

FGB Committee: MINUTES – Part 1

Tuesday 18th October 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 Gaehtl	RG	Foundation
Steven Finnemore (part)	SF	Foundation
Laura Boyce	LB	Parent
Deb Norman	DN	Co-opted
Tom Bates (part)	TB	Staff
Katy Young	KY	Clerk
Ana Pryce	AP	Prospective Governor
In Attendance	Initials	Category
Karen Trevelyan	KT	HR Manager ETS
Sarah Bedford	SB	HR Manager BB
Marie Barrett	MB	Enrichment
Absent with Apologies	Initials	Category
Su Aves	SA	Local Authority
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;

- Session Times (“timetables”) for ETS and BB

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: Apologies from NR, SA and TJ. Ana Pryce, prospective new Governor, attended FGB today, has attended T&L, and will attend CBT, then decide if she wishes to join. Jennifer O’Riordan hopes to attend committee meetings after October half term.</p> <p>1.2. Register of Business Interests: Governors declared no changes.</p> <p>1.3. Election of Chair / Vice Chair of FGB: Clerk invited volunteers for the posts. SC has other obligations going forward and would like to step down as FGB Chair asap. Governors agreed that – SC will continue as Chair of FGB and SF as Chair of CBT, with these roles swapping from 1st January 2023. (NB proposed this, TB and RG seconded, and this was unanimously agreed).</p>	

	<p>Vice Chairs are the Chairs of the T&L and CBT Committees – SF and SA (SC from 1st Jan 2023).</p> <p>1.4. Terms of Office: DN is happy to stay on in role but cannot attend meetings on Wednesdays. SA term of office expires on 16/10 and SA wishes to continue in post which is supported by T&L Committee, FGB agreed with this.</p> <p>1.5. Adopt the updated NGA Code of Conduct v2022 – agreed and adopted.</p> <p>1.6. Autumn Housekeeping: all Governors reminded to sign doc and return to Clerk.</p> <p>1.7. Key Portfolio Areas - annual review. SLT names updated, and Careers Governor added.</p> <p>1.8. Terms of Reference: Adopted the updated versions for each committee.</p> <p>1.9. Governor vacancies (2 x Co-opted): Ana Pryce attending today. Jennifer O’Riordan has had welcome papers, a school tour on 17/10, and will be invited to meetings after Oct half term.</p> <p>Governors discussed staff Governors who have applied. SC will speak to them.</p> <p>Governors to feedback to Clerk on other external candidates (profiles HERE). SC and SF will then progress candidates.</p> <p>1.10. Committee Impact Statements SF (Chair of CBT) ran through CBT Impact Statement. Budget was focus at last CBT meeting. Accessibility Plan being reconfigured.</p> <p>LB (Co-Vice Chair of T&L) ran through T&L Impact Statement.</p>	<p>Su Aves – Clerk to complete paperwork</p> <p>Govs to sign Autumn Housekeeping</p> <p>Clerk add Key Portfolios to website</p> <p>SC will feedback to staff applicants</p> <p>Govs to feedback to Clerk on external candidates, then SF and SC to liaise</p>
<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1. Safeguarding: written update (extracted from T&L meeting last week) has been circulated.</p> <p>Governors noted that Parent’s “e-safety training” sessions took place on 29/09, 04/10, 06/10 and 11/10/22.</p> <p>SC stated he and SA held their termly Safeguarding meeting with the DSLs on 13th Oct 2022 and everything is satisfactory.</p> <p>NB added – staff cover is tight, vacancies are being covered by support staff meaning there is less cover capacity when staff are off sick, which is a challenge. Dynamic Risk Assessments are ongoing. Letter had to go out to Bidwell parents about cover staff last Friday 14th Oct. Staff are not used to the current level of staffing, on paper staff to pupil ratio is still quite high so we are looking at how we can deploy staff differently.</p>	

