

FGB: MINUTES – Part 1

Weds 10th July 2024, 4.30 – 6.00pm

Hybrid – College / Teams

Attendees	Initials	Governor category
Nikki Burroughs	NB	Executive Headteacher
Steven Finnemore – Chair	SF	Chair, Co-opted
Jodie Came	JC	Co-opted
Jordan Conibere	JCo	Staff
Gemma Rolstone	GR	Local Authority
Katy Young	KY	Clerk
In Attendance	Initials	Category
Ben Marsh (guest)	BM	Prospective Governor
Absent with Apologies	Initials	Category
Karolina Galera	KG	Foundation
Jamie McFadzean	JMc	Co-opted
Emma Whitton	EW	Co-opted
Absent no Apologies	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Finance	Chair
3. Safeguarding and H&S	Chair
4. Staff Presentations	Chair
5. Monitoring	Chair/NB
6. Policies	Chair
7. Training	Chair
8. Key Stakeholder Comms	Chair
9. FGB structure	Chair
10. Executive Headteacher’s update	NB
11. Last 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 update
- Last FGB Minutes – 22nd May 2024
- Prospective Governor Ben Marsh’s pen portrait
- Committee Impact Statements
- Policies Spreadsheet 2024-2025 (draft)
- Skills Matrix
- Survey outcomes – Comms & Pupil (post meeting)

MINUTES

Ref	Item	Agreed/ Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome: The meeting was quorate.</p> <p>1.2. Prospective Governor Ben Marsh: BM gave a summary of why he would like to be a Governor (<i>former consultant paediatrician specialising in community paediatrics, neurodisability – in London and the South West. Now retired due to ill health, wants to use limited his functional time to be of use and utilise his skills and experience from medical and safeguarding perspective, and in former managerial roles – good opportunity to share and use those skills</i>). Ben left the meeting so Governors could discuss. Governors unanimously agreed to appoint, Ben re-joined the meeting and was appointed.</p> <p>1.3. Apologies received: Karolina Galera, Jamie McFadzean, Emma Whitton.</p>	

2.	<p>FINANCE</p> <p><i>Recorded under Part 2.</i></p>	
3.	<p>SAFEGUARDING AND HEALTH & SAFETY</p> <p><i>Lead Safeguarding Governor: Jodie Came</i> <i>Lead H&S Governor: Karolina Galera</i></p> <p>2.1 <i>Recorded under Part 2.</i> 2.2 <i>Recorded under Part 2.</i></p> <p>2.3 SCR check and DSL meeting (summer term): Record that these were carried out on the following dates;</p> <ul style="list-style-type: none"> • SCR check with HR Manager: JC completed on 3rd May • DSL meeting: JC joined the DSL meeting on 25th April <p>2.4 Safeguarding Conference GR gave feedback about the conference – there was a talk on PREVENT, and the development of Incel, GR will send the data on to NB. There was another talk on knife crime and the fine balance of not starting prompting thoughts by discussing knife crime with teenagers to avoid escalation. Family of knife crime victim have set up art installation to promote reduction of knife crime – looking at things a different way.</p> <p>2.5 KCSIE update in September 2024: Level 2 training for all staff at the start of every year. At BB we have had face to face sessions with DES, virtual training does not work as well. This year, we have employed a social worker to do a whole day on safeguarding, which will present a different point of view. Level 2 training – Governors can attend if interested – NB will circulate dates.</p>	<p>GR will send on the relevant links to NB from Safeguarding Conference</p> <p>NB to circulate dates of Autumn KCSIE / Safeguarding Level 2 training</p>

4. STAFF PRESENTATIONS

4.1 Christine Walker, Communications Manager, presented on **new website** and **latest survey results**.

CWa stated the 3 websites are work in progress, will be up and running for Sept. Collated information and now ensuring our 'top bars' reflect each other, whilst retaining the differences between the two schools. Making drop-down lists more concise and clear, for easier navigation. Some data needs to be added once signed off. Has SLT photos. ET site – CWa updating text. NB added – on the existing website there is a lot of info, want to make it more succinct. Used feedback from families to populate more day to day info. CWa populated data to ensure it is accurate, and is liaising with the designers. L2L site will have links to the relevant schools.

GR – have you tested to see how it looks on a mobile phone? CWa – on a mobile device you get condensed toolbars, so it is mobile compatible. Also has translation function.

GR – change 'vacancies' to 'work for us' to be more positive strapline, and add 'send us your details, even if not currently a vacancy listed' – encourages people to submit their application forms which can be kept on file. Agreed, CWa will progress.

