



FULL GOVERNING BODY MINUTES

7 December 2016

10.00am – 2.15pm, Bidwell Brook School, The Loft

| Attendees | Initials | |
|--------------------------|----------|-----------------|
| John Thorndyke | JT | Chair |
| Kate Mythen | KM | Co-opted (vice) |
| Jacqui Warne | JW | Exec Head |
| Saxon Spence | SS | LA |
| Tony Johnson | TJ | Foundation |
| Jill Grainger | JG | Co-opted |
| Daisy Binnie | DB | Co-opted |
| Lesley Williams | LW | Clerk |
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| Apologies | Initials | |
| Deb Norman-Pawley | DNP | Co-opted |
| Kay Rosier | KR | Co-opted |
| Steve Cleverly | SC | Co-opted |
| Cath Monger | CM | Co-opted |
| Karen Osborn | KO | Co-opted |
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| Absent without Apologies | Initials | |
| Adele Thomas | AT | Parent |

| Agenda | Led By |
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| Procedural Items | |
| 1. Welcome & Apologies | JT |
| 2. Register of Business | JT |
| 3. Approve Minutes | JT |
| 4. Matters Arising | JT/All |
| Strategic Items | |
| 5. GB Housekeeping | JT |
| 6. Policies | All |
| 7. Michelmores | JW |
| 8. Teaching School Application | JW |
| 9. Head Teachers Report | All |
| 10. Governor Vacancies | JT |
| 11. Learn to Live College | JW |
| 12. Financial Audits | JT |
| 13. Safeguarding Audit | JT |
| 14. SIP Report | JT |
| 15. CBT | JT |
| 16. T&L | KM |
| 17. SHAD/Sentient | JW |
| 18. Learn to Live College | JW |

Additional Documents used/referred to at the meeting:

- *Minutes from 12 October 2016*
- *Register of Business Interests form*
- *Eligibility Form*
- *Policies: Model Pay Policy, Safeguarding Policy, Attendance Policy, BB & ET Continuity Plans and Emergency Plans, finance Table of Delegation, Overtime Policy*
- *ET & BB Audit Report*
- *Safeguarding Audit Report*
- *Michelmores HR Report*
- *Learn to Live College Report and Accounts*

PART 1 MINUTES

| Ref | Item | Agreed/Action |
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| 1 | <p>WELCOME AND APOLOGIES</p> <p>The Chair officially welcomed all to the meeting. Apologies were formally accepted from SC, KO, KR, DNP, CM. No apologies received from AT.</p> | |
| 2 | <p>REGISTER OF BUSINESS</p> <p>Governors declared the following interests.</p> <ul style="list-style-type: none"> • All Governors members of the CIC. • JW and CP trustees of Hollow Lane Club. • JW on the Executive of SHAD. Executive for SWALLS • JW and JT Trustees of Sentient Trust. | |
| 3 | <p>APPROVE MINUTES OF 12 OCTOBER 2016</p> <p>All governors happy to accept the minutes and chair signed and passed to the clerk to file.</p> | <p><u>AGREED:</u> Minutes from 12.19.16 officially approved by all.</p> <p><u>ACTION:</u> Clerk to put minutes on website and file.</p> |
| 4 | <p>MATTERS ARISING</p> <p>(5) SS queried 'destination data'. JW advised that the data was normally attached to the FE report. 'Destination data' will be added to the cycle of business for the Autumn term. Will need to specifically ask FE teachers for destination data and this can then be circulated to governors.</p> <p>(7) Policies online LW explained that this was still ongoing and that she is liaising with DB who is currently setting up O365 account for KM to trial system.</p> <p>(17) NGA Bi-annual Governance Awards DB confirmed that the applications did not go in for the awards as the forms were very lengthy and lots of detail was required. Would like to look at this process again earlier in the term so that can get the information/evidence together.</p> <p>(10) CBT Committee Report- High Needs block funding Governors asked <i>what was the situation on the high needs block funding and also on situation regarding free schools?</i> JW explained that a draft template for Devon schools has been produced looking at the high needs block. This has been pulled together for schools to adapt, but it is based on mainstream schools. JW explained that Devon schools are not funded at the same level of other counties. SS suggested attending the local MPs (Ben Bradshaw and Sarah Wooleston) surgeries to address these issues. A copy of Councillor James McInnes's letter would go to the MPS and then a personal presentation could back up the letter. JW then informed governors that Sentient were exploring the process of setting up a free school at the moment and will be looking at the pros and cons before any decision is made as to whether to apply to set up a free school. Will keep governors informed on any progress there.</p> <p>Governors noted that BBC Spotlight programme recently highlighted the situation with the high needs block. The report was asking for parents to write to their MPS about the situation. Governors discussed, concluding that they felt it important to be at the parents' evenings in January (18 Jan</p> | <p><u>ACTION:</u> JW/LW to ask FE teachers for data to circulate to governors.</p> <p><u>ACTION:</u> LW to add 'destination data' to FGB cycle of business for Autumn term</p> <p><u>ACTION:</u> SS & JG to make contact with Ben Bradsahw. DB and TJ to make contact with Sarah Wolleston.</p> |

