

FULL GOVERNING BODY MINUTES

Tuesday 1st December 2015

10 am, Ellen Tinkham School, Exeter



Attendees	Initials		Apologies	Initials	
John Thorndyke	JT	Chair	Sue Brindley-Crompton	SB-C	Co-Opted
Tony Johnson	TJ	Vice Chair	Karen Osborn	KO	Co-Opted
Jacqui Warne	JW	Exec Head	Laura Puyal	LP	Parent
Daisy Binnie	DB	Staff	Ernie Wingeatt	EW	Co-Opted
Jill Grainger	JG	Co-Opted	Fen Yee Teng	FYT	Parent
Catherine Monger	CM	Co-Opted			
Kate Mythen	KM	Co-Opted			
Debs Norman-Pawley	DN-P	Co-Opted			
Kay Rosier	KR	Co-Opted			
Saxon Spence	SS	LA			
Maggie Blaber	MB	Deputy Head (ET)			
Carolyn Purslow	CP	Head of T&L (BB)			
Christine Walker	CWa	Administrator			

Agenda	
1. Welcome and Apologies	11. Next SIP Visit
2. Register business interests	12. Liaison with Families
3. Approval of FGB Minutes July 2015	13. SENTient Trust Update
4. Matters arising from these minutes	14. Governor Conferences/Training
5. Approval of Executive Minutes November 2015	15. 19-25 Project
6. Matters arising from previous minutes	16. Playtime at ET
7. Policies	17. Safeguarding Audit
8. Structure of Governing Body	18. Date of Future Meetings
9. Terms of Reference	19. Any Other Business
10. Evaluation of FDIP 2015-2016	

Ref	Action/Decision
1.	APOLOGIES Received as above. Noted SB-C is stepping down from the Governing Body at Christmas 2015. Governors expressed thanks to SB-C for her hard work and commitment.
2.	REGISTER OF INTERESTS TJ advised the Governing Body of his private business regarding providing Family Support. Governors did not feel this was a conflict. Action: LW to update TJ's Register of Interests
3.	APPROVAL OF FULL GOVERNING BODY MINUTES OF 14TH JULY 2015 Minutes approved as an accurate record. LW to publicise on websites. Action: LW
4.	MATTERS ARISING/ACTIONS OUTSTANDING FROM THESE MINUTES 6.1 JG to liaise with Pam Long at ET ref replicating the same level of PP data at BB. Action: JG

JW Johnson 3/2/15

- 6.9 Security Policy – Governors approved the amended version which has been checked by Mike Edwards and Dave O’Loughlin. JW advised a discussion had also taken place at the Joint SLT meeting regarding evacuation procedures in the event of a bomb warning.
- 9.2 Prevent – JW confirmed information sheets and cards have been distributed to all federation staff. MB, Stella Taylor, Gill Allen and Dawn Lewis have attended/are due to attend Prevent Training. JW requested Governors keep fully up to speed with Prevent.
- 10. Pay Policy – LW had previously circulated the final revised copy of this policy. Governors approved the latest version.

4.1 **Approval of FGB Part 2 Minutes** – All Governors except JT, SS and JW left the room. Remaining Governors discussed the content of these minutes and agreed the item regarding budgets should not have been a Part 2 discussion. CWa was instructed to minute the following: “During the Full Governing Body meeting on 14th July 2015, JW explained the reasons for the need to revise the 2015-2016 budget. This revised budget was agreed by Governors”.

JT, SS and JW also agreed the request from a BB member of staff for a sabbatical. JT to draft a letter to the individual concerned. **Action: JT**

Remaining Governors returned to the meeting. JT explained the above and going forward, will be clear to the Clerk when to record items as Part 2 only.

5. **APPROVAL OF EXECUTIVE MINUTES OF 5TH NOVEMBER 2015**

Minutes approved as an accurate record. LW to publicise on websites.

