



FULL GOVERNING BODY MINUTES – PART 1

23 March 2016

10.00 – 2.00pm, Bidwell Brook School, The Loft

Attendees	Initials	
Saxon Spence	SS	LA
Catherine Monger	CM	Co-opted
John Thondyke	JT	Foundation
Kay Rosier	KR	Co-opted
Daisy Binnie	DJ	Staff
Tony Johnson	TJ	Foundation
Kate Mythen	KM	Co-opted
Jacqui Warne	JW	Headteacher
Adele Thomas	AT	Parent
Deb Norman-Pawley	DNP	Co-opted
Karen Osborn	KO	Co-opted
Lesley Williams	LW	Clerk
In Attendance:		
Maggie Blaber	MB	SLT
Carolyn Purslow	CP	SLT
Anne Davies	AD	SLT
Lynne Williams	LyW	SLT

Apologies	Initials	
Ernie Wingeatt	EW	Co-opted
Fen Yee Teng	FYT	Parent
Karen Osborn	KO	Co-opted
Jill Grainger	JG	Co-opted

Agenda	Led By
1. Welcome & Apologies	JT
2. Register of Business Interests	JT
3. Minutes of last meeting	JT
4. Matters arising	All
5. Terms of Reference	JT/All
6. Medical Arrangements Policy	All
7. School Start Times	JW
8. SFVS BB & ET	AD/LyW
9. Budget ET	AD
10. Budget BB	LyW
11. DBS	JW
12. Bodley House	JW
13. SLT Roles & Recruitment	JW
14. Teaching School	JW
15. SWALSS Conference	JW
16. HT Report	All
17. HR Decision	JW
18. CBT Minutes	JT
19. T&L Minutes	KM
20. SENTient	CP
21. Skills Audit	JT
22. Training	JT
23. Feedback to Staff	JT
24. 19-25 College	CP
25. Training Course	All

Additional Documents used/referred to at the meeting:

- Minutes from FGB 3 Feb 2016
- Terms of Reference for Full Governors
- SFVS for BB & ET
- Budgets for BB & ET
- Medical Arrangements Policy
- Head of BB proposed job description & advert
- SWALSS information on Conference

18-05-16

<p>5.1</p>	<p>TERMS OF REFERENCE All governors have read through the FG Terms of Reference, as circulated before the meeting. JT asked for any comments. Governors commented that:</p> <ul style="list-style-type: none"> • Page 5 – should read ‘beyond’ not beyonf. Also, reword as: ‘Monitor all transition arrangements...’ and put it as an ‘R’. • Bottom of page 3/Top of page 4- ‘In consultation with the HTneeds to be an ‘R’. • Page 8 – second one down ‘To ensure the continued...’ will be a ‘D’. <p>There were no further comments and all agreed the new TOR. Governors commented that the new committee structure feels strong and that there was a greater opportunity to drilldown detail in the committees. JW advised governors that Steve Cleverly has expressed his interest in being a governor for the L2L Federation, having been approached.</p>	<p><u>AGREED:</u> All approved FG Terms of Reference, subject to the amendments discussed. <u>ACTION:</u> LW to amend the TOR as discussed.</p>
<p>5.2</p>	<p>ASSOCIATE MEMBERS Governors discussed whether the GB should have associated members, concluding that they would like to and proposed that MB and CP become official associate members of the GB. All governors approved this.</p>	<p><u>AGREED:</u> All governors agreed to approve the GB having associate members, namely MB and CP. <u>ACTION:</u> LW to update Governor Services, website and governor documents to reflect this change.</p>
<p>5.3</p>	<p>ATTENDANCE PERCENTAGE Clerk explained to governors that the SIP had suggested adding an attendance percentage on the top of the all governor minutes. Governors discussed and concluded that it was not something that they would wish to do at present.</p>	<p>No further action</p>
<p>6</p>	<p>MEDICAL ARRANGEMENTS POLICY All governors viewed the medical arrangements policy, as circulated before the meeting. The following amendments were discussed and approved:</p> <ul style="list-style-type: none"> • JW suggested attaching the appendix of the 6 rights of principles in training, as mentioned in the policy. • JT asked that number 3 and 4, should be number 1 and 2. • Number 1 – change ‘the members of establishment’ to just staff. • Number 5 – after school- reverse the last 2 sentences. • Make sure that all ‘establishment’ references replaced with ‘schools’ • Point 12 – add to the last sentence ‘as identified through the risk assessment process.’ • Point 10- ‘if change of medication, they must notify with signed confirmation from the prescribing doctor and then must supply a new prescription label.’ <p>Governors asked that the medical form should be attached to the policy and also on the website.</p>	<p><u>AGREED:</u> all Governors agreed to adopt the policy with the agreed amendments. <u>ACTION:</u> LW to add medical form to policy & on website. <u>ACTION:</u> LW to amend policy, update policy review chart, add to websites and circulate to all governors.</p>
<p>7</p>	<p>SCHOOL START TIMES Governors noted the school start times for ET: 9.10 – 3.30 and BB: 8.50 and 3.10. JW informed Governors that when federation teams want to join together at the end of the day, having the same school times would make it much easier for meetings. However, this would have a huge impact on transport and parents.</p>	<p><u>AGREED:</u> Governors agreed to JW proposal to authorise consultation regarding ET changing school times.</p>

