

FGB Committee: MINUTES – Part 1

Friday 26th May 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	SC	Co-opted
Laura Boyce	LB	Parent
Tom Bates	TB	Staff
Nicky Reynolds	NR	Co-opted
Jodie Came	JC	Prospective Governor
Gemma Rolstone	GR	Prospective 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
Su Aves	SA	Local Authority
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
- Premises report from DOL
- FGB Actions Log

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcomed all parties.</p> <p>1.2. Appointed new Governors, Jodie Came and Gemma Rolstone – both initially assigned to CBT committee. SC and NR volunteered to be mentors, available on the phone/email.</p> <p>1.3. Apologies received: Su Aves.</p> <p>1.4. Resignations: Su Aves (Local Authority) and Tom Bates (Staff) due to new roles. TB has agreed to remain a Governor, switching to a co-opted category of Governor from Sept 2023.</p> <p>1.5. Register of Business Interests: Governors confirmed there are no changes.</p>	

<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p><u>**L3 Safeguarding Governors: SF, SC, SA (LB from June 2023)**</u></p> <p>2.1 Safeguarding: NB gave verbal update under Part 2 (minuted separately)</p> <p>2.2 H&S update: Governors have received a copy of DOL's latest update report. NB added we have achieved 100% in the Ellen Tinkham H&S audit. At BB, an agency worker has been appointed to come in to support site teams over the holidays.</p> <p>2.3 Appoint H&S Lead Governor – in accordance with Audit and DES advice. JC agreed to take on this role.</p> <p>2.4 Governor Safeguarding training:</p> <ul style="list-style-type: none"> • Laura is training in L3 Child Protection in June • Safer Recruitment training – awaiting clarification on which is suitable for Govs • Jon Galling staff L2 training in Sept – Governors welcome to attend • Named Safeguarding Governors – to be SF and SC? Should be separate to Chair. SC to be rest of this year. LB happy to be named Governor from Sept 2023. • Other Lead Governors – to be discussed at next FGB <p><u>The governance of safeguarding (online)</u></p> <p>Nicky R attended on 2/5 which concluded all existing Governors being trained. Clerk liaise with GR and JC about booking onto next training date (26 Sep) and other training for new Governors.</p>	<p>2.3 Send Jodie details of H&S duties</p> <p>2.4 Jon Galling L2 – Clerk to request Sept dates & circulate to Govs</p> <p>Clerk to arrange training for GR and JC</p>
<p>3</p>	<p>EXECUTIVE HEADTEACHER'S UPDATE</p> <p>Executive Headteacher gave verbal update Various points discussed under Part 2 (minuted separately).</p> <p>3.5 PCRs "what's working/not working" – to start looking at drafting SIP – which will feed into 2023-24 FDIP PCRs – they are going ahead and will be fed into draft FDIP.</p>	
<p>4</p>	<p>STAFF PRESENTATIONS Brought forward on Agenda to 10.30am, to facilitate staff attendance</p> <p>4.1 6th Form update – Emma Kenshole & Nat Lowson (15 mins)</p> <p>New curriculum is in place since Sept 2022. Need to ensure that we now need to ensure the English and Maths in place is actually in place and done with integrity.</p> <p>TB – whose decision is it – balance between life skills, and curriculum (Maths, English etc) – NB – directive from Government to focus on English and Maths.</p> <p>EK – we have such a variety of students, so it depends on the young person. The difficulty is that personalised curriculum before was successful, so whatever we do needs to be personalised. We have a close relationship with parents due to</p>	

supporting with transitions. Dreadful situation with that in terms of 0-25, policy etc, so the parental focus isn't curriculum but transition support and funding.

EK – historically, students could visit placements, now funding is not forthcoming. **Governors asked why – 0-25 team have changed their funding and not providing for post 19 placements.**

NB added, there is a big drive by Local Authority who are in a state of flux, Devon is the most overspent LA in the Country, so a serious spotlight shone on Devon. There is a real drive to move students on to cost effective provision.

EK – year 14s have to leave, they are wanting to do it earlier.

EK – year 12 and 13 is not because of policy, it is the feeling we are not providing challenging progression. **Governors – what challenge can we provide? EK – if we have 35 students, we don't have some of the life skills facilities so it's hard to provide. Work experience is 1:1 but we do not have sufficient staff to cover that, so there is a limit of what we can provide.**

EK – cohort in September is fewer students and a different type of cohort. Our vision is very clear, we know how to challenge and progress students, it is how to implement this.