Action: LW

6. **MATTERS ARISING/ACTIONS OUTSTANDING OF THESE MINUTES**

- 1. Due to current commitments, Alex Clarke is unable to join the Governing Body at present. DB to invite Alex to BB’s 2016 Summer Fete. **Action: DB**
- 4. JT to write to Julia Foster ref the slow processing of EHCPs. **Action: JT**
- 6.1 Safeguarding Policy – MB confirmed a discussion had taken place with SB-C regarding her queries. The current and ratified policy is still correct and up to date. KM agreed.
- 6.2 Appraisal Policy – Governors queried whether LW had changed this policy to “Federation-Wide”. [Subsequent Note – LW confirmed this has been actioned].
- 6.3 Equality & Cohesion Policy - DNP and KR have reviewed this policy and discussed their findings. JT questioned whether Governors needed to approve any changes, but there were no substantial alterations made. This policy can be uploaded to the website. **Action: LW** JW advised that due to IT issues, the existing ET website cannot be updated. A new ET website is being constructed and will shortly be live, replacing the existing site.
- 6.5 Sex & Relationships Policy – Governors agreed to defer this policy. **Action: LW**
- 6.6 E Safety/Online Policy – MB confirmed SLT has reviewed this policy as part of the Safeguarding Audit. KM to contact KO. **Action: KM**
- 6.7 Social Media Policy – KM to contact KO to review this policy. **Action: KM**
- 9. Beautification of Ellen Tinkham Document – James Rosier, ET Site Supervisor is actioning some of the comments made by Tariq Edwards. CWa to circulate a copy of this document to Governors asap. **Action: CWa**

Jonathan
3/2/15

7. POLICIES

- 7.1 **Policies Important to Families** - DB suggested sending selected policies to families. These could either be distributed as hard copies, or changes/updates to policies referred to in the Family Newsletter with a link to the policy on the website. However if Governors would like feedback on a policy from families, a hard copy should be sent. SS thought this was an excellent idea. DB to liaise with LW going forward. **Action: DB**
- 7.2 **SLT Policies** – Governors agreed for these policies to continue to be reviewed by SLT, but Governors to be kept up to date with the list/review dates etc. **Action: LW**
- 7.3 **Reviewing Policies** – DB questioned if there is a checklist/guidance on what to consider when reviewing a policy. JT suggested to call Governor Services, with JW adding Governors should consider the source for the policy (ie legislation) and whether the policy then addresses the issue. Policies should be short and not a guidance paper. JT felt it would be useful to organise a “policy morning” to review all policies. JT to liaise with LW. **Action: JT**

8. STRUCTURE OF GOVERNING BODY

- 8.1 **New Proposal** - JT reviewed the current set up of the Governing Body and proposed abolishing the Executive Group and creating two new sub committees:

- the Governors’ Core Business Team Committee (GCBT), and
- the Governors’ Teaching & Learning Committee (GT&L).

Governors, continuing to focus on their portfolio areas, will report back to their respective committee. Committees will have delegated powers.

JW supported this change. The federation has been in operation for a year and this new set-up would mirror and support the successful SLT structure. Agenda items will include matters arising from both schools and the meetings will last for 2 hours max. SS and KM agreed. SS added the importance of Governors regularly attending their committee meetings.

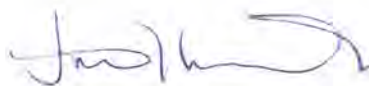
CP queried whether Governors should join the existing weekly SLT meetings. Agreed that for one meeting each half term, the SLT meeting becomes a Governors’ Committee meeting. Existing weekly SLT meetings are minuted and copies could be sent to the linked Governors. Items could be highlighted for Governors to consider. JW also stated that key elements from the two committees could be included as an appendix to the Head’s Report each term.

Governors debated the new set up and agreed on the following:

- 1) To abolish the Executive Group.
- 2) To form two new sub committees - the GCBT and GT&L.

Each Committee will meet once every half term with the Full Governing Body meeting towards the end of each half term. Full Governing Body meetings will continue to focus on specific items throughout the year, ie March = budget, July = evaluation.

This new structure will start from January 2016. Suggested Governors use existing SLT meeting dates in the first instance.