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	<p>JW proposes that ET start at 8.50 and finished at 3.10 to be in line with BB. If agreed, a consultation process will be required. Governors discussed. Governors asked how that would fit with Bodley? JW says would align to be the same times as ET. Governors asked how long will the process take to implement? JW says that would probably take longer than next September, as would have a proper consultation with transport, parents and staff.</p> <p>All governors agreed to look into this and agree to authorise a consultation process to align ET school times with BB. Consultation meetings and letters to go out and FG will ultimately make the decision. CBT committee to be kept informed.</p>	
8	<p>SFVS BB & ET</p> <p>These documents have been discussed and approved by the CBT committee, and circulated to all before the meeting. All governors happy to approve these documents, noting that FYT has previously studied these documents and approved them</p>	<p>AGREED: All governors agreed to officially approve the SFVS for BB and ET.</p>
9	<p>BUDGET ET</p> <p>Governors noted that ET has a current underspend, and BB has been affected by two unexpected payments to staff leaving, otherwise would also have underspend.</p> <p>ET year end position looking very healthy so together, both schools will be in a good position. A single budget for both schools had been discussed, but at this stage, it was too complex but will work towards this in the future.</p> <p>Governors asked What effect will Academisation have on schools? For special schools this is unclear. However, funding is an issue. Each school has lost £40K this year; £30K multi agency worker and £10K to provide outreach for each school- both of these have now gone and there is no more funding for this.</p> <p>Governors asked Is there no longer an expectation that we offer outreach? JW confirmed there is an expectation, but that this must now be paid for by any mainstream school that would want this. There is top slice money that is being proposed for safeguarding champions. Special schools are having money removed from people that are providing a very essential service.</p> <p>Governors briefly discussed the White Paper, noting that special schools are just not mentioned within and that it does not appear to reflect rural communities.</p> <p>Governors viewed ET budget figures that had been circulated before the meeting and noted the following:</p> <ul style="list-style-type: none"> • Bodley was included in the bottom line figures. • Will have a healthy carry forward so should be OK at this year end. • In the third year, will have £33K overspend, but should be able to make adjustments to staffing to address it. However, Years 4 and 5, will be difficult with a large predicted deficit that may require restructuring, but too early to be certain. A lot can change. • There will be a percentage pay rise to salaries and national insurance and pensions will also rise. <p>Governors asked: How does the local authority view the last two years in their response? AD confirmed that the local authority know about the issue with NI and pensions etc. and it is not just affecting us, but all schools. The local authority response is that we shouldn't count on any other money coming. Governors noted that we are in a better position than some other schools.</p>	<p>ACTION: JW to draft a letter stating major concerns on the white paper for the MPs, could be shared with SENTient for their opinion.</p>

