

FGB Committee

Wednesday 5th February 2020
10am for 10.30am, Bidwell Brook School

| Attendees | Initials | Category |
|------------------------|----------|-----------------|
| Steve Cleverly (phone) | SC | Co-opted |
| Rick Gaehl | RG | Foundation |
| Deb Norman | DN | Co-opted |
| Jacqui Warne | JW | Executive Head |
| Kay Rosier | KR | Co-opted |
| Su Aves | SA | Local Authority |
| Tony Johnson | TJ | Parent Gov |
| Lindsay Hill | LH | Parent Gov |
| Katy Young | KY | Clerk |
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| In Attendance | Initials | Category |
| Nikki Burroughs | NB | Associate |
| Stella Taylor | ST | Associate |
| Stuart Heron | SH | Associate |
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| Absent with Apologies | Initials | Category |
| Jake O'Loughlin | JO'L | Staff |
| Monika Davis | MD | Associate |
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| Absent | Initials | Category |
| Karen Osborne | KO | Associate |
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| Meeting Agenda | Led By |
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| 1. Welcome, Apologies | SC |
| 2. Housekeeping | SC |
| 3. Future Planning/Term of Office | SC |
| 4. Training | SC / JW |
| 5. Governance Administration | SC |
| 6. Heads Update | JW |
| 7. Policy | SC |
| 8. Safeguarding / H&S | SC / SA / TJ |
| 9. Committee Reports | SC |
| 10. Finance & Budget (standing) | JW |
| 11. Monitoring & Governors visits | SC |
| 12. Minutes of Previous Meeting | SC |
| 13. Matters Arising | SC |
| 14. Impact Statement | SC |
| 15. Future Meetings | SC |

Governor challenge/questions are shown in bold blue font from this meeting forward.

Additional Documents used/referred to at the meeting:

- Minutes from 4th December 2019 (Part 1 only)
- Monitoring Appendix and FDIP
- Meeting Schedule 2020
- Instrument of Governance
- NGA Code of Conduct
- Attendance Policy (ratify)
- Intimate Care Policy (ratify)
- Table of Delegated Authority (ratify)
- Finance Audit (Governors responses)
- Contracts/bought-in services reports

MINUTES

| Ref | Item | Agreed/Action |
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| 1. | <p>WELCOME, APOLOGIES</p> <p>Meeting commenced at 10.40am. RG is acting Chair as SC is unwell but SC attended via conference call.</p> <p>RG welcomed Governors to the meeting and confirmed the meeting was quorate. Apologies had been received from those listed above.</p> | |



Signed: _____

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| <p>2.</p> | <p>HOUSEKEEPING</p> <p>2.1. Register of Business Interests SA is no longer an enabler and the register has been updated. Governors confirmed there are no other changes to the Register.</p> <p>2.2. New Instrument of Governance The Clerk distributed paper copies of the new Instrument of Governance, which took effect from 01st January 2020.</p> | |
| <p>3.</p> | <p>FUTURE PLANNING</p> <p>3.1. Forward plans for Management 10.45am: the meeting was moved to part 2. Associate Members and staff Governors left the meeting for this discussion and JW left for part.</p> <p>11.40am: meeting moved back to part 1. Associate Members, staff Governors and JW re-joined the meeting.</p> <p>3.2. Governor vacancies Clerk has circulated an email with candidates received so far. RG asked Governors to review the candidates and feedback to Clerk.</p> <p>3.3. SC term of office SC term of office ends on 17th May 2020. SC confirmed he would like to continue in post as Co-opted Governor and FGB Chair. Governors voted and unanimously agreed for SC to remain in post as a Governor and as Chair of FGB.</p> | <p>Clerk to complete Form H and SC sign Declaration of Eligibility</p> |
| <p>4.</p> | <p>TRAINING</p> <p>4.1. Safeguarding training</p> <ul style="list-style-type: none"> • Internal Safeguarding induction (incl 'Prevent' training) – all Governors must have this. Safeguarding team to host an induction for Governors at the beginning of next Full Governors meeting (one hour at 10am-11am) • Safeguarding Level 3 – just SA and SC (Safeguarding Governors) need this, although it would be deemed 'useful' for others if they wish to. SA has this already, Clerk is progressing training for SC. • Safer Recruitment training – this would be 'useful' but not 'necessary' for Governors. TJ has this already. Can be done online possibly through Babcock. <p>4.2. Training attended / future training:</p> <ul style="list-style-type: none"> • SWALLS Governors conference is 15-16th May (in Torbay). The second planning meeting of SWALLS is Thurs 13th February at 9.30am at Ellen Tinkham, in JW's office. LH confirmed she will attend. • Chairs/Vice Chairs/Development training: Clerk has circulated details of DfE funded Governance development training (online course). | <p>Governors to note</p> <p>Clerk check if there is an online option</p> |