NB – in the past where we have tried to personalise and offer BTEC level 3, because we are so small, we did it, but it was really difficult because we do not have staff with qualifications to deliver it so had to outsource. We are not like Exeter College, we cannot offer such a wide variety of courses.

EK – we look at their future plans and work around that. We do statutory subjects personalised. **Governors – we could pare it right back. EK – for young people to be successful, they need to have life skills when they leave and be the best they can be prepared with life skills – health, resilience, personal safety, self-regulation, etc.**

TB – if they want to do a BTEC, are they better off going elsewhere – NB/EK – yes.

SF asked what support can Governors provide? EK – wish list; would like higher levels of staff to be able to facilitate work experience and also facilities like washing machines, dishwashers etc, to teach life skills.

FE are moving to Building 1. Have SLT looked at scope for re-introducing this. you previously had this.

We have introduced a new way of working, which takes time to embed.

NR – need facilities; would you be able to deliver the life skills if you had the facilities? EK – if you are taking students out on work experience, we would need more staff. SF – how many staff? EK – we have a lot of cover staff at the moment, the experienced staff are having to be allocated where needed. We need people who are skilled enough to deliver. We have the vision, up to speed with where it should be. NB – Ofsted were complimentary about the offer. EK – we just need to be able to do it, but understand the issues.

	<p>EK – if you have a member of cover staff, you can't ask them to cover work experience.</p> <p>NR – what are the issues? NB – cost (LA funding), although our Budget is healthy, recruiting is also difficult. We do know that some things we have implemented, Facebook posts etc are starting to have impact with recruitment.</p> <p>EK – we have staff joining and leaving.</p> <p>SF invited Nat to add comments. Nat echoed EK's comments, staffing is an issue across the schools. You get into a cycle where new people come in and the job is hard due to low staffing numbers. If you have a class with a full quota of staff, they are re-organised to other classes as cover.</p> <p>SF invited further questions – no further questions. <i>Nat and EK left at 10.50am.</i></p> <p>NR – actively recruiting a life skills person? NR – it is TAs and we have a permanent running advert for TAs.</p> <p>*Triangulate at next Monitoring Walks*</p>	
5.	<p>MONITORING</p> <p>5.1 FDIP: NB will circulate updated RAG ratings for April Governors to update Governance section (LM2) in meeting. Governors have reviewed the FDIP.</p> <p>5.2 Governor's FDIP monitoring list: Governors to update</p> <p>5.3 FGB Action Plan (Objectives): Governors to update before FGB.</p> <p>5.4 Monitoring Walks College only, due to other Governor attendance needs (stakeholder etc)</p> <p>5.5 Committee Impact Statements</p>	<p>Clerk will circulate all these items to new Governors</p> <p>Clerk arrange College Monitoring Walk date</p>
6	<p>FGB ANNUAL SELF-EVALUATION</p> <p>6.1 Skills Audit (individual) – return to Clerk if not done so.</p> <p>6.2 Strategy Day: 23 June: draft Agenda to follow from NB.</p> <p>6.3 2023-2024 FGB Objectives – draft to follow (will finalise after Strategy Day)</p>	<p>Clerk re-send</p>
7.	<p>POLICIES</p> <p><u>Ratify (via MS Forms) the following policies approved at committee;</u></p>	<p>Clerk will follow up</p>

