

FGB Committee: MINUTES – Part 1

Friday 31st March 2023 at 10.00am

Hybrid meeting: College / 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 (dial-in)	TB	Staff
Su Aves	SA	Local Authority
Nicky Reynolds	NR	Co-opted
Jodie Came	JC	Potential Governor
Katy Young (dial-in)	KY	Clerk
In Attendance	Initials	Category
Robyn Emmerson	RE	CPD Lead
Absent with Apologies	Initials	Category
Deb Norman	DN	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. FGB Self-Evaluation	Chair
7. Policies	Chair
8. Training	Chair
9. Key Stakeholder Comms	Clerk
10. Minutes & Actions	Chair
11. Finance	Chair
12. Impact/Future Meetings/Actions	Chair

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

Additional Documents used/referred to at the meeting;

- FDIP Monitoring Doc – March RAG ratings
- FGB Actions Log
- Training Log
- New website proposal from CWa/IT
- Robyn Emmerson – CPD slides
- Teacher’s Pay Policy – *awaited*
- Finance Policy
- Finance Table of Delegation
- Behaviour Principles (appendix to Policy)
- Head’s Report

MINUTES

Ref	Item	Agreed/Action
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<p>1.</p>	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: Welcome prospective Governor, Jodie Came. Note that Tony Johnson has retired due to long term illness; leaving 8 Governors in post. Deb Norman has sent apologies due to being unwell.</p> <p>1.2. Governor candidates: New candidates registered, Clerk has approached; <i>Adnan Isin</i> – details awaited <i>Gemma Rolstone</i> – Nursery owner, Governor & SEND experience, Safeguarding trainer <i>Georgie Adams</i> – Lead Nurse at RD&E, wants to creating opps & empowerment <i>Samantha Wood</i> – business owner (financial planning), parent, wants to give back</p> <p>CVs have been uploaded to Sharepoint and the link was circulated to Governors.</p> <p>1.3. Register of Business Interests: no changes.</p>	
<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1. Safeguarding The Spring Head’s Report has been sent this morning, Governors will review.</p> <p>NB gave verbal update; the Safeguarding section is now much more data specific. Full update given under Part 2.</p> <p>2.2. H&S: refer to Heads Report. NB confirmed nothing else / new to report.</p> <p>2.3. Governor training incl Safeguarding: refer to training log for full details. There are 3 Governors (plus Laura from June) trained in L3 Child Protection.</p> <p>2.4. Terms of Reference, approved by P&P – FGB to ratify (1 change in personnel) Ratified on Forms by NB, SC, SF, LB, NR – TB and SA confirmed verbally they are happy. Ratified.</p>	
<p>3</p>	<p>EXECUTIVE HEADTEACHER’S UPDATE</p> <p>3.1 Safeguarding – Minuted under Part 2.</p> <p>3.2 School Improvement Partner: Summer dates x3 will be confirmed by NB once finalised.</p> <p>3.3 Update on Bidwell catering provider: TBC; move to next FGB</p>	<p>NB to confirm summer SIP dates</p> <p>Catering – add to May FGB</p>
<p>4</p>	<p>STAFF PRESENTATIONS</p> <p>4.1 CPD update from Robyn Emmerson on; Engagement Pathway training, Impact, induction of Teachers, work with Middle Leaders)</p> <p><i>RE attended at 10.30am and ran through her slides, including Impact of all CPD.</i></p> <p>Governors asked what “D Grade” TA means. RE explained they are a higher grade than the other TAs with more responsibilities, mentoring new TAs and managing organisational elements. Upskilling them will mean they can further support their</p>	

