

## EXECUTIVE MINUTES (PART 1)

5 November 2015

9.45am – 1.00pm, The Loft, Bidwell Brook School

| Attendees            | Initials |                     |
|----------------------|----------|---------------------|
| John Thorndyke       | JT       | Foundation          |
| Jacqui Warne         | JW       | Exec Head           |
| Fen Yee Teng         | FYT      | Parent              |
| Saxon Spence         | SS       | LEA                 |
|                      |          |                     |
| <b>In Attendance</b> |          |                     |
| Daisy Binnie         | DB       | Staff Governor      |
| Deb Norman-Pawley    | DNP      | Co-opted            |
| Kay Rosier           | KR       | Co-opted            |
| Kate Mythen          | MY       | Co-opted            |
| Lesley Williams      | LW       | Clerk               |
| Lynne Williams       | LyW      | SLT (Finance, BB)   |
| Anne Davies          | AD       | SLT (Finance, ET)   |
| Karen Trevelyan      | KT       | SLT (HR, ET)        |
| Dave O'Loughan       | DOL      | SLT (H&S, Premises) |
| Carolyn Purslow      | CP       | SLT                 |

| Agenda                           | Led By    |
|----------------------------------|-----------|
| <b>Procedural Items</b>          |           |
| 1. Welcome & Apologies           | JT        |
| 2. Register of Business          | JT        |
| 3. Approve Minutes               | JT        |
| 4. Matters Arising               | JT        |
| <b>Strategic Items</b>           |           |
| 5. Governing Body Structure      | JT/All    |
| 6. Policies                      | JT/JW/All |
| 7. Governor Self Reflection Tool | JW/All    |
| 8. Finance Reports               | Ad/LyW    |
| 9. Health & Safety Report        | DOL       |
| 10. HR Reports                   | KR        |
| 11. SENTient Trust               | JW        |
| 12. Governor Training            | JT        |
| 13. Prevent Strategy             | SS/JW     |

| Apologies             | Initials |            |
|-----------------------|----------|------------|
| Tony Johnson          | TJ       | Foundation |
| Sue Brindley-Crompton | SBC      | Co-opted   |
| Karen Osborn          | KO       | Co-opted   |
| <b>Non- Executive</b> |          |            |
| Jill Grainger         | JG       | Co-opted   |
| Catherine Monger      | CM       | Co-opted   |

Additional Documents used/referred to at the meeting:

- *Governors Learn to Live Self Reflection Tool Document (circulated with agenda)*
- *Budget Monitoring Report & Summary for BB (circulated with agenda)*
- *Budget Monitoring Report & Summary for ET (circulated with agenda)*
- *Sub Aqua Club Licence document (circulated with agenda)*
- *HR Report from BB (circulated 4.11.15)*
- *HR Report from ET*
- *Quote from Charles Ware re. fee proposal for Hydrotherapy pool work*
- *Policies: Appraisal, Equality & Cohesion, Core Promise, Sex & Relationships, Safeguarding, E Safety, Social Media*



