding impact – ensuring that Safeguarding is improved for all children by having Governors trained, and that explicit data is given to Governors on categories of safeguarding going forward so Governors will be better informed and able to review trends and impact of interventions 3 Capacity issues remain, but we are working to utilise the environment we have to ensure best outcomes for children 4 Good report from SIP which is driving improvement across all sites on ongoing basis 5 Staff wellbeing discussed – Governors will support via comms and attending WSMs to improve visibility 6 Monitoring of FDIP and Action Log ensures we are continuing to move forward despite challenges faced 7 Monitoring Walks planned, which will triangulate and improve premises and T&L practices 8 Agreed to overhaul website to ensure clarify for all stakeholders and ease of navigation 9 Policies were approved ensuring clarity in processes and procedures for all. 	

10 Full and frank discussion around Budget and a timeline confirmed, further clarify awaited and being gathered by Finance Manager and review meetings arranged.

10.2 Future agenda items

28th March FGB (spring term)

- Student voice: student council (15 mins at start)
- Focus on Budget/FIPS application & any urgent FGB matters – other items to be postponed to May FGB

26th May FGB (summer term)

- FGB annual self-evaluation (group) & skills matrix (individual) incl [NGA guidance](#) –
- Review Spring Head's Report (due c15 March) including deferred Dec '22: 'pupil performance data monitoring'
- 6th Form (FE): Emma Kenshole & Nat Lawson to give update
- Governing Body Model: update re best practice (once Governors recruited)

10.3 Key dates:

- Teacher strike action: 2nd, 15th & 16th March
- CBT & P&P: Tues 7th March @10am / 1pm (Teams) – discuss FIPS application
- T&L: ~~Tues 21st March~~ @10am (Teams) – NEW DATE TBC
- FGB: ~~Tues 28th March~~ Tues 21st March (Bidwell Loft. Bag meal provided)

Student Council: 15
mins @ start of 28th
May FGB

Meeting ended at 12.45pm.

ACTIONS LOG AS AT 10th February 2023;

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	10/2/23: SC has tried to pursue but LA is reluctant and understaffed, so they haven't engaged with process as yet
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 will ask TJ and RG will sign.	ALL	ASAP as confirms KCSIE updates read
18/10/22	1.9 Governor vacancies	Continue to progress new candidates	Clerk	Ongoing - remove
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	Student Council to attend FGB 24 th March 2023 at beginning Govs to attend WSMs – diary reminders sent by Clerk
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
10/2/23	1.2 Register of Business Interests	Clerk to update Register of Bus Interests re SENTient (SF) once appointed	Clerk	Once SF appointed by SENTient
10/2/23	1.3 meeting format	Clerk & SF to set up pro forma presentation template for staff	Clerk/SF	After Feb half term
10/2/23	1.4 Terms of office	Clerk to renew Tony Johnson tenure – Form H	Clerk	After Feb half term
10/2/23	2.3 Safeguarding training	Clerk liaise with HR about L2 training – can Governors attend. get dates	Clerk	After Feb half term

10/2/23	3.2 SIP	NB to share SIP's spring term report with Governors	NB	After Feb half term
10/2/23	3.6 Clerk hours	SF to confirm Clerking hours	SF	After Feb half term
10/2/23	3.7 Comms/Staff wellbeing	Govs (Wellbeing) in staff newsletter Diarise annual update needed in summer term	Clerk	After Feb half term
10/2/23	3.7 Comms/Staff Wellbeing	Governor(s) to attend all WSMs and give verbal update	ALL	Clerk has sent WSM dates to Governors – diarise who's going at next FGB
10/2/23	5 Monitoring	Govs to progress any actions on FDIP monitoring doc / FGB Actions Log	Clerk	Clerk to circulate reminders after half term
10/2/23	5.2 Monitoring	Add SF to SENTient Board	Clerk	Once approved by SENTient
10/2/23	5.4 Website format	Obtain quotes for website	SF/NB	After Feb half term
10/2/23	7 Training	Clerk to progress Ofsted training date (online) Clerk to book SF on SEND conference, and circulate details to everyone else for both June dates	Clerk	IN PROGRESS DONE
10/2/23	8.1 Minutes of last meeting	Approve via email – Clerk to circulate 'MS Forms'	Clerk	Govs to complete MS Form
10/2/23	9.1 Finance	Clerk to arrange FIPS meetings (CBT, FGB etc) for Feb/March	Clerk	Proposed dates circulated to Governors on 10/2/23
10/2/23	9.1 Finance	Check Cycles of Business for FGB Agenda in March – postpone to May where poss. *Student Council to be first on FGB Agenda 21 st March. 15 min max.	Clerk	After Feb half term