



FULL GOVERNING BODY MINUTES – PART 1

18 MAY 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
Deb Norman-Pawley	DNP	Co-opted
Jill Grainger	JG	Co-opted
Fen Yee Teng	FYT	Parent
Maggie Blaber	MB	Associate
Carolyn Purslow	CP	Associate
Lesley Williams	LW	Clerk

Apologies	Initials	
Ernie Wingeatt	EW	Co-opted
Karen Osborn	KO	Co-opted
Absent without Apology		
Adele Thomas	AT	Parent

Agenda	Led By
1. Welcome & Apologies	JT
2. Register of Business Interests	JT
3. Minutes of last meeting	JT
4. Matters arising	All
5. Business Interests Form	All
6. Head of School – BB	JW/All
7. Bodley House	JW
8. Development Plan	JT/KM
9. CBT Committee Meeting	JT
10. T&L Committee Meeting	KM
11. SENTient	JW
12. SHAD	JW
13. Learn to Live	JW
14. SWALSS Conference	SS, KM, JG, DB
15. Governor Training	TJ
16. Feedback to Staff	JT
17. Meeting Dates	JT

Additional Documents used/referred to at the meeting:

- Minutes from FGB 23 March 2016
- New Development & Innovation Plan
- Governor Monitoring Strategy

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES The Chair officially welcomed everyone to the meeting. Apologies were formally accepted from EW & KO. TJ to arrive late at 11.30. AT absent without apology.	
2	REGISTER OF BUSINESS CP confirmed her interest as a director of Learn to Live College 19-25 CIC. Governors declared their interest as members of the Learn to Live College CIC.	

3	<p>APPROVE MINUTES OF 23 MARCH 2016</p> <p><u>Part 1</u> Minutes for the Meeting 23rd March 2016 were discussed. KO's name was mentioned twice on attendance and point 10 should read 'overspend' not 'underspend.' Subject to these amendments, the minutes were approved by all governors as an accurate record. The chair signed the minutes and passed to the clerk for filing.</p> <p><i>10.17 CP joined the meeting</i></p>	<p><u>AGREED:</u> Minutes from 3^{23rd} March approved.</p> <p><u>ACTION:</u> LW to file & put on websites.</p>
4	<p>MATTERS ARISING FROM PART 1 MINUTES 23 MARCH 2016</p> <p>Governors viewed the minutes and discussed the following:</p> <p><u>(4.) SENTient/White Paper</u></p> <p>JW informed governors that representatives from Integrated Childrens Services met with SHAD last week. – They were asked that a response to the SENTient letter should be sent before the next meeting.</p> <p><u>(5.) Associate Members</u></p> <p>MB and CP now associate members of the GB. Governors then discussed Steve Cleverly joining as new co-opted governor. SS proposed SC as a new co-opted governor and all governors were unanimous in agreement. Clerk will contact SC and inform governor services of his appointment.</p> <p><u>(7.) School start times</u></p> <p>Governors noted that the school times would be on hold until Bodley is up and running, and there was a potential to share transport with ET.</p> <p><u>(9.) White Paper</u></p> <p>Governors noted that there was still no mention of special schools within the white paper. SENTient would be the forum to respond to this if needs be, once final paper out.</p> <p><u>(14.) Teaching School Application</u></p> <p>JW confirmed that Ofsted is about to consult to remove the teaching and learning aspect of the schedule. We would be able to enter the next round of teaching school applications.</p>	<p><u>AGREED:</u> All governors unanimously voted to co-opt Steve Cleverly as new governor.</p> <p><u>ACTION:</u> LW to contact SC re. appointment, notify governor services of SC appointment, send out welcome letter and info to SC, pass SC details to KT for DBS, update governor paperwork.</p>
5	<p>5.1 BUSINESS INTEREST FORMS</p> <p>Business Interest forms passed to MB and CP to sign as Executive Members.</p> <p>5.2 COMMITTEE MINUTES</p> <p>JT advised governors that not required to have committee minutes on the website, only FGB minutes. Governors discussed, agreeing that no need to publish if not required. JW suggested having a 'sum up and key points' document on the website instead of the committee minutes, that governors could agree at the end of the committee meetings. This document will summarise decisions and recommendations.</p>	<p><u>AGREED:</u> Clerk to put committee summary document on school websites, instead of committee minutes</p>
6	<p>HEAD OF SCHOOL - BB</p> <p>JT advised governors that recent interviews for BB post were unsuccessful. The interview panel had looked at creative ideas for re-ordering leadership, now looking not to readvertise for Head of school, but to adjust the roles of the deputies across the federation, and think about succession planning. There is now an option to create a flatter structure by appointing 2 x new assistant heads (one in each school.) These new posts could be advertised externally in Devon, however it would be too late to ensure a start date of September. The two new roles would include some teaching and focus particularly on teaching and learning. It was also proposed to promote NB to deputy head, working across both schools. MB (ET) and ST (BB) would</p>	<p><u>AGREED:</u> all govenors voted to support new flatter structure and to advertise internally for 2 x new acting assistant heads for September. NB to be promoted to acting Deputy Head for a period of one year. All three roles to be reviewed next Spring.</p>