	<p>Teacher and their TA colleagues.</p> <p>Governors asked about staff survey – NB confirmed this is now done each Autumn term, (Spring term is pupils, summer term is parents).</p> <p>Governors asked – how teachers are setting targets? NB advised there is a data drop twice per year, but Teachers also update targets across the year. RE added Teachers access seminars and training. NB stated some of our well experienced Teachers have come to us as NQTs / ECTs and the training programme is now more rigorous and in-depth. Our percentage of ECTs is high.</p> <p><i>RE left the meeting at 10.50am.</i></p> <p>*Governors to triangulate this via next Monitoring Walks*</p>	
5.	<p>MONITORING</p> <p>Governors carried out the following monitoring activity;</p> <p>5.1 Spring Head’s Report – circulated today by NB.</p> <p>Governors reviewed key points and impacts offline, including;</p> <ul style="list-style-type: none"> • Evidence for Learning – interim data drop • BKSb assessment data & home usage data – data drop of diagnostic assessment • Pupil performance data monitoring (<i>deferred from 6 Dec 22 FGB</i>) • Monitor and analyse the use and impact of additional funding eg PP, CIC, sports (<i>deferred from CBT 21/3/23 – awaiting Heads Report</i>) <p>NB gave verbal update – SLT are focussed on quality of target setting, conversations ongoing with Local Authority, as the EHCP is the statutory document but is often not up to date.</p> <p>Across the school, pupils continue to make good progress, the data for post-16 does not look as good as we would like – this is because at post-16 the curriculum changes, to prepare for adulthood; the targets become more long term which affects the data, but this is expected and not of concern.</p> <p>Governors challenged; are you looking to change how data is captured – NB advised we have had problems with E4L (hard to use and extract data) so moving to Earwig - staff training scheduled for after Easter.</p> <p>5.2 FDIP: NB has updated RAG ratings for Feb & March and these were fully reviewed at committee incl Governance section (LM2) – Governors were satisfied.</p> <p>NB discussed changes to the next FDIP; Student Council will have more of a voice. On this note, SF added we have made a commitment to attend all Student Council events and TB volunteered to attend the Council meeting on 20th April.</p>	

Governors asked about Local Authority relationship – NB is trying to support that. SA added there is a new Chief Exec, and highlighted the recent parent rally due to lack of support and services from the LA.

5.3 **Governor's FDIP monitoring list:** This was updated at the committee meetings on 21st and 24th March.

5.4 **FGB 2021-23 Action Plan:** RAG ratings for Feb/Mar were monitored and updated by T&L committee with actions noted.

5.5 Monitoring Walks;

- 3rd March @ Hollow Lane – T&L (LB) *DONE – report to follow.* Verbally advised that they looked at after school clubs, condition of the building which is poor. NB advised that we have a quinquennial report on premises; we continue to lobby the Local Authority and NB met them again this week. We do not have the budget for repairs. In December 2022 we lost out on a bid to rebuild the Hollow Lane site.

- ~~20th April~~ Fri 21st April @ Bidwell – T&L (LB)

- DATE TBC @ College – T&L (LB)

Items to monitor;

- *“Outside areas/safety of pathway” – Diana Denman action point*
- *Triangulate what was presented by Robyn Emmerson (Engagement Pathway training, induction of Teachers, work with Middle Leaders, Impact)*
- *Select topics from FDIP*

Reminder: Governing Body obligations are to complete at least 6 Walks per year overall. Noted that we are on track for this.

Governors reminded to submit feedback forms to Clerk for triangulation via the updated Monitoring Walk [pro-forma](#).

5.6 Website upgrade

CWa slides were circulated on Weds 28/3.

NB advised that we need to increase the budget due to an increase in annual upkeep costs, alternative is we consider hosting it ourselves in the future.

NB stated that the website is the front door to our Federation and is the first thing stakeholders look at. **Governors agreed/approved NB to proceed.**

