



FULL GOVERNING BODY MINUTES

13 July 2016

10.00am – 2pm, Bidwell Brook School, The Loft

Attendees	Initials	
John Thorndyke	JT	Chair
Kate Mythen	KM	Co-opted (vice)
Jacqui Warne	JW	Exec Head
Fen Yee Teng	FYT	Parent
Deb Norman-Pawley	DNP	Co-opted
Kay Rosier	KR	Co-opted
Saxon Spence	SS	LA
Tony Johnson	TJ	Foundation
Adele Thomas	AT	Parent
Ernie Wingeatt	EW	Co-opted
Carolyn Purslow	CP	Associate Member
Maggie Blaber	MB	Associate Member
Nat Lowson	NL	SLT- Assistant Head
Lesley Williams	LW	Clerk

Apologies	Initials	
Karen Osborn	KO	Co-opted
Jill Grainger	JG	Co-opted
Catherine Monger	CM	Co-opted
Daisy Binnie	DB	Staff
Steve Cleverly	SC	Co-opted
Becky Johnson	BJ	SLT- Assistant Head

Agenda	Led By
Procedural Items	
1. Welcome & Apologies	JT
2. Register of Business	JT
3. Approve Minutes	JT
4. Matters Arising	JT
Strategic Items	
5. GB Committee Structure	Chair/Clerk
6. Policies	All
7. Audit	All
8. 16-25 College	CP/JW
9. HT Report	JW/All
10. CBT Committee Report	JT
11. T&L Committee Report	KM
12. SENTient Trust	JW
13. SHAD update	JW
14. Learn to Live	JW/CP
15. Governor Training	JT
16. Meeting Dates	JT
17. Bodley Insurance	JW
18. Holiday Request	JW

Additional Documents used/referred to at the meeting:

- *Minutes from 18 May 2015, Part 1 & Part 2*
- *Portfolio List*
- *Terms of Reference for P&P Committee & First Committee*
- *Policies: finance, pay policy, redundancy*
- *Audit letter and list of audit records*
- *Skills audit*
- *Training Dates*
- *Proposed Governor meeting dates*

MINUTES

Ref	Item	Agreed/Action
1	<p>WELCOME AND APOLOGIES</p> <p>The Chair officially welcomed all to the meeting. Apologies were formally accepted from CM, KO, JG, SC, DB, BJ. NL to arrive later.</p>	
2	<p>REGISTER OF BUSINESS</p> <ul style="list-style-type: none"> All governors declared an interest in being members of the CIC. TJ declared an interest in his company offering family support. JW and CP declared an interest as trustees of Hollow Lane Club. 	
3	<p>APPROVE MINUTES OF 18 May 2016</p> <p>Part 1 minutes: AT stated that she had given an apology for the meeting and could the minutes reflect this. The minutes were then approved by all Governors as an accurate record. Chair signed minutes and passed to clerk to file.</p> <p>Part 2 minutes were distributed to all by the clerk. All governors agreed as an accurate record. Chair signed minutes and passed to clerk to file. Clerk collected in all part 2 copies from governors.</p> <p><i>10.17am DNP and KR arrived.</i></p>	<p><u>AGREED:</u> Part 1 & Part 2 minutes from 20/5/15 officially approved by all.</p> <p><u>ACTION:</u> Clerk to file & put Part 1 minutes on website and file Part 2 minutes securely.</p>
4	<p>MATTERS ARISING</p> <p>Point 8. It was noted for the minutes that 4 governors have completed the safeguarding awareness training with Maggie: KM, JG, SS, CM. Alternative safeguarding awareness training dates have been circulated to all governors. It was noted that staff governors have already undertaken this training in school.</p>	
5	<p>GOVERNING BODY HOUSEKEEPING</p> <p>5.1 Business Interests Form</p> <p>SC was absent from the meeting and will sign at next meeting. Clerk to post business interest form to AT to complete.</p> <p>5.2 Code of Practice</p> <p>All governors have read the code of practice and signed the master copy. Passed back to the clerk to file.</p> <p>5.3 Chair/Vice Chair</p> <p>JT informed Governors that he will be retiring from being the Chair at Christmas and would like to delay the election of chair/vice that would normally commence this term until the FGB meeting in December. Governors officially said farewell to EW and thanked him for all his hard work, dedication and support over the years, and wished him well for the future.</p> <p>5.4 Portfolio Areas</p> <p>Governors viewed the portfolio list as circulated before the meeting. The following amendments were agreed, subject to asking SC whether he would be acceptable to this:</p> <ul style="list-style-type: none"> Teaching & Learning Committee- AT replaces EW Pay & Performance Committee– SC to replace EW on pay and performance and it was proposed to have these meetings termly- before or after the CBT meeting. 	<p><u>PROVISIONALLY AGREED:</u> AT to replace EW on T&L. SC to replace EW on P&P Committee.</p>

