

FGB Committee: MINUTES

Wednesday 8th July 2020 at 10.30am

Dial-in via MS Teams, due to Coronavirus social distancing measures

Attendees	Initials	Category
Steve Cleverly (Chair)	SC	Co-opted
Deb Norman	DN	Co-opted
Jacqui Warne	JW	Executive Head
Kay Rosier	KR	Co-opted
Su Aves	SA	Local Authority
Rick Gaehl	RG	Foundation
Tony Johnson	TJ	Parent Gov
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Jake O'Loughlin	JO'L	Staff
Lindsay Hill	LH	Parent Gov
Absent	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Minutes of last meeting	SC
3. Heads Update	JW
4. Future Structures	SC /JW
5. HR	SC
6. CBT	SC
7. T&L	SC
8. Finance	SC
9. Policies	SC
10. Training	SC
11. Future Meeting Dates	

Governor challenge/questions are shown in bold blue font.

Additional Documents used/referred to at the meeting:

- *Minutes from 20th May 2020 (Part 1)*
- *Heads Reports*
- *Report from Emma Kenshole on FE*
- *Policies*
- *Term Dates 2020-2021 (Draft)*

MINUTES

Ref	Item	Agreed/Action
1.	<p>Housekeeping</p> <p>SC welcomed Governors to the meeting, apologies received from LH (poor broadband connectivity) and JO'L (Teaching today).</p> <p>Register of Business Interests: Governors confirmed no changes to business interests.</p> <p>Governors were reminded: Elections of Chair/Vice Chairs will occur in Autumn term.</p> <p>Websites</p> <p>Governors confirmed they have reviewed Governor's section of websites. Governors wanted to record their thanks to the staff for keeping the website and Evidence for Learning looking fantastic.</p>	

	<p>Annual review of; federation leadership and governance, and progress the schools have made over the year – recognise/celebrate the successes</p> <p>SC summarised how well the Federation has coped with the COVID crisis. RG stated the Ofsted report highlighted the strong culture of the school and leadership. Main feedback from Ofsted was around phonics; Governors discussed challenges around sourcing age appropriate phonics books for our students, and possible funding for a project to develop this proactively, whilst being mindful of not adding to JW workload. JW will raise at Hub meeting. Review in autumn term.</p> <p>Single Central Record: SA confirmed this has been checked this term; Ellen Tinkham’s SCR checked with Karen Trevelyan on 27th May 2020. Bidwell Brook’s SCR checked with Sarah Bedford on 20th May 2020. Any Governors checks will be recorded on the SCR too. One query – code for special leave pandemic was being used differently at BB and ET. SC has discussed with JW.</p>	<p>Autumn agenda: Phonics books</p>
<p>2.</p>	<p>MINUTES OF LAST MEETINGS</p> <p>FGB Minutes: 20th May 2020 (Part 1) chaired by RG. (Clerk to publish online)</p> <p>Matters Arising;</p> <ul style="list-style-type: none"> • One item to be moved to section 2 which Clerk has actioned. • “Tenders query” was resolved in meeting. • JW updated on a change subsequent to the meeting minutes, the comment that class groups would try to be kept together was not possible after all. <p>“Signature of <u>all</u> Minutes to be held until this can be done in person” (Babcock). Clerk will therefore note approval in typed text, not SC’s electronic signature.</p> <p>Circulation of draft Part 2 Minutes: on hold until they can be reviewed (and signed) in person</p> <p>There are no CBT or T&L Minutes to approve.</p>	<p>Clerk to publish online</p>
<p>3.</p>	<p>HEADS UPDATE</p> <p>3.1 Future Covid plans and procedures (Autumn term onwards) (JW)</p> <p>Key stage bubbles in zoned areas, to allow some degree of movement and staffing flexibility. This is still too exposed for some children who are particularly vulnerable, there are 20 children in that category at Ellen Tinkham and 15 at Bidwell Brook falling into that category. Those children’s families have been written to, we have rented the Hex building at Dartington Hall Estate as a shared provision with the cost shared between both schools. End date of the lease is 9th July 2021 and JW is seeking an extension to that date, but they are planning a summer school music festival.</p> <p>A lot of teaching school work and NLE work has ceased, rental income has gone (such as renting out hydrotherapy pools) affecting income.</p> <p>11.25am: meeting moved to Part 2. 11.30am: meeting moved back to Part 1.</p> <p>SENTient meeting today and SENTient will sign the lease document on our behalf.</p>	

During the meeting the Clerk circulated AD's full financial breakdown regarding Hex to the Governors, via email.

