

# FGB Committee: MINUTES – Part 1

Weds 7<sup>th</sup> February 2024, 4.30 – 6.30pm

*Dial-in via MS Teams*

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steven Finnemore (Chair)	SF	Co-opted
Tom Bates	TB	Co-opted
Gemma Rolstone	GR	Local Authority(pending)
Jodie Came	JC	Co-opted
Jordan Conibere	JCo	Staff
Karolina Galera	KG	Foundation (pending)
Katy Young	KY	Clerk
In Attendance	Initials	Category
JM (part 1)	JM	Prospective Governor
EH (part 1)	EH	Prospective Governor
Absent with Apologies	Initials	Category
Laura Boyce	LB	Parent
Steve Cleverly	SC	Co-opted
Nicky Reynolds	NR	Co-opted
Absent no Apologies	Initials	Category
None		

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Finance	Chair
3. Safeguarding and H&S	Chair
4. Staff Presentations	N/A
5. Monitoring	NB
6. Policies	Chair
7. Training	Chair
8. Key Stakeholder Comms	Chair
9. FGB structure	Chair
10. Executive Headteacher's update	Clerk
11. Minutes	Chair
12. Impact/Future Meetings/Actions	Chair

**Governor challenge/questions are shown in bold italic blue font. Answers are shown in green font.**

Additional Documents used/referred to at the meeting;

- Finance update
- SFVS draft
- Premises update
- FDIP – with RAG ratings to Jan 2024
- Committee Impact Statements – Spring term 1
- Policies – see section 6
- Training Log
- Stakeholder (SLT) calendar
- FGB Objectives – draft
- Governor Skills Matrix v. Jan 2024
- Committee Impact Statements
- Last Minutes – 4<sup>th</sup> Dec 2023

## MINUTES

Ref	Item	Agreed/Action
1.	<b>HOUSEKEEPING</b>  1.1. <b>Welcome</b> Prospective Governors JMc and EH will be attending later, for Part 1 items only.  1.2. <b>Apologies</b> Received from LB (maternity leave) and SC. NR not present.	
2.	<b>FINANCE</b>  2.1 Discussion minuted under Part 2.	

**3. SAFEGUARDING, HEALTH & SAFETY** *Safeguarding Lead Governor: JC*

**3.1. Safeguarding**

NB confirmed DSL meeting with Governors took place on 2/2/24.

**Actions from the S.175 Audit (actions for SLT);**

- Take Minutes at weekly Heads meeting: *NB confirmed SLT are taking brief notes*
- Mental health training: *Emily Langley was to hold a wellbeing working party yesterday, but had to postpone. Wellbeing Governor – appointed Jordan*
- Need to cover all topics in the KCSIE update; parents & carers to be on board with Safeguarding, spotlight on topics we cover in school etc: *NB is issuing parent/carer safeguarding newsletter*
- Emergency Management Plan – ‘ready for anything’ plan: *we have one, but we were not convinced that staff know about extreme scenarios (beyond basic situations like fire evacuations) – we need to ensure that staff know how to respond. DOL is producing a 1 page doc; to be focus of KS comms meeting after Feb half term, with staff able to pose questions or queries at WSMs*
- Filtering & monitoring: *Leaflet issued. Signing in processes are up to date*
- Brief safeguarding update under Part 2.

**3.2. Safeguarding Lead Governor** is JC (trained in Child Protection Level 3 in Jan ‘24).

LB remains Level 3 but is less available currently due to maternity leave. GR is Level 3 trained and offered support to JC. SF has stepped down from Safeguarding role due to close working relationship with Executive Head. KG will attend Level 3 training in Summer term. All other Governors trained to Level 2.

**3.3. Premises and H&S**

Governors have received an update from the Premises Manager (circulated in advance and shared on screen in the meeting). NB updated;

Brief Premises update under Part 2.