NB stated it has been a big job and lots of back and forth with design team. NB believes it has been worth taking the time to get it right. **NB and Governors agreed the new format is more user-friendly.**

4.2 Questionnaire feedback – Comms Survey

Parent carer survey – deadline is 17th July, had 64 responses so far. Not looking too bad, few things to work on which is useful.

Comms Survey – CWa will share feedback with Governors. Some families stated there are a lot of platforms for parents, parents would like email reminders, lots of reading of newsletters, feedback was it is a bit too long, summary and dates are useful. Considering doing a community newsletter, and a dates newsletter. 93% felt school contacts them 'the right amount'. Varying levels of use Facebook. Home school diaries – week to view or page a day depending on needs of pupil. Week to view – feedback is there is not enough room to write anything. SLT decided to review our pages and content, start using some emojis to show how well the child is doing for key parts of the day, balanced out with Teachers needing space to give feedback.

Pupil survey – we will need to tweak the questions next time to get slightly better answers.

CWa to circulate survey results.

4.3 Which staff to invite to Autumn term meetings? – to be confirmed in September.

CWa to amend vacancies to 'work for us' and add CV bank

CWa to circulate results of Parent/Carer survey, Comms Survey, and Pupil survey

<p>5.</p>	<p>MONITORING</p> <p>5.1 FDIP 2023-2024: update on final (July) RAG ratings from NB – no changes.</p> <p>5.2 FDIP 2024-2025: update (following Strategy Day on 8th July) – NB advised the basis for over-arching targets for FDIP are;</p> <p>Quality of Education (QE): embedding engagement pathway, all students challenged at level of understanding, using formative assessment.</p> <p>Personal Development (PD): breaking cycle of dependency.</p> <p>Behaviour & Attitudes (BA): enhancing comms to all stakeholders, embedding relational practice.</p> <p>Leadership & Management (LM): Enhancing middle leaders whole school improvement, CPD programme.</p> <p>SF gave feedback that there was a good level of engagement at the Strategy Day, and it went well.</p> <p>5.3 FGB objectives 2024-25 – will be reviewed in new academic year based on strategy day outcomes & new FDIP</p> <p>5.4 Monitoring Walks feedback (Summer term)</p> <p>ETC: JC and KG carried out walk. Looked at engagement model, but also did a class to class walk around. The only thing that came up was implementing more music and performance, but with Grant leaving Governors on the walk were concerned about the outdoor side of things at ETC, felt it was steering towards indoors activities, want to keep focus of getting students outside. <i>NB clarified that Katie and Tom are leading enrichment, new Teacher Joe is outdoorsy and athletic too. Still have Jen in Rural Skills. JCo stated he also runs lot of outdoor groups and trips.</i> JC stated they also discussed with Head of College about the workshop. NB stated the new Teacher Joe runs a bike workshop fixing up bikes, which will be useful. NB – we will continue to ensure things grow and develop. JC – it was very calm at ETC – could feel the independence and maturity.</p> <p>Bidwell: SF carried out walk. He talked to Rosie about engagement model, it was a very calm class.</p> <p>BM asked whether there is a rotation of what areas / topics to look at? SF stated yes, and at his walk he monitored the engagement model.</p> <p><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>NB to update RAG ratings on outgoing FDIP, and circulate</p> <p>NB to circulate new FDIP 24-25</p> <p>Clerk / SF start drafting FGB objectives once FDIP issued</p> <p>JC/KG to complete a Monitoring Report for Clerk for ETC visit</p> <p>SF to complete Monitoring Report for Clerk for BB visit</p>
<p>6.</p>	<p>POLICIES</p> <p>6.1 The following statutory policies to be reviewed and ratified by all Governors, via MS ‘Forms’ link: https://forms.office.com/e/mgME7rhgU8</p> <ul style="list-style-type: none"> • Data Protection Policy (IT) – updated by IT Manager • Disciplinary Policy (HR) - change to para 31 – minor update to wording re: EAP (Employee Assistance Programme) • Information Assurance Policy (IT) – various updates, see mark-ups 	<p>Governors to approve policies via Forms</p>

