



FGB Committee

1st February 2017
10am Bidwell Brook School

Attendees	Initials	
Kate Mythen	KM	Foundation
Saxon Spence	SS	LA
Jill Grainger	JG	Co-opted
Daisy Binnie	DB	Co-opted
Steve Cleverly	SC	Co-opted
Jacqui Warne	JW	Executive Head
Carolyn Purslow	CP	Associate Member
Maggie Blaber	MB	Associate Member
Lesley Williams	LW	Clerk
In Attendance		
Anne Davies	AD	SLT- Finance Manager

Absent with Apologies	Initials	
Tony Johnson	TJ	Foundation
Catherine Monger	Cm	Parent
Kay Rosier	KR	Co-opted
Deb Norman-Pawley	DNP	Co-opted
Absent without Apologies	Initial	
Adele Thomas	AT	Parent
Karen Osborn	KO	Co-opted

Meeting Agenda	Led By
Procedural Items	
1. Welcome & Apologies	KM
2. Register of Business	KM
3. Minutes of 7.12.16	KM
4. Matters Arising 7.12.16	KM
5. GB Housekeeping	KM
6. Financial Information	AD
7. Policy	AD
8. Part 2 Minutes	KM/JW
9. Review Leadership Model	JW
10. Ofsted Preparation	All
11. SWALLS Conference	JW
12. Governor Monitoring	All
13. Governor Vacancies	All
14. Learn to Live College	CP
15. CBT Report	SC
16. T&L Report	KM
17. SWALLS	JW
18. SHAD/Sentient	JW
19. Learn to Live	JW
20. Meeting Dates	KM

Additional Documents used/referred to at the meeting:

- *Part 1 & Part 2 Minutes from 7 December 2016*
- *SLT meeting note extract*
- *Portfolio and Scheme of Delegation Documents*
- *Terms of Reference for FGB, CBT, P&P*
- *FGB Cycle of Business*
- *Financial Budget Monitors for BB and ET*
- *Governor Monitoring Checklist*
- *Gifts & Hospitality Policy*

MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES. KM welcomed all the meeting. Apologies received from CM, DNP, KR and TJ. JW to arrive later.	

Signed _____

	No apologies received from AT or KO	
2	REGISTER OF BUSINESS Governors all declared membership of the 19-25 College. DN declared an interested as officially a member of trustee of the Magic Carpet	
3	PART 1 MINUTES FROM 7 DECEMBER Governors viewed the minutes and corrected a couple of typos, then all agreed to accept the minutes as a true record of the meeting. Chair signed the minutes and passed to the clerk to file. PART 2 minutes to be discussed later.	<u>AGREED:</u> Minutes from 7 December 2016 agreed by all. <u>ACTION:</u> LW to file minutes.
4	MATTERS ARISING FROM 7 DECEMBER 2016 (4,5) Destination Data CP confirmed that the request for data had gone to SLT yesterday and will be forwarded to FE. This data can then be put into the next HT's report in the Spring 2017. (4,10) Meeting Councillors Governors noted SC, SS, JG and JW to meet with Ben Bradshaw on 3.2.17. DB and TJ not yet contacted MP Dr Sarah Wollaston's office to make an appointment. (6.2) Safeguarding Policy MB advised governors that the 'Adult Safeguarding Policy' will now be incorporated into the 'Whole School Safeguarding Policy' to cover students from 0-18. This will mean we will have one policy and not two. MB and ST are currently updating the Safeguarding policy with this appendix and the policy will be brought back to FG for final approval once done. The Adult Safeguarding Policy will now be badged up as a 'Learn to Live College' policy for 19+ students. (7) Michelmores Governors noted that as from Jan 2017 we have reverted back to HR One for HR support. Governors asked ' how is it working at the moment? ' LW replied she has received fast and efficient service from them so far this year. (10) Governor Vacancies All noted that there are currently 4 x co-opted vacancies at the moment. LW has pursued an interested email contact from Governor Services regarding governance – but has had no response.	<u>ACTION:</u> DB and TJ to contact SW office for appointment <u>ACTION:</u> MB/ST to amend Safeguarding policy to incorporate adult safeguarding policy. <u>ACTION:</u> Put safeguarding policy on agenda for Next FG meeting to approve new version.
5	GOVERNING BODY HOUSEKEEPING	<u>ACTION:</u> LW to send email out to all governors re. profiles
5.1	Governor Portfolio profiles on the website Governors discussed and agreed to have a few sentences about themselves on the website. LW to send an email to all governors requesting them to write approx. 50 words for the website portfolio.	
5.2	Portfolio roles & Scheme of Delegation Governors viewed the Portfolio roles and Scheme of Delegation as present. Two amendments were name: - Change KM status to 'Foundation Governor'	<u>ACTION:</u> LW to update Portfolio and Scheme of Delegation

