

FGB: MINUTES

Weds 11th December 2024, 4.30 – 6.30pm

Hybrid – College / Teams

Attendees	Initials	Governor category
Nikki Burroughs	NB	Executive Headteacher
Steven Finnemore – Chair	SF	Chair, Co-opted
Jordan Conibere	JCo	Staff
Karolina Galera	KG	Foundation
Jamie McFadzean (Teams)	JMc	Co-opted
Emma Whitton	EW	Co-opted
Jodie Came	JC	Parent
Ben Marsh	BM	Co-opted
Gemma Rolstone	GR	Local Authority
Katy Young	KY	Clerk
In Attendance	Initials	Category
Kate Bromage	KB	Head of ET School
Absent with Apologies	Initials	Category
None		
Absent no Apologies	Initials	Category
None		

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Monitoring	Chair
3. Policies	Chair
4. Training	Chair
5. Key Stakeholder Comms	Chair
6. FGB Structure & Self-Monitoring	Chair
7. Staff Presentation	Chair
8. Minutes of Last Meeting	Chair
9. Finance (Pt 2)	Chair
10. Executive Headteacher's update (Pt2)	NB
11. Safeguarding & Health & Safety	Chair
12. Impact/Future Meetings/Actions	Chair
13.	

Governor challenge/questions are shown in *italic blue font*. Responses shown in *green font*. Actions in *red font*.

Additional Documents used/referred to at the meeting;

- Budget update (verbal)
- Last FGB Minutes – 18th October 2024
- Heads Report – Autumn (part)
- Bidwell SDP – verbal update from HoS Kate Bromage

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome: The meeting was quorate with all Governors present (JMc and GR via Teams)</p> <p>1.2. Apologies received: none</p>	
2.	<p>EXECUTIVE HEADTEACHER'S UPDATE</p> <p>NB gave Governors a verbal update as follows;</p> <p>Bidwell Hydrotherapy pool: had to be closed, there was an issue with some pipework and seals, and now the boilers have broken. It will cost c£50k (to repair PCP boards, boilers, sand and filters). <i>Governors queried how many students are affected? NB advised that the pool being closed means the EHCP provision for 23 students are not able to be met.</i> NB has informed THE parents and case workers of those students.</p>	

	<p><i>JC asked – is there anywhere else locally we could use in the interim? NB – Not in Totnes. However our physios will be carrying out alternative physio in the interim. Premises Team has advised NB that we have c. £10k left from an energy grant, and another £10-15k in the maintenance budget. Governors noted that using these finances would just drain those pots, potentially causing future issues down the line. Governors noted we will lose income from pool rentals. NB stated that DCC have a duty to ensure the EHCP provision is met.</i></p> <p>NB is liaising with DCC’s Amanda Burrows, Sam Chapman, Alice McShane (School Finance Team) and Catherine Compton (our Buildings Team contact, who sourced funding for the fire alarms upgrade at ET). Alice and Catherine have advised that the SSP (formerly ‘FIPS’) panel are meeting tomorrow as a result of Amanda Burrows’ report on the Federation – so they will add the hydrotherapy school to the list of our premises issues. We will hear back end of this week/ start of next about what, if any support DCC will give us. NB to report back to Governors on outcome.</p> <p>Finance update – month 8 Refer to Part 2 Minutes for funding update from Sarah Creedy (in lieu of Finance Manager who is currently absent).</p>	<p>NB report back to Governors on outcome of SSP (FIPS) panel meeting</p>
<p>3.</p>	<p>STAFF PRESENTATION</p> <p>Kate Bromage, Head of Bidwell Brook, gave an update on Bidwell’s Site Development Plan.</p> <p><u>Engagement pathway curriculum</u></p> <ul style="list-style-type: none"> ➤ This is embedded securely – can measure success, engagement pathway framework has been updated to Earwig. ➤ Finalised curriculum and assessment framework has been shared with staff. ➤ Rosie Dendle, prior to MAT leave, focussed on engagement pathway, the assessment framework, and strategies we need to put in place at school, including rolling out relevant ‘objects of reference’ for students who are non-verbal – the engagement learners. For example, a swimming costume when talking about swimming. ➤ Rosie also looked at how the engagement pathway was plotted out for subject specific learners, and how this could be made accessible for engagement learners – e.g. additional text to support them – so that we still cover the same range of themes. ➤ Engagement learners identified, to effectively baseline them on the new framework. ➤ Rosie is now on MAT leave but has handed over to her cover. <p>Next step – encourage teachers to go out and look at good practice in other schools; upskilling our staff. NB has asked to implement this at ET as well. <i>EW asked, could we get some objects of reference donated? KB – yes, we looked at what we had already in school first, then purchased the rest.</i></p>	

