



FGB Committee

18 October 2017
10.30am Bidwell Brook School

Attendees	Initials	
Kate Mythen	KM	Foundation
Jacqui Warne	JW	Executive Head
Tony Johnson	TJ	Foundation
Rick Gaehl	RG	Co-opted
Daisy Binnie	DB	Staff
Saxon Spence	SS	LA
Jill Grainger	JG	Co-opted
Maggie Blaber	MB	Associate Member
Lesley Williams	LW	Clerk
Absent with Apologies	Initials	
Karen Osborn	KO	Co-opted
Steve Cleverly	SC	Co-opted
Deb Norman Pawley	DNP	Co-opted
Kay Rosier	KR	Co-opted
Catherine Monger	CM	Parent
Caroyln Purslow	CP	Associate Member

Meeting Agenda	Led By
Procedural Items	
1 Welcome and Apologies	KM
2 Register of Business Interests	KM
3 BB Ofsted Inspection	KM/JW
4 GB Housekeeping	KM
5 Minutes from 12.7.17	KM
6 Matters arising from 12.7.17	KM
7 Staffing Update	JW
8 ETC College	JW
9 Teaching School Application	JW
10 HT Performance Review	KM
11 Committee Reports	KM/JG
12 Safeguarding/H&S	TJ/KM
13 Clerks Report	LW/KM
14 Security Invoice Approval	KM
15 Governor Self Evaluation	KM
16 Governor Vacancies	KM
17 AOB	JW

Additional Documents used/referred to at the meeting:

- *Minutes from 12 July 2017*
- *Model Code of Conduct*
- *Skills audit Forms*
- *Autumn Term Governor Training Courses*

PART 1 MINUTES

Ref	Item	Agreed/Action
1	WELCOME AND APOLOGIES. KM welcomed all the meeting. Apologies received from CM, KO, SC, DNP, KR, CP. All apologies duly accepted by all.	
2	REGISTER OF BUSINESS Governors all declared membership of the 19-25 College.	
3	BIDWELL SCHOOL OFSTED INSPECTION KM read out the Ofsted draft letter to all governors. The importance of confidentiality was stressed as the report must not be made known until publication by Ofsted. <i>The meeting moved to Part 2 to discuss</i>	
4 4.1	GOVERNING BOARD HOUSEKEEPING Elect Chair of Governors Clerk advised that there had been no nominations for Chair. SS proposed KM to continue. DB seconded, all voted and unanimous agreement for KM to remain as Chair	<u>AGREED:</u> KM elected as Chair of Governors and SC Elected as Vice Chair.

Signed _____

<p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p>Elect Vice Chair of Governors Clerk advised that there had been no nominations for Vice Chair. KM advised that SC happy to continue as Vice Chair. KM proposed, TJ seconded, all voted and unanimous agreement for SC to remain as Vice Chair</p> <p>Business Interest Forms Clerk distributed forms to all governors to sign and pass back to clerk for filing.</p> <p>Code of Conduct Form (previously distributed to governors) Clerk distributed code of conduct form to all governors to sign and pass back to clerk for filing.</p> <p>Terms of Reference It was noted that all chairs (and vice chair) remain the same on all committees, so all happy to accept current terms of reference as presented.</p>	<p>ACTION: LW to update all records accordingly.</p>
<p>5</p>	<p>MINUTES OF MEETING 12 JULY 2017</p> <p>(6) Safeguarding - SS asked whether <i>Sentient had discussed the 'Prevent' issue as yet?</i> All noted that this was in connection with the work in progress that was looking at risk assessments and how might we prepare children and staff to respond to acts of terrorism. JW confirmed that this work was ongoing and that she had informally shared this at a Sentient board meeting.</p> <p>(8) Bodley House Lease. RG updated governors that the lease was signed, witnessed by a solicitor and duly returned, however County are now chasing for a second copy of the lease that we had never seen.</p> <p>With no further questions the minutes were duly agreed by all as a true record, signed by Chair and passed to clerk to file.</p>	<p>AGREED: Minutes from 12 July 2017.</p> <p>ACTION: LW to file minutes.</p>
<p>6</p>	<p>MATTERS ARISING KM advised Governors that any ongoing issues have been addressed in this meeting's agenda. All other actions had been completed.</p>	
<p>7</p>	<p>STAFFING UPDATE</p> <p>11.17am meeting moved to Part 2 12.00 moved back to Part 1</p>	
<p>8</p>	<p>ETC COLLEGE JW updated governors on the Bodley House building work: Planned works to the reception area were done over the summer. At same time the builders did some preparation work to the rest of the building in advance of starting the refurbishment of Phase 2. The completion date of the refurbishment is June 2018.</p> <p>RG asked <i>can we seek written assurance that the building will be ready in time for September?</i> JW responded that we have had this, but will need to ensure that keep a close eye on developments. All noted that the building must be ready by June, to ensure set-up time and transition time for students. JW stated that T&L committee may have to discuss the Bodley House space regarding 19-25, looking at how many places they could provide and at what point space is at a premium and can take no more.</p>	