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| | BB, 17 Jan ET) so that they would be available for parents to speak to. Parents could be notified in the newsletter that governors will be available. Governors then rearranged the time and venues of the January committee meetings to tie in with the parents' evenings. | |
| 5.1 | VOTE IN CHAIR There had been one nomination for Chair. (KM) DB seconded this nomination, all voted and unanimous in agreeing that KM to be new Chair of Governors | <u>AGREED</u> : KM voted in as new Chair of Governors. <u>ACTION</u> : LW to inform Governor Services and adjust all governor paperwork/websites accordingly. |
| 5.2 | VOTE IN VICE CHAIR There had been one nomination for Vice Chair (SC). SS seconded this nomination. All voted and unanimous in agreeing that SC will be new Vice Chair of Governors. JT informed Governors that SC happy to Chair CBT Committee as well. | <u>AGREED</u> : SC voted in as new Vice Chair of Governors. <u>ACTION</u> : LW to inform Governor Services and adjust all governor paperwork/websites accordingly. |
| 5.3 | BUSINESS INTERESTS FORMS LW handed around new Governor business interests forms for Governors to complete. | <u>ACTION</u> : LW to chase governors absent from this meeting to complete forms |
| 5.4 | ELIGIBILITY FORMS LW handed around new Eligibility forms for Governors to complete. | <u>ACTION</u> : LW to chase governors absent from this meeting to complete forms |
| 5.5 | SENTIENT TRUST JT informed governors that would need another governor representative to become a trustee on Sentient. KM agreed to become trustee and to attend the SENTient meetings. LW will put KM's name forward to SENTient as new trustee. | <u>AGREED</u> : KM to become SENTient trustee to replace JT. <u>ACTION</u> : LW to advise Sentient trustees of KM. |
| 6 | POLICIES | <u>AGREED</u> : Model Pay Policy adopted as it. |
| 6.1 | MODEL PAY POLICY The policy had been reviewed and approved by the P&P committee. JW put the following proposal to governors: that teachers do not get UPR until they have completed the teacher programme. Governors discussed and agreed to the Pay Policy as it stands, but asked that this proposal gets referred to the P&P committee for further discussion and then to bring back to FG for ratification. | <u>ACTION</u> : LW to put onto P&P agenda to review JW's proposal re. UPR. |
| 6.2 | SAFEGUARDING POLICY This Policy has already been reviewed by the T&L Committee. All governors agreed to officially adopt this policy. | <u>AGREED</u> : Safeguarding Policy adopted. <u>ACTION</u> : LW to update policy review schedule and update websites accordingly. |
| 6.3 | ATTENDANCE POLICY This Policy has already been reviewed by the T&L Committee. All governors agreed to officially adopt this policy. | <u>AGREED</u> : Attendance Policy adopted. <u>ACTION</u> : LW to update policy review schedule |

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| | | and update websites accordingly. |
| 6.4 | E SAFETY POLICY Governors noted that this policy was still under review with SLT. Will be brought to governors next time. | ACTION: LW to put on CBT agenda to review. |
| 6.5 | SCHOOL CONTINUITY & EMERGENCY PLANS These policies have been reviewed by the CBT committee. All governors agreed to adopt as presented. | AGREED: School Continuity Plans and Emergency Plans adopted. ACTION: LW to update policy review schedule |
| 6.6 | FINANCE TABLE OF DELEGATION This table has been amended in line with the financial audit and circulated to governors prior to the meeting. All agreed to adopt this table as presented. | AGREED: Finance table of Delegation adopted. ACTION: LW to update policy review schedule and update websites accordingly. |
| 6.7 | OVERTIME POLICY The Governors looked at the Overtime Policy to discuss Point 8.6 which stated that a minimum of 30 minutes must be worked. SLT are proposing to change this to 20 minutes. Governor discussed, agreeing to adopt the policy, but to keep it as 30 minutes. Governors are happy for the HR manages to use their digression to go slightly under 30 minutes if needs be. Governors would also like to look more closely at the policy in a committee with both SB and KT with a review to thinning down the policy and making it more appropriate to the federation, as at present it is rather cumbersome. | AGREED: Overtime Policy adopt as presented. ACTION: LW to update policy review schedule and staff area of website accordingly. |
| 7 | MICHELMORES Governors viewed the proposal document to go back to using HR One, as Michelmores are not on a long term contract with us and that their trial period will end at the end of this year. Governors asked do we know about other schools in SENTient trust? JW confirmed no. Governors viewed the costings between Michelmores and HR One which showed an increase in costs for ET when using Michelmores. Governors noted that the federation uses HR One's Model policies and that Michelmores were not as familiar with these policies. Governors discussed, concluding that they would support the proposal to move back to using HR One. Governors asked about Browne Jacobson, and were reminded that they were costly but excellent and this could be an option if HR One did not work out. Governors asked whether pulling the Michelmores contract would impact the other Sentient schools? JW replied that the Sentient deal was only for a period of 6 months that had already expired. | AGREED: Governors agreed to support the proposal to withdraw from the Michelmores contract and reinstate HR One as the Federation's HR Advisory service |
| 8 | TEACHING SCHOOL APPLICATION JW informed Governors that the teaching school application has to be in by Sunday 11 December. The application is asking for three areas to be demonstrated: <ul style="list-style-type: none"> - Continued professional development - School to school support - Initial teaching training. JW advised governors that the application would be going in as a partnership between the two schools, and that has received excellent support from Devon SCITT and Marjon Uni. The bid is based around an extensive TA programme that can be used in a variety of ways. (eg. apprenticeships, | ACTION: JW to send copies of teaching school application to governors once submitted. |