1.12.15

# MINUTES

| Ref | Item  | Agreed/Action   |
|-----|---|---|
| 1   | <p><b>WELCOME AND APOLOGIES</b><br/>           JT Welcomed all governors and apologies were official accepted from; CM, JG, TJ, SBC, KO<br/>           JT shared with the Governors that SBC will be intending to resign at Christmas due to health reasons. Alex Clarke, currently a governor in Dartmouth is very interested in meeting with JT and JW as he is interested in becoming a governor for the Learn to Live Federation. JT to arrange meeting with Alex Clarke. Governors noted that JT would also speak to TJ to ask him whether he wishes to carry on being a governor.</p>   | <p><b>ACTION:</b> JT to liaise with Alex Clarke re. date for Alex to meet with JT and JW.<br/> <b>ACTION:</b> JT to speak to TJ re. whether he wishes to remain a governor.</p> |
| 2   | <p><b>REGISTER OF BUSINESS</b><br/>           None declared.</p>  |   |
| 3   | <p><b>APPROVE PART 1 MINUTES OF 1<sup>ST</sup> OCTOBER 2015.</b><br/>           FYT pointed out 5.1 that should read 'the structure had been agreed originally with the expectation of more members.' With this amendment, all governors happy to officially approve the Part 1 minutes. The Chair signed the minutes and passed to the clerk for filing.</p> <p><b>APPROVE PART 2 MINUTES OF 1<sup>ST</sup> OCTOBER 2015.</b><br/>           Due to members of the whole GB present, the Chair asked for the Executive Committee members present at the previous Executive meeting, to remain after this meeting to official approve these Part 2 minutes.</p>   | <p><b>AGREED:</b> Minutes from 1<sup>st</sup> October official approved.</p>  |
| 4   | <p><b>MATTERS ARISING</b><br/> <u>19-25</u><br/>           JW informed governors that CBT had met to discuss 19-25. Governors noted that the group are currently finalising the wording to complete the application form to form a CIC. 3 people have been identified as possible directors of the CIC: Carolyn Purslow (CP), Debbie Pritchard (DP) and Dave O'Loughan (DOL). Governors were reminded that they had all been asked whether they were happy to be members of the CIC and no one had declined. DB questioned whether any update had been given to the families regarding next September. JW confirmed that hopefully looking to have this facility ready for next September, and that was currently looking into using information from transfer reviews (with parental consent) as a case study to look at what the L2L college could offer. SS questioned how the costs for the CIC are being covered? Governors were reminded that they had already agreed to pay £250 to Jordans to write the CIC application. JW confirmed that there is currently no other source of funding. SS suggested the need to keep an account of all costs and time spent, and suggested charitable funding? All governors agreed that it would be good practice to keep an accurate account of all time/monies spent, for future invoicing purposes, and where appropriate to recompense the federation.</p> <p><u>0-25 team</u><br/>           Governors were made aware that both schools will not be completing any more paperwork until the 0-25 team have caught up with their backlog and can process applications again.<br/>           Governors noted that there was still very slow progress with the 0-25 team transferring over pupils' statements to EHCPs (Education Health and Care Plan). JW informed Governors that teachers in both schools had</p> | <p><b>ACTION:</b> Clerk/JT to write a letter to the Julia Foster and copy to Sue Clark, expressing governor concerns with the 0-25 team on slow process of</p>                  |



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|                        | <p>spent a lot of time completing the forms, but had only received 2 EHCPs back from the 0-25 team.</p> <p>JT suggested sending a letter from the governors to express concern and disappointment on the situation. Governors noted that John Peart was currently on long term sick, so any correspondence should be addressed to Julia Foster.</p>   | <p><b>applications.</b></p> <p><b>AGREED:</b> CP to keep SS (link governor) informed on progress on the 19-25 project.</p>           |
| <b>STRATEGIC ITEMS</b> |   |  |
| 5                      | <p><b>GOVERNING BODY STRUCTURE</b></p> <p>Governors were made aware that the Executive Committee had recommended that all governors consider disbanding the Executive Committee and have 2 FGB meetings per term instead, with perhaps extra meetings for specific items as and when required. Governors were invited to comment. Governors discussed. Points raised in the discussion were:</p> <ul style="list-style-type: none"> <li>• Shorter, more focused meetings would be preferable.</li> <li>• Governor meetings after school could prove difficult with childcare for some.</li> <li>• Working governors may find it easier to take a whole day off work for a longer governor meeting, rather than a few hours here and there for more frequent, shorter meetings.</li> <li>• Executive Committee could be seen as 'exclusive' and some governors did not feel included.</li> <li>• When we have two Vice Chairs they could work with the Chair to make any urgent decisions between meetings</li> </ul> <p>KM then queried the advantages of Executive meeting? JT confirmed that a smaller group could deal with the 'business end' such as dealing with policies etc. JW expressed concern with just having FGB meetings, and getting a quorate number of governors to attend every meeting. <i>Governor Services were contacted and confirmed that quorate of our GB must be 50% rounded up, which equates to our current governing body of 15 having a quorum of 8 governors.</i> JW then proposed having 2 meetings per half term, expressing concern that 1 meeting per half term would not be sufficient. Governors discussed. After further discussion it was concluded that these two proposals would be taken to the FGB meeting on 1<sup>st</sup> December for a final decision to be taken:</p> <ul style="list-style-type: none"> <li>• Proposal 1: One FG meeting per half term with additional ones as required</li> <li>• Proposal 2: Two FG meetings per half term. These meetings would be shorter and more focused.</li> </ul> <p>In conclusion, all agreed that it would always be difficult for all governors to attend all meetings.</p> | <p><b>ACTION:</b> Clerk to put on FG structure proposals on agenda for FG on 1<sup>st</sup> December.</p>                            |
| 6                      | <b>POLICIES</b>   |  |
| 6.1                    | <p><b>Safeguarding Policy</b></p> <p>Governors were informed that SLT had already reviewed the policy. In her absence, SBC has asked whether this policy could be deferred to the next meeting as she has a couple of issues to follow up. JW expressed concern on the need to have an up to date policy in place. Copies of the policy were handed around to all present governors to view. It was agreed that the policy would be ratified today, as is, and any further concerns from SBC or governors not present will be addressed at a later date.</p>  | <p><b>AGREED:</b> Governors approved Safeguarding Policy.</p> <p><b>ACTION:</b> Clerk to update policy review chart and websites</p> |
| 6.2                    | <p><b>Appraisal Policy</b></p> <p>The Model Appraisal Policy was official adopted by Governors. Clerk to ensure that and Policy is branded as a 'Federation-wide' policy.</p>   | <p><b>AGREED:</b> Governors adopted Appraisal Policy.</p> <p><b>ACTION:</b> Clerk to adjust Policy to read as</p>                    |