	<p>SC advised Governors that there has been an issue with not being able to meet a particular student's needs; SC praised NB for escalating this to DCC (Jackie Ross, Matthew Shanks and Rachel Shaw) – NB stated she has had no feedback yet. Interim EHCP review is going ahead and NB is assuming someone from 0-25 will be there to discuss this. SC will follow up with County. DN gave feedback that the staff in that class are concerned.</p> <p>It was noted that HR's new 'Operational Guidance Handbooks' link in to Safeguarding (staffing levels) – RG stated he was impressed by the Handbooks.</p> <p>2.2. Premises / H&S: Governors have received a written report from DOL, who presented at CBT. The money allocated from the LA for College works is going ahead.</p> <p>Bidwell playground work – NB confirmed that phase 2 is commencing in February half term. TB asked, do we have anything robust in place to mitigate disruption. NB confirmed the new part of the playground will remain open and unaffected. NB will speak to Premises Team to reiterate.</p> <p>2.3. Su Aves: Safeguarding L3 refresher due by January: booked for 9th Dec 22.</p> <p>2.4. E-safety training: Governors reminded to watch the recording.</p>	<p>SC to follow up with DCC</p>
3	<p>EXECUTIVE HEAD'S UPDATE Executive Headteacher gave verbal update on;</p> <p>3.1 Session times for 2022-2023 NB shared screen with Governors to run through session times (timetables). Following feedback from the SIP visit in summer, we have tightened up on our session timings and NB shared the timetables we have across the Federation and NB will share these with Governors.</p> <p>Term dates for 2023-2024: to follow at next meeting</p> <p>3.2 Parent / Carer Survey results: NB stated we plan to run surveys annually going forward. Staff – autumn, students spring term, parents in summer term.</p> <p>There were 120 responses to the parent/carer survey, overall very positive; feeling safe and happy at the school. Some honest feedback we can respond to. Overall, parents want to feel more involved in their child's learning, we have put in place plans to invite parents to come into the classroom termly, to be involved in learning. We have also put in place parent workshops e.g. online safety.</p> <p>3.3 Capacity issues & next steps – through to second round for DfE funding. Chasing up DCC about capacity at the College particularly this year. Simon Niles is going to talk to the commissioners and come back to us. 116 students when we should have 75-80. It is feeling tight.</p>	<p>NB to circulate Session Times</p> <p>Term dates on next FGB Agenda</p> <p>Clerk to note QA dates on Cycles of Business</p>

3.4 School Improvement Partner (28 Sept) visit

Overview, as T&L Governors have been briefed by Stella Wood

The SIP, Clive Robson, attended with a view to establishing where we are with our Middle Leaders – from visits last year and the Monitoring visits, we are feeling secure with our Subject Middle Leaders, we will continue to invest in them. We need to focus on developing our Key Stage Leaders now. SIP has given feedback to SLT.

At Bidwell the SIP was complimentary, particularly about the Lower School KS leads and where support has been identified this has been put in place. In conjunction with Robyn Emmersen, CPD Lead, helping support and develop staff; monthly meetings with Head of Site to discuss / be given coaching by Head of Site. Ambitious plan to develop that second tier of leadership and working to ensure the KS leads are working seamlessly with our Subject Leads and helping SLT to be able to have a handle on everything.

At ET, the SIP spent the day at the school, our KS1 Lead was off sick, and KS2 Lead was on a course, but he spent a day with Katy Bradley, Head of Site, and Robyn Emmersen, CPD Lead, and did lesson observations and gave feedback on how we could coach those KS Leads.

It was lovely to hear the feedback from Clive about the high standard of teaching at both sites, despite the current staffing challenges.

Inviting back in Spring term to follow up and do the same work at the College.

3.5 Local Authority Monitoring visit – Bidwell Brook (Diana Denman)

We had already implemented some of the SIP's suggestions, awaiting Diana's report – it was an intro visit, but felt very positive.

NB stated Diana raised suggestions for areas the Governors need to be involved in;

- the outside area and safety of the entrance pathway
- Governors need to be strong around pupil voice, so students need to know who the Governors are and how to liaise with them. We have started to action that at Bidwell via a "concerns" box
- Ensure Governors triangulate with parents e.g. following on from parents survey how do Governors communicate with parents. SC stated we discussed at T&L re-start certain things like Governors being present at parents evenings and an action was for Governors to be alerted to dates of parents eves so Governors can potentially attend. SC and Clerk working on update to add to parents newsletter (which are circulated fortnightly) and SC will finalise this over half term.

Governors noted these points, and will progress them.

3.6 SENTient MAT conference / White Paper

Further research to be done and see what happens at Government level.

Items 3.7 – 3.10 discussed and Minuted under Part 2.