	<p>remain as safeguarding leads in each school and be responsible for family liaison. The structure would be: ET - MB, NB (part time), new assistant head. BB - ST, NB (part time), new assistant head. This proposal had been taken to staff at both schools, as well as the proposal to readvertise for a head of BB. The majority voted towards the new flatter structure.</p> <p><i>10.40 KR and DNP arrived</i></p> <p>Due to time constraints, a decision needs to be made on whether the posts are just advertised internally. Governors asked 'what about the financial implications of this new structure?' JW advised that it would be a little more expensive for ET. CP raised a concern that currently there is no additional teaching capacity at BB. Governors noted that MB and ST will continue with their teaching commitments, and the two new assistant heads will be expected to do the same. Governors asked whether the new assistant heads would be required from September, or could we wait until January? JW advised that CP would be at Bodley from September, so the new posts will be required by September. Governors asked what about safeguarding training for the new assistant heads? JW confirmed that it is a requirement that all senior leaders are trained to safeguarding level 3. Governors discussed, concluding that the new proposed flatter structure being the less risky one. Govenors asked that this new structure be made clear to parents and staff, and that the new structure is constantly monitored and updates reported back to governors through committees. JW put the proposal to governors that advertise internally for 2 x new assistant heads (who will be 'acting') for a period of one year and look to review in the following Spring term, so final appointments could be in place by end of school year. NB will be promoted to Deputy Head across both schools ('acting') for a period one one year, reviewing in the Spring term. Governors discussed, all agreeing to support the above proposal. <i>11.15 TJ arrived</i></p>	<p>ACTION: JW to action the above.</p>
<p>7</p>	<p>BODLEY HOUSE</p> <p>JW informed governors that there will be an updated business plan by half term. After half term, there is likely to be a further meeting with Sue Clarke and Simon Niles as they are extremely keen to see Bodley up and running by September.</p> <p>JG asked that Bidwell staff are reassured about CP's involvement in Bodley and that they haven't been forgotten. JW responded that staff have been informed and are aware of what is going on.</p> <p>Governors asked does CP have any immediate concerns? CP feels there is a real recognition as a federation that there is excitement that CP can move to Bodley and take this forward. The discussion in the staff meeting was positive, with staff engaged.</p> <p>JW then shared layout plan of Bodley with governors. SS suggested having an event for the community, perhaps catered for by the FE students.</p> <p>JW says that would like to host a local community event at Bodley, as they have been very welcoming. Currently in discussions with the Labour club, as they have a large carpark, unused during the day, that could be used by Bodley staff.</p>	

	<p>JW advised governors that there is a parents event planned for 7th June to update families about Bodley.</p> <p>Bodley House will be renting out space to the 19-25 Learn to Live College CIC- which will be set up as a social care provider, buying services from the Federation.</p>	
8	<p>12.04 KR left the meeting.</p> <p>DEVELOPMENT PLAN</p> <p>Governors viewed the 'Governor monitoring strategy' document. The focus will be on the key areas that governors need to be engaged with.</p> <p><u>Learning Walks</u>- Agreed that Learning walks could be undertaken at BB before FG, and at ET before committee meetings.</p> <p>JT advised that may need to look again at the portfolio roles and areas after the SLT changes.</p> <p><u>SIP Visit</u>- governors would decide on what areas SIP could monitor?</p> <p>Governors asked whether all uncompleted areas from last years' governors RAG (red, amber, green) document will be added to this new development plan? JW confirmed that any outstanding areas have been carried over to the new development plan. JT advised that any 'red' areas from the governors RAG document are still in progress.</p> <p><u>Data Scrutiny and Heads Reports</u> - JW advised governors that reports will come to committees and may also be added as appendices to HT report. Governors asked that staff make sure that their reports for the HT are cross referenced with elements of the Development plan.</p> <p>DB informed governors of the upcoming school events at BB where parents/staff/students are around for governors to meet, enabling them to perhaps triangulate against agreed areas of plan.</p> <p>SS asked could the school perform a staff survey, as concerned with issues of stress as so much going on? JW advised that HR do monitor this, including looking at how many employees are being referred to well being at work. Governors keen to make sure that federation staff are being looked after, and discussed monitoring this through attending events and meeting with staff.</p> <p>Governors discussed deciding on a focus of 5-6 things for the key monitoring areas. JT asked whether in light of a potential visit from Ofsted next year, is there anything that governors should be looking at specifically with BB? JW advised that governors need to know their key areas such as safeguarding, pupil premium, prevent strategy, risk assessment, and to ensure that a selection of 'evolve' risk assessments especially those for residential, are monitored by governors.</p> <p>JT advised governors that need to timetable the monitoring strategy document and create a new governor 'RAG' document asap.</p> <p>Governors asked what about safeguarding training and should all governors be at a certain level? JW responded saying that all governors are expected to have regular safeguarding training. MB informed governors that they could do the school safeguarding awareness training. Last approx. 45 mins. Governors discussed, concluding that a convenient date could be found for the training.</p>	<p>ACTION: LW to collate timetable of key events across both schools and circulate to governors.</p> <p>ACTION: JT, KM, CM, JW to meet 6th June , 1pm to produce and timetable new RAG document.</p> <p>ACTION: LW to liaise with MB/ST re. date for Governors safeguarding awareness training, then circulate date to all governors.</p>
	<p>1.30pm KR rejoined the meeting and the Meeting moved to PART 2</p> <p>1.37pm Meeting moved back to PART 1</p>	
9	<p>CBT MEETING</p>	