Enabling pupils to consistently achieve the aims of the curriculum, teaching adapted to suit every student, with appropriate stretch and challenge

- Stretch & Challenge: Ofsted, the SIP, and our own observations show that are pupils are happy and well supported, but we need to stretch and challenge more in class.
- Staff Training: We are planning to deliver some training on lesson structure so that Teaching and Learning is consistent across the school – if children are used to a structure, it facilitates their ability to engage. The IT Manager will do some staff training about resources like Clicker Print, Text to Voice etc – to reduce demand on learners, then they can focus on learning content instead. Having a push on upskilling SLT, Middle Leaders and Teachers to be having those coaching conversations. It is like a big family at BB so it can be hard for staff to give and receive constructive feedback; feedback needs to be given in a safe and constructive way.
- Kingsbridge Research School to do some instructional training with our Middle Leaders.
- People need to know what is / isn't going well, but also how to change it. SLT and Middle Leaders are finding it difficult to give that constructive feedback. We have baseline assessment data for the core subjects which leads into those conversations. We have data so we can triangulate across assessment, planning, and delivery in class.

6th Form: 'working to ensure curriculum is sequenced and planned'

- No matter what pathway the students are accessing, we want to ensure they have the structure in place to ensure they are aspirational for their next stages. Part of that is work around BTEC for those students who can achieve those accreditations. Pre-vocational BTEC also offers certificates for units too.

BM asked – with BTEC units, do we have external partnerships? KB stated we are developing those links at the moment. NB stated that at ET, we have been accredited before, we have quality nominee and Pearson as the exam body – Marie (BB Deputy Head) is overseeing this. Kate herself is undertaking various CPD, and notes the importance of taking the curriculum backwards, from 6th Form right down to Early Years.

Early Years – to ensure intent and resources of curriculum promotes learning in class

- A 'learning environment audit' was completed to identify and address gaps. Learners pitched on the pathway. Early Years Lead given fortnightly release time to review the learning environment.
- Impact is raising standards in Early Years, vs KS1 there is now a disparity because of the improvement in Early Years. Will be rolling out to the outdoors environment.
- NB added, there are 6 students in Early Years, they are the COVID babies. The impact is shown from the feedback on the families' lives. Entry presentation, and aspiration of where Kerry wanted to get the student to and when; had high expectations which

have paid off with remarkable progress made.

- KB stated we were meticulous at filtering through all the consults to ensure we could formulate a cohesive cohort, all the pupils in Early Years present with communication needs and high anxiety, but with minimal physical behaviour. Ongoing discussions between us and 0-25 team on the remaining place we have in Early Years and how that child will fit in, and the next wave which will be the students that DCC have struggled to place.

BM – for the early years pupils we have; do you see that their need profile may change to the point they may not need a SEN provision in the future? KB – it is fascinating, whether the cause of their challenges are a global development delay or more related to issues with COVID, or parental approach. If a student exceeds our core offer, we then have the assessment framework and if they hit certain thresholds we would review their suitability for our setting.

EW – next years’ cohort – there could be children out there who could be having interventions now, to avoid them needing a SEN school placement? KB – nurseries do not have the funding for 1:1 support in Devon to facilitate those interventions / support. NB advised that statutory school age children are prioritised by DCC rather than younger children. GR added that nurseries cannot offer 1:1, they can only offer the funded hours, so it is not enough time – there just is not the capacity.

Relational practice

- We have rolled out a lot of training, been part of the action plan for a few years now, looking at how this is implemented at classroom level.
- Relationships are hard to quantify – we have put together a document about what is good practice, we will be auditing that and feeding back.

Rural Skills

- Vicky has inherited the Rural Skills site, she is very passionate about outdoor learning but also really skilled with relational practice, it is a good balance and having a lot of impact on those students using it.

Autism Awareness and ‘Attention Autism’ training

- CPD has been rolled out by an autistic member of staff, their personal story really resonated with people, it had an impact on practice – they will also be delivering the CPD at ET. Sarah Grace Farrer did ‘Attention Autism’ and Kayleigh will come to ET to deliver the Autism Awareness training.

