



FGB Committee: MINUTES – Part 1

Tuesday 22nd May 2024, 4.30 – 6.00pm

Hybrid – College / Teams

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Headteacher
Steven Finnemore (Chair)	SF	Co-opted
Jodie Came	JC	Co-opted
Jordan Conibere	JCo	Staff
Karolina Galera	KG	Foundation
Jamie McFadzean (dial-in)	JMc	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Emma Whitton	EW	Prospective Governor
Absent with Apologies	Initials	Category
Gemma Rolstone	GR	Local Authority
Absent no Apologies	Initials	Category
Nicky Reynolds	NR	Co-opted

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 *italic blue font*. Responses shown in *green font*. Actions in *red font*.

Additional Documents used/referred to at the meeting;

- Budget updates
- Stakeholder (SLT) calendar
- Last FGB Minutes – 26th March 24
- Sensory area photographs
- Prospective Governor Emma Whitton's CV

MINUTES

Ref	Item	Agreed/ Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome: Governors welcomed and meeting was quorate.</p> <p>1.2. Prospective Governors: Emma Whitton attended and gave a summary of why she would like to be a Governor (looking at different ways to volunteer, heard about volunteering at the Federation. Works in the NHS and had a lot of experience in children's services. Some work and personal life might add value to the Governing Body). Governors discussed and unanimously agreed to appoint.</p> <p>1.3. Apologies received: GR (training). NR not in attendance (unwell).</p> <p>1.4. Terms of office: Governors noted that SC's term of office has ended.</p>	

<p>2.</p>	<p>STAFF PRESENTATIONS</p> <p>2.1 Sensory Area (Darren Hutchings presented) – see photos on Sharepoint</p> <p>Darren outlined the idea of the sensory area. Location: In big playground area, behind the fence at ETS.</p> <p>It will be a separate entity to Rural Skills. Nothing needed currently from Governors, students are helping tidy the area and writing letters to garden centres requesting resources. Next year aim is to start planting and painting which hoping Governors can support with.</p> <p>Idea is making an outdoor seating area, could be used for reading. Children are starting to engage, after half term Teachers will help setup.</p> <p>JC stated PTFA have allocated some money for the project. After summer, Darren might want to request funding for the winter projects of painting and building. JC stated the letters written by KS2 were lovely.</p> <p>NB thanked Darren for his enthusiasm and drive to make the environment better for the students, and he is involving the students in this which is giving meaning and purpose to their learning.</p>	
<p>3.</p>	<p>FINANCE</p> <p>3.1 Budget reports: out-turns, year-end reports, month 1 reports</p> <p>Minuted under part 2.</p> <p>3.2 Draft Audit Report: Agreed to move to next CBT Agenda to approve.</p>	<p>Audit Report – move to CBT Agenda</p>
<p>4.</p>	<p>SAFEGUARDING, HEALTH & SAFETY</p> <p>Minuted under Part 2.</p>	
<p>5.</p>	<p>MONITORING</p> <p>5.1 <u>Spring Term Head's Report</u> Governors have reviewed, questioned and observed the data on each section.</p> <p>5.2 <u>FDIP:</u> April RAG ratings have been reviewed at committee meetings. NB summarised the FDIP process for Emma Whitton.</p> <p>5.3 <u>Strategy meeting: date & attendees TBC</u> NB advised will be early July, at BB. NB explained the process, pulling various data together and agreeing the over-arching areas for the next 12 months. NB continues to aim to keep it succinct – 'do less things, but well' – to improve focus on key areas.</p>	<p>NB to update RAG ratings on FDIP and circulate</p>

	<p>5.4 Governor’s FDIP monitoring</p> <p>Governors identified remaining priorities for monitoring this year; Governors asked the Clerk to invite Kate Bromage to present on Engagement Curriculum at a summer Governor meeting (FGB/T&L).</p> <p>5.4 Monitoring Walks: Summer term</p> <p>ETS: KG & JC (invite JMc and EW) – date TBC. <i>JC carried out T&L walk in May.</i> ETC: Walk booked (JC) on Fri 14th June BB: SF & JCo on 6th June (T&L: Engagement Model learners, and the use of Assessment to Inform high quality teaching & learning)</p> <p style="text-align: center;"><i>**Please read the Governor Visits Policy before attending site, then complete a Monitoring Report afterwards (send to Clerk)**</i></p> <p>5.5 Committee Impact Statements: noted, no comments.</p>	<p>Clerk liaise with Kate Bromage</p>
<p>4.</p>	<p>POLICIES</p> <p>The following policies to follow – Governors to approve via MS Forms</p> <ul style="list-style-type: none"> • Curriculum Policy (MD / Heads of Site) – Autumn ’23 T&L policy Updated from 6th Form perspective. • Quality Assurance in Teaching (NB) – Summer term T&L policy *NEW* • SEN Policy (NB) – Summer term T&L policy <p>TO FOLLOW:</p> <ul style="list-style-type: none"> • Wellbeing Charter (NB) – Autumn 2023 policy Supporting STAFF with Medical conditions and for the Administration of medicine ('Guidance', not Policy) – Comms Manager finalising 	<p>Clerk to circulate via Forms</p> <p>NB to circulate Wellbeing Charter</p>
<p>5.</p>	<p>TRAINING See Clerk’s email of 17th May for latest training dates</p> <p>7.1 Health & Safety Training: KG attending on 03/06/24. Handover with DOL being arranged via Clerk.</p> <p>7.2 SWALSS Support network for SEN Governors: GR attended session 3 on 20/5/24 GR unavailable – ask to give feedback at next CBT.</p> <p>7.3 Exclusion Procedures: 9th July 10-11.30am, online SF and GR booked on. <i>KG unavailable. GR & JC have attended.</i> JMc will attend in Autumn.</p> <p>7.4 Complaints training (communication, conflict resolution etc) NB will follow up on bespoke option (Toby Broomes at HR One).</p> <p>7.5 Safer recruitment: £29 anytime Reminder for all recruiting Governors to attend (Governors to book this one themselves).</p> <p>7.6 HTPM training – SF and JC booked in. Book GR in Autumn term.</p>	<p>7.2 SWALSS feedback from GR – CBT</p> <p>7.3 diarise JMc for Autumn term Exclusion training</p>

