

FGB Committee: MINUTES – Part 1

Mon 4th December 2023, 4.30 – 6.00pm

Dial-in

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steven Finnemore (Chair)	SF	Co-opted
Laura Boyce	LB	Parent
Tom Bates	TB	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Anne Davies (part 2)	AD	Finance Manager
Emma Hannaford (part 1)	EH	Prospective Governor
Absent with Apologies	Initials	Category
Jodie Came	JC	Co-opted Governor
Steve Cleverly	SC	Co-opted
Gemma Rolstone	GR	LA Governor (pending)
Nicky Reynolds	NR	Co-opted
Jordan Conibere	JCo	Staff
Karolina Galera	KG	Prospective Governor
Absent no Apologies	Initials	Category
None		

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Finance	Chair
3. Safeguarding and H&S	Chair
4. Staff Presentations	N/A
5. Monitoring	NB
6. Policies	Chair
7. Training	Chair
8. Key Stakeholder Comms	Chair
9. FGB structure	Chair
10. Executive Headteacher's update	Clerk
11. Minutes	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;

- Autumn term Executive Headteacher's Report
- Finance report (additional to Head's Report)

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome SF welcomed the available Governors, noting FGB is not quorate today, so decisions will need to be made offline (e.g. via Forms) and not at today's meeting.</p> <p>1.2. Apologies Received from JC, SC, GR, NR, JCo and KG.</p>	

2.	<p>FINANCE</p> <p>2.1 and 2.2 – discussion minuted under Part 2.</p>	
3	<p>SAFEGUARDING & H&S</p> <p><i>**L3 trained Safeguarding Governors: LB, plus JC and KG from Jan 2024**</i></p> <p>3.1. Safeguarding Governors noted there is an update in the Autumn Head’s Report.</p> <p><u>Safeguarding Governors:</u> JC has been appointed Safeguarding Lead Governor, and will be trained at Child Protection Level 3 in January, and KG will be trained to Level 3 in Feb. LB remains Level 3 but will be less available due to maternity leave. GR is Level 3 trained. SF will be stepping down from Safeguarding duties due to close working relationship with Executive Head.</p> <p>3.2. Premises and H&S</p> <p>Governors have reviewed the Premises / H&S (Head’s report) and noted the following key points;</p> <ul style="list-style-type: none"> Planned power cut was scheduled for Christmas lunch day – postponed Cleaning – Green Machine are not providing a great service. Operational matter for SLT, but Governors noted the issues. <p>3.3. SCR checks Completed for ET on 30th Nov (SF and LB), and Bidwell on 13th Nov (SF and LB)</p> <p>3.4. DSL meetings DSL meeting held at Bidwell on 13th Nov.</p> <p>Joint DSL meeting for ETS and ETC being arranged hopefully before Christmas – via Teams (SF and LB). Jodie to be invited, to observe.</p>	
4.	<p>STAFF PRESENTATIONS / REPORTS</p> <p>4.1 No presentations.</p>	
5.	<p>MONITORING</p> <p>5.1 Head’s Report Governors had reviewed the Autumn term Head’s Report.</p> <ul style="list-style-type: none"> NB offered to add a box for Governors to write their questions down, at the end of each section? Governors agreed this would be useful. 	

Head's Report – continued

- TB has reviewed the Head's Report – asked NB for update on development of Rural Skills? NB advised we are recruiting, there will be one Rural Skills staff member at each school. Trying to consider how to avoid those staff feeling isolated.

5.2 **FDIP:** NB advised that those items which are RAG rated orange are ongoing, due to it being early in the year. You can see in the Head's Report the ongoing work towards each outcome. Trying to be more proactive than reactive.

Governor SF asked for update on Robins site. NB advised it was taken over by DCC, it will remain as a Children's Home. Long term plan is that DCC will take it on, which would be good as there is a real need for respite. It never came up for auction as rumoured at the time. Lifeworks had pulled out of their contract. NB had contacted DCC asking for a potential extension of the BB site, which would be great for capacity, however a split site does increase costs which would not be ideal with the budget being vulnerable.

5.3 **Committee Impact Statements:** had been circulated; no queries.

Prospective parent Governor Emma Hannaford joined the meeting

EH introduced herself – Emma is parent of Ellie (LS1) who started in September with Becky Hughes, and mum to Harry who is in Lilac Class with Helen. Full time Mum. Interested in getting to know more about the school and get more involved with the curriculum. Always been interested in being a Parent Governor, no previous experience. Governors welcomed Emma and introduced themselves.

5.4 Monitoring Walks

Autumn term – will take the form of Governors reviewing BA (Behaviour and Attitudes) and PD (Personal Development) by joining as many of the Christmas events as possible.

Spring term – monitoring walks will be tied in to the upcoming Absence hearings which are anticipated for late Jan / early Feb. Placeholders are in diaries but dates yet to be confirmed.

5.5 **Spring Monitoring items** – will be agreed nearer the time of walks, taken from FDIP – review at committee meetings after Christmas.

