

# FGB Committee: MINUTES – Part 1

Tues 26<sup>th</sup> March 2024, 4.30 – 6.00pm

*Dial-in via MS Teams*

| Attendees                | Initials | Role / Governor type  |
|--------------------------|----------|-----------------------|
| Nikki Burroughs          | NB       | Executive Headteacher |
| Steven Finnemore (Chair) | SF       | Co-opted              |
| Gemma Rolstone           | GR       | Local Authority       |
| Jodie Came               | JC       | Co-opted              |
| Jordan Conibere          | JCo      | Staff                 |
| Karolina Galera          | KG       | Foundation            |
| Jamie McFadzean          | JMc      | Co-opted              |
| Katy Young               | KY       | Clerk                 |
|                          |          |                       |
| In Attendance            | Initials | Category              |
|                          |          |                       |
|                          |          |                       |
| Absent with Apologies    | Initials | Category              |
| Steve Cleverly           | SC       | Co-opted              |
|                          |          |                       |
|                          |          |                       |
| Absent no Apologies      | Initials | Category              |
| Nicky Reynolds           | NR       | Co-opted              |

| 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;

- Draft Budget for ratification
- Draft FIPS submission for approval
- SRMA report
- Premises update
- Policies – see section 6
- Stakeholder (SLT) calendar
- Last FGB Minutes - 02 Feb 2023

## MINUTES

| Ref | Item   | Agreed/Action |
|-----|--|---------------|
| 1.  | <p><b>HOUSEKEEPING</b></p> <p>1.1. <b>Welcome:</b> Governors welcomed and meeting was quorate.</p> <p>1.2. <b>Apologies received:</b> SC has sent apologies. NR not in attendance.</p> |               |
| 2.  | <p><b>FINANCE</b></p> <p>Governors discussed and Minuted under Part 2.</p>   |               |

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| <p>3.</p> | <p><b>SAFEGUARDING, HEALTH &amp; SAFETY</b>      <i>Safeguarding Lead Governor: JC</i></p> <p>3.1. <b>Safeguarding</b> – Governors discussed and Minuted under Part 2.</p> <p>3.2. <b>Premises / H&amp;S report: see Premises Manager’s March update</b><br/>Governors have read the report from the Premises Manager.</p> <p><i>Governor JMc asked – is there a timeline showing now/next priorities for sites?<br/>NB stated the Premises team’s budget application request has gone in to the Finance Manager. NB stated she gave Kelly Knott (new Interim Head of SEND at DCC) and Simon Bissett (Strategic Lead for School Performance) a tour of the ET school site, to illustrate the poor condition of the buildings – NB has and will continue to push for more suitable premises.</i></p> <p><i>JC: on Monitoring Walk, kitchen gave JC a wish list. Looking at moving staff room at ET to see if we can make some more space. One problem is kitchen running out of water every day – there is a reserve boiler; discussed with Katy Bradley to discuss getting donations. NB advised we have 8 boilers – Premises have put in request to improve systems but budgets are limited. DCC won’t replace unless the boilers actually break down.</i></p> <p>3.3. <b>SCR checks – Spring term:</b><br/>Bidwell: 22<sup>nd</sup> Jan (carried out by GR)<br/>Ellen Tinkham: 28<sup>th</sup> March – will be Jodie / Steve, depending on availability</p> <p>3.4. <b>DSL meeting dates</b><br/>Arrange for 1pm (just before HoS meeting) on a Friday after Easter – Clerk to arrange.</p> | <p>Clerk send DSL invite (DONE)</p>   |
| <p>4.</p> | <p><b>STAFF PRESENTATIONS / REPORTS</b></p> <p>4.1 <b>Staff Presentation:</b> None on this occasion.</p> <p>Governors will review Spring Head’s Report (due shortly) to identify Summer term priorities, and therefore who should be invited to present at summer term meetings.</p> <p>Spring Head’s Report – to be circulated shortly. Governors to discuss after Easter.</p> <p>4.2 Governors discussed and Minuted under Part 2.</p>  | <p><i>Review Spring Head’s Report to identify who to ask to present</i></p> <p><i>NB &amp; SF to then review FGB Objectives doc</i></p> |