JW stated the Transport team have been exceptionally helpful with this, and indeed throughout COVID. SA has emailed her thanks to them.

SC queried the likely level of take-up; JW stated the majority have agreed to it. The students start back on 8th September, there are staff training days the week before that when children and parents can visit in small groups w/c 8th too to familiarise themselves with the building and processes.

3.2 Heads Report

This was circulated to Governors prior to the meeting. Governors analysed, questioned and challenged, throughout today's meeting.

3.3 Updates on Safeguarding & Teaching School – see Head's report

Included in Heads Report. **Governors asked; are there any specific items for Governors to consider; is JW happy that CPOMs is still going okay, and is there anything to be put in place for changing circumstances for Autumn?** JW confirmed she is happy with current CPOMs processes. Three possible scenarios have been outlined in the Heads Report for Autumn. Governors recorded they have been presented with a workable plan with options A B and C with options to change, and contingencies, this is tantamount to a risk assessment, and Governors are happy to endorse and accept it.

Governors queried, is it the incidences that trigger more respite/support – or are they called incidences where things need to be reported higher. JW; every report on CPOMs is called an 'incident' such as phone calls etc, but any issues of concern are 'tagged' and alerted to Designated Safeguarding Leads and SLT.

Governors asked; are parents are more aware of learning processes now? JW said yes, parents are engaged in E4L, additionally relationships between staff and parents have been strengthened thanks to weekly phone calls. **Governors asked about contact with hard to reach parents.** JW confirmed we persistently try to reach parents by phone, and will visit in person if there is any concern.

Teaching School is covered in Heads Report.

JW highlighted the **IT report** in Heads Report. **Governors queried for more information regarding the devices provided from DfE for the 'most vulnerable'.** JW stated one of the big issues is defining vulnerability which may be different to usual due to impact of current COVID crisis. Secondly, although the laptops were secure, it was done by the DfE. Additionally the issue of expiry of the security arrangements in October and subsequent tracking were looked into by IT. **Governors commended the work done by IT. Governors queried which students have access to proper IT facilities such as a laptop and broadband, rather than for example using their phones to access learning materials.** JW stated individual teachers have been asking the families that. Where necessary, paper copies of learning materials have been issued. **Governors added, should we be looking at whether what we have is fit for purpose going forward. Additionally issues of monitoring and assessment; how do we as Governors get a handle on how the monitoring is changing?** Governors can refer to E4L to monitor home learning. In terms of technology, JW stated families could use Direct Payments differently through lockdown, such as to buy devices for home