**Capacity / quinquennial report:** NB has cc’d SF into an email to DCC’s Julia Foster, Kelly Knott and Simon Niles. Today NB met with DCC’s Jo Lowman – they wanted us to increase our PAN which NB pushed back on, Governors having agreed to back this stance. At Bidwell, DfE are coming in to do a capacity review. *TB asked: how they calculate space required per person? NB stated, students with SEN need 7.12m2. PMLD pupils need 9m2. However, DCC include every available space (e.g. offices, meeting rooms) in their calcs. We have done our own Risk Assessment on the spaces we actually use. DCC apply the secondary model (going from room to room for lessons) but we apply the primary model.*

**PROSPECTIVE GOVERNORS EH and JM INVITED TO JOIN THE MEETING (5.05PM)**

The Governors introduced themselves to prospective Governors JMc and EH.

**JMc:** introduced himself and stated he is a civil servant and scientist working for Defra. Applying for Co-opted vacancy. He has lived in Devon for 10 years, has a 7-month old baby. Wants to give back to his community. Skills – manage a big budget, analytical, databases and science modelling – currently on committee for Royal Society for Science Policy – covering curriculum. JMc left the call.

	<p>EH: has been considering whether to apply, and concluded she would like to (Parent Governor vacancy). She is a SEN parent, proud of her children who are at ETC and ETS, and would like to give something back.</p> <p><i>EH and JM left the call so Governors could discuss their appointments.</i></p> <p>JMc invited back into the call at 5.18pm and appointed (Tom will mentor) – Clerk to make induction arrangements, login, laptop etc.</p> <p>EH invited back into the call at 5.20pm – SF suggested EH observes today and then discuss with Steve offline about obligations and time involved and expectations as she has raised concerns about this, EH agreed.</p> <p><b>3.4. SCR checks</b>          Bidwell: took place on 22 Jan 2024 (GR)          Ellen Tinkham: pencilled in for 23 Feb (GR/JC/SF) - after panel hearing(s), if time allowed.</p> <p><b>3.5. DSL meeting</b>          DSL cross-Federation Spring term meeting was held at Bidwell on 2<sup>nd</sup> Feb (JC &amp; SF)</p>	
4.	<p><b>STAFF PRESENTATIONS / REPORTS</b></p> <p>4.1 No presentations at today’s meeting.</p> <p>4.2 Who to invite to future meetings? Agreed to link to Objectives – see next section.</p>	<p><i>NB &amp; SF to review FGB Objectives</i></p>
5.	<p><b>MONITORING</b></p> <p>5.1 <b>FDIP</b>: reviewed the Jan ’24 RAG ratings on screen with the Executive Headteacher.</p> <p><b>Earwig</b> – staff are positive about it.</p> <p><b>Core docs</b> – being updated, but more focus on sharing with parents. SLT need to be more on top of monitoring that is happening. Student Attendance – we are on top of this, have regular meetings with Attendance Officer. Where students are not regularly attending, we have plans with DCC and families.</p> <p><b>FDIP update – Jan 2023: CONTINUED</b></p> <p><b>PTFA</b> – seeing an increase in members; plans in place to increase members at ET.</p> <p><b>Work experience</b> – opportunities going well at ET and BB. (JC added that she saw a post about the College work experience, which was lovely). Previously, during COVID, hard to hit Gatsby benchmark #5 (‘opportunities for encounters with employers’) – but we now have lots of evidence to show we are hitting it.</p> <p><b>CPD and T&amp;L logs</b> – these items are greyed out, as there is no longer a log.</p>	