	<ul style="list-style-type: none"> • Redundancy Policy – updated to ensure compliance with Protection from Redundancy (Pregnancy & Family Leave) Act 2023 <p>OTHER:</p> <ul style="list-style-type: none"> • Capability Policy (HR) - no changes (last review 2023) • Grievance Policy (HR) – no changes (last review 2022) • Mental Health Strategy (incl Wellbeing Charter) – not a statutory policy – SLT to approve instead. NB will send to Governors, for info only. <p>6.2 Changes to Policy approval system</p> <p>Governors reviewed the updated Policy spreadsheet, noting that many do not actually require Governor approval, which will save a lot of time. However, Governors still elected to see;</p> <ul style="list-style-type: none"> • <i>KCSIE – sight of</i> • <i>Children in Care Policy – sight of</i> • <i>Behaviour Policy – approve</i> • <i>Accessibility Policy – approve</i> • <i>Smoking Policy (new) – approve (at Autumn FGB)</i> <p>The policy log was reviewed and various policies, including the <i>Governor Visits Policy</i> and <i>Absence Policy</i> (model policies), will be approved by SLT rather than Governors, effective September 2024.</p> <p>Clerk will update policy spreadsheet, and send a copy to the Comms Manager to update the Sharepoint Hub responsibility list and update the policy cover pages.</p> <p>SLT policies may still come to Governors, at Executive Headteacher’s discretion, where necessary.</p> <p>**All ‘live’ Federation Policies are available to view any time, on the Sharepoint Hub**</p>	<p>NB to circulate Wellbeing Charter</p> <p>Clerk to finalise Policy spreadsheet & re-circulate (incl to CWa to update Hub approvals)</p>
<p>7.</p>	<p>TRAINING</p> <p>7.1 Governor Induction training: Booked BM and EW into “Introduction to Governance” and “Governance of Safeguarding”.</p> <p>7.2 SWALSS Support network for SEN Governors: GR gave feedback following final session on 20th May. Focus was on EHCP reviews, in particular how health does not often take the burden of what they should do. Federation Teachers do EHCP reviews but GR happy to support. GR – I have students with complex conditions and nothing in the health box. Was interesting to look at where the responsibilities lie, what is NHS vs School responsibility, what’s statutory and what isn’t. Very engaging speaker.</p> <p>7.3 <u>Exclusion Procedures:</u> Record that GR did attend on 14th March. JMc would like to attend in Autumn – Clerk send dates</p> <p>7.4 Complaints training: (communication, conflict resolution etc) Bespoke training (via Toby Broomes at HR One) – NB stated no update as yet, has changed hands. NB has been sent training on NHT on conducting investigations. Clerk to circulate DES standard training to consider in the interim.</p>	<p>Clerk actions;</p> <p>7.2 circulate SWALSS dates for 2024-2025</p> <p>7.3 Book JMc for Autumn term Exclusion training</p> <p>7.4 Circulate DES complaints training in interim</p>

	<p>7.5 Safer recruitment: £29 anytime. Reminder for all recruiting Governors to attend (book direct, invoice to ET) – Clerk to BM and EW.</p> <p>7.6 Chair / Succession Training – BM is interested, Clerk to research option</p> <p>COURSES ATTENDED:</p> <p>7.7 Safeguarding</p> <ul style="list-style-type: none"> • KG attended <i>Child Protection L3</i> on 4th March 2024 • JCo being trained to <i>Child Protection L3</i> (via the Hollow Lane Club) in summer hols • BM interested in Level 3 Safeguarding in the future <p>7.8 Health & Safety</p> <ul style="list-style-type: none"> • KG attended <i>Governor's H&S Overview</i> on 3rd June 2024 • KG attending DEL's <i>Lead Governor H&S training</i>: date TBC • KG is meeting the outgoing ET Premises/H&S Manager on 12th July <p>Resources: Governance - all training courses (devoneducationservices.co.uk)</p>	<p>7.6 Chair/ succession training options to BM/all Govs</p> <p>7.7 Note that BM is interested in L3 safeguarding training</p>
8.	<p>KEY STAKEHOLDER COMMS</p> <p>8.1 Stakeholder events (live calendar)</p> <p>Governors reflected on school summer events they attended. Check calendar again in September.</p>	
9.	<p>FGB STRUCTURE</p> <p>9.1 Vacancies: 2 Co-opted & 1 Parent Governor. 2 positions filled.</p> <p>9.2 Succession Planning 2024-2025 (<i>volunteers for Chairs election in Sept – JC and GR happy to continue in post at committee Chairs and SF as overall Chair of Governors</i>).</p> <p>CBT meetings: GR's time constraints with council meetings were noted; keep CBT meetings 'as is'. T&L meetings: keep as daytime meetings, and shorten to 1 hour in light of policies reducing.</p> <p>9.3 Skills Matrix: Review current SWOT, identify recruitment needs. Only 'red' item currently is - Governors with previous Chair experience. BM interested in Chair / succession training.</p>	<p>Clerk to add BM to Skills Matrix</p>
10.	<p>EXECUTIVE HEADTEACHER'S UPDATE</p> <p>Executive Headteacher gave verbal update as follows;</p> <p>10.1 Summer Term Head's Report: will be issued to Governors by end of summer term.</p> <p>10.2 School Improvement Partner: end of year update – NB will circulate SIP report, it was really positive and nice to have it externally validated that the schools continue to make progress despite it being a challenging year – something to be celebrated.</p> <p>10.3 <i>Recorded under Part 2.</i></p>	

