

# FGB Committee: MINUTES – Part 1

Weds 18<sup>th</sup> October 2023, 4.30 – 6.00pm

*Ellen Tinkham College & dial-in*

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steven Finnemore (Chair)	SF	Co-opted
Steve Cleverly	SC	Co-opted
Laura Boyce	LB	Parent
Tom Bates (dial-in)	TB	Co-opted
Gemma Rolstone	GR	LA Governor (pending)
Nicky Reynolds	NR	Co-opted
Jordan Conibere	JCo	Staff
Katy Young	KY	Clerk
In Attendance	Initials	Category
Karolina Galera	KG	Prospective Governor
Absent with Apologies	Initials	Category
Jodie Came	JC	Co-opted Governor
Absent no Apologies	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Safeguarding H&S	Chair
3. Executive Head 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;

- Website update & timeframes from CWa/IT
- Child Protection & Safeguarding Policy
- Summer Head's Report
- Finance Policy & Delegated Authority

## MINUTES

Ref	Item	Agreed/Action
1.	<p><b>HOUSEKEEPING</b></p> <p>1.1. <b>Welcome &amp; Apologies</b> Governors welcomed prospective Governor, Karolina Galera. Jodie Came has sent apologies. TB is dialling in.</p> <p>1.2. <b>Elect Chair &amp; Vice Chair/s</b> Steve Finnemore voted in unanimously as Chair of Governors. Vice Chairs are the Co-Chairs of committees.</p>	

	<p><b>1.3 Appointment of <a href="#">Karolina Galera</a></b>  Karolina introduced herself – she has lived in the UK for 18 years, originally from Poland. Working at University of Exeter, as Policy &amp; Planning Officer. Now Planning Partner (from November 2023). Wanted to volunteer, looking forward to being able to give and learn from being a Governor. <b>Governors unanimously appointed KG.</b> Confirmed KG’s mentor will be SF, with Clerk supporting.</p> <p><b>1.4 Annual Autumn Declaration:</b> (incl Register of Business Interests)  Governors reminded to complete this via <a href="#">MS Forms</a>  No changes to Business Interests.</p>	
<p><b>2</b></p>	<p><b>FINANCE</b></p> <p><b>2.1 Budget update</b></p> <p>FGB Governors had received the latest <a href="#">Finance report</a>; no questions were submitted ahead of this meeting.</p> <p>SF ran through the main points. Increase in salary is not funded by DCC. Large deficits / projected deficits (in line with many schools across the UK).</p> <p>Governors noted that the extra-ordinary Governor’s CBT Budget meeting, planned for today at 3.30pm, had been postponed due to the County Hall meeting being cancelled. CBT meeting will be rearranged after half term once NB has met with CBT SLT. SF reminded all Governors of duties around confidentiality.</p>	<p>NB give date options for postponed Finance meeting (CBT Governors + AD):  <b>NB email Clerk first back after half term</b></p>
<p><b>3</b></p>	<p><b>SAFEGUARDING &amp; H&amp;S 4.45pm</b></p> <p><i>L3 trained Safeguarding Governors: SF, SC, LB**</i></p> <p><b>3.1. Safeguarding</b>  Governors noted the current Level 3 trained Governors (SF, SC, LB). KG will be provided with L3 training as will JCo. (GR also has level 3 qualification and is happy to support but does not wish to be a named Safeguarding Governor).</p> <p><b>Updates for Governors – NB advised that;</b></p> <ul style="list-style-type: none"> <li>• Two safeguarding issues were raised over the summer holidays. A meeting with one set of parents has been held, and the other is scheduled.</li> <li>• Capacity and staffing across sites has been tight. To ensure that SLT are monitoring provision more robustly, Tom Cook will be joining BB after Christmas to ensure SLT can spend that focussed time on monitoring, and where there are areas of concern we can put in place robust packages of support.</li> <li>• MASH referrals still being referred back to schools as Early Help.</li> </ul>	