	<p>learning. SA stated that Hele’s Trust have supported students who need laptops. Governors would like to see data on the scale of the issue of who is struggling with connectivity. JW reiterated that staff are checking this on calls with families. DN added there is a further issue of family support; one of her students who she visited was keen to access learning, they had a device but did not have the IT knowledge or interest from parents to support the student. Governors asked what we do if parents refuse to engage with learning. JW stated the approach has been gentle encouragement and vast majority do engage.</p> <p>Governors queried whether staff for whatever reason (training, resources) are unable to access what they need to do their jobs. JW stated the vast majority of staff are engaged, either working in the office, or working from home; and conversations are being had with anyone not willing or able to work.</p> <p>Governors discussed food parcels and queried whether the whole system of food provision has been resolved for most families and staff are no longer having to get involved with that side of things? JW stated the food parcels were in the early days of lockdown, then food vouchers came online. Governors asked, are we confident that our free school meals families are accessing food. JW stated many of those children are in school four days per week and getting a food voucher too, which are continuing over summer holidays too.</p>	
<p>4.</p>	<p>FUTURE STRUCTURES</p> <p>Virtual interviews are happening. We need an internal Assistant Head temporary for one year, because we need to send one of our existing Assistant Heads to Dartington Hall to be Safeguarding Lead. Governors offered support with interviews, JW confirmed Assistant Head interviews are scheduled for this Friday and Teacher Interviews are next Thursday to backfill for the Teachers going to Hex and some vacancies. TA’s are also being recruited.</p>	
<p>5.</p>	<p>HR</p> <p>5.1 Governors have reviewed HR updates in Heads Report.</p> <p>5.2 Governors have reviewed Safer Recruitment Procedures. JW stated that Nikki Burroughs has been liaising with IT to setup a virtual pupil panel to participate in the teacher interviews. SA offered to support with interviews next Thursday, this will be an all day event.</p>	
<p>6.</p>	<p>CBT</p> <p>Governors have reviewed DO’L Heads Report which had a lot of detail of building maintenance and building works. SA raised query about whether COVID has slowed down building work at Bidwell; JW advised the works are still on schedule. Builders have started building works at the College, work being done on Ellen Tinkham playground and essential maintenance over summer. Equipment also being moved to the Hex building. Governors commended Premises team for all their hard work. Governors noted that available staff have been put forward as enablers, including Hollow Lane staff. JW also highlighted that the hydrotherapy pools remain closed, in line with public pools.</p>	

<p>7.</p>	<p>T&L</p> <p>Ofsted: report and progress made. Discussed earlier in meeting, there is a lot of content in the Heads Reports about phonics progress.</p> <p>Monitor all transitions where students are having significant change across the federation and beyond. Discuss with FE Leads, destinations of July leavers & quality of transition arrangements. Emma Kenshole attended the meeting. 0-25 not updating EHCPs was a key issue; EK gave example of a student who was rejected from Exeter College because her EHCP doesn't reflect her current needs. So the fact the 0-25 team haven't updated her EHCP has become a barrier to her accessing a College place. JW stated this is a well-known issue, which is why we had the Laurel Trust research money to look into the issues around EHCPs, we have been looking at working with the Local Authority on a RAG rated system. Governors will continue to pursue this. <i>SA will set up a meeting with Head of Education, Head of Children's Services, Head of the 0-25 Team to push this forward.</i> JW suggested the meeting could be opened up to SENTient.</p> <p>EK has another student awaiting a placement. <i>SA will progress these specific cases in her role as Councillor.</i></p> <p>Had a positive meeting with SWALSS about how things will be in September, getting young people into their own locality and how COVID might be the push for this. EK would like to attend again to discuss how we can push FE forward, do better transitions and positive actions.</p>	<p>Autumn agenda: Revisit EHCPs</p> <p>SA to progress with Local Authority</p> <p>Invite EK to Autumn/ Winter FGB.</p>
<p>8.</p>	<p>FINANCE</p> <p>Governors monitored via Heads Report update from AD, and LD's separate reports on Pupil Premium and Bursary Funding, circulated in advance of the meeting.</p>	
<p>9.</p>	<p>POLICIES</p> <p>The following policies were circulated in advance of the meeting and approved to adopt the following policies at the meeting;</p> <p>CBT: the following policies were approved:</p> <ul style="list-style-type: none"> • Supporting students with Medical Conditions and for the Administration of medicine (FGB to ratify) – amended to rectify incorrectly numbered paragraph • Capability Policy – para 30, decide who hearings to be delegated to. Governors decided "Hearings will be delegated to the Headteacher. The Headteacher has the option to defer hearings to the First Committee of Governors" • DBS Disclosure Policy – no changes • Disciplinary Policy (FGB to ratify) – no changes • Grievance Policy & Procedure (FGB to ratify) – no changes • Redundancy Policy (FGB to ratify) – no changes • Staff Leave & Absence Addendum – no changes <p>T&L: the following policy was approved:</p> <ul style="list-style-type: none"> • Behaviour Policy – changes by Sandra Reed: <i>"I have added a couple extra parts relating to development plans, debriefs, behaviour/data analysis through CPOMS and also wanted to add in use of space and access e.g. purple room. I have made a flow chart for post incident support actions but will collate this with the RPI protocol once CDMT have reviewed it and received the student debrief guide from Advocacy."</i> 	