<p>6.</p>	<p>POLICIES</p> <p>The following policies were discussed, NB updated Governors as follows;</p> <ul style="list-style-type: none"> • Curriculum Policy – Heads of Site Monika and Kate Bromage are finalising this. • Equality and Cohesion Policy, and Objectives – only the Objectives were due for renewal, but a new model main Policy came out too, so NB is reviewing both documents in order to align them. NB is finalising the documents and will send to Governors to review & approve online. • Appraisal for Teachers and Executive Head – Model policy since 2013, no changes to the policy from DCC, all that needs to be changed is ‘Headteacher’ changed to ‘Executive Head’ for clarity. NB met with Sarah and have pulled together revised staff appraisal pro forma. NB advised that the deadline for UPS/ pay requests (31st October) is covered in the Pay Policy. NB to circulate after meeting for approval. • Quality Assuring Teaching and Support - NB has created a new policy & will circulate to Governors. • Adult Safeguarding – NB hasn’t heard back from Jon Galling – presume not needed. • Pay Policy – may need to be updated re TLRs stance, once P&P Governors have confirmed outcome. Also needs updating to include deadline for UPS/ pay requests as 31st October (to explicitly state that applications submitted late will not be considered) and to be considered by ‘Governors’ (not ‘SLT and Governors’). Approve online via Forms. • Wellbeing Charter (support staff with medical conditions and for the Administration of medicine) – guidance, not a policy. NB is working on this. • Governor Visits Policy – Clerk to update pro forma for Monitoring Walk report then circulate to Governors. 	<p>Clerk to update Helen Austin on policy statuses</p> <p>Clerk to circulate available policies for approval via Forms</p>
<p>7.</p>	<p>TRAINING</p> <p>7.1 Level 3 Safeguarding training – agreed need more Governors trained to L3. Dates; IN PERSON: 23 & 24 Nov / 29 & 30 Nov / 04 & 05 Jan (GR) ONLINE: 11 & 12 Dec / 30 & 31 Jan (JC) / 06 & 07 Mar (KG)</p> <p>7.2 SWALSS Support network for SEN Governors – 11/3/24 and 20/5/24 – TBC but SF and KG interested to attend.</p> <p>7.3 DAG conference: Exeter racecourse, Sat 4th Nov 9am - 1pm SF stated this was not useful, too mainstream orientated.</p> <p>7.4 Complaints training (communication, conflict resolution etc) SC has spoken to Kevin Hughes at HR One and Sarah Bedford – ongoing.</p>	

	<p>7.5 Safer recruitment training – online/anytime: GR has done it in April 2023 – add to training log. KG will complete. SF is part way through.</p> <p>7.6 Exclusion training needed – possibly for all Governors. Clerk to investigate options</p>	
8.	<p>KEY STAKEHOLDER COMMS</p> <p>9.1 Stakeholder events</p> <p>Refer to SLT Calendar on the Hub, for all upcoming dates. Discussed Governor availability for upcoming staff, family and student Christmas events. Invites have been sent by the Clerk but there is limited Governor availability in December.</p> <p>Discussed Exec Head’s attendance at committee meetings and when SLT can deputise. Next Governor’s CBT – NB will attend. Next Governor’s T&L – TBC.</p> <p>9.2 Newsletter: Chair will draft a Christmas newsletter to stakeholders – by end of December.</p>	SF to draft newsletter
9.	<p>FGB STRUCTURE</p> <p>9.1 Resignations/vacancies</p> <ul style="list-style-type: none"> ➤ Parent Governor vacancy – Emma Hannaford in attendance today. <p>9.2 Governor categories</p> <ul style="list-style-type: none"> ➤ GR in process of switching to ‘LA’ category – Clerk follow up ➤ Karolina: considering Foundation Governor (SENTient Chair approves) ➤ Review Trustees annually before each Autumn SENTient AGM – Clerk to diarise <p>9.3 Committee structures & responsibilities</p> <ul style="list-style-type: none"> ➤ Clerk will circulate papers for Governor consideration (FGB structure incl committees, ToRs, Key Portfolio Areas) ➤ Lead Governors – roles confirmed for T&L Governors. Clerk will follow up the remainder with CBT Governors and bring to next FGB (4th Feb 2024). 	<p>Clerk progress Parent vacancy</p> <p>Clerk follow up categories</p> <p>Clerk circulate papers for review</p>
10.	<p>EXECUTIVE HEADTEACHER’S UPDATE</p> <p>10.1, 10.2 and 10.3 – Executive Headteacher gave verbal update, minuted under part 2.</p>	
12.	<p>MINUTES</p> <p>Minutes 18th October 2023 (Part 1 and Part 2) – 10 out of 12 of Governors have signed, via Forms. Clerk will follow up with the rest.</p>	Clerk follow up