	<p>SC stated that he has witnessed the quality of our policy and practice and the level of monitoring is great, it shows a very good standard compared with other schools that SC has been involved with. NB finds it reassuring that policies &amp; procedures are in place, but it is important to now ensure they are being implemented and that is where the focus is now.</p> <p>3.2. <b>H&amp;S:</b> Governors have reviewed the Sept 2023 <a href="#">Premises / H&amp;S report</a> and noted the following key points;</p> <ul style="list-style-type: none"> <li>• In the recent Devon flooding, there was a flood at Bidwell which caused 5 classes to close for 1 day.</li> <li>• Two boilers have been condemned and are being replaced by DCC.</li> <li>• Over summer, the 6<sup>th</sup> Form moved to Hollow Lane, to aid with capacity.</li> <li>• Decking replaced outside red class – JCo stated this is a massive benefit both visually and structurally.</li> <li>• Governors noted that DOL (Premises Manager) is having to fill resourcing gaps in Premises team, and therefore policies are falling behind. SF advised that some policies have been reallocated to IT team. They were concerned as had not written any policies before, DOL is supporting them as a handover.</li> </ul> <p>3.3. <b>SCR check and DSL meetings:</b> SF will do BB and LB will do Exeter sites</p>	
4.	<p><b>STAFF PRESENTATIONS / REPORTS</b></p> <p>4.1 <b>New Website</b></p> <p>Governors have review <a href="#">CWA update</a> &amp; timescales. NB added she has met with Communications Manager and there will be a planning day on 8<sup>th</sup> Nov, there are aspects of other websites that NB likes to aid ease of accessibility for parents. The providers are checking whether homepage ‘tabs’ at the top can be implemented. Will know more about go live date after planning meeting on 8<sup>th</sup> Nov.</p>	
5.	<p><b>MONITORING</b></p> <p>5.1 <b>Head’s Report</b></p> <p>Governors had received the Summer term <u>Head’s Report</u>.</p> <ul style="list-style-type: none"> <li>• <b>Governors monitored ‘how the school is identifying gaps for specific pupils, and how these will be addressed moving forward’</b></li> </ul> <p>NB advised we have moved to Earwig, had the SIP in this week and one of his foci has been looking at Earwig and the use of assessment in the T&amp;L cycle. We have home school agreements, we are still waiting for the curriculum frameworks to be uploaded to Earwig. All staff have baselined against the framework.</p>	

	<p>Earwig will then provide us with a more robust system of identifying ‘spiky profiles’ and how we are meeting the needs of students. Evidence for Learning was not giving us that. Earwig will capture more.</p> <p>NB stated the strong message to staff is that Earwig is an supportive assessment tool, part of overall T&amp;L cycle, formative assessment that feeds into planning.</p> <p>NB’s new updated FDIP (circulated after meeting) has a real focus on quality first teaching, and ensuring teachers understand the pedagogy and are implementing high standards.</p> <p><i>Governors challenged; how we can monitor progress?</i> NB advised that SLT have termly professional conversations with Teachers - we will use Earwig going forward for evidence and showing our curriculum bands, criteria (so whether they are emerging, developing or secure, and the breakdown of that). Over time patterns will be able to be identified.</p> <p>NB stated Earwig is about gathering data and using that data productively. JCo stated it is effective and Teachers are getting to grips with it.</p> <p>5.2 <b>FDIP:</b> NB will circulate new FDIP for 2023-2024, after this meeting. Governors can then draft their ‘FDIP monitoring list’ and ‘FGB Objectives for 2023-24’.</p> <p>5.3 <b>Committee Impact Statements:</b> had been circulated, there were no queries.</p>	<p>GR will monitor Earwig and how it identifies gaps and support for students at future Learning Walk</p>
<p>6.</p>	<p><b>FGB SELF-EVALUATION</b></p> <p><b>6.1 Skills Matrix</b></p> <ul style="list-style-type: none"> <li>• Clerk awaiting a few Skills Audits to be returned, can then circulate overall results and SWOT (any gaps in the Governing Body’s knowledge / experience) and can then progress training / recruitment accordingly.</li> </ul> <p><i>REMINDER: PLEASE COMPLETE AND RETURN YOUR ‘SKILLS AUDIT’ IF YOU’VE HAD AN EMAIL FROM THE CLERK</i></p>	<p>Governors to complete Skills Audit doc</p> <p>Clerk to circulate Skills Matrix / SWOT / training needs</p>
<p>7.</p>	<p><b>POLICIES</b></p> <p>The following <b>policies</b> were discussed;</p> <ul style="list-style-type: none"> <li>• Session Times &amp; Term Dates – <b>RATIFIED</b></li> <li>• Finance Policy &amp; Table of Delegation (only one change, increase of £5k in Delegated Authority for the Exec Head and Finance Manager) – <b>RATIFIED</b></li> <li>• Adult Safeguarding Policy – NB advised there is no model policy from DCC. Governors queried whether this is needed? NB in contact with DCC / Jon Galling about whether we need one – might just incorporate wording into the Child Protection &amp; Safeguarding Policy. <b>TO FOLLOW</b></li> <li>• Child Protection &amp; Safeguarding Policy v.2023 – <b>RATIFIED</b> (via Forms over the summer holidays)</li> </ul>	<p>NB to progress Adult Safeguarding Policy</p>