Governors thanked KB for her update on progress with the ETS *Site Development Plan*.

NB added that there have been a lot of difficult conversations this term to move things forward, and they are. It is about making clear our expectations, and identifying what we need to improve. **KB left the meeting.**

4. **MONITORING**

4.1 **FDIP** – *Governors to review latest version and RAG ratings*

FDIP RAG ratings will next be updated on 20/12/24.

Governors have received part of the Autumn Term Head's Report (remainder to be issued asap) with termly data. More data to follow after Christmas.

4.2 **Monitoring Walks** – Autumn walks have been carried out at each site;

College: 2/12/24 (JC and BM) – ***Discussion minuted under Part 2.***

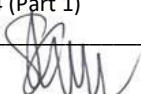
School: Fri 15/11/24 (KG)

Bidwell: Thurs 21/11/24 (SF and GR)

Governors to submit written reports to the Clerk please.

*** Before attending site, please read the Governor Visits Policy, and the Monitoring Walk current priorities. After your walk please complete the Report pro-forma and send this to the Clerk asap after your walk ***

4.3 **Committee Impact Statements:** no issues raised.



THE FOLLOWING ITEMS WILL BE DEALT WITH OFFLINE, DUE TO TIME CONSTRAINTS:

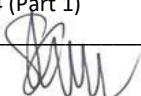


<p>5. POLICIES</p>	<p>The following policies will be circulated by HR Manager (to ratify via Forms);</p> <p>FOR APPROVAL:</p> <ul style="list-style-type: none"> • Appraisal Policy for Teachers & Executive Head – Clerk will circulate via Forms • Smoking Policy (updated) – Clerk will circulate via Forms • Outdoor Education – Clerk will circulate via Forms <p>AWAITED:</p> <ul style="list-style-type: none"> • Emergency Management Plans – to follow from NB (<i>deferred from CBT</i>) • Accessibility Plan & Action Plan – to follow from NB (<i>deferred from CBT</i>) • Teachers' Pay Policy – to follow from HR Manager (<i>deferred from P&P</i>). Governors to consider whether to retain any elements of performance related pay next year (2025-26) • Disciplinary Policy – to follow from HR Manager (wording clarified re delegation levels) <p>INFO ONLY:</p> <ul style="list-style-type: none"> • Staff Code of Conduct (Behaviour) Policy (approved by CBT 18th Nov) – attached, info only 	<p>Clerk to circulate policies via Forms</p> <p>NB / HR Manager to circulate remaining Autumn policies x4</p>
<p>6. TRAINING</p>	<p>Refer to training log for latest details.</p> <p><i>Book training via Clerk, or direct with DES using code GOVNPremium for 100% discount.</i></p>	
<p>7. STAKEHOLDER COMMS</p>	<p>Refer to Federation calendar (live doc)</p> <p>Covered via email (attendance at Christmas lunches and WSMs)</p>	
<p>8. FGB STRUCTURE & SELF-MONITORING</p>	<p>Covered via email (prospective Governor Frankie Radmore invited to meetings from January)</p>	<p>Clerk invite Frankie to Jan/Feb meetings</p>
<p>9. LAST MINUTES</p>	<p>Last Minutes: FGB Minutes 16-10-24 (Part 1 and Part 2): please approve via Forms</p> <p><i>Attendees (please approve): NB, SF, JCo, KG, JMc, EW</i></p> <p><i>Not in attendance: GR, JC, BM (Minutes are for info only)</i></p>	<p>Govs to approve via Forms</p>