	<p>HR portfolio vacancy- SS is temporary covering, but would ask SC about taking this on.</p> <p>5.5 Terms of Reference for First Committee and P&P Committee Governors viewed the terms of reference as circulated before the meeting to discuss EW replacement. The following amendments were agreed, subject to SC & KO agreeing to this.</p> <ul style="list-style-type: none"> • <i>First Committee:</i> SC to replace EW on first committee and possibly chair this committee. • <i>P&P Committee:</i> SC to replace EW on this committee. Add KO to this Committee. SS to chair temporary. 	<p><u>PROVISIONALLY AGREED:</u> SC to replace EW on First & P&P Committee. Add KO to P&P Committee. SS to chair P&P Committee.</p>
6	<p>POLICIES</p> <p>6.1 Finance Policy Governors viewed the updated Finance policy and made the following amendments:</p> <ul style="list-style-type: none"> - All references to 'Executive Committee to be replaced with 'CBT committee'. - Replace 'Head of School' with 'Deputy Head Teachers'. - Add 'Commissioning' after 'Heads of Finance' <p>All governors happy to adopt policy subject to minor adjustments mentioned above in order to recognise the current structure.</p> <p>6.2 Redundancy Policy JW read out a statement that redundancy payments have been slightly reduced for all DCC staff and agreed by the unions. Where the GB is the employer, the GB will have the choice of whether to go along with this or not. JW recommended going with what the unions had agreed. SS proposed to support JW proposal. All governors happy to accept and agree to this.</p> <p>6.3 Freedom of Information Policy This will be looked at in the next CBT meeting.</p> <p>6.4 Interim Changes to Pay Policy JW explained to governors that this had been discussed at CBT and bringing to FGB for ratification. Governors were advised that although the policy was not due to be renewed until the Autumn term, the policy needed to be aligned in the interim. All governors happy to ratify the interim changes discussed at CBT committee meeting.</p>	<p><u>AGREED:</u> All governors agreed to adopt Finance policy subject to discussed amendments. <u>ACTION: LW to update review schedule and websites.</u></p> <p><u>AGREED:</u> All governors agreed to adopt Redundancy policy as presented. <u>ACTION: LW to update review schedule and websites.</u></p> <p><u>AGREED:</u> Interim pay changes to pay policy agreed.</p>
7	<p>AUDIT</p> <p>7.1 Financial Audit Governors have received the list of documents that the auditor wishes to examine on the visit planned for 1st November 2016. FYT to view financial information that AD will send to Audit.</p> <p>7.2 Requirement of Audit- Skills Audit JT asked if all governors could complete the new Skills Audit form (as circulated before the meeting) and return to LW by the end of the summer term- as this will be required by Audit.</p> <p>7.3 HT Appraisal JT confirmed our Improvement Partner (Phil Silvester) has been asked to come in for HT appraisal on 18 November 2016. JT asked whether all governors are happy for PS to be the external advisor for the HT appraisal. All governors unanimously agreed. It was also noted that the SIP came in for an interim review of HT targets</p>	<p><u>AGREED:</u> All governors unanimously agreed for SIP to be external advisor for HT appraisal.</p> <p><u>AGREED:</u> Governors for HT appraisal committee: SS, JT, KM</p>