Governors to progress their involvement in these bullet point areas

Bullet 3: SC will finalise parents update over Oct half term.

4

STAFF PRESENTATIONS

4.1 Enrichment team: Marie Barrett attended at 11.10am and updated Governors.

The enrichment team is an additional responsibility for staff who also have other roles (core Subject Lead or CDMT), so their capacity to work as a team is affected by that.

Focus is having a broad & balanced curriculum around enriching outside of the core curriculum subjects, with themed weeks and events so we can celebrate learning and specific areas of the curriculum e.g. last year we had Arts Week, we have in the past had Diversity weeks.

MB's role is to ensure parity across the settings to give all students the same opportunities. This year in terms of enriching music (an FDIP focus) we had a SEN charity attend Bidwell, giving us five days of group and one to one sessions with two musicians, CPD sessions for staff, and an audit of our musical instruments. Next step is writing a music curriculum; staff have varying confidence in teaching music.

This year – Arts week, science days, multi faith week. E-team do not want to impact too much on Teacher workload so we have spread those events across the year. E-team have asked Teachers to volunteer to lead particular events across the Federation to spread out the workload.

SC challenged – with the skills mix of the Team and changes in the team, does this mean the offer changes year on year? MB stated we try to cover the breadth of the curriculum; we plan which areas we will cover e.g. RE, Art, Diversity, Science, Children in Need and Red Nose Day.

NB added that the Ofsted framework emphasises importance of knowledge and skills and we elevate our offering via Enrichment such as Music, as well as Rural Skills, Outdoor Ed etc, it also supports communication skills. MB added we have revamped our curriculum offer and 'big questions' for each key stage which is creating great engagement.

4.2 HR update: HR Managers KT and SB attended at 11.30am to update Governors.

Documents on Absences (winter staffing plans) and draft 'Operational Guidance' document looking at how we risk assess classes were circulated before the meeting.

RG stated he was impressed by the HR Operational Guidance Handbooks.

HR Managers clarified that the averages used for comparing staff absence are the National UK Average, not the average for Teachers or SEN schools.

Bidwell – SB stated we are experiencing high staff absence due to circulating bad viruses, plus seven COVID cases. At Bidwell, there are a number of vacancies, we are covering the multiple vacancies using support staff, but then when there is sickness on top, it means we have no cover staff left. We are having to borrow staff from other classes where possible.

Two very challenging days last week on Thursday and Friday with about 38 staff off on both days. We also have another TA resignation who is leaving at the end of October, and another who has resigned on personal health grounds. We will have a two-day Teacher vacancy in 6th Form from January onwards.

Utilising the new Operational Guidance Handbook, there have been two classes in particular we have struggled to staff; yellow class and dragonflies class were dipping in and out of 'critical' criteria. Support staff are having to cover.

Governors asked; are there patterns visible in rates of sickness absence across different categories of staff. SB stated; Absence in the document is for the previous academic year 2021-22 when we had COVID affecting figures. Secondly, SB stated that we do see higher levels with TAs, partly because it is our biggest group of staff and Teachers /support staff may be more reluctant to take time off as their workload stacks up. (Noted that days off to look after their own children is marked as 'other' not illness).

Ellen Tinkham School & College – KT advised there have been lower absences recently, but we are steadily running with around 20 staff missing on average. Mainly cold/flu viruses, a couple of cases of COVID. A lot of D&V where staff have to stay off for 48 hours from last incident of illness.

Last year - we had 1,447 days of absence through COVID so KT has split the figures out. We have discussed why TA staff may be off in SB section. We have had to call in Rural Skills, Outdoor Ed, Therapy, to cover sickness – which has had an impact on the service we provide, it has also affected their own absences as we have some cases of stress related absence. Once everyone is in class there is no flexibility, Spring term 2022 was the worst period for illness.

We have five vacancies we can recruit to (as they were in the Budget before the recruitment freeze) but recruiting is difficult; we have only had four applicants.

We have a Teacher we had appointed to work before the summer to work 3 days per week starting after half term, who has withdrawn. We are pulling in the Assistant Head to support this. We have a Teacher due on maternity leave from Christmas but her class is challenging so this presents an issue. Several resignations from TAs which is higher than usual at this time of year so things are having an impact and people are moving on.

Operational Guidance Handbook – we are often 'adequate' in staffing, and sometimes tipping into 'critical', we have not been in 'optimal' for a while.