	<p>- Add 'Executive Head's appraisal' to KM's portfolio area</p> <p>All Governors happy to approve this document and for it to be put onto the school websites</p>	<p>Document and organise for SoD to go onto school websites.</p>
5.3	<p>TERMS OF REFERENCE</p> <p>All Governors viewed the Terms of Reference from the P&P, CBT, and FGB committees. All agreed to accept the name changes as presented.</p>	<p><u>AGREED:</u> ToR agreed for FGB, CBT, and P&P Committees.</p>
5.4	<p>CYCLE OF BUSINESS</p> <p>All Governors viewed the Cycle of Business and agreed to accept as presented.</p>	<p><u>AGREED:</u> FGB Cycle of Business agreed.</p>
6	<p>FINANCIAL INFORMATION</p> <p><i>AD joined meeting 10.55am</i></p> <p>Governors had viewed the financial budget information for both schools prior to the meeting. AD advised governors that the situation had improved in both schools and gave governors a summary of the situation. (See CBT minutes dated 17.1.17 for thorough analysis)</p> <p>Governors noted that the Audit in both schools overall had gone very well, with a few minor tweaks to address. Action plans have been drawn up to address any areas that were raised.</p> <p>Governors at CBT Committee had agreed and accepted the final audit reports. These reports get sent back to the auditor and a copy sent to FIPS, as they are keeping a copy of all audit reports from schools.</p> <p>AD advised that a Benchmarking exercise had been done (see CBT minutes dated 17.1.17 for further analysis). Governors noted that the DfE takes all the financial information from schools and once a year publishes that info so that schools can then directly compare with other similar schools. (0-19 special schools).</p> <p>Governors noted that both BB and ET spend more than most on support staff, but less on teaching staff.</p> <p>AD pointed out that a lot of the other areas of spend were similar, apart from expenditure on IT and educational supplies as ET and BB are lower than most. SLT CBT will be analysing this to consider whether further investment is required</p> <p>AD confirmed that where possible, staff, equipment, training is being shared across the federation to save costs.</p> <p>Looking forward to next year's budget- unless more income comes into the system, it will be more difficult to balance.</p> <p>AD advised Governors that the 19-25 finances are being managed between AD and LyW. (LyW does staffing and costings and raises invoices to social services on behalf of CIC.) AD raises invoices on behalf of the school to L2L CIC company.)</p> <p>AD confirmed that her role since September 2016 is: finance procedures, budgets monitoring and reconciliation</p> <p>LyW's role since September 2016 is: PP and bursary funds and making sure this is spent in right place, and that the schools are fulfilling their obligations regarding the EHCPs, checking that getting the right input from outside services.</p>	