	In view of the draft minutes not yet being received, JT gave governors a quick summary of the meeting. No questions asked. Minutes to be circulated as soon as draft approved.	
10	<p>T&L MEETING</p> <p>KM asked for any questions from the minutes. JG asked <i>whether all authorities have PEA? (personal education allowance) and whether we have children in our school who live within different authorities?</i> JW responded that not all authorities have PEAs, but the federation does make sure that all children entitled to it, have an application made..</p>	
11	<p>SENTIENT</p> <p>Next meeting in June.</p> <p>JW advised that SENTient student council has started with a meeting of advocates from 7 out of 10 special schools, facilitated by Dawn (BB) and Natalie (ET).</p>	ACTION: LW to write letter from JT to Dawn & Natalie about facilitating SENTient student council .
12	<p>SHAD</p> <p>JW says SHAD have met with Jane Carol Head of ICS & Tracy Brett and has been assured that there will be a response to the letter.</p>	
13	<p>LEARN TO LIVE</p> <p>No further updates</p>	
14	<p>SWALSS CONFERENCE</p> <p>Feedback from the SWALSS Conference will be reported back to each committee.</p>	ACTION: LW to put Conference feedback on each committee's agenda
15	<p>GOVERNOR REFRESHER TRAINING</p> <p>TJ shared his positive experience with governors from attending the course and encouraged other governors to attend. He felt proud to represent and be part of a strong GB.</p> <p>JT advised governors that LW has asked for governors to undertake a clerks appraisal, as she has been in post for nearly a year. JT asked for governors to feedback on clerk performance, so that this could be arranged.</p>	ACTION: Governors to feedback to JT on clerk's performance, what's working/not working, areas for improvement, comments, suggestions etc.
16	<p>FEEDBACK ITEMS FOR STAFF</p> <ul style="list-style-type: none"> - Update on Head of School - Currently working on the monitoring of the school development plan and will want to engage with staff about this over time. - Update on Bodley- ET parents session on 7th June and community event during the next half term - Some of governors went to SWALSS conference and will be feeding back into future committees - Steve Cleverly has joined the GB as a co-opted governor. - Ernie Wingeatt will be leaving the GB at the end of the summer term. - Governors acknowledge how pleased they were with Dawn and Natalie getting the SENTient student council up and running. 	
17	<p>MEETING DATE</p> <p>Next meeting date is agreed for Wednesday 13 July at 10am</p>	
	Meeting finished 2.10pm	

SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor
3.	File signed minutes & put on school websites	Clerk
4.	Contact SC re. apt, notify governor services, paperwork etc.	Clerk
6.	Advertise for 2 x new assistant head roles internally	JW
8.	<ul style="list-style-type: none"> • Collate school events for this term and circulate to governors • Meet on 6th June at 1pm to produce/timetable new RAG monitoring document • Liasie with MB/ST on arranging safeguarding awareness training for governors 	Clerk JT,KM,CM,JW Clerk
11.	Write a letter on behalf of JT to Dawn & Natalie re. SENTient student council	Clerk
14.	Put SWALSS Conference on next committee's agendas	Clerk
15.	Governors to feedback to JT on Clerk's performance for appraisal	All