Governors challenged – we looked recently at the new RAG rating document (Operational Guidance document) which Governors thought was a good document, are HR Managers finding this helpful?

HR Managers feel that the new RAG system would be helpful, it would be good to have a point of reference e.g. for closing classes. SB - staff would like to see the document, but we will have to ensure rules are consistently applied in line with the document. NB stated it is useful tool when explaining to parents the rationale for closing classes, albeit we will try to keep classes open wherever possible e.g. by combining classes. SB added it gives us a paper trail record for decisions made.

	<p>Return to work meetings are taking place – where staff attend them. SC asked HR Managers to report back if they start to run into difficulties keeping on top of these.</p> <p>Governors challenged – it looks superficially that absence at ET are lower than BB is that correct? KT stated figures are higher at ET percentage wise 11.3% and Bidwell is 10.27%. RG suggested using Teacher averages rather than national averages.</p> <p>4.3 Laurel Trust: Reminder for Governors to feedback to Emily Carey-Lewis.</p>	<p>Govs to feedback to ECL by end Nov</p>
5	<p>MONITORING</p> <p>Having reviewed the Summer term Heads Report, Governors carried out;</p> <p>5.1 Monitoring the FDIP Reviewed Autumn RAG updates – NB went through on screen. Stella had also gone through in depth with T&L Governors last week.</p> <p>Greyed out means we have taken a different direction. Certain items moved from green to amber (e.g. Outdoor Learning) due to staffing constraints. Governor’s section RAG ratings were updated. NB will share updated FDIP with Governors.</p> <p>5.2 Update “Governor’s FDIP monitoring spreadsheet” Governors reviewed the document in full and updated relevant sections and noted items to take on Monitoring Walks.</p> <p>5.3 Update the Governor’s “FGB 2021-22 Actions.xlsx” Governors to email updates to Clerk to update RAG ratings and review at next FGB.</p> <p>5.4 Confirm monitoring visits for this term CBT – 7th Nov T&L – LB will arrange Bidwell visit with Stella Wood</p>	<p>NB to circulate updated FDIP</p> <p>Governors to email updates to Actions Log to Clerk</p>
6	<p>SELF-EVALUATION</p> <p>Deferred from last meeting:</p> <p>SA to circulate a summary of the T&L Strategy brainstorming session held on 19/5. Governors to bring any questions to FGB.</p>	<p>SA to circulate summary</p>
7	<p>POLICIES</p> <p>Policies approved at T&L on 13/10/22 and were ratified before SF left the meeting.</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy – <i>change to format, ratify</i> • Adult Safeguarding Policy – <i>no changes, ratify</i> 	<p>Notify Helen Austin that policies ratified</p>

<p>8.</p>	<p>TRAINING</p> <p>Note the following Governor training;</p> <p>COMPLETED (training log updated):</p> <ul style="list-style-type: none"> • Tom Bates: DES 'Ofsted - what to expect' 11th Oct 22 • Ana Pryce: DES 'new Governor induction' 12th Oct 22 • E-safety training discussed above • KCSIE – Governors reminded to review the updated KCSIE, and the Sept '22 overview of changes • SENTient conference attended by five Governors on 12th October • RG attended DCC Funding Consultation on 6th October <p>OPTIONAL:</p> <ul style="list-style-type: none"> • National College: Green Paper recorded webinar – use Clerk's login (katy.young@learntolivefederation.co.uk, Password123) <p>FUTURE:</p> <ul style="list-style-type: none"> • Jennifer O'Riordan: new Governor induction (Autumn 2022 / Spring 2023) • Su Aves: Safeguarding refresher (9 Dec 2022) 	<p>Clerk to update Training Log</p>
<p>9.</p>	<p>MINUTES</p> <p>Minutes: The following FGB Minutes were reviewed;</p> <p>13th July 2022 (Part 1): APPROVED</p> <p>Update on item 9 "in house training for Ofsted needs". NB could not attend the Ofsted meeting, it was a termly reference group meeting, NB will check the Minutes once circulated.</p> <p>Noted to diarise Ofsted training for new / all Governors in late Spring term (bespoke in house).</p> <p>Part 2 Minutes 13th July 2022: APPROVED</p> <p>NB gave an update on all items, in today's Exec Head section – also Minuted as Part 2.</p>	<p>NB to report back on any actions from the Ofsted meeting</p> <p>Clerk to schedule Ofsted training for late in Spring term</p>
<p>10</p>	<p>FINANCE</p> <p>10.1 Update on Budget: SC gave an update, discussed and Minuted under Part 2.</p> <p>10.2 Invoices: Governors noted that the Chair SC has signed invoices for Breakthrough Trust @£16,858 and A+ Building Maintenance @£12,800.</p>	

11.