	on 20th May. Governors confirmed that the governors on the HT appraisal committee would be: SS, JT and KM.	
8	<p>16-25 COLLEGE</p> <p>JW confirmed that builders have started this week at Bodley House. SS confirmed that the recent community event that took place at Bodley House was attended by neighbours, councillors and the local MP, all were very pleased that ET going into Bodley and particularly pleased on the idea of student cafe. SS would like to express thanks to JW and CP for organising this event. It was noted that SS also attended the event and thanks to SS for asking local councillors to attend. JW advised governors that SLT CBT have worked extremely hard to make Bodley happen and that still on track to be opening Phase 1 in September. Governors noted that there will be 23 16-19 students, (21 existing ET students and 2 new students)</p> <p>CP informed governors that all costing and outline for provision has been sent to the support teams of the proposed 19-25 families. These families may or may not know by the end of term whether they have a place at Bodley but will assume that they will be coming. CP confirmed that they have had a little interest also from ET ex-students.</p> <p><i>11.11am NL arrived.</i></p> <p>SS informed governors that has sent prospectus for ET college to councillors and very positive response and excitement. SS suggested that the GB could send a letter of appreciation to Sue Clarke for all her help in making Bodley House available and pushing things forward.</p> <p>SS suggested writing to councillor Stuart Barker to bring his attention to the families that are waiting in limbo re transition. JW informed governors that she has brought this situation up at the SEND improvement board (chaired by Anthony Farmsworth) and Children's Alliance, making them aware that Yr11s and Yr14s cannot wait. Governors discussed, asking JW to clarify 19-25 provision. JW confirmed that 0-25 educational element is through 0-25 team. 19-25 social care element will be through CCG (joint commission group for adults) Will have to register with the EFA to trigger the educational elements.</p> <p>It was noted for the minutes that Governors support the work that SENTient and SHAD are doing in progressing the issue regarding the ECHPs.</p>	<p>ACTION: JT to write a letter on behalf of the GB to Sue Clarke expressing thanks for Bodley</p>
9	<p>EXECUTIVE HEAD'S REPORT</p> <p>JT asked governors whether they have any questions for JW regarding the summer HT report. It was noted that questions had been received from DB, but as more operational, these would be passed on to JW to respond.</p> <p>SS asked about outreach and the reduction in funding. <i>If schools have to pay for this will expertise be lost?</i> JW confirmed that this is a real risk. Governors noted that special schools had previously been funded by DCC to offer outreach, but this funding was withdrawn at short notice. SENTient agreed a funding level that would be charged by all SENTient schools. Governors noted that both schools had seen an impact on the outreach service. BB- had received no requests for outreach at all. ET-schools requiring outreach are having to apply for element 3 funding- some schools are paying for it themselves. Since the funding cut came in in April, there have been significant numbers of children excluded from mainstream schools. JW confirmed that as 'Heads' they are currently taking this issue up with the LA.</p> <p>Post 16 transport- SS asked <i>has it caused a lot of unnecessary concern with parents?</i> JW confirmed that looking likely that as of next year, post 16 students will not be offered transport.</p> <p>KM commented that the HT report was an excellent read and noted that not everyone had put priority links at the top of their reports, suggesting that perhaps where applicable there could be a link at the top to 'link governor' or 'committee'.</p>	<p>ACTION: LW to pass DB's email to JW for response</p>

	<p>Governors asked that appreciation for the report be shown to the staff.</p> <p>Governors asked about the delay in the swimming pool work, asking whether it would cause any logistical problem? JW confirmed that swimming pool work did not start when supposed to due to last minute surveys, but now assured work will be finished by Christmas. This would mean a term without the hydro pool and the income from the term for other users.</p> <p>Governors queried the lack of facilitators for BB reviews? CP confirmed that reviews have gone on and been completed, but that lack of/better use of facilitators is an ongoing issue.</p> <p>JW advised governors that it was the first year that 5 students have been on residential with their primary inclusion settings (with support from ET and additional risk assessment completed.)</p> <p>Governors agreed that budget monitoring reports are in a good format, easier to read with the numbers to explain various points. It was noted that all governors had received the updated budget information for ET, a standard letter from Sue Clarke had indicated the budget did not balance for the 5 year plan. This has been adjusted and all governors happy to accept this adjustment.</p> <p>JW distributed 'Monitoring Teaching Standards Report' to all and discussed her findings. It was noted that the teaching standards policy had also been updated and will be taken to next T&L meeting for approval.</p> <p>Governors asked how teachers felt when being observed? JW confirmed that teachers feel more relaxed and not afraid to try new things.</p> <p>Governors asked if JW was seeing better problem solving and students leading their own learning more? JW confirmed yes- this is emerging at BB, and deeply embedded at ET.</p> <p>JT asked governors to give examples of where they would use the HT reports in response to cross referencing with the monitoring plan. JW stressed the importance for all governors to read the HT report. JT then asked governors the following questions:</p> <ul style="list-style-type: none"> • Are the 4 questions in the report the right questions? • Do governors feel happy about checking out their portfolio areas? • How many pieces of evidence do governors need to move the monitoring plan on? • Is there anything required to make the report easier to read? <p>Governors discussed, concluding that the questions were correct, all felt confident in looking into their own portfolio areas and that school events could be used to help triangulate monitoring- eg. sports day and looking at wheelchair users.</p> <p>SS suggested that 'Next Steps' (the last section on HT reports) could be a bit limiting and suggested that could add 'concerns and opportunities' to this. JT confirmed the need for governors to stay strategic and not get involved with operational issues and that any issues should have been addressed before the report was written.</p> <p>Governors agreed that need to look at how they use this report to make sure that school life is reflecting the truth for what governors are seeing.</p> <p>JW says could also use the HT Report as launching platform when meeting with portfolio leads and questioning the report. 'How do you know that this is the truth?' SS enquired about involvement with African special school? JW informed governors that currently exploring the possibility of taking some students to Africa. They are looking at 3 weeks; safari, trekking and a week based in a special school. Contacts and options for expedition support currently being explored. Proposals are still in development stage.</p>	<p><u>AGREED:</u> All governors happy to accept the amended 5 year budget.</p> <p><u>ACTION:</u> New teaching standards policy to go to next T&L meeting for approval.</p>
10	JW passed out copies of ETC brochure to all governors.	