LB to confirm good dates for College Monitoring Walk

Governors to submit outstanding reports on historic Monitoring Walks

	<p>5.7 Committee Impact Statements: circulated via Sharepoint.</p>	
<p>6</p>	<p>FGB ANNUAL SELF-EVALUATION</p> <p>6.1 Skills Audit Clerk circulated template on Weds 29/3. Governors to complete and Clerk will create a 'Matrix' identifying any gaps to consider when recruiting new Governors.</p> <p>6.2 FGB annual <u>Self-Evaluation</u> Governors completed this activity in the meeting. Most areas were RAG rated positively (green) – weakness identified was around Governor numbers. Governors to start to draft the <i>2023-2024 FGB Action Plan</i> – after Strategy Day.</p> <p>The '3 core functions' of the Governing Body were revisited (more info in links);</p> <ol style="list-style-type: none"> 1. <u>Ensuring clarity of vision, ethos and strategic direction</u> 2. <u>Holding executive leaders to account</u> for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff 3. <u>Overseeing financial performance</u> of the organisation and making sure its money is well spent <p>Governors requested a link to the <u>Governor's handbook</u> so they can revisit this.</p> <p>6.3 Federation Vision Statement – review NB advised we have served a permanent exclusion and there has been some strong feedback around how this links into the Vision Statement around 'no-one is excluded' (excluded was not meant in terms of process). Governors will look at this more at Strategy Day and get feedback from families and students too.</p> <p>6.4 Strategy Day: Clerk will arrange date (late May / early June) - <i>not 6th (SA) not 1-19th June (SC). (LB safeguarding training 7th and 8th)</i>. Agenda items in item 12.</p>	<p>Governors to return Skills Audit to Clerk</p> <p>Clerk to note actions identified by Self-Evaluation, and draft new FGB Action Plan</p> <p>Governors to review Vision Statement at Strategy Day</p> <p>Clerk to arrange date for Strategy Day</p>
<p>7.</p>	<p>POLICIES</p> <p><u>Ratified (via 'MS Forms')</u> these policies approved at committee;</p> <ul style="list-style-type: none"> • Teacher's Pay Policy (<i>new model</i>) – approved at P&P on 15-11-22 subject to amends – awaited – NB will chase up as this should be a Spring term policy. • Finance Policy (<i>no changes</i>) – needs signing by SF Ratified via MS Forms by SC, SF and LB –TB, NR, SA confirmed happy. RATIFIED • Finance Table of Delegation (<i>no changes</i>) Ratified via MS Forms by SC, SF and LB –TB, NR, SA confirmed happy. RATIFIED 	<p>NB to chase up Pay Policy with HR team</p> <p>Clerk to send signed version to Finance Manager</p> <p>Clerk to advise Helen Austin which policies ratified</p>

	<ul style="list-style-type: none"> • Behaviour Principles (addendum to Behaviour Policy) <u>DRAFT</u> (approved by T&L), append to Policy, upload to websites. RATIFIED 	
8.	<p>TRAINING</p> <p>Governors can refer to the training log for full details.</p> <p>Confirmed the following Governors are trained in Level 3 Child Protection: SF, SC, SA – and LB will be trained in early June.</p> <p>UPCOMING TRAINING OPPORTUNITIES;</p> <ul style="list-style-type: none"> • The governance of safeguarding (online) (FREE): 02 May 10-11.30am Recommended for all Governors, most are already trained – Nicky R plus any new Governors should attend. • Safeguarding Level 2 (Jon Galling) staff training in Sept 2023 – aimed towards staff but Governors may wish to sit in. Dates to follow from NB. There is also SCR training for the DSLs in April, but Governors feel satisfied by their Level 3 Child Protection training. • Sharepoint: is migrating to Teams after Easter. *Governor training 18/4, 11am* - (record training for those who cannot attend – such as SA) • Safeguarding conference: 29 Jun 23, 9.30-4.00pm @Sandy Park Noted that SF and DN are attending, and will report back to FGB. 	<p>Clerk to book in NR for 2/5. Jodie to attend in summer term (so she can attend CBT on 2/5)</p> <p>Jon Galling training – NB to confirm dates</p> <p>SF/DN to feedback at next FGB (May)</p>
9.	<p>KEY STAKEHOLDER COMMUNICATIONS</p> <p>Governors are attending these key stakeholder events; (reminded to indicate availability via the MS Form)</p> <ul style="list-style-type: none"> • <u>Staff</u> – WSMs: TB and SF attended all (SF BB and @College, TB and SA @ETS) • <u>Families</u> – Easter celebrations (Governors will attend College session this afternoon) • <u>Families</u> - Summer fetes • <u>Student Council</u> meetings - 20th April 945-1030 at ETS: TB will attend. <p>Other stakeholder activity;</p> <ul style="list-style-type: none"> • <u>Student Council</u>: will be presenting to Governors (postponed to July FGB, due to unavailability of their support staff on Fridays). • <u>Student survey</u>: Governors will receive data after Easter. 	