	<p><b>Teacher’s appraisals</b> – all complete. TA’s being done this term; focus on carrying these out to upskill our TA staff to support Teachers in delivering high quality teaching &amp; learning, with attendance and punctuality, etc. Opportunity for Teachers to step up and see themselves as Line Managers on day to day operations. Will then collate that information and ensure the training we are providing is meeting the actual needs of the staff, not what we perceive to be the needs.</p> <p><b>Staff Code of Conduct</b> – has been reviewed</p> <p><b>Wellbeing Lead</b> – we have one, on 6/2/24 we have a working party to ensure we are rolling out that strategy across the Federation.</p> <p>NB summarised, although there are a lot of ‘amber’ items, there is work ongoing on each area.</p> <p><b>5.2 Monitoring Walks</b></p> <ul style="list-style-type: none"> <li>➤ <b>FDIP priorities for monitoring:</b> SF and NB to review list in draft <a href="#">monitoring log</a>.</li> <li>➤ <b>Spring term Monitoring Walks:</b> Planning to carry out after each panel hearing in Feb/March if time allows. NB stated there may be extra / longer panel hearings on those dates, so Governors may need to move monitoring walks to different dates. Keep under review.</li> </ul> <p>Walks/attendees: JC @ ETC. SF &amp; JCo @ BB. GR @ ETS.</p> <p><i>Please read the <a href="#">Governor Visits Policy</a> before attending site, then complete a <a href="#">Monitoring Report</a> afterwards (send to Clerk)</i></p> <p><b>5.3 Committee Impact Statements:</b> reviewed, no queries.</p>	
6.	<p><b>POLICIES</b></p> <p>The following statutory document was ratified;</p> <ul style="list-style-type: none"> <li>• <b>SFVS (Schools Financial Value Standard)</b> Governors noted that the Finance Manager has recommended reading this <a href="#">SFVS guidance</a> before ratifying.</li> </ul> <p>The ‘<a href="#">Finance Skills Matrix</a>’ has been completed by the Finance Lead (GR), Chair (SF &amp; Exec Head (NB) as part of annual SFVS submission, Clerk to forward to Finance Manager. SFVS has been approved by the CBT committee. <b>RATIFIED.</b></p> <p><b>AWAITED:</b></p> <ul style="list-style-type: none"> <li>• <b>Curriculum Policy &amp; statement (MD/Katy B)</b> – MD is aligning re 6<sup>th</sup> Form. NB will circulate to Clerk to circulate via Forms.</li> <li>• <b>Wellbeing Charter (NB)</b> - supporting STAFF with Medical conditions and for the Administration of medicine (‘Guidance’, not Policy). NB will circulate to Clerk to circulate via Forms.</li> </ul>	<p><i>Clerk to notify Anne to enable timely SFVS submission</i></p> <p><i>NB send Curriculum Policy and Wellbeing Charter to Clerk before next CBT (27<sup>th</sup> Feb)</i></p>

<p>7.</p>	<p><b>TRAINING</b> <i><a href="#">Training Log (Feb 24)</a></i></p> <p><b>7.1 Level 3 Safeguarding</b> Noted that the following Governors have attended Level 3 training; GR: 04/05 Jan. JC: 30/31 Jan. KG – new date TBC, summer term. **SC refresher due April 2024**. SF stepped down from Safeguarding. JC is now the Safeguarding Lead with support from GR and SF. JC to send her Level 3 Child Protection training certificate to the Clerk to fwd to HR for the SCR.</p> <p><b>7.2 SWALSS Support network for SEN Governors:</b> 5.30-7.00pm on Zoom Confirmed Governors attending this will be: 11/3/24 (KG) and 20/5/24 (GR).</p> <p><b>7.3</b> Discussed under part 2.</p> <p><b>7.4 <a href="#">SEND Conference 2024</a>:</b> 6<sup>th</sup> June, 9.30-4pm at Sandy Park. <i>Early Bird price til 9th Feb 2024 £165 (full price £199).</i> <i>'Take your Headteacher for ½ price' offer. SF and JC to attend.</i></p> <p><b>7.5 <a href="#">Safeguarding Conference</a>:</b> 20<sup>th</sup> June, 9.00-4pm at Sandy Park <i>Early Bird price til 9th Feb 2024 £165 (full price £199)</i> GR will be going and feedback to JC.</p> <p><b>7.6</b> Discussed under part 2.</p> <p><b>7.7 <a href="#">Safer recruitment</a></b> – all recruiting Governors to attend (£29 anytime) JCo, SF (GR will do independently), send link to JMc.</p>	<p>Clerk to book SEND conference</p>
<p>8.</p>	<p><b>KEY STAKEHOLDER COMMS</b></p> <p><b>8.1 <a href="#">Stakeholder events</a></b> (live SLT calendar) Diary invites have been circulated to Governors, up to Easter.</p> <p><b>8.2 Whole School Meetings:</b> JCo can attend the WSM @ETS. SF attending WSM @BB. SF attending WSM @ETS, JCo will be there too.</p>	<p>Clerk to note WSM Governors on monitoring visits log</p>