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| <p>5.</p> | <p><b>MONITORING</b></p> <p>4.1 <b>FDIP</b>: Not updated yet due to NB workload – Feb/March RAG ratings to follow</p> <p>4.2 <b>FDIP monitoring log</b> (DRAFT)<br/>Will identify priorities (staff presentation, monitoring walks) – SF/NB reviewing.</p> <p>4.3 <b>Monitoring Walks</b><br/>SPRING TERM:<br/>ETS: Mon 4<sup>th</sup> March after panel hearing – JC reported back on boiler issues, above</p> <p>SUMMER TERM:<br/>Set dates after Easter, once priorities clearer (once received updated FDIP and Spring Head’s Report)</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>4.4 <b>Committee Impact Statements</b>: to follow from Clerk</p>  | <p>NB to update RAG ratings on FDIP and circulate</p> <p>SF/NB to review the monitoring log after Easter</p> <p>GR/JC to send Monitoring Report to Clerk</p> <p>Clerk to issue Committee Impact Statement, for info</p>  |
| <p>6.</p> | <p><b>POLICIES</b></p> <p>The following statutory document was ratified;</p> <ul style="list-style-type: none"> <li><b>Finance Policy and Table of Delegation – Spring Policy</b><br/>No changes, approved by CBT committee on 27/2/24. <b>RATIFIED</b></li> </ul> <p><b>AWAITED:</b></p> <ul style="list-style-type: none"> <li><b>Curriculum Policy &amp; statement (MD/Katy B) – Autumn 2023 policy</b><br/><i>MD has now finalised it – NB will review it, then circulate to Governors – likely after Easter.</i></li> <li><b>Wellbeing Charter (NB) – Autumn 2023 policy</b><br/><i>Supporting STAFF with Medical conditions and for the Administration of medicine ('Guidance', not Policy) – NB advised working on this after Easter, at working party meeting.</i></li> <li><b>Staff Leave &amp; Absence Policy – Spring/summer policy</b><br/><i>HR Managers have finalised following feedback from CBT committee. HR Manager has sent to NB who will review it then circulate.</i></li> <li><b>Sex &amp; Relationships Policy – Spring policy</b><br/><i>Awaiting amendments post consultations with parents/students on 13/15th March. Mel (PSHE Lead at College) is working on this, along with Lisa Woodger (Lead at ET) and Jamie Wright (Lead at Bidwell).</i></li> <li><b>Menopause policy</b> – Governors noted this is in the pipeline from DCC.</li> </ul> | <p>Clerk confirm to Finance Manager (DONE)</p> <p>NB to circulate Curriculum Policy after Easter</p> <p>NB to finalise Wellbeing Charter after Easter</p> <p>Leave &amp; Absence: NB to circulate final version to Governors</p> <p>Sex &amp; Relationships: to follow (SENT TO T&amp;L)</p> |

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| <p>7.</p> | <p><b>TRAINING</b></p> <p><b>6.1 Safeguarding – Level 3 training</b></p> <ul style="list-style-type: none"> <li>• KG: confirmed she has attended L3</li> <li>• JCo: possibly via Hollow Lane Club (summer term) – if so, send certificate to HR</li> </ul> <p><b>6.2 SWALSS Support network for SEN Governors</b></p> <ul style="list-style-type: none"> <li>• Session 1: Governors invited to watch the recording (F/F/W to 25 mins 25 sec)<br/> <a href="https://us02web.zoom.us/rec/share/o4ytS_UqoujJ3nmn3fClywQMe6z5dbBq7PPbbrfz4o6BRHz9UfUs5k8LErUHvLFk.T6ZTyuyBCJH-e6xn">https://us02web.zoom.us/rec/share/o4ytS_UqoujJ3nmn3fClywQMe6z5dbBq7PPbbrfz4o6BRHz9UfUs5k8LErUHvLFk.T6ZTyuyBCJH-e6xn</a><br/>           Passcode: 3mwg\$u11</li> <li>• Session 2 (11/3/24): KG gave feedback – it was a networking event, sharing ideas e.g. about frequency of monitoring walks; it was useful.</li> <li>• Session 3 (20/5/24): GR is attending and will feedback.</li> </ul> <p><b>6.3 <u>Exclusion Procedures</u>:</b> GR attended 14/3 – mainstream orientated but interesting. JC has also attended (on a previous date). Next date: 19<sup>th</sup> July: anyone who wants to attend, please ask the Clerk to book them in.</p> <p>SF advised he is now on DCC exclusion appeals panel – Clerk to update the Governor’s Register of Business Interests and upload to websites.</p> <p><b>6.4 <u>Complaints training</u> (<i>communication, conflict resolution etc</i>) - bespoke option?</b><br/>       NB will chase Kevin Hughes at HR One.</p> <p><b>7.1 <u>Safer recruitment</u></b> £29 anytime. Reminder for all <a href="#">recruiting Governors to attend</a><br/>       Gemma is going do it as a refresher. Governors to book yourselves direct for this.</p> <p>Summer term training: dates circulated by Clerk. Anything of interest, ask Clerk to book you on. Alternatively Governors can book in direct – Clerk advised that most courses are free if using discount codes – Clerk to send around.</p> | <p>Clerk update Register of Business Interests (SF) – (DONE)</p> <p>NB chase Kevin Hughes about bespoke complaints training</p> <p>Clerk to send around discount codes (DONE)</p> |
| <p>8.</p> | <p><b>KEY STAKEHOLDER COMMS</b></p> <p><b>8.1 <u>Stakeholder calendar</u></b> (live SLT calendar) – for info. Governors not expected to attend all SLT events but some are relevant stakeholder events – Clerk will send out dates for events after Easter.</p> <p>NB stated the scheduled WSMs were replaced by consultation meetings on 18<sup>th</sup> March and thanked Governors for attending the consultations meetings on each site, Governors reported mixed reactions on different sites.</p>   |   |