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| <p>5.</p> | <p>GOVERNANCE ADMINISTRATION</p> <p>5.1. NGA Governors Code of Conduct – SC, RG and SA to sign a fresh copy to reflect they are the current Chairs. SA and RG signed today and SC will sign at meeting with Clerk on 10.02.20.</p> <p>5.2 Term Dates 2021-2022 (revised): approved T&L 22/01/20, ratified by Governors.</p> | <p>Clerk to re-send Code of Conduct to all Govs for info</p> |
| <p>6.</p> | <p>EXECUTIVE HEADS UPDATE:</p> <p>6.1. Specific queries arising from updates given at committee meetings</p> <p>SA advised the main issue discussed at committee related to looking at how the FDIP, Monitoring Appendix and Heads Reports work together, and being more strategic in Governor’s Monitoring.</p> <p>JW suggested reviewing this at FGB on 18th March; the next FDIP will be nearly finalised then, it is currently in draft form and SLT have been reviewing what is ‘working / not working’ from Person Centred Reviews, and JW illustrated to the Governors some examples of how the SLT is bolstering the ‘working’ aspects.</p> <p>JW reminded Governors that they can evaluate effectiveness of each FDIP via the subsequent three Heads Reports evaluation statements (Access, Communication & Curriculum, Leadership). RG queried when Governors can spend some time looking at Monitoring overall and the outstanding ‘amber’ items in the Monitoring Appendix. SC noted that he has historically used the Monitoring Appendix to provide focus, but has now taken on board that Governors need to look at it in conjunction with the FDIP and Heads Reports to see the bigger picture. Governors agreed that committee meetings will be the best time to review Monitoring and finalise the Monitoring Appendix.</p> <p>6.2. Consider which staff attend next FGB to present on an aspect of their work (linked to FDIP ideally) (Cycles of Biz): Governors agreed none required, and busy Agenda at next FGB already.</p> <p>6.3. Teaching School Alliance:</p> <p>NB updated Governors that she and JW had a meeting with Roger and Martin from Kingsbridge (Test & Learn super-hub pilot) – we are the only special school included in the test & learn hubs. At next meeting in London we will be giving an update on how the partnership is working. There will be another round of applications to be a super-hubs, they have now amended the criteria to be more accommodating to special schools.</p> <p>From the perspective of our own TSA; we have Autism in Girls Training coming up in February and March. NB attending SENCo networking events.</p> | <p>Agenda (FGB): Add FDIP 2020-2021 review (JW will circulate)</p> <p>Agenda (committees): Finalise & review system of reviewing Monitoring Appendix, FDIP and Heads Reports</p> |