	<p>P&P: the following policy was approved:</p> <ul style="list-style-type: none"> Appraisal for Teachers & Executive Head – one small change; reference has been changed to “Occupational Health” (as “wellbeing@work” no longer exists) <p><u>OTHER POLICY MATTERS TO NOTE:</u></p> <ul style="list-style-type: none"> PSHE (incorp RSE) – curriculum and policy changes afoot, see Babcock email of 26/6 and report from Simon Winward of 1/7. Babcock suggest Gobs consider appointing an RSHE Governor; SA volunteered to work as RSHE Governor. Clerk to re-send Babcock training details to SA. <p>Lettings Policy – model appendix being issued regarding “summer lettings to out of school providers”. Clerk circulated Lettings Policy Appendix on 8/7/20 after FGB mtg.</p>	Clerk to send training details to SA.
10.	<p>TRAINING</p> <p>Review impact of training undertaken over the year on governing body effectiveness: No governor training undertaken during COVID lockdown. SA stated that the Vlog training is useful.</p> <p>Governance review (self-evaluation process) will be carried out in autumn term.</p>	Autumn Agenda: Governance Review
11.	<p>FUTURE MEETINGS</p> <p>11.1. Impact statement:</p> <ul style="list-style-type: none"> Safeguarding reviewed and contingencies reviewed Lease of premises discussed, creating provision for vulnerable students Heads Report reviewed. We have had 224 children physically attending school, in addition to walking groups and home schooling Structure and approach monitored Ofsted targets evidenced, despite COVID Building maintenance process reviewed to reassure on preparedness of school to return in September Discussion on EHCPs and transitional arrangements and plan of action to address that Ratified summer policies SA has been appointed RSHE Governor Governors very impressed with work done by JW, SLT and staff and thanked contributors to Heads Report <p>11.2. Other future (Autumn) agenda items: Invite EK back to discuss FE. Governance review. Elections of Chairs/Vice Chairs</p> <p>11.3. Meeting dates for next year (2020-2021): review again in September but Governors preference is to have committee meetings not just FGB if possible.</p>	Governors to review situation again in Sept
12.	<p>AOB</p> <p>No further items discussed.</p>	

Meeting ended at 13.50pm

The following items are currently deferred /on hold;

- T&L: Review both SEFs (reconsider in autumn term)
- FGB: 2020-2021 staffing; Ratify proposed staffing structure for the following academic year (*Cycles of Bus.*)
- CBT: No recruitment, HOLD unless JW states she needs any specific authorisations.
- T&L: Ensure that (applicable) statutory requirements are being met for curriculum and assessment (SEN schools largely exempt): not needed, JW believe this refers to SATS etc
- T&L: Review impact of intervention programmes against pupil premium strategy success criteria – Deferred
- T&L: Review impact of new literacy HLTAs at BB & ET: Deferred to end of summer/start of Autumn term
- Head's 6 month review: P&P Governors believe there is effectively an continuing ongoing review, so a formal review is not necessary; Full Governors in agreement.
- FDIP: remains postponed until further notice.
- Monitoring Appendix: Remaining 2019-2020 items will be 'on hold' (as many were going to be evidenced via Learning Walks). 2020-2021 Monitoring Appendix is on hold.
- Review 19-25 from school perspective: on hold

The following training/conferences remain postponed until further notice;

- SWALSS conference
- Internal Safeguarding Induction by DSL for all Governors
- Laurel Trust meeting