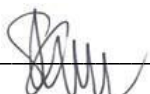
<p>8.</p>	<p><b>TRAINING</b></p> <p><b>8.1 Level 3 Safeguarding training</b> – agreed need more Governors trained to L3. Dates;  <a href="#">IN PERSON</a>: 23 &amp; 24 Nov / 29 &amp; 30 Nov / <b>04 &amp; 05 Jan (GR)</b>  <a href="#">ONLINE</a>: 11 &amp; 12 Dec / 30 &amp; 31 Jan / 06 &amp; 07 Mar            KG to confirm best date to Clerk for booking.</p> <p><b>8.2 SWALSS Support network for SEN Governors</b> – see email from Clerk            3 sessions per annum. Apply via Clerk. GR happy to go along to one. send to KG.            Clerk book all three.</p> <p><b>8.3 DAG conference: Exeter racecourse, Sat 4<sup>th</sup> Nov 9am - 1pm</b>  <a href="#">Further information</a> / <a href="#">Book here</a> Clerk to book in: SF.</p> <p><b>8.4 Complaints training</b> (<i>communication, conflict resolution etc</i>)            SC has spoken to Kevin Hughes at HR One who is coming up with a package via SC.</p> <p><b>8.5 Safer recruitment</b> training – <a href="#">online/anytime</a>: who has/will attend? GR has done it in            April 2023 – add to training log. <b>send details to KG</b></p> <p><b>8.6 Finance conference 2023</b> (includes new info on Early Years funding)            7th Dec, 9.30-1pm, Future Skills Centre, Exeter Airport Ind. Estate            Discuss and agree which Governors to attend (SF unavailable)  <b>GR will attend – liaise with Clerk about booking in</b></p> <p><b>8.7 Exclusion training</b> needed – possibly for all Governors. <b>Clerk to investigate options</b></p>	<p>Clerk to book GR and KG onto L3 training</p> <p>Clerk send SWALSS support network email to KG, book a slot at all 3 sessions &amp; confirm who is going to which one</p> <p>SC follow up</p> <p>Details to KG</p> <p>Clerk/GR liaise</p> <p>Clerk investigate</p>
<p>9.</p>	<p><b>KEY STAKEHOLDER COMMS</b></p> <p><b>9.1 Stakeholder events</b></p> <p>Refer to <a href="#">SLT Calendar</a> on the Hub, for all upcoming dates. Discussed Governor availability for upcoming staff, family and student events, and will firm up via email.</p> <p>Discussed Exec Head’s attendance at committee meetings and when SLT can deputise for NB. Next Governor’s CBT – NB will attend. Next Governor’s T&amp;L – TBC.</p> <p><b>9.2 Newsletter:</b> Chair has drafted a ‘welcome back’ memo. Next one end of this term (late Dec)</p>	
<p>10.</p>	<p><b>FGB STRUCTURE</b></p> <p><b>10.1 Resignations/vacancies</b></p> <ul style="list-style-type: none"> <li>➤ SC staying on as Governor for now, due to involvement in an ongoing case</li> <li>➤ Parent Governor vacancy – candidate we had is no longer available, Clerk has gone back out to parents – so far one volunteer – Clerk managing process in line with statutory obligations</li> </ul>	