	<ul style="list-style-type: none"> • Newsletter updates: The Chair has drafted an update for staff/family newsletters, and given verbal updates at the WSMs. NB will input, then can be circulated. 	<p>NB will input on newsletter – then can be circulated</p>
<p>10.</p>	<p>MINUTES</p> <p>Last Minutes: 10th Feb 2022 - Part 1 and Part 2 Last Minutes circulated for approval via Forms ahead of the meeting. NB had asked for a rephrasing re capacity section, which Clerk has actioned. All approved (except SA, who was not present).</p>	
<p>11.</p>	<p>FINANCE</p> <p>Minuted under Part 2.</p>	
<p>12.</p>	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>12.1 Impact statement – what difference has this made to outcomes across the Federation?</p> <ol style="list-style-type: none"> 1. Discussed Safeguarding – aware of Audit Actions and new template for Head’s Report and put this into graph format 2. Governors received Head’s Report today, and will review 3. Increased strength and knowledge across the FGB and further training is regularly offered – Governors will have a robust understanding of Safeguarding ensuring children are kept safe and remains a priority to all 4. NB gave capacity update, SIP and Catering (TBC) – decision deferred to next meeting, and planned transfer to Earwig 5. Review of training and Governors are now aware of success of training programme and have awareness that having Teachers early in their careers as ECTs benefits the Federation, we have a clear progression for TAs and staff. 6. Monitored FDIP and FGB Actions Log. 7. Monitoring Walks completed across all sites which are being written up, and more scheduled for summer term and meeting statutory requirements. 8. Discussed website upgrade – impact it will make the website more user friendly for all stakeholders, timescales requested. 9. Looked at Committee Impact statements are on Sharepoint 10. FGB Self-Evaluation was reviewed – identified that recruitment is our only amber issue. Skills Matrix is being worked on by Clerk. 11. Reviewing Vision Statement as part of Strategy Day (late May/early June) we are doing this early to ensure we are up to speed and have something in place by start of new academic year and generates FDIP 12. Ratified policies via MS Forms – except Pay Policy which NB is chasing 13. Looked at training and benefits of this 14. Safeguarding Training – DN and SF will feedback to FGB 15. Stakeholder Comms is a key focus for FGB to improve their visibility / be more approachable 16. Student Council will present in Summer Term 17. Discussion on Finance – all Governors now aware of latest situation / key message to staff i.e. no redundancies planned. 	

12.2 Future agenda items – Summer term (May FGB)

- Student Council: are attending July FGB – with support staff
- Governing Body Model: update re best practice, once new Governors are recruited
- ToR review: assign policies to individual Governors. Appoint Lead Governors to key areas
- 6th Form update – Emma Kenshole & Nat Lowson
- Strategy Day – with SLT & Governors (late May / early June) – Agenda items;
 - Strategic Plan – including review of ‘5 strategic priorities’
 - SWOT analysis – internal (*look at data, FIPS/Budget*) and external (*e.g. birth rates in Devon*)
 - PCRs – what’s working/not working
 - Should then feed into the SIP and next FDIP
 - This feeds into the new ‘FGB Actions Plan’ (Sept 2023 – Jul 2024) along with outcomes generated from FGB Self-Evaluation exercise
 - PCRs “what’s working/not working” – to start looking at drafting SIP – feeds into 2023-24 FDIP
- Student welfare: Pupil survey data available after Easter – May FGB
- ~~Parents eve w/c 1st May – NB report back to Governors~~ – agreed to remove this item as too operational – unless something notable comes up.
- PCRs “what’s working/not working” – to start looking at drafting SIP – feeds into 2023-24 FDIP (part of Strategy Day and/or discuss at FGB)
- Proposal on SLT structure (NB)
- Update on Bidwell catering provider
- Monitor Spring Head’s Report including;
 - Evidence for Learning – interim data drop
 - BKSb assessment data & home usage data – data drop of diagnostic assessment
 - Pupil performance data monitoring (*deferred from 6 Dec 22 FGB*)
 - Monitor and analyse the use and impact of additional funding eg PP, CIC, sports (*deferred from CBT 21/3/23 – awaiting Heads Report*)
 - Feedback on Safeguarding Conference (9th June) – July FGB (SF and DN)
 - Bidwell Catering update