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| <p>7.</p> | <p>POLICIES The following policies were ratified by the Governors;</p> <ul style="list-style-type: none"> • Finance “Table of Delegated Authority” Ratified Notes: Clerk advised this was amended to ‘move the tick’ (to reflect that CBT committee approve Governors expenses, not FGB, to align with CBT Terms of Reference & Audit advice) (<i>approved at CBT 14/01/2020</i>) • Attendance Policy: Ratified Notes: Clerk advised that T&L SLT had updated the Policy to include 1st day absence procedure and T&L Governors further updated on 22/01/2020 to show that the Teacher is responsible for ensuring the 1st day phone call is made, also removed ‘at least’ before 5 working days and added “if there are Safeguarding concerns, the named social worker and/or MASH will be contacted on the first day of absence” (<i>approved at T&L 22/01/2020</i>) • Intimate Care Policy: Governors noted the addition of this new policy to their jurisdiction (next review 2022) - ST advises this is because it links to Safeguarding. Clerk advised this has been added to the CBT Terms of Reference (which will be reviewed fully in the Autumn Term). | <p>Clerk to confirm to Helen Austin</p> <p>Clerk to confirm to Helen Austin</p> |
| <p>8.</p> | <p>SAFEGUARDING / H&S</p> <p>8.1 Safeguarding</p> <ul style="list-style-type: none"> • SA is meeting ST after today’s meeting, to review Safeguarding. • Ellen Tinkham Single Central Record has been reviewed after last T&L by SA and SC, Governors noted that HR will be informed via Clerk of any training. • ST advised that Safeguarding / HR are checking that all staff have seen, read and signed that they take ownership of KCSIE. • ST advised the School Council have been tasked with supporting the writing of a child-friendly Safeguarding Policy for the students. • ST advised that Mental Health and LGBTQ training have been rolled out. <p>8.2 Health & Safety</p> <ul style="list-style-type: none"> • Fire Alarms (becoming visual only) – TJ has been unwell so has not had a chance to meet with DO’L to discuss this. • Premises update: TJ advised that College site equipment is becoming tired. TJ stated a need to ensure facilities are all-weather, and that drainage etc is suitable. Governors challenged: do we have full-cover waterproofs for students to get out in the rain. Staff Governors confirmed we do. JW advised that PCRs have identified positive comments about wet play this year, and we have “Activity (whatever the weather) Wednesdays”. KR stated that there are some areas of the playgrounds that need fixing which NB stated was highlighted in the Student Council minutes. <p>JW stated the extension at Bidwell (out from the Loft) is likely to be going ahead and can be linked in with developing the outdoor space.</p> <p>TJ stated we have excellent staff in our Facilities Management teams across the Federation, which the Governors acknowledged.</p> | |



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| 9. | COMMITTEE REPORTS | |
| 9.1 | <p>CBT meeting 14/01/2020– RG provided a summary;</p> <ol style="list-style-type: none"> 1. Agreed a new Chair and Vice Chair of CBT committee 2. Agreed to instruct Green Machine for cleaning contract – letter required 3. Reviewed anticipated budget out-turns for end of year 4. Agreed a maintenance & improvement spreadsheet to be built by DO’L which can be utilised by Governors on future visits /inspecting premises 5. JW advised final refurbishment at the College will be completed in October (going out from staff wing to create two large meeting spaces); potentially an extension to Bidwell going out from the Loft, starting in September 2020 and due for completion end of August 2021. 6. Reviewed Audit which was largely positive. RG asked FGB Governors to post-date their approval of last years’ (the current) FDIP, for completeness in line with Finance Audit recommendations, Governors gave approval. 7. Governors completed the Governance elements of Audit Action Plan with Anne Davies (Finance) and agreed to close/sign off the completed Finance Audit. FGB Governors ratified this. | <p>DO’L to draft letter for SC to sign giving notice to cleaners</p> <p>Agenda (CBT): add Energy costs review</p> |
| 9.2 | <p>T&L meeting 22/01/2020– SA provided a summary;</p> <ol style="list-style-type: none"> 1. Governors agreed way forward regarding clearer Monitoring. 2. Updated Monitoring Appendix and used ‘blue’ for ongoing items. 3. Structure agreed; SA is Chair and SC is Vice-Chair, as the other committee members are staff members. 4. Name of committee agreed to remain as existing, but ‘Curriculum and Quality of Education’ has been added to T&L Terms of Reference. 5. Amended Attendance Policy and updated Term Dates 2021-2022. 6. Monitoring Appendix will also be reviewed at the half termly Agenda review meetings between Clerk & Chairs and JW continue to review with SLT. | |
| 10. | <p>FINANCE</p> <p>10.1. Audit: As agreed under 9.1 above – FGB ratified the formal “sign off” of Governance actions / Finance Audit, as approved at CBT.</p> <p>As agreed under 9.1 above – FGB Minuted approval today of last years’ FDIP, retrospectively in line with Audit recommendation for completeness.</p> <p>10.2. Budget 2020-2021: Budget is due to be presented at CBT on 25th Feb.</p> <p>Clerk circulated AD’s email update on 30/01/2020 stating <i>“The budget software hasn’t been updated to include the new financial year yet so I can’t make a start on this until it has been. As it includes all the salary uplifts etc and salaries are the main part of our costs I won’t be able to do anything meaningful in terms of working on the budget until it is in place.”</i></p> <p>JW advised that our student numbers need to be adjusted to reflect correct figures. DCC have agreed a placement funding uplift of 2% for SEN schools, which will help the Budget.</p> <p>NB stated local variation for SEN schools is being reviewed against the Code of Practice and allocation variances between schools.</p> | |