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| | <p>foundation degrees) Governors asked <i>when would we know about the bid?</i> JW replied that would find out the result in March 2017. Funding could be from April 2017.</p> | |
| 9 | <p>HEAD TEACHERS REPORT</p> <p>The Governors CBT committee has looked at financial and HR reports that are within the HT report. T&L committee has looked at data and pupil premium information within the HR Report.</p> <p>Chair proposed for governors to focus on JW's report as main focus.</p> <p>Governors thanked JW and all staff for excellent report. SS asked if we could standardise the type, so that all reports are consistent. Also that perhaps reports would be prepared jointly across the schools as there is repetition across both schools. JT stated that each school was different and that reports could look different for the schools and it may not be possible to jointly prepare all reports.</p> <p>KM has asked to be involved with student council. Has attended a meeting at BB but no dates yet for ET. KM is awaiting on dates from NM (Natalie Murphy).DB confirmed the council still holding elections at the moment so no meeting date as yet. JW advised governors that Sentient student forum(council) are hosting a 'Listen to Us' event on 9th Feb 2017 at the Tiverton Hotel. Devon Safeguarding board, The Children and Young People's Alliance Executive and 0-25 team are invited to attend.</p> <p>Governors asked <i>are we short of MTAs due to having to cut back on finances?</i> JW confirmed that schools would always wish for more MTAs. Due to the difficulties with MTA recruitment and to make best use of a limited budget, the federation have been employing a small number of people between 10am-2pm at BB school, to help ease lunchtimes. Although the shortage of MTAs is always an issue, it is more about having well qualified skilled staff.</p> <p>SS made the point that at lunchtime in ET in the classroom- MTAs and seen as TAs by the children. JW confirmed that MTAs are not given the same responsibilities as the TAs. JW says that cutting back on MTAs is of low impact in proportion of the scale of staffing.</p> <p>Governors appreciated all the efforts that had been made to balance the budgets and wanted to pass on their thanks to AD for this work.</p> <p>Governors would like it recorded that they are aware that there are vacancies that school cannot fill because of budget restraints, but to the extent that it doesn't affect the quality of what the schools provide.</p> <p>The Federation has a commitment to ensure provision of education for the most complex children, without whom, (if they were excluded) the budget could be put back on track.</p> <p>OVERVIEW</p> <p>Feedback from HT appraisal: JT confirms that all agreed targets set for HT had been met in an outstanding way, and supported by the SIP.</p> <p><u>Growth:</u> (Page 8)</p> <ul style="list-style-type: none"> - BB off-site post 16 possibility- JW informed governors that she has met with Velda Woodruffe (0-25 team) and talked about BB being at full capacity. VW was going to speak to SN (Simon Niles) about going back out to consultation. Children want places. Governors noted that SLT are continuing looking for a potential offsite building for FE (BB), similar to Bodley House. | |