9	<p>TEACHING SCHOOL APPLICATION</p> <p>JW advised governors that she will update the teaching school application and submit again this November.</p>	
10	<p>HT PERFORMANCE REVIEW</p> <p>It was noted that Phil Silvester (School Improvement Partner) will be the external advisor for the HT Performance Review on 3.11.17. The Governors confirmed for the review are: KM, SS, and KO.</p>	
11	<p>COMMITTEE REPORTS</p> <p>11.1 CBT Meeting- Minutes have been circulated. No additional information to share. No questions asked</p> <p>11.2 T&L Meeting- Minutes have been circulated. The following questions were asked:</p> <p>SS asked JG <i>Is there any concern that we need the Pupil Premium money more directed, and when are we going to resolve this, particularly with music therapy?</i></p> <p>JG confirmed that LyW was looking at this issue strategically across the federation, gathering information to take back to SLT to assess the impact of music therapy. JG will be attending a music session at school, and asking the therapist how students' progress is reviewed.</p> <p>Governors asked JW <i>whether there was an evaluation tool to demonstrate the impact?</i> JW confirmed No. Teachers need to be clear about their expectations for the child, asking; what are they wanting to see, what is it that will make the difference, what period of time will that child need?</p> <p>All noted that historically, once a student is receiving music therapy, they continued to receive it, hence the need to examine the justification for the child to continue.</p> <p>SS stated that governors have a responsibility to ensure that PP is spent well and to keep challenging this, asking such questions as to whether it was appropriate for PP to be paying for music therapy.</p> <p>JW assured governors that the federation does, and will, continue to spend the PP money on those children that are eligible for PP, even if there is no evidence of a gap. Currently examining skills set to assess whether gaps are emerging there.</p> <p>Governors concluded that they would ensure that they regularly keep monitoring whether PP is being spent effectively, and asking whether the therapies are effective.</p>	
12	<p>SAFEGUARDING/HEALTH & SAFETY</p> <p>Governors asked to be advised as to whether any significant accidents or incidents have occurred?</p> <p>TJ confirmed that as H&S link governor he meets termly with DOL and there was currently nothing specific to report.</p> <p>KM advised governors that it was good practice for the chair of governors not to be the safeguarding link governor. (Portfolio governors for safeguarding are currently KM and CM.) KM advised that happy to carry on, but are any other governors interested?</p>	<p><u>AGREED:</u> JG to take on role of link Governor for Safeguarding (alongside KM) on a temporary basis.</p> <p>ACTION: LW investigate level 3 safeguarding course dates for JG.</p>

	<p>JG agreed to step in temporarily in the short term, whilst CM away. MB confirmed that no dates for new staff induction as yet, but will advise governors once dates agreed.</p> <p>KM informed governors that attended recent Safeguarding training that looked at Prevent, Safer recruitment training, and the importance of regularly checking the SCR. Governors agreed to ensure that this is checked regularly.</p> <p>Governors asked MB for the safeguarding audit date? MB informed governors that deadline for getting the audit in was 31st December 2017 and would arrange to meet with ST and KM beforehand.</p>	<p>ACTION: LW to put 'safeguarding audit' on next agenda</p>
13	CLERKS REPORT	AGREED: To add Terms of Reference to school websites and remove committee meeting minutes from websites.
13.1	FGB terms of reference- all governors agreed to publish FGB terms of reference on the school websites.	ACTION: LW to action the above.
13.2	Committee Minutes – all governors agreed to remove committee minutes from the school websites, and just publish FGB minutes.	
14	SECURITY INVOICE APPROVAL Security Fob system invoice from J&S Security Systems for £17,886.11 was recommended to FGB by the CBT committee. Governors ratified payment of this invoice. LW to pass to AD to action payment.	AGREED: Governors agreed to pay J&S Security Systems for fob invoice.
15	GOVERNOR SELF EVALUATION	Ongoing
15.1	Skills Audit forms – these have been distributed to all governors to complete. LW will collate and report back to the FGB in December. Training needs to be identified from skills audit.	
15.2	Training- Autumn governor training dates circulated to governors before the meeting. Governors to advise LW of any training courses that they might like to attend. Governors were advised that the SWALSS conference was planned again for next year and if they had any specific needs could feed into this.	ACTION: Governors to consider any training needs and inform LW.
16	GOVERNOR VACANCIES Parent governor- KM reported that had no nominations for parent governor. DB has a parent contact that will follow up at BB. Governors agreed for the parent governor election to run again after half term, and for letters to be sent out separately to the newsletter. Co-opted Vacancies DB has been in touch with the deputy mayor, however no-go at present. No further news or responses. Governors to think about reconstituting GB down at next meeting.	ACTION: LW to run parent governor election again after half term. ACTION: LW to put reconstitution onto the agenda for next FG meeting
17	AOB Teacher Induction Programme KM advised governors that the teacher induction programme that was running over this academic year, incorporated a morning on 15 March 2018 at ET with a 'Meet the governors' section. Governors noted the date and would check their availability to come along.	

	<p>DB informed governors that on 25th January 2018- KR and DNP would be running a session on the teacher induction programme - <i>'reporting to governors'</i>.</p> <p>12.55 meeting moved to Part 2 13.15pm meeting moved to Part 1</p> <p>Head's report. JW informed governors that considering tightening up the head's report, and renaming it as 'the evaluation report'. JW indicated that the report could be split down to produce a smaller report for each half term, with a few pages of head's report from JW, once a term. Governors all agreed to JW's proposal of new format.</p> <p>1.17pm meeting ended.</p>	
		<p><u>AGREED:</u> Governors all agreed to JW's proposal of new format for Head's (Evaluation) Report.</p>

SUMMARY OF ACTION POINTS

Minute No.	Action Point	Governor/ Clerk
4	Update all records accordingly with names of chair/vice chair of FGB	LW
5	File Minutes	LW
12	Investigate level 3 safeguarding course dates for JG. Put 'safeguarding audit' on next agenda	LW
13	Put FGB terms of reference on school websites and remove committee minutes from school websites.	LW
15	Governors to consider any training needs and inform LW.	All Governors
16	Run parent governor election again after half term. Put reconstitution onto the agenda for next FG meeting	LW