	<ul style="list-style-type: none"> • Teacher's Pay Policy (new model) – approved at P&P on 15-11-22 subject to amends – awaited – chase HR as this should be an Autumn term policy. 	
8.	<p>TRAINING</p> <p>Governors can refer to the training log for full details.</p> <ul style="list-style-type: none"> • Safeguarding conference: 29 Jun 23, 9.30-4.00pm @Sandy Park Note that SF and DN are attending. • SF has undertaken Exec Head Appraisal training on 26/4 and 'Leadership of the FGB' training on 18/5. • Safeguarding conference: 29 Jun 2023, 9.30-4.00pm @Sandy Park Noted that SF and DN are attending, and will report back to FGB. 	
9.	<p>KEY STAKEHOLDER COMMUNICATIONS</p> <p>Governors will attend key stakeholder events, at each site – Clerk to organise;</p> <ul style="list-style-type: none"> • <u>Staff</u> – WSMs • <u>Families</u> – Summer fetes • <u>Student Council</u> meetings <p>Other stakeholder activity;</p> <ul style="list-style-type: none"> • <u>Student Council</u>: presenting to Governors at July FGB. TB raised Amy's concerns that whilst well attended at College but less so at ETS and started late due to lack of attendees. Challenging behaviour and staff shortages can impact attendance. • <u>Student survey</u>: NB advised this has just been circulated. Update at next FGB • <u>Newsletter</u>: Chair drafting a 'year-end round up' for staff and family newsletters. Mention wellbeing. • <u>Recruitment of Governors</u> – Dartington Parish mag update <p>Follow up with Daisy. One Mag – Clerk circulate prices.</p>	<p>Clerk will circulate dates</p> <p>Student survey – next FGB</p> <p>Newsletter – middle of next half term – after Strategy Day</p>
10.	<p>MINUTES</p> <p>Minutes 31st March 2023 (Part 1 and Part 2) Circulated by email on 31/3 and copy attached in the Teams folder for today's meeting. Clerk to re-circulate and Governors to approve.</p>	<p>Clerk circulate for approval</p>
11.	<p>FINANCE</p> <p>11.1 Budget / FIPS: Anne has provided a written update for CBT – no further updates.</p>	

	<p>11.2 Discussed and 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> <ul style="list-style-type: none"> • Appointed two new Governors bringing new skillsets to the FGB • Actively recruiting staff Governor, and looking at One Mag for co-opted/LA posts • We are training up existing staff • No safeguarding issues • H&S Governor – appointed Jodie Came – provides link to H&S Manager and can monitor what is happening more closely • Executive Head gave update and discussed at length the SIP coming in to prepare for Ofsted • Had staff presentation from Emma K and Nat Lowson about 6th Form provision and how they would like to progress things next year, and what support can be given supporting students with life skills in particular • Governors have monitored latest FDIP and Actions Plan – will be updated for last FGB of the year • Monitoring Walks will be prioritised at the College – look at Engagement Model and items from Monitoring List for Governors to monitor, to triangulate FDIP items • Skills Audits being progressed • All Governors invited to Strategy Day at College on Fri 23rd June • Clerk asked to follow up Teacher’s Pay Policy so FGB can ratify • Training – new training options discussed incl complaints, investigations and possible bespoke training from HR One – feedback at July FGB, implement in Autumn • Governors engagement with key stakeholders to ensure coverage <p>12.2 FUTURE AGENDA ITEMS – Summer term (July FGB)</p> <ul style="list-style-type: none"> • <u>New website</u> – update from CWa • <u>Student Council presenting</u> (with their support staff) • <u>Governing Body Model</u> <ul style="list-style-type: none"> ➤ Update re best practice, once new Governors are recruited. ➤ Balance the committees ➤ Who wants to be on which committee • <u>Terms of Reference</u> <ul style="list-style-type: none"> ➤ Assign policies to individual Governors ➤ Assign Lead Governors on key areas – Health & Safety, Mental Health ➤ Whether to move FGB to evenings too 	



	<p>12.3 Next meeting dates: CBT: 20th June @10am (Teams) T&L: 27th June @10am (Teams) FGB: 11th July @10am (College. No lunch)</p> <p><i>Confirm the proposed 2023-2024 meeting dates, circulated by Clerk.</i></p> <p><i>Move FGB to evenings or just committees – effective Sept 2023</i></p> <p>12.3 Actions Log – next page</p>	
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Meeting ended at 12.40pm

ACTIONS LOG – AS AT 26th May 2023;



Meeting	Minutes item no.	Action	By	Deadline/Status
18/10/22	1.Housekeeping	Sign Autumn Housekeeping doc 06/12/22; SC will ask TJ, RG will sign.	ALL	ASAP – as this confirms the KCSIE updates have been read 26/5 update: SC following up for next FGB
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 (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 	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	SUPERSEDED NOW
10/2/23	3.2 SIP	NB to share SIP’s spring term report with Governors	NB	DONE
26/5/23	5.2 Monitoring	Add SF to SENTient Board	Clerk	Chasing Susie at SENTient Date next meeting
31/3/23	5.5 Monitoring	Monitoring Walk reports	All	Governors to submit any outstanding historic reports TB Nov 2022 report LB to confirm good dates for College Monitoring Walk
26/5/23		Jon Galling Safeguarding L2 training		Clerk to liaise with HR Managers