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|     |  | 'Federation-wide' and to update policy review chart and websites.  |
| 6.3 | <p><b>Equality &amp; Cohesion Policy</b></p> <p>Governors agreed to approve the current ET Equality and Cohesion Policy, but to make this a Federation-wide policy. It was agreed that KR, DNP, DB and JG will look at this policy, and advise on any changes/amendments etc.</p>  | <p><b>AGREED:</b> Governors adopted Equality &amp; Cohesion Policy and asked that it be made Federation-wide.</p> <p><b>ACTION:</b> Clerk to adjust Policy to read as 'Federation-wide' and to update policy review list and websites.</p> |
| 6.4 | <p><b>Core Promise</b></p> <p>Governors noted that this has been incorporated into the SEN policy and is no longer required as a separate entity.</p>  | <p><b>ACTION:</b> Clerk to remove from Policy review list.</p>   |
| 6.5 | <p><b>Sex &amp; Relationships Policy</b></p> <p>JW suggested contacting Pippa, Sharon, Emma to ask whether the wording on the policy is still correct, before governors can approve the policy.</p>  | <p><b>ACTION:</b> Clerk to contact Pippa, Sharon, Emma to review wording on this policy. Bring to next meeting to ratify.</p>  |
| 6.6 | <p><b>E Safety Policy</b></p> <p>Governors to ask KO (absent from this meeting) to report back on the policy. KM to also contact KO to assist in reviewing policy. JW suggested having this policy as an attachment to the safeguarding policy.</p>  | <p><b>ACTION:</b> KO and KM to review E Safety and Social Media Policies.</p>  |
| 6.7 | <p><b>Social Media Policy</b></p> <p>As above</p>  |  |
| 7   | <p><b>GOVERNORS SELF REFLECTION TOOL</b></p> <p>JT explained to governors the purposes of the self reflection tool. Governors noted that different versions of the tool had been produced for different groups, such as teachers, SLT, governors etc. Governors were advised to use the document as a framework for self reflection and to think through some of the questions. It was not intended as something to be filled in. The Chair asked for any thoughts and governors commented on the following areas:</p> <ol style="list-style-type: none"> <li>1. The 'voice of families' could be a concern, as governors can rely deeply on the parent governors for this source of information, especially if they are not able to spend a lot of time in school.</li> <li>2. Do parents have an awareness of governors? DB responded that parents evening are a good forum for governors to meet with parents.</li> <li>3. Difficulty to distinguish what is 'outstanding' and finding the evidence. The tool could be used to guide this process.</li> </ol> <p>JT asked governors whether they were happy to use this tool as a GB? All agreed. JW reminded governors that the tool could be used alongside their monitoring, to help question and find the answers, when looking at range of activities, such as talking to TAs about their training.</p> <p>JT then informed Governors that the recent monitoring morning at ET with the foundation degree groups of TAs was a most useful session, and that would like to follow this through at BB in the future.</p> |  |
| 8   | <p>11.40am DOL, AD, LyW, KT, CP joined the meeting</p> <p><b>FINANCE REPORTS</b></p>   |  |
| 8.1 | <p><b>BUDGET MONITOR REPORT FOR ET</b></p> <p>JT welcomed the Core Business Team to the meeting. Governors were then referred to the ET Budget Monitor that had been circulated in</p>   |  |