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| <p>11.</p> | <p>GOVERNORS MONITORING</p> <p>11.1. 2019-2020 Monitoring Appendix (linked to FDIP and Heads Report) Monitoring approach discussed above, Monitoring Appendix outstanding items will be reviewed at next half terms' committee meetings.</p> <p>11.2. Monitoring Activity</p> <ul style="list-style-type: none"> • Learning Walks: limit these in light of current restricted numbers of Governors, and to be efficient and limit the impact on Teaching time. Consider scheduling any necessary visits for "soon after" the next round of committee meetings, i.e. towards Easter. • Governance areas of websites have been updated by Clerk and CWa. <p>11.3. Any other Governor visits this half-term:</p> <ul style="list-style-type: none"> • Follow-up premises walk-around will take place once DO'L Asset Spreadsheet is finalised, ideally tied in with Whole School Staff meeting dates which are; Bidwell: Tuesday 17th March, 3.20pm-4.00pm (RG will attend) Ellen Tinkham: Weds 18th March 3.30pm (LH will attend after FGB) College: Thurs 19th March • Single Central Records have been / are being checked • KR is holding a Teacher Induction Programme next Wednesday • "Meet the Governors" will be held next Monday 10th February; Chairs will meet the staff at 11-11.15am after meeting with Clerk 10-11am. <p>As a side note it was agreed that Associate Members can be optional attendees at future meetings dependant on their workload.</p> | <p>Agendas (committees): Learning Walks to be scheduled</p> <p>Agenda (CBT): walks to tie-in with Staff Meeting dates</p> <p>All to note</p> |
| <p>12.</p> | <p>MINUTES OF THE MEETING HELD ON 04th December 2019:</p> <p>Part 1 Minutes: Agreed as a true record and signed by RG ready for publishing.</p> <p>Part 2 Minutes: No Part 2 Minutes.</p> | <p>Clerk to publish on website</p> |
| <p>13.</p> | <p>MATTERS ARISING FROM MINUTES DATED 04th December 2019: None.</p> | |
| <p>14.</p> | <p>IMPACT OF MEETING</p> <p>Governors agreed the following key impacts/actions:</p> <ol style="list-style-type: none"> 1. SC confirmed wish to continue in office from May expiry date 2. Ratified Attendance Policy and Delegated Authority 3. Noted addition of Intimate Care Policy to Governor's policies 4. Safeguarding update given and Governor training options reiterated 5. Finance Audit: Governance responses ratified 6. Retrospective confirmation of approval of FDIP provided 7. Noted Budget will be presented at CBT on 25th February 8. Sharper approach to Monitoring agreed, to be more strategic/efficient 9. Deferred Energy procurement decision to CBT committee 10. FDIP will be presented at next FGB <p>Governors wished to minute their thanks to those staff who have expressed support for workload of Governors.</p> <p>Future Agenda items</p> <ol style="list-style-type: none"> 1. See Actions column. | |

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| 15. | <p>Meeting dates: Clerk circulated updated Meeting Schedule for remainder of year.</p> <p><u>Next dates (Spring term H2):</u></p> <p>CBT: 25th February (NEW VENUE: JW office. NEW TIME: 1pm start)</p> <p>T&L: Thursday 5th March, Ellen Tinkham room 1, at 10am (must vacate by 1pm)</p> <p>FGB: Weds 18th March 2020 at Bidwell Brook 10am Safeguarding Induction for all Governors with ST (Loft) 11am FGB meeting starts (approx. 2pm finish)</p> <p><u>Other future dates (Summer H1):</u></p> <p>The CBT meeting scheduled for 28th April has been moved back to 5th May 10am start (JW cannot attend). Will have to be in JW office due to PCRs.</p> | <p>Clerk to make arrangements & order lunch if required</p> |
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Meeting ended at 1.15pm



Signed: _____