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	<p>SS commented that there may be opportunities to look within the federation to restructure staff posts when the time arises. We are in a good position to look at this.</p> <p>AD confirmed that there will be 170 pupils from Sept onwards at ET. Increased up to 175 into years 3 and 4, and it is possible that could grow more than this. Governors noted that the budget is based on a pupil number of 170 and would be adjusted if there were less pupils than this in Sept.</p> <p>Governors noted that services to be purchased were the same as last year, apart from Mitchelmores. JW would like to purchase safeguarding audit for this year.</p> <p>JT asked whether all happy to approve the proposed 5 year budget. SS proposed the budget. KM seconded it. All Governors all agreed to accept the proposed budget. JW formally thanked AD for all her work on the ET budget & Bodley House.</p> <p><i>11.45am TJ joined the meeting</i></p>	<p><u>AGREED:</u> All Governors agreed proposed 5 yr ET budget</p>
<p>10</p>	<p>BB Budget</p> <p>Governors viewed BB budget figures that had been circulated before the meeting and noted the following:</p> <ul style="list-style-type: none"> • BB adjusted end of year budget as a £10K deficit. Have made some savings on premises, contracts, mini buses etc. LyW in process of transferring capital to revenue. Have had overpayment for March and over inflated sports premium money to come in. So the final figures for DCC will only show small underspend ^{overspend} of £2-3K but will have to make adjustments in next year's budget. • Pupil numbers are assumed as average of 108, looking at around 102 in April. Need to get pupil numbers up for 110 in September. • There is a change of in SLT in September due to leadership restructure. JF will be stepping down from SLT and another day-a-week teacher leaving. • BB has £8K towards funding for rural skills assistant- funding through partly PP and grant money, and some outreach money has been received. • LyW would like to increase school meals by 10p from September across both schools. Governors noted that there had been no increase in 2 years. • Commercial Hydro pool rate to increase by £1. (refer to the budget information) <p>Governors noted that pupil numbers are crucial, but had not gone up very much over time. CP confirmed 2 students have left- one to mainstream and one left FE early. Another 12 will be leaving this term.</p> <p>SS asked <i>how were contributions for music therapy received from parents and are all parents happy to pay? Any children losing out?</i></p> <p>AD confirmed that have had no complaints from parents at ET. BB have had a mixed response/ LyW confirmed that they have been successful in applying for external funding for one BB family. Many of the people have PP or bursary funding that can be used, so only a few are being asked for the funds, and it doesn't affect that many pupils.</p> <p>No other questions raised. TJ proposed to approve the 5 year BB budget. Seconded by DB. All Governors approved.</p> <p>JW formally thanked LyW for all her work on the BB budget.</p>	<p><u>AGREED:</u> All Governors agreed proposed 5 yr BB budget</p>