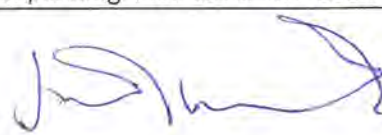




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|                   | <p>advance of the meeting and invited to ask questions. AD highlighted the following areas from her report:</p> <ul style="list-style-type: none"> <li>• Likely to underspend by £49K. Governors noted the main reasons for this were: <ul style="list-style-type: none"> <li>a) ET have more pupils than expected in September.</li> <li>b) People have left and not necessarily been replaced.</li> <li>c) ET Income was less than originally thought, as had been anticipating rental income for 19-25 that has not come in. However the school have had more funds from DCC for extra pupils in gold class.</li> </ul> </li> <li>• Main saving is on staffing TAs and teaching staff, although also made savings on the mini bus.</li> <li>• Income for therapies, music and aromatherapy have overspent as costs of services have gone up.</li> </ul> <p>Governors were referred to the quote from Charles Ware re. architect fees for Hydrotherapy Pool, as they have been managing the project. AD informed governors that the Hydrotherapy work will hopefully go out to tender in December to 3 or 4 companies. Charles Ware will charge 8.55% fee of total costs, so approx. £12.5K - £13.5K. Governors noted there were no other comparable quotes, as Charles Ware had been involved in the project from the beginning. AD has researched architect fees to be generally around 9-12%. SS proposed that we go with the quote. All Governors unanimous in supporting CW quotation. JT advised governors that new parent governor LP will have the finance portfolio with FYT.</p>  | <p><u>AGREED:</u> Governors agreed for AD to action quotation from Charles Ware for fee of 8.5% of Hydrotherapy pool costs.</p> |
| <p><b>8.2</b></p> | <p><b>BUDGET MONITOR REPORT FOR BB</b></p> <p>The BM report had been circulated in advance and Governors were invited to raise any questions. LyW highlighted the following from her report:</p> <ul style="list-style-type: none"> <li>• There were two more leavers at end of summer term, so places didn't rise as hoped.</li> <li>• CP has negotiated transition funding and payment for post 19 student.</li> <li>• Funding received from DCC for 3 pupils.</li> <li>• Report produced at end of September and BB were in underspend position of around £8K. Budget fairly stable. Governors were informed that there was a potential for additional costs of a considerable sum of money that will potentially put the budget in a negative position, following the result of conflicting HR advice.</li> </ul> <p>Governors questioned where these additional costs could be funded from in the budget? LyW confirmed that there is a contingency of £10K in the building fund, and also bursary fund. JW asked could we legally transfer funds from one school to another, especially as eventually moving to a single budget? AD will ask finance officer and report back. AD confirmed that moving to single budget was not as straightforward as hoped and LyW and AD currently still exploring this option, looking to defer moving to the single budget for another year.</p> <p>Governors were referred to the document regarding Totnes Sub Aqua club and the proposed informal rental agreement. Governors unanimous in supporting LyW recommendation of informal rental agreement.</p> <p>FYT then questioned the MTA figure being 0 in the budget. LyW confirmed that no MTAs appointed, hence 0.</p> | <p><u>AGREED:</u> All governors agreed for LyW to proceed with proposed informal rental agreement with Sub Aqua Club.</p>       |
| <p><b>9</b></p>   | <p><b>HEALTH &amp; SAFETY</b></p>   |   |