	<p>Governors would like to officially record their appreciation to AD for all her work on the budget and audit, and commend her pro-active thorough approach throughout.</p> <p>Governors asked whether we should review our back office costs? AD replied that she feels sure that will be able to balance the budget next year without any redundancies.</p> <p>Governors asked are any cost saving measures that the federation considering detrimental to children?? AD confirmed that will be analysing various areas to cut back expenditure on, possibly premises expenditure and curriculum spend- which could affect the classrooms. AD confirmed that the Income from L2L CIC is now being received, but that all areas will be carefully examined to see where savings can be made.</p> <p>Governors discussed the impact of this- concerned to ensure that any cost-savings did not affect the pupils detrimentally.</p> <p><i>11.16pm JW arrived.</i></p> <p>Governors asked about new apprenticeship levy- is this hugely impactful on the budget? AD confirmed that the Levy is on the employer and the combined wage bill of schools will be taken into accounts. The amount due would be £10K across both schools.</p> <p>AD advised governors that KT and SB are currently working on an NQT programme – and that we hope to be able use the levy money to pay for our own in-house training.</p> <p>Governors asked what about further income if we get Teaching school status? AD replied that we would receive £60K but would then have to provide courses and training for others- so no real monetary profit.</p> <p>Governors asked about whether schools could set up their own apprenticeship scheme? JW replied that this was put in as part of the teaching school bid and that if we are able to set up as a provider, then would be able to get the money back. SLT CBT will be looking specifically at these elements.</p>	
<p>7</p>	<p>GIFTS AND HOSITALITY POLICY</p> <p>Governors discussed this new policy that had been produced on the advice from the financial audit. Governors questioned wording on the policy and made one amendment:</p> <p>- add in the word personal: ‘firms offer personal gifts or vouchers’.</p> <p><i>11.40am AD left meeting</i></p>	<p><u>AGREED:</u> All agreed to adopt this policy subject to the amendment.</p> <p><u>ACTION:</u> LW to amend policy and update review schedule and website:</p>
<p>8</p>	<p>PART 2 MINUTES</p> <p>LW distributed copies of the part 2 minutes to present Governors. SS declared an interest as on the board of Ted Wragg Trust.</p> <p>Governors briefly discussed, noting that there is a need for a new special free school at Cranbrook. JW advised Governors that SENTient were also looking into options around setting up free schools.</p> <p>Governors discussed further, agreeing that they would be happy for JW to pursue conversations with DCC about the future. At this time, all in agreement that the Federation would not be looking at a MAT, but to</p>	<p><u>AGREED:</u> Part 2 Minutes from 7 December 2016 agreed by all.</p> <p><u>ACTION:</u> LW to file Part 2 minutes.</p> <p><u>ACTION:</u> SC to set up meeting with</p>

	<p>look into other possibilities, such as sponsoring a free school special school or extending ET to provide primary and secondary, or a rebuild. Governors asked about BB area? JW confirmed that the three areas under consideration were currently: East Devon (Tiverton), North Devon and Cranbrook.</p> <p>All happy to accept the Part 2 minutes. Chair signed and passed to the clerk to file.</p>	<p>colleague responsible for setting up free schools for DfE.</p> <p>ACTION: JW to speak to Dawn Stabb about their thinking for Devon.</p>
9	<p>REVIEW LEADERSHIP MODEL</p> <p>JW updated governors on the good progress of the two new assistant heads. The positions were agreed on a temporary basis for one year and were due to be discussed.</p> <p>Governors asked how was the current leadership model working? JW confirmed it was working well. JW proposed to extend the one year temporary contract of two new assistant heads for another year.</p> <p>JW confirmed that will need to look at the whole structure of the SLT as there needs to be a plan to support our succession strategy to reflect the changing SLT with the need to look at whole leadership before the 2018 summer term.</p> <p>Governors discussed and agreed to the proposal to extend the two assistant heads temporary positions for another year until Summer 2018, but asked that certain fixed tasks are in place that would expire at the end of the two years (Summer 2018). The extension would be due to the reviewing of SLT leadership and personnel changes in order to operate a new leadership team from September 2018.</p> <p>Governors concluded that they would invite the 2 assistant head to update governors of their progress later this year.</p>	<p>AGREED: Governors extended the assistant heads one year temporary positions for another year until next July (2018).</p>
10	<p>OFSTED PREPERATION</p> <p>Governors discussed. JW advised governors that they will be expected to know about all the key issues- such as; <i>what happens to PP money? Do you know how well the students are doing? Do you hold SLT to account for the vision and is money well spent? What is the culture of safeguarding in our schools? Is it threaded through? Do you get a sense that staff are actively looking at safeguarding? What is the website like?</i></p> <p>KM encouraged governors to keep looking on class blogs and school Facebook pages to get a real flavour of the culture of the school.</p> <p>KM reiterated all the governor involvement at events, parents evenings, empowerment meetings, meeting with staff, pupils, student council, Governors were reminded to reflect on last year's ET Ofsted and assess their knowledge.</p> <p>JW encouraged governors to have a look at the risk assessments on evolve and ask questions, as there are residential at both schools coming up.</p>	<p>ACTION: LW to ask CW to forward BB SEF to all governors</p> <p>ACTION: LW to coordinator phone numbers and circulate to governors.</p>
11	<p>SWALLS HEAD CONFERENCE</p> <p>Date: 19-20 May 2017.</p> <p>JW confirmed that the conference will be open to all governors. Cost will be £200. More details at the next FG meeting.</p>	<p>ACTION: Put SWALLS Conference on next FG agenda to finalise attendance.</p>
12	<p>MONITORING CHECKLIST</p> <p><i>C2: Learners are increasingly empowered to assess their own learning</i></p>	<p>ACTION: LW to populate and update</p>