<p>9.</p>	<p><b>FGB STRUCTURE</b></p> <p>9.1 <b>Governor vacancies: 1 x parent, 1 x Co-opted (both vacancies on T&amp;L)</b> Two prospective Governors are attending today's FGB – Clerk to progress.</p> <p>9.2 <b>Governor categories</b></p> <ul style="list-style-type: none"> <li>➤ GR: switching to 'LA' category – Clerk supporting GR with paperwork</li> <li>➤ KG: switching to 'Foundation' category – awaiting approval from SENTient Chair</li> </ul> <p>9.3 <b>Committee structures &amp; responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ Committee structure – review once new Govs appointed</li> <li>➤ <a href="#">Lead Governors</a> – reviewed and ratified</li> <li>➤ ToRs for each committee and Leads – send via Forms</li> <li>➤ SODA – review at meeting – update re Lead roles and upload to websites</li> </ul> <p>9.4 <b>FGB Objectives '23-24:</b> finalise (see FDIP/Skills Matrix for priorities) – NB and SF will review next week</p> <p>9.5 <b>Skills Matrix</b></p> <ul style="list-style-type: none"> <li>➤ Clerk liaise with JMc to add him to the FGB Skills Matrix</li> </ul> <p>In light of this, defer the following items to the next FGB meeting;</p> <ul style="list-style-type: none"> <li>➤ Review SWOT</li> <li>➤ Consider gaps in the Governing Body's knowledge / experience and agree training / recruitment plans</li> </ul>	<p>9.3 Clerk to update &amp; circulate / publish on websites</p> <p>9.4 NB/SF review objectives log</p> <p>9.5 Clerk add JMc to Skills Matrix</p> <p>9.5 Clerk add SWOT to next FGB Agenda 26/3/24</p>
<p>10.</p>	<p><b>EXECUTIVE HEADTEACHER'S UPDATE</b></p> <p>10.1 – 10.4: Updates given under part 2.</p> <p>10.5 <b>Outreach</b> (linked to FDIP) – we are awash with requests from mainstream; last term 11 schools, this term already supported 6 and another 12 requests – we cannot meet demand.</p> <p>10.6 <b>Careers:</b> Ed Rice – careers lead at ET leaving Feb half term – being replaced by Jen Hayward Porter.</p>	
<p>12.</p>	<p><b>LAST MINUTES</b></p> <p><b>FGB Minutes of Thurs 7<sup>th</sup> Dec 2023 (Part 1 and Part 2)</b> – to be approved via Forms.</p>	<p><i>Clerk follow up</i></p>