FUTURE MEETINGS

11.1 Agree Impact statement

1. Elected Chair and Vice Chairs and have a succession plan going forward to ensure Governing Body has a Chair and Vice Chair after Christmas
2. Terms of office extended to be mindful of succession planning for Governance
3. NGA Code of conduct and Autumn Housekeeping docs give a clear code by which the FGB works
4. Terms of Reference ratified
5. FGB continue to be active in Governor recruitment to fill all vacancies
6. Update from both committees
7. Reassured regarding Safeguarding, premises, H&S and Governors reminded about e-safety training
8. Received an update on Session Times which will help inform Monitoring Walks, and had some triangulation in terms of Governor views of the Federation via the parent/carer survey
9. Capacity remains a major concern and next steps are clearly marked
10. Received reports from SIP and LA Monitoring Visit and Governors will formulate responses to the Governor's actions identified
11. SENTient meeting/White paper – endorsed approach taken regarding MATs which is to continue to explore options but not rush into anything
12. Part 2 discussions minuted separately
13. Good presentation from Marie Barrett on work of Enrichment Team and challenges involved in that. Enforced importance of enrichment of the curriculum, and improving the experiences of our students
14. HR update given; staffing continues to be a focus for Governors particularly in light of levels of illness. Received reassurance about RTW interviews but requested Governors be made aware as soon as any difficulties with RTW interviews. Endorsed the Operational Guidance document and staff to be made aware.
15. Governors agreed to feedback to ECL on Laurel Trust
16. Looked at FDIP and Monitoring Spreadsheet and updated both
17. Governors will email updates on 'Actions Log' to Clerk
18. Approved Safeguarding policies x2
19. Noted training opportunities
20. Agreed last Minutes
21. Endorsed approach taken in terms of Budget and approaching FIPS and Governors will receive further updates in due course
22. Agreed to look at future meetings to include flexibility to ensure meetings remain accessible to people

11.2 Future agenda items

- 6th Form (FE) – ask Emma Kenshole / Ruth McGuigan to attend after Oct half term, to give “update on the Sept strategic shift”
- Jotter: review the update when Autumn Heads Report issued -Consider asking Nat/Becky to attend future meeting

Meeting dates: draft some dates for FGB - moving from Weds to another day e.g. alternate Tuesdays and Fridays - and ask for feedback about daytime/twilight/evenings.

Clerk to circulate
date / time options

Meeting ended at 1.35pm.

ACTIONS LOG AS AT 18th OCT 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
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	ALL	ASAP - confirms KCSIE update has been read
18/10/22	1.9 Governor vacancies	<ul style="list-style-type: none"> • SC will feedback to staff applicants • Govs to feedback to Clerk on external candidates, then SF and SC to liaise 	SC ALL	ASAP
18/10/22	3.1 Session Times	NB to circulate 'timetables' (Session times)	NB	ASAP
18/10/22	3.2 Parent/Carer Survey	Clerk add QAs to Cycles of Business (Staff – autumn, students – spring, parents – summer).	Clerk	ASAP
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) • Send parents newsletter/update 	ALL	ASAP
18/10/22	4.3 Laurel Trust	Feedback to Emily Carey Lewis	ALL	End Nov
18/10/22	5.1 FDIP	NB to circulate Autumn FDIP updates	NB	ASAP
18/10/22	5.3 Governance Annual Actions Log	Governors to update Governance Annual Actions Log (email to Clerk)	ALL	ASAP
18/10/22	6 Self-Evaluation	SA to circulate summary of the T&L Strategy brainstorming session held on 19/5	SA	ASAP
18/10/22	9. Ofsted	<ul style="list-style-type: none"> • NB to report back on any actions from the Ofsted meeting Minutes • Clerk to schedule Ofsted training for late in Spring term 	NB Clerk	ASAP Spring Term