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<p>11</p>	<p>DBS JW advised governors that used to update old CRBs regularly. Now we have the DBS system- do not currently re-do DBS for employees after moving to a 5 year re-checking cycle. JW questioned if someone had constant employment, do we really need to be doing this as we would know anyway? TJ confirmed that the advanced checks are much more involved and will mention the individual's private life as well as school. Governors discussed, noting that if all due DBS renewals are undertaken, it will cost £3K. JW considers this is a waste of money. Governors discussed, concluding not to process any further rechecks now. JW would have a discussion with KT and Mitchemores to progress further. Refer to CBT committee team to report back to FG. Governors agreed. The DBS policy will have to be looked at. AT stated that parents must be informed that we have the relevant checks in place and they can be secure in their knowledge that the checks and all of the processes are in place. SLT will need to recheck the policy and bring to CBT meeting to sort this out.</p>	<p>AGREED: Governors agreed not to process any further DBS re-checks. ACTION: clerk to ask KT/SB to look at DBS policy for rewording. ACTION: LW put on CBT agenda to agreed DBS policy wording.</p>
<p>12</p>	<p>BODLEY HOUSE JT congratulated the huge amount of work that SLT CBT have done on the business plan for Bodley House. Governors are extremely pleased that it has happened. Governors noted:</p> <ul style="list-style-type: none"> • The elected members voted unanimously in favour of Bodley being used for Education and ET. They were very impressed with the business plan. • NPS will carry out the work after a survey that has taken place. • Sue Clarke has spoken to JW, and would like Bodley to be occupied by September. • Both staff teams have been informed, and parents of older students have been told. • Students in FE have had a letter from JW, and there is a parents evening next term planned to show parents the plans for Bodley. • The proposal is for FE to move across, plus an area ear-marked for 19-25 learn to live college. • Sue Clarke is having a commission conversation with Beatrice Bear and Liz Wood (from adult services), to talk about how they would also like to commission the 19-25 work. • Training days have shifted in 2017, to allow an extra training day in September. <p>JW advised governors that this will mean a shift in leadership. It could also be possible for some BB students to access Bodley if they live nearby. Also, there could be more students outside both schools that could come to the 19-25 college. There are also plans for a training flat for students, a joint equipment store and a workshop base. Rural skills team are already thinking about what to take to Bodley, possibly more growing for farmers market rather than animals. 'Incredible edible.'</p> <p>Governors asked whether there will be any work at ET to remodel KS1,2,3? JW says that Simon Niles has allocated £20K to remodel one KS1 room that has no access to the outside.</p> <p><i>12.36pm AT leaves meeting</i></p> <p>Governors asked whether ET beautification will be incorporated? JW confirms this is not in the Bodley budget and that will be up to ET to do this. SS asked whether we are looking to provide respite provision at Bodley? JW says no, not on site, as this would constitute as a residential school which local authority would probably not support., Will continue to have conversation with individual providers, for 19-25.</p>	

JW

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	<p>SS would like to see direct access to the playing fields from Bodley House and asked whether school have applied for planning for change of use? JW confirmed that the council are undertaking all of this.</p> <p>JW has had conversation about parking, possibly being able to park in the Labour Club up the road. All very positive.</p>	
13	<p>SLT ROLES AND RECRUITMENT</p> <p>JW informed governors of the need to strengthen middle leaders within BB. BB started with a top heavy model with a head of school, deputy, assistant head, and executive head. Within the funding model, it is proposed not to replace the BB assistant head role, but could re-establish this role at a later stage.</p> <p>CP has been carrying out the role of head of school on an acting basis, as CP original role is deputy head alongside Maggie at ET. The proposal is that CP returns to her substantive post at ET and is lead person at Bodley. Cannot appoint a new person to Bodley, as setting up a whole new school. CP is a member of SLT and best placed to take up Bodley and now there is an opportunity to bring new blood into SLT.</p> <p>SS asked whether they could get into place by Sept? JW confirmed yes, if act now. JW shared draft advert and job description for the BB head, suggesting that the advert needs to go out tomorrow to be in time for interviews and an appointment for September.</p> <p>Governors viewed the advert and JW asked if governors were happy with the pay scale range? Governors discussed, asking whether this is the range that other special schools have? JW says that special schools will do their own thing and feel this advert is pitched well.</p> <p>Governors asked do Devon offer package to prospective people moving from other parts of the county? JW confirmed no, that would be up to governors to offer. Governors asked how are we letting people know re. CP moving to Bodley? JW says up to CP. As GB decided that this is the best outcome and that now must advertise for the BB head of school. Anyone can apply for this position, internal and external. If advert goes out, team at BB need to be advised of CP's decision before the advert goes out.</p> <p>Governors agreed to recruit BB head and advert to go out tomorrow. Interviews proposed for 5 & 6 May. Closing Date for advert: 29 April. JW informed governors that will need a panel of non-staff governors for the two days. (KM, JT (and TJ for Friday 6 May). Could offer an afternoon tea with the governors on the Thursday 5 May.</p>	<p><u>AGREED:</u> Governors to advertise for BB Head position as discussed.</p>
14	<p>TEACHING SCHOOL APPLICATION</p> <p>JW informed governors that cannot go ahead this year, but that looking at changing the criteria, so we can apply for the next round. JW has met with Marjon and they are very interested in helping ET devise TA 2 year models and still want to work with us, as are Devon Primary SCITT with us running some modules for their students. No one knows yet when next rounds are.</p> <p>JW advised that L2L conference ear-marked in Tiverton for Oct.</p>	
15	<p>SWALSS CONFERENCE</p> <p>Governors discussed, concluding that DB, KM, SS, JG to attend. JW informed that any offers to co-present are welcome from governors.</p>	
16	<p>HT REPORT</p> <p>Governors asked for JW to pass onto staff their thanks for the effort that all the staff have done to produce this excellent timely report. DB shared that it was a really good process to do, for all to examine their own practice. KM confirmed elements of the report will be studied in more detail in the committee meetings.</p>	