	<p>CBT COMMITTEE REPORT Governors have viewed the committee meeting minutes and no questions asked.</p>	
11	<p>T&L COMMITTEE REPORT Governors have viewed the committee meeting minutes and no questions asked</p>	
12	<p>SENTIENT TRUST CP confirmed the following updates regarding SENTient:</p> <ul style="list-style-type: none"> - SENTient trust student council is going ahead. - Middle Leadership training plan has been sent out to all SENTient heads and will await a show of interest to Jan course. <p>Governors asked whether all SENTient schools still involved? JW confirmed yes, to greater or lesser degree. JW stated that as L2L fed will now have 3 settings, could ask SENTient whether they are able to have another rep on the trust.</p>	
13	<p>SHAD UPDATE JW informed governors that there is currently a lot of pressure for heads. JW advised governors that the high needs block is under immense pressure as £3m overspent this year. This was partly due to the unexpected spend linked to 19-25 expectations. Some government proposals for school funding may be put on hold due to Brexit but proposals include an inability to vire into the High Needs Block at LA level. This would mean the High Needs Block may just stay as it is. Governors asked whether enforced academisation will still apply across all schools? JW confirmed that academisation is wanted, but not enforced. Governors need to be mindful.</p>	
14	<p>LEARN TO LIVE Governors were advised that the next Learn to Live Conference is on 6th October 2016 at Tiverton.</p>	
15	<p>GOVERNOR TRAINING JT advised governors of a new Prevent training course in Exeter (details have been circulated via email) and-if any governors would like to attend- please contact LW. Dates are: 12th September- Great Torrington Primary 2-4pm or 20th Sept St James 6-8pm</p>	
16	<p>FUTURE MEETING DATES Governors looked at the proposed meeting dates for the year. Provisionally agreed, apart from changes to T&L committee dates. Will firm up times in committees.</p>	<p><u>AGREED:</u> Proposed meetings dates agreed.</p>
17	<p>AOB BODLEY INSURANCE JW asked governors whether they would agree for JW to proceed with the best quote, as the CBT committee have already agreed to fund provisionally. Governors enquired about the price. Currently £400 to £1200 on quotes, but expected to be between £400-£600. All governors agreed to support this.</p>	<p><u>AGREED:</u> School to action best quotation on Bodley Insurance</p>
18	<p>AOB HOLIDAY REQUEST JW advised governors of a TA holiday request for 21-22 July (2 days holiday as child offered free holiday at Heatree). JW confirmed that staff not allowed holiday in term time. Governors discussed and agreed for the need to be consistent with holidays. Governors agreed to return the request down, but CP could talk to TA about doing twilights and not working on the training day.</p>	<p><u>AGREED:</u> Governors agreed to support JW's proposal to turn holiday request down.</p>

	Meeting finished 2.08pm.	

SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor
3.	File signed minutes & put on school websites	Clerk
6.	Update Policy Review Charts,website etc.	Clerk
8.	Write to Sue Clarke re. Bodley House	JT
9.	Put Teaching standards policy on next T&L agenda	Clerk