



Core Business Team Committee

19th January 2016

10am, The Conference Room, Ellen Tinkham School

Attendees	Initials	
John Thorndyke	JT	Foundation
Jacqui Warne	JW	Exec Head
Deb Norman-Pawley	DNP	Co-opted
Saxon Spence	SS	LEA
Lesley Williams	LW	Clerk
In Attendance		
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)
Sarah Bedford	SB	SLT (HR, BB)

Absent with Apologies	Initials	
Fen Yee Teng	FYT	Parent
Absent Without Apology		
Tony Johnson	TJ	Foundation
Karen Osborn	KO	Co-opted

Agenda	Led By
Procedural Items	
1. Welcome & Apologies	JT
2. Register of Business	JT
Strategic Items	
3. GB Housekeeping	JT
4. Growth Plan	JW/SS
5. FDIP	JT/SLT
6. HR Issues	SLT
7. Training & Development	SB/KT
8. Finance	AD/LyW
9. Health & Safety	DOL
10. Premises	DOL
11. Committee Working Structure	JT
12. Website/Marketing	JT
13. Meeting Dates	

Additional Documents used/referred to at the meeting:

- *CBT committee Terms of Reference*
- *Portfolio document*
- *HR Training Letter*
- *Governors Involvement in FDIP 2015/16 document*
- *Development & Innovation Plan*

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES JT Welcomed all governors and apologies were official accepted from FYT. Absent without apology - KO, TJ	
2	REGISTER OF BUSINESS None declared.	
STRATEGIC ITEMS		
3	Governing Body Housekeeping	
3.1	Governors agreed unanimously that JT should remain as chair of CBT committee until a second vice chair is elected and can take over the role.	AGREED: JT to remain chair of CBT until another vice chair is elected and can take over as chair.
3.2	Governors discussed the Terms of Reference (as circulated prior to the	ACTION: Clerk to amend

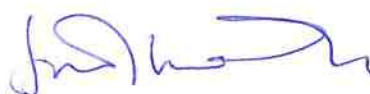
	<p>meeting) and commented as follows:</p> <ul style="list-style-type: none"> - Could headings be added for the different areas, to make the terms easier to read? Clerk to action. - Governors queried the 'Standards Group' mentioned in the terms? Will check with SLT – as could this be changed to 'CBT'? - Governors queried where PP should sit, perhaps should be on both committees? Will check with SLT. <p>(Note: SLT confirmed that 'Standards Group' was no more and should be 'CBT'. And agreed that PP should be discussed in both committees, as each have a different focus)</p>	<p>terms of reference as discussed.</p> <p><u>AGREED:</u> Governors agreed to committee terms of reference, subject to the clerk making the revisions, as discussed.</p>
3.3	<p>Governors looked at the Porfolio Roles document (as circulated prior to the meeting) and agreed it was correct as it stands. Will be taken to FG for final approval.</p>	<p><u>AGREED:</u> Govs agreed with portfolio document and will be taken to FGB to ratify.</p>
4	Growth Plan	
4.1	<p><i>10.25am KT, AD, SB, LW, DOL join the meeting</i></p> <p>JT welcomed SLT to the meeting and explained the new governor structure of frequency of meetings to SLT</p> <p><u>Post 16 & Bodley House</u></p> <p>JW confirmed that Matt Redwood coming into ET this afternoon to discuss Bodley. Governors noted the following:</p> <ul style="list-style-type: none"> - SLT CBT have submitted a very detailed business plan regarding Bodley House. - The elected members meet fortnightly and MR hoping to get the proforma to the elected members within the next month. - The stop on the marketing of Bodley House is until the end of March. <p>SS advised that Sue Clarke from DCC is very keen to support plans for using buildings such as Bodley as increasing need for SEN provision. SS thanked SLT Core Business Team for their excellent business plan, and clarified that the council will be looking at terms of revenue costs for the property, hopefully sympathetic to our needs. Taking on Bodley House would be a much more cost effective solution for DCC, rather than building a new special school from scratch, or putting students into the independent sector. JW confirmed that DCC has indicated needs for an additional 20 places (all in early years), and ET will need 5 places to cover the costs of Bodley.</p> <p>Governors asked how will the 'set up' with Bodley House work? JW confirmed that currently working out options, but will depend on places that DCC want to free up. Governors noted that school is currently exploring options for some students being on different sites, but this can not be finalised or parents informed until Bodley is confirmed.</p>	
4.2	<p><u>19-25</u></p> <p>JW advised governors that CP has gone through CQC requirements, and concluded that we don't need to officially register the CIC, as 'out of scope'. JW clarified that the planned provision did not fit with the criteria. This means that there will be no inspections or official checking body. If education is purchased through the school, Ofsted will only check the school.</p>	
4.3	Bodley House – see point 4.1	
5	<p><u>FDIP</u></p> <p>Governors viewed the Development & Innovation Plan document (as circulated before the meeting) and had a general discussion concluding that anything curriculum basis should sit with T&L Committee, Leadership with FGB, and the Business plan should sit with CBT. All noted that it would be good practise for each committee to hold each other to</p>	