<p>KM confirmed she has attended an Empowerment meeting at BB and observed the following:</p> <ul style="list-style-type: none"> - How school was reacting to the P levels going. - Very impressed with discussions that went on between the subject leaders. NB has overall view- data was beginning of story where individual students progress was discussed, moderation discussed, subject leaders identifying aspects of writing etc. areas of part of the school that needed intervention and parts of their subject that needed intervention. <p>JG has attended empowerment meeting at ET and observed the following:</p> <ul style="list-style-type: none"> - Very impressed with the care devoted to looking at progress with targets and questioning why? JG sat with teachers and looked at English. JG observed an in-depth analysis of everything and the care that teachers showed about every individual. - There was some discussion about Rochford review- about losing P Levels and how things keeps changing- but everyone was very in line with the ethos of the school. - Interpreters can attend meetings to aid translation to the diverse culture at ET. <p>JW confirmed that these observations were evidence to the governors of the strength of middle leadership. Governors asked for JW to pass on thanks to both Empowerment teams and how impressed governors were on all the work that was going on. Status updated on monitoring checklist to GREEN.</p> <p><u>Student Council at ET</u>- KM confirmed she attended the meeting and was Impressed with how the students spoke their minds and listened to each other. KM was looking into ‘how do they feel safe? Students said they feel safe in the school and they know what to do if they have any worries. Very supportive of each other. Pupils felt they have a voice and that they are heard. KM passed on thanks to NM. Pupils had asked about the governors it was suggested they could come and talk to some governors.</p> <p>KM praised Advocacy in both schools, really good evidence that it was empowering the voice of the students.</p> <p>KM informed governors that both SCRs (single central registers) have now been checked and discussions taken place in both schools – thanks to KT and SB for their work on this. In both schools they are proactively completing this and have areas tracked</p> <p><i>C4: students are better prepared for the expectation that they will gain paid employment</i> JG met with PL looking at work experience and looking at prospect of employment after school. Change wording on the monitoring report to : ‘Meeting with KS4 and FE leads at BB and ET.’</p> <p><i>C6: All learners become better problem solvers</i> This has been demonstrated by rural skills. Governors have had long conversation with Alex at BB regarding work of rural skills. Also talked to TB at ET.</p>	<p>the Monitoring Checklist accordingly and circulate to all.</p> <p>ACTION: Invite students from both schools to FG to tell governors about their meetings.</p>
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<p>13</p>	<p>GOVERNOR VACANCIES</p> <p>There are currently 4 x co-opted governor vacancies. Governors suggested proactively talking to people in the community who might be interested. The targeted areas would be Totnes, Newton Abbot, Bovey Tracey. Suggestions were are follows:</p> <ul style="list-style-type: none"> - Art Exhibition- Totnes community- could be a good opportunity - In May, newly elected County Councillors - Re-approach Mayor of Totnes - PTFA grandparents in Exeter? - Rick Gaehl from Sentient (JW to contact) - CD's mum has a family advocate that may be interested? - Write to the town council - Ask MP Dr Sarah Wollaston for any contacts (DB & TJ) - Ask Chair of Governors at St James for any contacts (KM to meet) - Chambers of Commerce - Local Rotary Clubs <p>Governors suggested advertising in the local paper and on the school websites and Facebook, concluding that it would be better to approach to target specific individuals.</p> <p>Governors discussed the importance of all prospective governors having an interview to discuss what the commitments would be and to make sure that they are able to attend meetings. Perhaps prospective governors could sit in on a meeting before they sign up.</p>	<p>ACTION: Working party (JG and DB) to draft letter to prospective new governors.</p>
<p>14</p>	<p>LEARN TO LIVE COLLEGE</p> <p>The Report was presented to governors at the last FG meeting. CP confirmed that DP (Debbie Pritchard external director) met with JW regarding the Service Level Agreement and set out quality assurance and monitoring protocol. DP will be ensuring that provision is being met. DP had her first initial visit to college last week and has a date in the summer term to come back to the college to meet with CP and JW to discuss her findings. DP will then put a report together which will go into the Summer term HT report.</p> <p>The AGM date is evening of October 19th 2017. Members, parents, students and prospective students, colleagues will be invited to attend.</p> <p><i>2.22pm CP left the meeting</i></p>	
<p>15</p>	<p>CBT COMMITTEE REPORT</p> <p>Governors had viewed the committee minutes. No questions asked.</p>	
<p>16</p>	<p>T&L COMMITTEE REPORT</p> <p>Governors had viewed the committee minutes. No questions asked.</p>	
<p>17</p>	<p>SWALSS CONFERENCE</p> <p>Already discussed. KM advised governors there was another SWALSS meeting about this on 23 February, and that could report back to FG at next meeting.</p>	
<p>18</p>	<p>SHAD/SENTient Update</p> <p>JW advised Governors that at the last SHAD meeting- all had voted to dissolve SHAD.</p> <p>A proposal had been to amalgamate SHAD with DAPH and DASH. SHAD have decided against this. SHAD's proposal was to not take any money from LA to dissolve SHAD and generate an operational executive of Sentient. Heads of the settings currently SHAD but not SENTient members would be offered associate membership of the SENTient executive (of heads).</p>	