Johnathan 18/5/16

	<p>CM thanked for the report in good time, commenting that one SLT report listed children's names, when agreed not to have them in.</p> <p>SS commented that pleased that SENTient was in this report and had an update.</p>	
17	<p>HR DECISION</p> <p>A hearing is pending for April, however HR servicers will have moved from HR One to Michelmores by then. Governors discussed, agreeing to buy in HR One for the April hearing at a cost of £75 per hour</p> <p><i>JW, AD, LyW left meeting at 1.15pm</i></p>	
18	<p>CBT MINUTES</p> <p>JT summarised the meeting and asked for any questions?</p> <p>JT advised governors that have had discussions about the federation benefit (point 15) and having specific governor targets. Will be going to the committees to look at the broader issue.</p> <p>Also, governors will need to look at SDP RAG document to update. JT suggested that circulate some dates to look at the SDP once done. Governors raised issue that P levels are going, so assessment must be v difficult. KM confirmed that T&L are looking into this, had discussions with NB and there is a plan in place to manage without levels and T&L committee will be discussing again.</p> <p>No further comments.</p>	<p>ACTION: Dates to be circulated for meeting on Development and Improvement Plan JT/JW</p>
19	<p><i>13.55 pm CM leaves meeting</i></p> <p>T&L MINUTES</p> <p>No further questions raised.</p>	
20	<p>SENTient</p> <p>SS asked <i>whether special schools competing for pupil places?</i> MB confirms not evident, as ET still having regular new family visits.</p>	
21	<p>SKILLS AUDIT</p> <p>JT reminded all governors to complete the skills audit form and forward to LW</p>	
22	<p>TRAINING</p> <p>Governors discussed participating all together in the Safer Recruitment Online training for all governors, concluding that would look to have at ET or BB end of May or beginning of June</p>	<p>ACTION: Clerk to circulate possible dates to Governors</p>
23	<p>FEEDBACK TO STAFF</p> <p>DB to talk to CP about feeding back CP news to staff and Bodley expansion.</p>	
24	<p>19-25 COLLEGE</p> <p>CP shared that the college will be set up as a CIC and will not in effect be under governors. CP says concerned that nothing minuted to say that governors support SLT to set up the college, putting in their time and effort and would look to put a bill into the company at the end once set up, that need to be paid for their time.</p> <p>Governors need to acknowledge their support for SLT to continue to set up L2L College. AD will be keeping a record of hours and time spent setting up the college.</p> <p>SS asked CP <i>whether they have any students for the college in Sept?</i> CP confirmed 4 students expressing an interest. Places cannot be commissioned until the college is officially on the provider list. Have made contact with procurement portal to apply. There is a window to apply and CP looking into this over the Easter holidays.</p>	
25	<p>TRAINING COURSE</p> <p>Governors update training- KM has been on a training course about the virtual school and will pick up with the T&L committee. Informed governors that really appreciated her time with the student council at BB</p>	



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