12.3 Next meeting dates:

CBT: Tue 2nd May, 10am (Teams)

T&L: Tue 9th May, 10am (Teams)

FGB: Fri 26th May, 10am (College) – July at Bidwell

12.4 Actions Log – next page

Meeting ended at 12.40pm

ACTIONS LOG – AS AT 31st March 2023;

Meeting	Minutes item no.	Action	By	Deadline/Status
18/10/22	1.Housekeeping	Sign Autumn Housekeeping doc 06/12/22 update; SC will ask TJ and RG will sign.	ALL	ASAP – as this confirms the KCSIE updates have been read 31/3/23 SC will follow up
18/10/22	3.5 LA Monitoring	Governors to progress bullet points from Diana Denman; ➤ Outside areas/safety of pathway ➤ Improve pupil voice with Governors (Student Council to be first on FGB Agenda) ➤ Parents newsletter (SF/Clerk) ➤ Staff – newsletter (SF/Clerk) – incl wellbeing ➤ Staff – Minute which Gobs are going to which WSMs at March FGB	ALL	Outside areas/safety of pathway – review on Monitoring Walks Student Council will attend summer FGB SF progressing newsletters – going out start of summer term Gov(s) to attend WSMs – diary reminders sent
18/10/22	6 Self-Evaluation	SA/NR to circulate a summary of the T&L Strategy brainstorming session held on 19/5.	SA/NR	SA/NR will look out their notes
10/2/23	3.2 SIP	NB to share SIP's spring term report with Governors	NB	By 31/3 meeting
10/2/23	3.7 Comms/Staff wellbeing	Cover wellbeing in staff newsletter Diarise that an annual update needed in summer term	Clerk	Spring newsletter – SF drafting Summer update – diarised to discuss at May FGB
10/2/23	5.2 Monitoring	Add SF to SENTient Board	Clerk	Chasing with Lindi at SENTient

CLOSED – will remove from future actions log

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	9. Ofsted	NB to report back on any actions from the Ofsted “reference meeting” Minutes	NB	SUPERSEDED BY OFSTED TRAINING
18/10/22	9. Ofsted	Clerk to schedule Ofsted training for late in Spring term	Clerk	Took place on Fri 3/3/23
10/2/23	1.2 Register of Business Interests	Clerk to update Register of Bus Interests re SENTient	Clerk	DONE
10/2/23	1.4 Terms of office	Clerk to renew Tony Johnson tenure – Form H	Clerk	SUPERSEDED – TJ has resigned
10/2/23	3.6 Clerk hours	SF to review / confirm Clerking hours	SF	DONE
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	Clerk Clerk	DONE – Fri 3/3 DONE
10/2/23	8.1 Minutes of last meeting (Dec 22)	Approve via email – Clerk to circulate ‘MS Forms’	Clerk	DONE
10/2/23	9.1 Finance	Clerk to co-ordinate FIPS / CBT / FGB meetings - for Feb/March	Clerk	DONE
10/2/23	9.1 Finance	Check Cycles of Business for FGB Agenda in March – postpone to May where poss so FIPS can be focus.	Clerk	SUPERSEDED - FIPS separate meeting is no longer necessary

CLOSED ON 31/3/2023

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 31/3/23 – not going to be prioritised by DCC so we need to make our own decisions – CLOSE ITEM
06/12/22	3.2	NB check budget has been revised with new PAN% numbers (238)	NB	31/3/23: DONE
10/2/23	1.3 meeting format	Clerk & SF to set up pro forma presentation template for staff	Clerk/SF	31/3/23: N/A but advised max 5 PPT slides
10/2/23	2.3 Safeguarding training	Clerk liaise with HR about Level 2 Safeguarding training. Issue invites to Gobs once dates finalised (Sept 2023 training days) To follow on from L2 DES training (circulate reminder at March FGB)	Clerk	31/3/23: DONE
10/2/23	5.4 Website format	Obtain quotes for website	NB	21/3/23: Discussed at 31/3 meeting