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| <p>9.</p>  | <p><b>FGB STRUCTURE</b></p> <p><b>8.1 Governor vacancies</b></p> <ul style="list-style-type: none"> <li>• 3x co-opted and 1x Parent vacancy – Clerk is recruiting. Clerk to send parent invite.</li> <li>• Noted that SC’s term of office expires on 17<sup>th</sup> May and he intends to retire</li> </ul> <p><b>8.2 Governor categories</b></p> <ul style="list-style-type: none"> <li>• JC to be switched to ‘Parent’ category, as no parents applied: <b>RATIFIED</b></li> <li>• KG has been accepted by SENTient as ‘Foundation’ Governor</li> <li>• GR has been accepted by DCC as ‘Local Authority’ Governor</li> </ul> <p><b>8.3 Committee structures &amp; responsibilities</b></p> <ul style="list-style-type: none"> <li>• ToRs for each committee and Leads – Clerk circulate via Forms</li> </ul> <p><b>8.4 FGB Objectives ‘23-24</b><br/>NB and SF reviewing draft (use FDIP once update, and Skills Matrix, as a prompt).</p> <p><b>8.5 Skills Matrix</b></p> <ul style="list-style-type: none"> <li>➤ Review our SWOT to feed into recruitment strategy / training needs – Clerk to update but Governors aware that there are limited volunteers.</li> </ul> | <p>Clerk advertise for parent Governors</p> <p>Clerk circulate outstanding ToRs via Forms</p> <p>Clerk to circulate Skills Matrix updated with joiners/leaver</p> |
| <p>10.</p> | <p><b>EXECUTIVE HEADTEACHER’S UPDATE</b></p> <p><b>9.1 Spring Term Head’s Report:</b> NB advised this is to follow shortly. Please write your questions or observations in the box at the end of each section, to “<i>analyse, question and challenge</i>” the report. Consider items to monitor in summer term / invite staff to present at relevant Governor meetings.</p> <p><b>9.2</b> Discussed and minuted under Part 2.</p> <p><b>9.3</b> Discussed and minuted under Part 2.</p> <p><b>9.4 Careers Week:</b> NB advised the new Careers Lead is Monika Davies (College HoS). NB attended the Careers Fair, there were a range of stands, many staff and parents in attendance. NB commended Ruth McGuigan and Ed Rice for the organisation.</p> <p><b>9.5 Student Survey:</b> NB believes not done this term.</p>   | <p>Head’s Report: Governors note potential items for monitoring walks / staff presentations</p> <p>Student Survey: put on CBT agenda</p>                          |
| <p>11.</p> | <p><b>LAST MINUTES</b></p> <p><b>Last Minutes: 7<sup>th</sup> Feb 2024 – Part 1 and Part 2</b><br/>Clerk confirmed these have been approved via Forms (by a quorum of 5 Governors).</p>   |   |