<p>10</p>	<p>SAFEGUARDING AND HEALTH & SAFETY</p> <p><i>Lead Safeguarding Governor: Jodie Came</i> <i>Lead H&S Governor: Karolina Galera</i></p> <p>10.1 Safeguarding Lengthy discussion earlier in meeting, refer to Monitoring section above.</p> <p>10.2 Premises / H&S update Termly meeting between NB and KG took place today, 11/12/24. KG was satisfied but would like to follow up re fire alarms. <i>Refer to Head's report for termly H&S update.</i></p> <p>10.3 SCR check and DSL meeting (Autumn term): These were carried out on the following dates;</p> <ul style="list-style-type: none"> • SCR check with HR Manager – termly checks completed (ET by JC. BB on 8th Nov by SF) • DSL termly meeting: took place on Fri 25th Oct 2024 – JC with ETC Head of Site • JC would like a follow up DSL / Safeguarding meeting with NB, before Christmas following earlier discussions. This was agreed for 17th December at 1pm (via Teams) – with NB and JC attending. (Also discuss recent student abscondment incidents at ET, and any support needed with the S.175 audit) 	<p>Extra-ordinary SG meeting JC and NB – 17th Dec</p>
<p>11.</p>	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>11.1. Impact Statement: <i>“what difference has each item made, across the Federation?”</i></p> <ul style="list-style-type: none"> • Kate Bromage gave update on Bidwell’s SDP – engagement pathway is implemented and Governors updated on other key priorities moving forward. Governors were satisfied • JC and BM gave update on their Monitoring Walk at ETC, Governors reviewed the conclusions together. Impact is there were some positive observations, but concerns raised – robust conversations were held. Governors asked NB to follow up with Head of Site. • HR policies will follow via Forms – impact is updated policies can be uploaded to Sharepoint • SCR termly checks completed – impact is Governance safeguarding duties complete • DSL termly meeting completed – impact is Governance safeguarding duties complete • DSL / Safeguarding – further meeting arranged for 17th Dec (Teams) – with NB and JC 	

	<ul style="list-style-type: none">• Finance update (via Sarah Creedy) – Governors noted figures with caution; appear to be on track but will clarify with Finance Manager in new year as figures seem overly positive <p>11.2. Future Agenda Items (Spring, half term 1)</p> <ul style="list-style-type: none">• TBC <p>11.3. Actions Log – updated, see next page.</p>	
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Meeting ended at 6.30pm



ACTIONS LOG – UPDATED AT FGB ON 11th December 2024

FGB date	Topic	Action	Who	Deadline
10th July '24	Safeguarding Conference	GR to forward the relevant links to NB from summer safeguarding conference (incl Prevent, Incel, knife crime)	GR	FGB (16 th Oct '24)
16 th Oct '24	Staff Presentation – HR	NB look into HR admin support from HR One	NB	ASAP
11 th Dec '24	Policies	NB to finalise and circulate; <ul style="list-style-type: none"> ➤ Emergency Management Plans (CBT 13th Nov) ➤ Accessibility Plan & Action Plan (CBT 13th Nov) ➤ Teachers' Pay Policy (P&P 5th Nov / CBT 13th Nov - once finalised by unions) 	NB	By end of Autumn Term (Xmas 2024)
11 th Dec '24	Monitoring	NB to consider further support for JCo's class	NB	ASAP
11 th Dec '24	Monitoring	NB report back with Earwig training data analysis (Governors would like know data, such as how many staff are trained, and how much each staff member is using it – a 'user profile' analysis to identify if there are particular key stages or classes that are not using it) All teaching staff need Earwig training – e.g. refresher video	NB	ASAP
11 th Dec '24	Monitoring	NB will feedback to Monika following ETC Monitoring Walk	NB	ASAP
11 th Dec '24	Safeguarding	Extra-ordinary Safeguarding meeting (JC and NB)	NB	Tues 17 th Dec
11 th Dec '24	Finance	NB report back to Governors on outcome of SSP panel meeting (funding / premises support following Amanda's report)	NB	SSP meeting is mid Dec

COMPLETED:

16 th Oct '24	3. Policies	Smoking Policy - NB will amend (enforcing with parents) and re-circulate	NB	DONE
16 th Oct '24	4. Training	Clerk book KG On HTPM training 3 rd March 2025 Clerk update training log	Clerk	DONE
16 th Oct '24	5. Stakeholder comms	Confirm which Christmas lunch you are attending	All Govs	DONE
16 th Oct '24	9. Finance	NB look into seeking Finance support from Sarah Creedy	NB	DONE
16 th Oct '24	11. Premises / H&S	KG and NB arrange a catch up re Premises/H&S	KG / NB	DONE – 11 th Dec '24
16 th Oct '24	11. Safeguarding	JC arrange SCR check for BB	JC	DONE for both schools
16 th Oct '24	12. Policies for next meetings	NB to prepare; <ul style="list-style-type: none"> ➤ Appraisal Policy for Teachers & Executive Head (for P&P on 5th Nov) ➤ Staff Code of Conduct (Behaviour) Policy (CBT 13th Nov) 	NB	DONE