3/2/15

- 8.2 **Pay & Performance Committee** – Agreed this committee will remain with its current three members (JT, SS, EW).
- 8.3 **Change to Constitution** – Following conversations with Governor Services, JT proposed to reduce the official Governing Body number from 19 to 16. Governors agreed. **Action: LW to contact Governor Services**
- 8.4 **Vice Chair** – TJ stepped down as Vice Chair but will remain on the Governing Body as “Foundation” Governor. KM was nominated and accepted to become the new Vice Chair. Proposed JT, seconded JG.
- 8.5 **Portfolios** – Governors reviewed their portfolio areas in light of the new structure. Suggested membership for each group was discussed as follows though there may be some future changes:

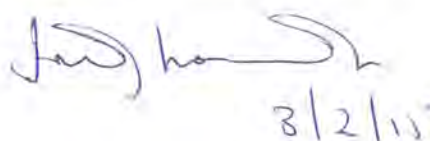
Governors Teaching & Learning – KM (Chair); JW; EW; JG; CM; DB; KR; JT
 Governors Core Business Team - TJ; JW; SS, KO; LP, FYT; DNP; JT

Points noted during this discussion:

1. JT will sit on both committees but will not Chair either once another Vice Chair has been found.
 2. Transition & 19-25 - SS will focus on 19-25. Transition to be moved to GT&L with Curriculum/Assessment.
 3. Equality & Pupil Premium – JW and Governors debated whether this sits purely with GT&L or across both committees. JT suggested this area remains with GT&L but must be raised on GCBT agendas under “Finance incl PP”. **Action: LW on future agendas**
 4. JW requested a separate ‘Equity of Provision for PP’ is added as an area under GCBT. **Action: JT to consider**
 5. Safeguarding – change to include behaviour, support *and* Prevent. Lead Governors: KM and KO.
 6. KO is currently responsible for HR under GCBT and Safeguarding under GT&L. Conversation needed with KO on preferred portfolio area/committee to attend. **Action: JT**
 7. HR – agreed there needs to be two Governors allocated to HR as this portfolio attracts numerous policies. Governors to discuss at the next meeting (possibly KO and SS). **Action: LW for next agenda**
 8. HR – should also include Training (currently with Pay and Performance). **Action: LW**
 9. Premises – change to include H&S *and* security. TJ considering joining with DNP.
 10. Liaison with students etc – currently with CM, DB and JG. However SB-C had attended BB’s Student Council meetings. Governors to review this element. **Action: CM, DB & JG**
 11. Websites – this area to be moved into GCBT to mirror SLT focus.
 12. Strategy – Evaluation of Vision - JT felt this should be addressed at FGB level, not as a portfolio area. **Action: LW to remove**
 13. Business Planning/Succession Planning – JT to review and possibly discuss at the next FGB as an agenda item. **Action: JT**
- 8.6 **Future Dates of GCBT and GT&L Meetings** – JT and KM to meet and liaise regarding convenient days/dates for Governors to meet. Governors agreed Full Governing Body meeting dates (see end of minutes). **Action: JT & KM**

9. TERMS OF REFERENCE

LW to liaise with JT and prepare new Terms of Reference to be signed off at the next Full Governing Body Meeting. **Action: LW**



10. EVALUATION OF FDIP 2015-2016

Governors reviewed this document.

Each individual target was discussed in detail and using various sources of information, the RAG status was reviewed and the document updated accordingly.

Governors used the various Head's Reports, their own first-hand knowledge of each school, the reports produced from Learning Walks and additional documents such as the Safeguarding Audit, to agree on progress made. In certain circumstances, Governors considered whether targets/activities were 'embedded' and were now a habit. Or if the action was on track but further evidence was required. It was acknowledged some targets would need to be moved onto next year's plan. Updated document attached.