	Governors asked how many schools in SHAD and not SENTient? JW confirmed only the hospital school and DPLS. The Atkinson unit and all maintained special schools are already members of SENTient.	
19	LEARN TO LIVE Governors were advised that development meetings were taking place to discuss the decision making hierarchy of the L2L model in both schools. JW advised that Torbay Local Authority have asked for SENCo's to have some L2L training so they can extend it out to their Primary schools.	
20	FUTURE MEETING DATES Next meeting on 22 March 2017 Meeting finished 2.33pm	

Summary of Action Points

Minute No.	Action Point	Governor/ Clerk
3	Files Signed Part 1 Minutes	LW
4	Contact MP Dr Sarah Wollaston office for appointment	DB & TJ
4	Amend Safeguarding policy to incorporate adult safeguarding policy.	MB/ST
4	Put on agenda for next FG meeting to approve updated version of safeguarding policy.	LW
5.1	Email all governors re. profiles	LW
5.2	Update Portfolio and Scheme of Delegation Document and organise for Scheme of Delegation to go onto school websites.	LW
7	Amend Gifts & Hospitality policy and update review schedule and website	LW
8	File signed Part 2 Minutes	LW
8	Set up meeting with colleague responsible for setting up free schools for DfE.	SC
8	Speak to Dawn Stabb about their thinking for Devon free schools.	JW
10	Ask CW for BB SEF and forward to all governors	LW
10	Co-ordinate governor phone numbers and circulate to governors.	LW
11	Put SWALLS Conference on next FG agenda to finalise attendance.	LW
12	Populate and update the Monitoring Checklist accordingly and circulate to all.	LW
12	Invite students from both schools to FG to tell governors about their meetings.	LW
13	Working party to draft letter to prospective new governors.	JG/DB