13.	<p><b>IMPACT STATEMENT / FUTURE MEETINGS</b></p> <p><b>13.1. Impact Statement:</b> <i>“what difference has this made across the Federation?”</i></p> <ul style="list-style-type: none"> <li>• Safeguarding – NB gave update and Governors reassured DSLs in place and continuing to develop safeguarding practices across the Federation</li> <li>• SCR checks complete, DSL meeting done cross federation on 2/2/24, impact is Governors have a better understanding of safeguarding within the school</li> <li>• Will be considering which staff to invite to March FGB to present to Governors</li> <li>• NB gave update on FDIP; RAG ratings show progress, some moving to green.</li> <li>• Monitoring Walks – looked at whether we could do after panel, possibly not if 2 hearings at each site. Agreed which Govs will do which sites. Key area to monitor is assessments and engagement pathway.</li> <li>• Ratified SFVS and Finance Skills Matrix</li> <li>• Skills Matrix will be updated to include JMc</li> <li>• Curriculum Policy and Wellbeing Policy – <b>will be issued by next FGB</b></li> <li>• Governors have a full contingent of Level 3 Safeguarding Governors</li> <li>• JCo will also get trained via the Hollow Lane Club in Level 3 safeguarding</li> <li>• Training courses – attendees were agreed, impact is ongoing improvement in knowledge and upskilling Governors</li> <li>• Structure – appointed 1 new Governor, JMc (Co-opted category) – impact is we will review and reconfigure committees and have a fuller contingent of 11 Govs</li> <li>• <i>Emma Hannaford sent a text later in the meeting saying cannot be parent gov – Clerk will circulate letter inviting parent/carers to apply</i></li> <li>• Committee structures – JMc appointed, review who is in which (CBT/T&amp;L)</li> <li>• Lead Governors ratified – <b>review JMc lead role(s) down the line.</b> Impact – sharing workload out based on expertise, ensuring all monitoring areas covered</li> </ul> <p><b>13.2. Future Agenda Items</b> – Spring term 2 (27<sup>th</sup> March)</p> <ul style="list-style-type: none"> <li>• Which staff to present? Review based on Gov Objectives doc (SF/NB reviewing)</li> <li>• Update Skills Matrix with JMc and SWOT – <b>review at next FGB Tues 26/3/24</b></li> </ul> <p><b>13.3. Actions Log</b> – updated, see next page.</p>	
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**Meeting ended at 6.30pm**

**ACTIONS LOG – UPDATED AT FGB ON 7<sup>th</sup> Feb 2023**

Date	Item	Action	Who	Deadline
18 Oct 23	5.1 Exec Head's Report	Earwig will give us more robust baselining – NB will send Clerk a link	NB	By end Oct
18 Oct 23	11.3 Surveys	NB to circulate staff survey results to Governors	NB	By end Oct
4 <sup>th</sup> Dec 23	10 Exec Head's update	NB will forward SIP report	NB	By end Oct
7 <sup>th</sup> Feb 24	4.2 Staff Presentations	NB & SF to review draft <a href="#">FGB Objectives '23-24</a> and identify top priorities for Governors to review  Therefore ID who to present at FGBs	SF/NB	By FGB on 26 <sup>th</sup> March
7 <sup>th</sup> Feb 24	6. Policies/approvals	Clerk to notify Anne to enable timely SFVS submission	Clerk	DONE & SFVS submitted to DfE by Finance Manager
7 <sup>th</sup> Feb 24	6. Policies/approvals	NB send Curriculum Policy and Wellbeing Charter to Clerk before CBT (27 <sup>th</sup> Feb)	NB	By CBT on 27 <sup>th</sup> Feb
7 <sup>th</sup> Feb 24	7. Training	Clerk to book Governors onto training;  <a href="#">SEND Conference 2024</a> : 6 <sup>th</sup> June, 9.30-4pm at Sandy Park. <b>SF and JC to attend.</b>  <a href="#">Safer recruitment</a> – all recruiting Governors to attend (£29 anytime) JCo, SF (GR will do independently), <b>Clerk to send link to Jamie.</b>	Clerk	By FGB on 26 <sup>th</sup> Mar
7 <sup>th</sup> Feb 24	8. Stakeholder Comms	Whole School Meetings:  JCo @ETS. SF @BB. SF & JCo @ETS  <b>Clerk to note on Governor visits log</b>		By FGB on 26 <sup>th</sup> Mar
7 <sup>th</sup> Feb 24	9.3 FGB structure	ToRs for each committee and Leads – approve via Forms  SODA – update re Lead roles and upload to websites	Clerk	By FGB on 26 <sup>th</sup> Mar
7 <sup>th</sup> Feb 24	9.5 FGB structure	Clerk add JMc to Skills Matrix  Clerk add SWOT to next FGB Agenda 26/3/24	Clerk	By FGB on 26 <sup>th</sup> Mar

**COMPLETED SINCE LAST MEETING:**

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