11. NEXT SIP VISIT

11.1 JT confirmed Phil Silvester is due to visit the Federation again on Friday 15th January 2016 to undertake a Federation-wide review, including Governance. This will include a summary of any training courses attended by Governors. LW to ensure a spreadsheet is produced and kept up to date. **Action: LW**

11.2 **Governors Skills Audit** – JT requested any outstanding Skills Audits to be forwarded to JT and LW prior to the SIP visit. **Action: All Governors**

12. LIAISON WITH FAMILIES

Selected Governors had attended coffee mornings/Parent Café with families and valued the conversations that had taken place. JW confirmed future Parents Evening at both schools will feature a café being run in the Hall, with teacher meetings being held in the classrooms. Outside agencies to be invited to both events and selected staff ie Behaviour Support will also be on hand to meet families. Date of the next Parents Evening is Wednesday 20th January 2016.

13. SENTient TRUST

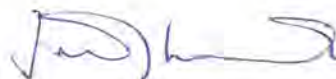
JT confirmed CP has just been appointed the new Chair for the SENTient Trust. Governors congratulated CP and wished her well.

14. GOVERNOR CONFERENCES/TRAINING

14.1 **SWALSS & NAHT Governors Conference** – This is a new conference following the format of the successful Heads, Deputies and SBM SWALSS conferences. Being held in Torquay on either Friday 6th or 13th May, overnight into Saturday. JT read out details of proposed content and workshops. Ideally the Chair, Vice Chair and Head to attend (Head foc). Cost = £170 pp. Workshops to include H&S, safeguarding and succession planning. It is hoped that Mike Wilshaw from Ofsted will be a guest speaker. Governors agreed to send two representatives. SS queried if additional Governors could attend for a particular session only. LW to ascertain further details. Governors to contact LW if they wish to attend. **Action: LW/All Governors**

JW left the meeting.

14.3 **DAG Conference** – DB updated Governors on highlights from the Autumn DAG Conference. DB's notes to be circulated with the minutes (duly attached).



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*Amend to include
H.C. included
offical training
JW*

14.4 Inter-faith Conference – SS attended this conference which covered religious education and views of radicalised individuals/groups which could ultimately lead to illegal activity. Identified our Young People are vulnerable, do not fully understand implications of actions and cited the “Giraffe Cafe” incident as a good example of this. Noted that ISIS is currently recruiting and using sign language to appeal to certain cohorts. Schools to be extra vigilant and treat the matter as a safeguarding issue.

Governors agreed online safety is key and parents should be provided with as much support as possible to be able to monitor their child's online activity. DB suggested the Family Newsletter could feature hints & tips to help educate parents. KM to consider how the school communicates e-safety to families. **Action: KM**

SS advised she had raised the issue at the conference of needing to protect vulnerable SEN pupils, and recommended Governors keep Prevent on agendas going forward.

15. 19-25 PROJECT

CP confirmed the Community Interest Company application has been submitted. Next step will be to re-approach the Care Quality Commission. SS requested to be kept updated on meetings and papers in her role as 19-25 Lead Governor. CP confirmed the next 19-25 development meeting will take place on Wednesday 9th December at ET. SS sent her advance apologies due to a prior commitment.

JW returned to the meeting.

16. PLAYTIME AT ET

SS referred to the request made by the Student Council regarding alterations to lunch/play time at ET, and asked if any action had been taken. JW confirmed SLT and teachers had discussed the suggestions made and agreed to follow up. Dave O'Loughlin and Anne Davies are negotiating with Norse to cater for two separate “sittings” at lunchtime.

17. SAFEGUARDING AUDIT

MB and Stella Taylor have completed and submitted the Safeguarding Audit. Governors confirmed a copy has been received from LW electronically.

18. DATES OF FUTURE FULL GOVERNING BODY MEETINGS

Wednesday 3rd February 2016 at BB at 10 am
Wednesday 23rd March 2016 at ET at 10 am
Wednesday 18th May 2016 at BB at 10 am
Wednesday 13th July 2016 at ET at 10 am

19. ANY OTHER BUSINESS

19.1 Request to Reduce Hours for Teacher at BB – JT confirmed a request had been received and considered by SLT. Agreed for JT to write to the Teacher concerned and approve the one day reduction in her working week. **Action: JT**

*Jay Thomas
3/2/13*