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| 12. | <p><b>IMPACT STATEMENT / FUTURE MEETINGS</b></p> <p><b>12.1. Impact Statement:</b> <i>“what difference has this made across the Federation?”</i></p> <p>PART 1:</p> <ul style="list-style-type: none"> <li>• Premises update – noted the work that is ongoing, and condition of boilers</li> <li>• SCR check done at BB, ET being done this week (online) so will be up to date</li> <li>• DSL meeting for summer term is being scheduled with Safeguarding Lead Gov</li> <li>• Monitoring in section 5 – deferred to May FGB, due to NB workload</li> <li>• Ratified Finance Policy and Table of Delegation</li> <li>• Other policies will be circulated shortly by NB</li> <li>• Training: KG has attended Level 3 Safeguarding. With SC term of office ending, no point doing Level 3 refresher. JCo likely to undertake Level 3 via Hollow Lane Club</li> <li>• SWALSS support network proving to be a useful networking opportunity</li> <li>• Exclusion training: anyone who wishes to attend, to let Clerk know</li> <li>• Complaints training: NB pursuing with Kevin Hughes</li> <li>• Safer Recruitment webinar available – Governors to sign up to this one direct</li> <li>• Stakeholder events – Governors to check which events they can attend</li> <li>• FGB Structure – have lost 2 Governors, impact is a reduced FGB, but we are actively recruiting and have at least a few leads to progress. Impact – may struggle to be quorate, so need to be aware of importance of attendance.</li> <li>• Governor categories ratified</li> <li>• Parent Governor vacancy – ideally a Bidwell parent for balance – Clerk advertising</li> <li>• ToR to be ratified via Forms. Impact: Governors aware what they should be doing</li> <li>• FGB Objectives – SF and NB to review offline</li> <li>• Skills Matrix: Clerk to update and circulate – impact is identify areas of weakness</li> <li>• Spring Heads Report: will follow from NB</li> <li>• Careers week went well and NB gave positive feedback. Governors know that the Careers teams are working really well. Noted Lead is now Monika Davies</li> <li>• Student Survey has not been done yet this year – parked for now</li> <li>• Agreed last Minutes, ratified by quorum – Clerk now to publish online.</li> </ul> <p><b>12.2.Future Agenda Items – Future Agenda Items</b> – Summer term 1 (Weds 22<sup>nd</sup> May 2024)</p> <ul style="list-style-type: none"> <li>• Which staff to present? Base this on FDIP, Spring Term Heads Report, Gov Objectives doc (SF/NB reviewing)</li> <li>• Update Skills Matrix with joiners/leavers, identify SWOT</li> </ul> <p><b>12.3.Actions Log</b> – updated, see next page.</p> |  |
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**Meeting ended at 6.00pm**

**ACTIONS LOG – UPDATED AT FGB ON 26<sup>th</sup> March 2023**

| Date                   | Item                    | Action   | Who   | Deadline                |
|------------------------|-------------------------|--|-------|-------------------------|
| 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 monitor<br><br>Therefore identify which staff to invite to present at Gov meetings  | SF/NB | 26/3: After Easter hols |
| 7 <sup>th</sup> Feb 24 | 6. Policies/approvals   | NB send Curriculum Policy and Wellbeing Charter to Clerk ASAP (likely after Easter)  | NB    | 26/3: After Easter hols |
| 7 <sup>th</sup> Feb 24 | 7. Training             | Clerk to book Governors onto training;<br><br><a href="#">SEND Conference 2024</a> : 6 <sup>th</sup> June, 9.30-4pm at Sandy Park.<br>SF and JC to attend.<br><br><a href="#">Safer recruitment</a> – all <a href="#">recruiting Governors to attend</a> (£29 anytime)<br>JCo, SF (GR will do independently), Clerk to send link to Jamie. | Clerk | Booked/DONE             |
| 7 <sup>th</sup> Feb 24 | 8. Stakeholder Comms    | Clerk circulate stakeholder key dates  | Clerk | 26/3: After Easter hols |
| 7 <sup>th</sup> Feb 24 | 9.3 FGB structure       | ToRs for each committee and Leads – approve via Forms<br><br>SODA – update re Lead roles and upload to websites  | Clerk | 26/3: After Easter hols |
| 7 <sup>th</sup> Feb 24 | 9.5 FGB structure       | Clerk add JMc to Skills Matrix<br><br>Clerk add SWOT to next FGB Agenda/circulate beforehand   | Clerk | 26/3: After Easter hols |

**COMPLETED SINCE LAST MEETING:**

|                        |                        |  |       |   |
|------------------------|------------------------|--|-------|---|
| 18 Oct 23              | 5.1 Exec Head's Report | Earwig will give us more robust baselining – NB will send Clerk a link | NB    | Update given 26-03-24                           |
| 18 Oct 23              | 11.3 Surveys           | NB to circulate staff survey results to Governors                      | NB    | DONE  |
| 4 <sup>th</sup> Dec 23 | 10 Exec Head's update  | NB will forward SIP report   | NB    | DONE  |
| 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 |