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| | <p>- Free schools: some local authorities are eligible to apply to support free school development where there are areas of significant growth. There will be insufficient special school places and there is constant concern around school budget for transport. Schools needs to be located nearer to where children live. The only option other than extending schools is free schools. SN came to Sentient meeting about whether Sentient could sponsor setting up a free school, but it was not clear whether Sentient is eligible. JW has raised concern that Sentient cannot demonstrate great school to school support. Governors noted there is an example of a federation that had successfully bid for a free school to join their federation of schools and they did not have to convert to an academy to do this.</p> <p>Meeting Moved into Part 2 Meeting Moved back into Part 1</p> <p>JW asked all governors to ensure that they have read the tribute to JT in the HT report. SS would like to record on behalf of all the governors their huge appreciation of JT's long term service to the Learn to Live governing body over the last 6 years. JT has been a wonderfully committed chair, an <i>'exceptional leader who is insightful, courageous, who has a clear strategic vision and the respect of all of us.'</i> JT will be very greatly missed by all.</p> | <p>ACTION: LW to circulate minutes from joint SLT meeting 6 December 2016 to governors</p> |
| 10 | GOVERNOR VACANCIES | |
| 10.1 | PARENT GOVERNOR LW advised governors that no further nominations for parent governor other than CM, who has resigned as co-opted governor and been re-elected as parent governor. L2L Fed GB now have 4 x governor co-opted vacancies | |
| 10.2 | FOUNDATION GOVERNOR Governors discussed, as with JT leaving, the GB have a Foundation governor vacancy. KM agreed to change status from Co-opted to Foundation Governor as also becoming Sentient Trustee. JT informed governors that SC has declined the offer to become a governor. | <p>ACTION: LW to notify Sentient that KM is new Foundation Governor and trustee.</p> |
| 11. | LEARN TO LIVE COLLEGE Governors have received the annual report and budget monitoring report for the Learn to Live College. All governors happy to accept these documents as presented. No questions raised. | <p>AGREED: All agreed to accept the Learn to Live college report and budget monitoring report as presented</p> |
| 12 | FINANCIAL AUDIT REPORT Governors wished to express their thanks to CBT, especially to AD for all her hard work on the financial audit. Governors have viewed both financial audit reports for BB and ET and all agreed to formally approve these reports. JW explained that school will then produce an action plan, which will then come back to governors for final approval. | <p>AGREED: Governors agreed to approve the financial audit reports from ET and BB as presented.</p> |
| 13 | SAFEGUARDING AUDIT REPORT KM confirmed that herself and CM are due to meet with MB and ST next week for termly safeguarding meeting. Governors have viewed the safeguarding report prior to this meeting and all agreed to formally approve this report. | <p>AGREED: all governors officially approved the Safeguarding Audit Report</p> |
| 14 | SIP REPORT | <p>ACTION: JW to circulate action points</p> |

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| | Governors were advised that the SIP came in for HT appraisal and that the visit was very positive. SIP has booked interim meeting to review HT targets on 19 May 2017. Would also like to review the structure of governance. JW informed governors that Friday 13 January meeting at ET 10am with SWALLS to discuss the next Governors conference. | for HT appraisal to governors. |
| 15 | CBT COMMITTEE Minutes circulated. No questions raised. | |
| 16 | T&L COMMITTEE Minutes circulated. No questions raised. | |
| 17 | SHAD/SENTIENT UPDATE No further update other than Sentient exploring the possibility of becoming an approved sponsor with a view to then making a decision whether to go ahead with a free school application., | |
| 18 | LEARN TO LIVE No further update | |
| | Meeting finished 2.32pm. | |

SUMMARY OF ACTION POINTS

| Minute No. | Action Point | Governor |
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| 3. | File signed minutes & put on school websites | Clerk |
| 4 | <ul style="list-style-type: none"> - Ask FE teachers for data to circulate to governors. - Add 'destination data' to FGB cycle of business for Autumn term - Contact MP Ben Bradshaw - Contact MP Sarah Wolleston | JW/LW LW SS,JG DB,TJ |
| 5.1 | Inform Governor Services of new Chair and adjust all governor paperwork/websites accordingly. | LW |
| 5.2 | Inform Governor Services of new Vice Chair and adjust all governor paperwork/websites accordingly. | LW |
| 5.3 | Chase business Interest forms from governors | LW |
| 5.4 | Chase Eligibility forms from governors | LW |
| 5.5 | Advise Sentient trustees of KM as new Sentient Trustee | LW |
| 6.1 | Put Model Pay Policy onto P&P agenda to review JW's proposal re. UPR. | LW |
| 6.2 | Safeguarding Policy- update policy review schedule & put on websites | LW |
| 6.3 | Attendance Policy update policy review schedule & put on websites | LW |
| 6.4 | E Safety Policy- put on agenda for next meeting | LW |
| 6.5 | School Continuity & Emergency Plans-update policy review schedule | LW |

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| 6.6 | Finance Table of Delegation - update policy review schedule & put on L2L staff area website | LW |
| 6.7 | Overtime Policy - update policy review schedule & put on L2L staff area website | LW |
| 8 | Circulate copies of teaching school application to governors once submitted. | JW |
| 9 | Inform KM of date of next student forum meeting Circulate minutes from joint SLT meeting 6 December 2016 to governors | DB LW |
| 10 | Notify Sentient that KM is new Foundation Governor and trustee. | LW |
| 14 | Circulate action points for HT appraisal to governors. | JW |