	<p><b>10.2 Governor categories</b></p> <ul style="list-style-type: none"> <li>➤ GR in process of switching to ‘LA’ category – GR to complete paperwork</li> <li>➤ TB has transferred from staff to Co-opted category</li> <li>➤ Karolina: appointed. (possibly as Foundation Governor – KG would like details about SENTient first). SENTient Chair approves.</li> </ul> <p><b>10.3 Committee structures &amp; responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Reviewed draft <a href="#">GB Model</a> and need to re-allocate Link Governors. Clerk to keep composition in line with best practice as new Governors are appointed</li> </ul> <p><b>The following statutory papers will be reviewed offline / at committee;</b></p> <ul style="list-style-type: none"> <li>➤ Composition/balance of T&amp;L and CBT committees</li> <li>➤ Link Governors for key areas</li> <li>➤ Key Portfolio Areas</li> </ul>	
11.	<p><b>EXECUTIVE HEADTEACHER’S UPDATE</b></p> <p><b>Executive Headteacher gave a verbal update</b></p> <p><b>11.1</b> School Improvement Partner – NB advised that Clive is happy to see how the Heads of Site are developing, lots of good teaching and learning. Need further clarity from SLT to staff about assessment (ties in with Earwig discussed earlier). Clear on our intent, implementation is the bit we need to focus on. Clive pleased with the new Middle Leaders. Clive very supportive and his visits are useful for SLT.</p> <p><b>11.2</b> Capacity / potential new site options – Robins (respite centre) in car park at Bidwell came up for auction. Notified the LA to say there is a lack of provision for children with PMLD in the South, between us and Mayfield School, there is not really any other provision. NB contacted the LA – we are working on a business case, NB needs to consider the costs of the split site, SLT costs, how it ties in with the Budget issues. Needs to be fully costed and financially viable, working on this currently.</p> <p><b>11.3 Surveys</b> (<i>Spring = Students. Summer = Families. Autumn = Staff</i>)          NB summarised results – family survey came soon after Ofsted, we were pleased with the uptake considering parents at both schools had been surveyed by Ofsted. From Summer term 2022 to summer term 2023 the results are showing that more parents are ‘strongly agreeing’ with positive statements; overall there is a balance and it felt more positive than last year’s survey. Lovely comments from parents. The fact that parents take the time and energy to write the feedback means a lot.</p> <p><i>Governors asked for the best and worst scoring aspects. NB gave feedback – Behaviour consistently managed well by staff – only 2.4% disagree. NB will circulate full results. 43% responded from the School and 10% at College.</i></p> <p>Next steps – SLT will go back to the parents with their ‘3 things they would like us to consider’, even if there are things we cannot achieve, it is important to communicate back to families on this.</p>	<p>NB to circulate survey results to Governors</p>