13.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>13.1. Impact Statement <i>“what difference has this made to outcomes across the Federation?”</i></p> <p>(PART 1 ONLY)</p> <ul style="list-style-type: none"> • Discussed Premises and issues of cleaning - operational, so left with SLT • Confirmed SCR and DSL checks carried out except DSL check for ET is outstanding which Clerk is chasing, it will be completed either in person or online • Received update on FDIP – work is ongoing to progress items • Reviewed committee impact statements – no issues raised • Monitoring Walks – Autumn walks will be via stakeholder Christmas events. Spring walks will tie in with panel hearings in Jan/Feb (dates TBC by HR). • Parent Governor Emma Hannaford attended as an observer • Clerk to chase up Tom from Air Ambulance • Discussed categories for certain Governors e.g. remove SF as Foundation and change to KG potentially. • Agreed to review SENTient Governors each Autumn term. Continue with 2 Trustees for now, rather than the 3 we are able to have. • ToR complete for T&L and CBT’s will be circulated after meeting • Key Portfolio areas – update once Lead Governors confirmed – Clerk progressing • Governors satisfied with Safeguarding Governors in place/being trained • NB gave update on SIP visit, and will forward SIP report to Governors • Capacity – NB is pushing back on increases to PAN, which Governors supported • NB will circulate staff survey – put on next FGB Agenda <p>13.2. Future Agenda Items – Autumn term 2</p> <ul style="list-style-type: none"> ➢ 2023-2024 FGB Action Plan ➢ Governor’s FDIP monitoring list & FGB Objectives ‘23-24 (once FDIP circulated) ➢ Review ToRs (incl policies) for Lead Gobs – defer to committee meetings ➢ Ratify committees ToRs (CBT, T&L, P&P) ➢ Staff Survey results <p>13.3. Future meeting dates CBT – Tues 16th Jan – 4.30pm (NB attending) T&L – Tues 30th Jan – 10.00am (NB sending someone to deputise) FGB – Weds 7th Feb – 4.30pm</p> <p>13.4. Actions Log – updated, see below.</p>	
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Meeting ended at 6.00pm

ACTIONS LOG – UPDATED AT FGB MEETING ON 4th DEC 2023

PART 1

18 Oct 23	5.1 Exec Head's Report	GR will monitor Earwig and how it identifies gaps and support for students at future Learning Walk	GR	Spring term Monitoring Walks
18 Oct 23	5.1 Exec Head's Report	Earwig will give us more robust baselining – NB will send Clerk a link	NB	To follow
18 Oct 23	6.1	Governors to complete Skills Audit doc then Clerk to circulate Skills Matrix / SWOT / training needs	ALL	Clerk to progress
18 Oct 23	7 Policies	NB to progress Adult Safeguarding Policy (see if needed)	NB	By Spring FGB – 7 Feb 23 NOT NEEDED
18 Oct 23	8 Training	Clerk to book GR, JC and KG onto L3 Safeguarding training	Clerk	DONE 11/12/23
18 Oct 23	8 Training	Clerk book SWALSS support network Gobs to confirm who is going to 11/3/24 and 20/5/24	Clerk Gobs	By next FGB 4 Dec
18 Oct 23	8 Training	SC follow up bespoke Complaints Training	SC	By next FGB 4 Dec (SC was not present to give update)
18 Oct 23	8 Training	Safer Recruitment – book KG	Clerk	By next FGB 4 Dec
18 Oct 23	8 Training	<u>Finance conference 2023</u> 7th Dec, 9.30-1pm, Future Skills Centre, Exeter Airport Ind. Estate GR to liaise with Clerk about booking in	GR & Clerk	CLOSED
18 Oct 23	8 Training	Exclusion training needed – possibly for all Governors. Clerk to investigate options	Clerk	By next FGB 4 Dec
18 Oct 23	10.2 Governor categories	GR in process of switching to 'LA' category – GR to complete paperwork (to Clerk)	GR	By next FGB 4 Dec
18 Oct 23	10.2 Governor categories	Foundation Governor – KG considering Foundation (SENTient) role. Clerk send info to KG	Clerk	By next FGB 4 Dec
18 Oct 23	11.3 Surveys	NB to circulate staff survey results to Governors	NB	DONE
4 th Dec 23	2.2 Finance	TLR stance to be confirmed by P&P Governors so NB can reply	P&P	By return
4 th Dec 23	6 Policies	NB will forward policies to Clerk Clerk will circulate via Forms	NB Clerk	By Christmas

4 th Dec 23	7 Training	Clerk to progress training bookings	Clerk	By next FGB (7 th Feb 24)
4 th Dec 23	9.1 Vacancies	Clerk to chase up Tom from Air Ambulance	Clerk	By next FGB (7 th Feb 24)
4 th Dec 23	9.2 Stakeholders	Chair to draft newsletter	Chair	By Christmas
4 th Dec 23	9.3 Committee structure & responsibilities	Clerk will circulate papers for Governor consideration (FGB structure incl committees, ToRs, Key Portfolio Areas)	Clerk	By next FGB (7 th Feb 24)
4 th Dec 23	10 Exec Head's update	NB will forward SIP report	NB	By Christmas
4 th Dec 23	10 Exec Head's Update	NB to circulate results of staff survey	NB	DONE On next FGB Agenda (7 th Feb 24)