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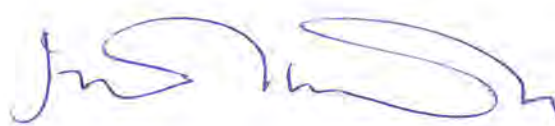
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|             | <p>DOL gave Governors a verbal update on Health and Safety &amp; Premises issues across both schools. Governors noted that:</p> <p><u>Health &amp; Safety</u></p> <ul style="list-style-type: none"> <li>• DCC came to audit the school just before summer, resulting in a score of 96%. Only areas falling down on were minor procedural areas.</li> <li>• Accidents and incidents- nothing major, still in same situation, potential for violence looks poor on paper, but nothing noted as unsafe given the policies and practices in place.</li> <li>• Currently looking at the pools in both schools and moving to cohesion and operating the same system, as pools currently rated differently. BB have staff trained as lifeguards, whereas ET do not.</li> <li>• New maintenance software package is being used across both schools- showing when items were serviced, bought, etc, currently proving to be really effective.</li> <li>• Few issues at ET around the pool, resulting in the pool having to be closed for a night due to a health concern. This has now been resolved.</li> <li>• Generally good with H&amp;S across both schools, however still major issue persuading staff that they have responsibility for their own health and safety.</li> </ul> <p><u>Premises</u></p> <ul style="list-style-type: none"> <li>• Possibly looking at remodelling BB early years. Had evaluation done and concluded that best option would be to consider whole layout of school.</li> <li>• BB money for new slide in the playground. Flat roofs of both schools are in poor state of repair. NPS have been into both schools this week and this has been raised. Hoping to get DCC to pay for these repairs.</li> <li>• Devon Norse have started cleaning both schools- going okay.</li> <li>• Looking into packages to save energy. Capital outlay is large, but looking into funding options.</li> <li>• CIC Totnes have expressed an interest in supplying solar panels for the school. Subsidies are going down, and by the end of the year may not be worth doing.</li> <li>• New Software package is being used for compliance checks across both schools to record breakages.</li> <li>• Looking into replacing heating system at BB and considering options. DOL confirmed that with Biomass boiler, DCC get the renewable heat incentive. Biomass v oil on cost, there is currently not much in it, as price of oil is going down. Managing Biomass boiler takes more management time to clean out. If we are not reducing fuel costs- could be pointless. .</li> </ul> <p>JW informed governors that Tariq Edwards has produced a document with recommendations on how to make ET look more attractive. Tariq has come up with 5 points, and JW recommends that could put funds by to pay for this.</p> | <p><b>ACTION: JW to circulate Tariq document to governors, to be discussed further.</b></p> |
| <b>10</b>   | <b>HR REPORTS</b>  |   |
| <b>10.1</b> | <p><b>HR REPORT FROM ET</b></p> <p>The ET HR report was circulated to governors at the meeting. KT went through the report with governors, and governors were invited to ask any questions. KT drew governors' attention to numerous staff absences during the autumn term, explaining that cover has been difficult due to</p>  |   |



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|             | the outbreak of illness at end of Sept. KT brought governors attention to 6 members of staff with significant rates of absence and explained the reasons why.  |  |
| <b>10.2</b> | <b>HR REPORT FROM BB</b><br>The BB HR report has been circulated in advance and governors were invited to raise any questions. JT questioned whether the absence figure was a trend. LyW confirmed that lot of absence was due to outbreak of illness in September.  |  |
| <b>11</b>   | <b>SENTient TRUST</b><br>Governors noted that a new chair has been appointed, Carolyn Purslow (CP) to serve for 1 year. It was also noted that Sue Smith, the chair of governors at Southbrook, is now the SENTient vice chair. Governors congratulated CP on her appointment.<br>JT informed the meeting that they have now abolished the fee to join SENTient. Previously was £1. SS went to the AGM, and encouraged all the governors to sign up. |  |
| <b>12</b>   | <b>GOVERNOR TRAINING</b><br>JT encouraged governors to look again at the training courses and to share what they have learnt with whole GB.  |  |
| <b>13</b>   | <b>PREVENT STRATEGY</b><br>SS updated Governors after attending a Prevent Course, which looked at teaching British values. SS recommended the Prevent course at the Mint Church in Exeter which included a session for governors.  |  |
|             | <i>All governors left the meeting apart from members of Executive Committee; JW, JT, FYT, SS.</i><br><br><i>Meeting moved into part 2</i><br>Clerk distributed a copy of the Part 2 Executive Committee governors read through the Part 2 minutes and officially approved these.<br><br>Meeting ended at 1.25pm  |  |

  
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