12.	<p><b>MINUTES</b></p> <p><b>Minutes 11<sup>th</sup> July 2023 (Part 1 and Part 2) – TO FOLLOW VIA FORMS.</b></p>	Clerk to circulate
13.	<p><b>IMPACT STATEMENT / FUTURE MEETINGS</b></p> <p><b>13.1. Impact Statement</b>  <i>“what difference has this made to outcomes across the Federation?”</i></p> <ul style="list-style-type: none"> <li>• Appointed KG which bolsters the FGB, helps fulfil panel hearings, spread workload</li> <li>• Chair and Vice Chairs confirmed, supports continuity of committees</li> <li>• Autumn declarations and Skills Audits underway</li> <li>• Budget report received – CBT will be reviewing Budget after half term</li> <li>• NB gave update on Safeguarding, Governors are informed about SG concerns raised, and the focus on implementation of policies and procedures</li> <li>• Appointed SG Governor (KG) who will be trained to level 3, along with SF and LB. GR also doing an L3 refresher (in Jan) but not taking on formal safeguarding role</li> <li>• SF gave H&amp;S / Premises update and Governors are reassured plans are in place</li> <li>• Arranging dates for SCR and DSL checks – SF will do BB and LB will do Exeter sites</li> <li>• Received update on website plans, NB is progressing options with providers</li> <li>• Governors have reviewed Summer Heads Report and NB highlighted how Earwig will give us more robust baselining – <b>NB will send Clerk a link</b></li> <li>• Ratified session times and term dates, Finance Policy and Table of Delegation</li> <li>• Child Protection and Safeguarding Policy was ratified over summer holidays</li> <li>• Safeguarding for Adults Policy – requirement is being reviewed by NB</li> <li>• SWALSS networking support group was circulated to support Governors</li> <li>• DAG – SF will attend and give update to Governors</li> <li>• Complaints training with Kevin Hughes. <b>Clerk follow up with SC and liaise with NB to ensure SLT can attend too.</b></li> <li>• Safer Recruitment – reminded Governors to attend; will support interview process</li> <li>• 7<sup>th</sup> Dec Finance meeting – <b>GR considering attending – Clerk follow up</b></li> <li>• Stakeholder events in Nov/Dec to be attended, to increase stakeholder visibility</li> <li>• Governors reassured a Governor update sent out to stakeholders in newsletters</li> <li>• SC will remain as a Governor for now which will provide continuity with panels</li> <li>• Recruitment for other Governor vacancies is ongoing and Clerk is advertising</li> <li>• Link Governors, Portfolio and GB Model deferred to committee meetings</li> <li>• Foundation Governor – KG considering Foundation (SENTient) role. <b>Clerk send info</b></li> <li>• T&amp;L and CBT Governor duties being reviewed – impact will be that Governors will be able to hold Teaching Staff to account for certain areas</li> <li>• NB gave update the SIP visits are ongoing and useful</li> <li>• Capacity – NB liaising with the LA about the LA putting in a bid for Robins</li> <li>• Large number of parental surveys submitted with uptick in positive responses</li> </ul> <p><b>13.2. Future Agenda Items – Autumn term 2</b></p> <ul style="list-style-type: none"> <li>➢ 2023-2024 FGB Action Plan</li> <li>➢ Governor’s FDIP monitoring list &amp; FGB Objectives ‘23-24 (once FDIP circulated)</li> <li>➢ Review ToRs (incl policies) for Lead Gvs – defer to committee meetings</li> <li>➢ Ratify committees ToRs (CBT, T&amp;L, P&amp;P)</li> </ul>	

	<p><b>13.3.Future meeting dates</b>  P&amp;P – Thurs 2<sup>nd</sup> Nov 10am (incl UPS threshold requests)  CBT – Fri 10<sup>th</sup> Nov (HR &amp; Comms) 4.30pm  CBT – extra-ordinary meeting, date TBC  T&amp;L – Tues 21<sup>st</sup> Nov 4.30pm  FGB – Weds 7<sup>th</sup> Dec 4.30pm @ College</p> <p><b>13.4.Actions Log</b> – no items outstanding from last academic year</p>	
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**Meeting ended at 6.00pm**







A handwritten signature in black ink, appearing to be "S Finnemore", written over a horizontal line.