6.	<p>KEY STAKEHOLDER COMMS</p> <p>8.1 Stakeholder calendar (live SLT calendar)</p> <p>Discussed who will attend events after May half term.</p> <p>Jodie can attend most events at ET – Sports Days etc. SF can attend some at Bidwell. JCo will be present at most events too.</p>	
7.	<p>FGB STRUCTURE</p> <p>9.1 Governor vacancies</p> <ul style="list-style-type: none"> • 2x co-opted, 1x Parent vacancy – Clerk is recruiting. Invited parents to apply by 31/5/24 • Noted that SC’s term of office expired on 17th May <p>9.2 Committee structures & responsibilities</p> <ul style="list-style-type: none"> • ToRs for each committee and Leads – Clerk will circulate new model ToR in Autumn • Emma Whitton will start in T&L Committee <p>9.3 Exec Head’s mid-year review</p> <p>Chair provided summary following 6-month review of Executive Headteacher’s annual targets. NB has been tasked with doing all SLT appraisals – one left on Friday. NB advised those leaving due to redundancy have declined to have one.</p> <p>9.4 Skills Matrix</p> <ul style="list-style-type: none"> ➢ Clerk to update Matrix with Emma Whitton details – add to next FGB Agenda. <p>9.5 FGB Objectives ‘23-24</p> <ul style="list-style-type: none"> • Link to strategy day outcomes, new FDIP, and Skills Matrix • Consider format for 2024-2025 	<p>Clerk circulate outstanding ToRs via Forms – hold til Autumn (new models issued)</p> <p>Clerk to update Skills Matrix</p> <p>Review at / after Strategy Day</p>
8.	<p>EXECUTIVE HEADTEACHER’S UPDATE</p> <p>Minuted under Part 2.</p>	
11.	<p>LAST MINUTES</p> <p>Last Minutes: 26th March 2024 – Part 1 and Part 2 Approved via Forms (by a quorum of 6 Governors).</p>	

12.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>12.1. Impact Statement: <i>“what difference has this made across the Federation?”</i></p> <p>PART 1:</p> <ul style="list-style-type: none"> • Appointed new Governor, Emma Whitton – impact is one less vacancy – Emma will bring a wealth of experience and knowledge to the Governing Body • Presentation from Darren Hutchings about sensory area – SF asked if we could do something with the veg patches – Rural Skills interviews are taking place who will look after this area. • Update from Head and Chair on budget under Part 2 • Draft Audit reviewed under Part 2 – will be approved at CBT • NB gave update on safeguarding under part 2 • Update on Premises under Part 2 • SCR check at ET has been completed and recommendations made about monitoring of right to work end dates – impact will be across both schools • NB and JC attended DSL meeting with HoS and KG will have handover meeting with DOL before he leaves • Monitoring – NB gave update on Spring Head’s report and FDIP – nothing outstanding for Governor’s attention at this stage • Strategy meeting – NB to confirm date, at BB – Governors welcome to attend • FDIP has been monitored at committees – focus on engagement and assessment at learning walks, to triangulate FDIP • Stakeholder comms diary – JC will attend several at ET; SF will attend BB and JCo will attend whichever possible • Governor vacancies – 3 outstanding after appointing Emma. Invited parents to volunteer. Emma Whitton appointed to T&L • NB has completed all SLT development plans (appraisals) with one left to do. • Exec Head’s 6 month review completed successfully • Clerk will update Skills Matrix with Emma Whitton scores • FGB objectives – review in new academic year after strategy day outcomes & new FDIP • NB gave updated on capacity under part 2 • Ratified staffing structure under part 2 • Family Survey – JC gave feedback on the draft to the Comms Manager • T&L Policies updated and will be circulated by Clerk to T&L Governors to approve • Wellbeing Policy awaited • Training dates reviewed <p>12.2. Future Agenda Items – Summer term 2</p> <ul style="list-style-type: none"> • Invite Kate B to a summer Governor’s meeting – FGB/T&L • Update Skills Matrix with joiners/leavers, identify SWOT – next FGB <p>12.3. Actions Log – updated, see next page.</p>	
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Meeting ended at 6.00pm

ACTIONS LOG – UPDATED AT FGB ON 22nd May 2023

Date	Item	Action	Who	Deadline
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22 nd May 24	6.Policies	Wellbeing Charter	NB	Circulate by next FGB
22 nd May 24	9.FGB structure	Terms of Ref – Clerk to circulate new models in Autumn	Clerk	Diarised for Autumn
22 nd May 24	9.FGB structure	SF / Govs to review FGB objectives (after Strategy Day on 8 th July)	SF	Ready for Autumn 1 st meeting

COMPLETED:

22 nd May 24	4.Safeguarding	Clerk introduce DOL and KG who will arrange meeting/tour	Clerk	By end of summer term DONE
22 nd May 24	5.Monitoring	NB to update RAG ratings on FDIP and circulate	NB	After month end (end May) DONE
22 nd May 24	5.Monitoring	Invite Kate Bromage to future meeting	Clerk	DONE (T&L)
22 nd May 24	9.FGB structure	Update Skills Matrix – add Emma Whitton	Clerk	DONE