	account. AD informed Governors that financial/budgeting timings must be actioned at the correct time in the plan. There were still a number of amber ratings on the 2015 plan which was now supplemented but the intermediate plan from Jan – April.	
6	HR Issues	
6.1	<p><u>BB Training Agreement</u> Governors studied the proposed draft BB training letter (circulated to governors before the meeting). SB explained that the letter was to ensure that school can recuperate funds if an employee chooses to go on a course, the school funds it and then the employee leaves. Governors questioned whether the cost would include the employee's time to take the course? SB clarified that the funds would cover the cost of the course, not the time taken to complete it. The course would be funded only when an employee had specifically requested training, rather than training that the federation had asked them to do.</p> <p>SS queried the wording around the school 'reserving the right' and asked for more clarity. SB agreed to reword the letter to make it clear that the letter states it is allowing school the right to recuperate costs when an employee <i>leaves</i>. All governors agreed to approve the letter, subject to SB amendment.</p>	<u>AGREED:</u> Governors agreed to proposed training letter being used, subject to SB rewording, as discussed.
6.2	<p><u>HR- Ellen Tinkham</u> KT produced an HR report for Governors and circulated this at the meeting. Governors queried what is happening with WB@W? (well being at work) as local authority are no longer using them from March 2016. Governors noted that alternatives are being looked at in conjunction with SENTient, possibly Michelmores rather than HR One. KT informed Governors that there was a formal absence hearing scheduled for 8.1.16.</p> <p>Governors suggested having a written report once a term from each area eg. HR, Finance. SLT confirmed that the changes in their roles is due to happen this year. JW suggests having all reports produced for the governor meetings as an appendix to the Heads report, so all documents are in one place but it was felt that reports should initially be prepared for the committee meetings.</p> <p><u>HR- Bidwell Brook</u> SB gave the a verbal update, and governors noted the following:</p> <ol style="list-style-type: none"> 1. BB has a Foundation Stage Supervisor vacancy that struggling to fill, despite advertising. 2. New teacher has just joined BB this term, currently going well. 3. There are a large number of staff on fixed term contracts, all due to end in August 2016, due to levels of leavers in FE this year. 4. One employee going through MAMSA process at the moment. 	
7	Training & Development	
	<p>Governors were informed that KT and SB are currently looking at training to enhance TA practice, 'continuous professional development over two years.' KT explained that the expectation that would be that all TAs would participate in this. Governors noted that this training could interweave with current NVQs, and that KT and SB will undertake the assessor training, to facilitate this. Governor's asked 'do we have any staff that have been here for a long time that not entered into any training?' JW confirms that the Federation have long term employees, but have never had any resistance from anyone about doing training. Governors asked whether the training could be accredited? and noted that SB and KT currently looking into this.</p>	
8	Finance	

JW 080315

	<p>taken the wrong decision for the right reasons. The situation is being monitored.</p> <p>3. The MAMSA Hearing is linked to H&S situation.</p> <p>SS questioned who would look at the report regarding any issues regarding violence in schools? It was clarified that this would be dealt with under Safeguarding on the T&L committee. CBT committee could look at the report regarding any damage to buildings.</p>	
10	Premises	
	<p>DOL gave governors a verbal update and governors noted the following:</p> <ol style="list-style-type: none"> 1. The Federation have bought into the Devon Maintenance partnership, but they have fallen behind on some of the requirements, such as lift servicing at BB. This is now being addressed. 2. A meeting was held just before Christmas regarding solar panels. After assessing the situation, the Federation are now looking at a bigger potential scheme, for possibly £2.5-3K a year. Still awaiting official quotes. The solar panels would be funded by Totnes Community Company, who would be looking at selling us electricity for 70% of what we currently pay. <p>Governors asked what was happening regarding the work to the premises identified 'ET Beautification' Report? DOL confirmed that at Easter, may be able to go ahead with some of the work, but that funding remained the issue. Governors noted that additional funds had to be spent on the rural skills area, such as £1K on security cameras, since the theft of the animals. Governors acknowledged that there had been a generous public response, and queried whether they had been thanked for their generosity? Governors noted that the press has been updated and public thanked.</p>	
11	Committee Working Structure	
	<p>Governors discussed the working structure of the committee meetings, concluding that DOL will produce accident reports every term.</p> <p>Training, Development and HR to be discussed in the 2nd half of the half term, Finance, H&S Premises in 1st half of half term.</p> <p>SLT to produce reports for their relevant area in time for the meetings, and could give a quick verbal report in lieu of their attendance at other meetings, should any significant issues arise.</p>	<p><u>AGREED:</u> Training, development and HR to be discussed at committee meeting in 1st half of half term, Finance and H&S & Premises in the second half. SLT to produce timely reports for their relevant area in time for the governor committee meetings.</p>
12	Websites	
	<p>JW confirmed that new ET website was up and running. The BB website is now up to date, and the Learn to Live Federation website has also been updated. Governors recognised the need to have a Governor to monitor this</p>	
13	Next Meeting Date has been set for Tuesday 8 th March 2016	
	Meeting finished 12.21pm	



08.03.16