<p>11.</p>	<p>LAST MINUTES</p> <p>FGB: 22nd May 2024 (Part 1 and Part 2)</p> <p>To be approved via Forms (SF, GR, JC reminded to approve)</p>	
<p>12.</p>	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>12.1. Impact Statement: <i>“what difference has each item made, across the Federation?”</i></p> <p>PART 1 ITEMS ONLY:</p> <ul style="list-style-type: none"> • Appointed new Governor, Ben Marsh – Governing Body is bolstered – Ben will bring a wealth of experience and knowledge; joining T&L due to experience in Safeguarding etc • Presentation from Comms Manager - Governors now updated on website launch and feedback from Family, Pupil and Comms surveys will be circulated • Premises and H&S will be covered in summer Head’s Report – not major updates to report • Summer term SCR check & DSL meeting have taken place, no issues to report, very useful • KG has arranged a handover meeting with ET Site Manager re H&S, before he leaves • FDIP 23-24 – closed out, verbal update given for July by NB, that we are ‘where expected’ • FDIP 24-25 – Strategy meeting done, NB gave Governors a summary and new FDIP will be issued in September • Monitoring Walks have taken place at BB and ETC, looking at engagement, triangulating FDIP • Agreed to plan ETS visit for October to allow settling in after summer holidays • Governor vacancies – 3 outstanding after appointing BM. No parents have volunteered • Exec Head will circulate SIP feedback on annual targets, which was positive • FGB objectives will be reviewed in Sept, following strategy day outcomes & new FDIP issued • Staffing Structure – NB gave latest update and new SLT photo chart will be issued in Sept • Policies – will be circulated via Forms for approval, impact is they can then be shared to staff • Mental Health / Wellbeing Policy – NB will circulate to Governors (for info only) • Training – noted training undertaken, which bolsters overall skillset of FGB • Training for Autumn discussed, Clerk will progress • Safeguarding training – most of FGB now trained to Level 3 (JCo doing L3 over summer) • Complaints training – no update as yet, changed hands • Chairs discussed for September elections – will continue as is for now • Mentors – Jordan for Ben, SF for Emma <p>12.2. Future Agenda Items</p> <p>Autumn Term 1:</p> <ul style="list-style-type: none"> • Chair Elections – please inform Clerk if you wish to stand/continue • FGB’s Key Objectives ‘24-25 (draft once new FDIP issued) • Terms of Reference – annual review • Update Skills Matrix with joiners/leavers, identify SWOT <p>Autumn Term 2:</p> <ul style="list-style-type: none"> • Review committee composition • Confirm Lead Governors <p>12.3. Actions Log – updated, see next page.</p>	

Meeting ended at 6.00pm



ACTIONS LOG – UPDATED AT FGB ON 10th JULY 2023

Date	Item	Action	Who	Deadline
10th July '24	3.4 Safeguarding Conference	GR will send on the relevant links to NB, following summer safeguarding conference (incl Prevent, Incel, knife crime)	GR	FGB (17 th Sept '24)
10th July '24	4.1 New websites	Comms Manager to amend 'vacancies' to 'work for us' as a more positive strapline Comms Manager to add 'send us your details, even if there is not currently a vacancy listed – CV bank.	CWa	FGB (17 th Sept '24)
10th July '24	4.2 Questionnaires	Comms Manager to circulate feedback from Parent/Carer survey, Comms Survey, and Pupil survey	CWa	FGB (17 th Sept '24)
10th July '24	5.2 FDIP	FDIP 2024-2025: NB to circulate	NB	FGB (17 th Sept '24)
10th July '24	5.2 FDIP	Draft 'FGB Objectives' doc (once FDIP issued)	SF	FGB (17 th Sept '24)
10th July '24	5.4 Monitoring Walks	JC/KG to complete a Monitoring Report (ETC visit) SF to complete a Monitoring Report (BB visit)	JC / KG SF	FGB (17 th Sept '24)
10th July '24	6.Policies	Governors to approve summer term policies ASAP, via Forms so these can be issued to staff; https://forms.office.com/e/mgME7rhgU8	ALL	URGENT
10th July '24	6.Policies	Mental Health Strategy (Wellbeing Charter) – NB to circulate, info only	NB	FGB (17th Sept '24)
10th July '24	6. Policies	Smoking Policy – Governors to approve at next FGB	NB	FGB (17th Sept '24)
10th July '24	7. Training	Various training to be booked in (listed in Minutes of 10 th July 2024)	Clerk	FGB (17th Sept '24)
10th July '24	9.FGB Structure	Add new Governor BM to the FGB Skills Matrix, and re-circulate	Clerk	FGB (17th Sept '24)

COMPLETED:
