

FGB Committee: MINUTES

Wednesday 20th May 2020 at 10am
Dial-in, due to Coronavirus social distancing measures

Attendees	Initials	Category
Rick Gaehl	RG	Foundation
Deb Norman (part)	DN	Co-opted
Jacqui Warne	JW	Executive Head
Kay Rosier	KR	Co-opted
Su Aves	SA	Local Authority
Jake O'Loughlin	JO'L	Staff
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Steve Cleverly	SC	Co-opted
Lindsay Hill	LH	Parent Gov
Tony Johnson	TJ	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. Health & Safety	SC
6. Finance	SC
7. Curriculum, Assessment, Transitions	SC
8. Policies	SC
9. Training	SC
10. Future Meeting Dates	SC

Governor challenge/questions are shown in bold blue font.

Additional Documents used/referred to at the meeting:

- *Minutes from 24th April 2020 (Part 1)*
- *Report from Nikki Burroughs*
- *Report from Anne Davies*
- *Report from Dave O'Loughlin*
- *Report from Simon Winward*
- *Policies*
- *Covid-19 risk assessment*

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>WELCOME & APOLOGIES Meeting commenced at 10.00am via Skype teleconference video call.</p> <p>SC is unable to connect to the conference call so RG was nominated Chair.</p> <p>RG welcomed Governors to the meeting and confirmed the meeting was quorate. Apologies had been received from SC, TJ and LH who have all had connectivity issues.</p> <p>RG advised that as the school is still not operating normally, we have created an amalgamated meeting for FGB, CBT and T&L with a focus on statutory items, Safeguarding, Policies, and allocated time to look back at the last Minutes.</p> <p>Register of Business Interests Governors confirmed there are no changes to the Register.</p>	

<p>2.</p>	<p>MINUTES OF LAST MEETINGS</p> <p>FGB Minutes: 24th April 2020 (Part 1); (Clerk to publish online) Matters Arising;</p> <ul style="list-style-type: none"> Item 3 Budget – carry forward at BB reads like it is PP £46k but that’s the total not just Pupil Premium; wording needs to be clarified. Item 4 – typo other agencies ‘needs support’ not ‘supports’. Action completed: Clerk has circulated Babcock Safer Recruitment online training. JW asked Clerk to circulate Hays statutory options for Governors Action: Weekly feedback on CPOMs data – RG stated we have received one update. Governors asked JW whether the request for weekly reports was too frequent and stated we do not want to over-burden staff but need to evidence monitoring of this. JW explained we feedback to the Local Authority on how many contacts have been made, and any vulnerable contacts who have not been reached. Governors agreed that a monthly report would be best, showing statistics of number of contacts made with families. This led to a discussion around meeting dates; Governors agreed meetings will be amalgamated again next half term (Summer H2); no committee meetings, just the FGB on 8th July 2020. All reports will be collated and circulated in advance of the FGB; this will include the next Heads Report. Typo: Clerk confirmed SC has carried out Safeguarding Level 3 training (it was not postponed, as stated in error in the Minutes) P&P meeting was held after FGB: JW summarised Stuart Heron is leaving and will not be replaced yet due to issues of online recruitment. JW stated she will not be reducing by one day per week as previously considered. Minutes were otherwise agreed as a true record, Clerk to amend, sign electronically and publish on website. <p>CBT Minutes of 25th February 2020 (Part 1); Matters Arising;</p> <ul style="list-style-type: none"> Chair should state RG not SC RG needs access granted to asset management spreadsheet – Clerk action Governors approved the Minutes. <p>T&L Minutes of 05th March 2020 (Part 1); Matters Arising;</p> <ul style="list-style-type: none"> None, Governors approved the Minutes. <p>Circulation and approval of any Part 2 Minutes (FGB, P&P, CBT and T&L) will be put on hold until this can be done in person.</p>	<p>Clerk to amend Minutes</p> <p>Clerk to contact SB about Hays training (rather than Babcock) for Safeguarding Training</p> <p>Clerk to confirm next meeting date & no committee meetings</p> <p>Clerk to publish Pt1 FGB Minutes online</p> <p>JW to circulate monthly data on CPOMs phone calls</p> <p>Clerk review access rights to asset spreadsheet</p>
<p>3.</p>	<p>HEADS UPDATE</p> <p>JW gave Governors a thorough update as follows;</p> <p>3.1 Covid-19 plans and procedures, including re-opening.</p> <p>JW confirmed that all families being phoned now and spreadsheets will emerge from that; students will return in three waves; June, July and September. HR are contacting parents this week to communicate plans. Maximum of four students per classroom in ‘bubbles’. We will try to keep classes (e.g. red class) together as much as possible, with a few anomalies, e.g. Bethan (SALT) has asked for a particular group.</p>	

	<p>SA stated that she had a Scrutiny Councillor’s meeting yesterday and SA confirmed that JW’s approach is in line with what was outlined in that meeting, for all schools. Strong message coming from DCC that schools need to keep bubbles separate, including in any wrap-around childcare arrangements for key workers. SA also reported that DCC also felt very strongly (in mainstream) that even if children are behind with their learning, children should still move on, and staff to address any gaps in learning however there will be a caveat with regards to special schools. JW stated her opinion remains that children come back to the class, teacher and friends that they left behind and get back their “lost term” and possibility of year 14 students to come back for transition work in September. JW advised SLT are therefore looking at some potential rented space in Exeter and Dartington (as we will still need to take on the new September intake).</p> <p>JW discussed how shielded children may have their needs accommodated, utilising “clean” (unused) rooms and that would be on a Monday for most vulnerable children and all other children offered a maximum of four days per week.</p> <p>Covid-19 testing was discussed; currently it can take up to five days to get results which causes disruption as it shuts down that class in the interim. SA will apply pressure at DCC to try to speed up this process.</p> <p>JW reiterated that the school day is currently shortened to 9am-3pm and JW wishes to continue with this to ensure staff get a proper break.</p> <p>Evidence for Learning was presented to Governors; In the week of 4-11 May there were 316 parent logins on E4L and 431 pieces of evidence, in the week of 11-17 May: 255 logins and 310 pieces of evidence.</p> <p>Numbers of children in school (a combination of attending school and walking groups) is: Ellen Tinkham 50 students, Bidwell 25 students.</p> <p>3.2 Safeguarding update / any issues raised. Safeguarding training discussed. There was a GDPR issue flagged in Dave O’Loughlin’s report, but there were no other Safeguarding issues. SA stated Risk Assessments should go to County who they have a specific team which reviews the Risk Assessments and RAG ratings. JW stated it is not her understanding this is an ongoing arrangement. JW stated Martin Bevan is H&S Advisor for North Devon, he is looking at Risk Assessments for schools re-opening. JW stated the Local Authority has sent out a Risk Assessment template which we had mostly covered already in our own paperwork.</p>	
<p>4.</p>	<p>FUTURE STRUCTURES Discussed under Minutes section above, under P&P feedback from JW.</p>	
<p>5.</p>	<p>HEALTH & SAFETY The Governors received a written update from Dave O’Loughlin on 17/05. RG had a query about tenders, do we need to know anything about tenders opening? Query was resolved as follows; JW stated the pre-works are being finished off now. Tenders are out for creating the main classrooms. JW highlighted that the report states “Tenders are due in on 15th May for the extension to Wayside Crescent”.</p>	

	<p>Risk Assessment: Governors discussed the ‘Safe Working Practice’ document (file named ‘Covid-19 Additional Controls Spring Term 2020’) document circulated by DOL via Clerk on 12/05/2020. Governors approved this document and signed off to say they agree with the approach the Federation is taking.</p>	Clerk to confirm to DOL
6.	<p>FINANCE</p> <p>The Governors received a written update from Anne Davies on 17/5.</p> <p>JW stated we need to allocate more funding to IT. We are currently showing a carry forward. SA commended the thoroughness of the reporting.</p> <p>Meeting moved to part 2 for two minutes. Meeting moved back to part 1.</p> <p>Governors agreed there is currently no reason for any financial concern. No further queries were raised.</p>	
7.	<p>CURRICULUM, ASSESSMENTS, TRANSITIONS</p> <p>The Governors received a written update from Nikki Burroughs on 18/5 in advance of the meeting including an update on the Teaching School. No queries were raised.</p> <p>7.1 Discuss unspent Budget. Governors asked whether JW needs authorisation to do anything specific, in preparation for “unlocking” lockdown. JW reported nothing major, budgets have allowed for costs already.</p> <p>MEETING MOVED TO PART 2</p> <p>MEETING MOVED BACK TO PART 1</p> <p>7.2 Review Federation’s compliance with Equality Act and measures to ensure all pupils treated equally. JW confirmed our compliance.</p>	
8.	<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 Policies</p> <ul style="list-style-type: none"> • Charging & Remissions policy – NO CHANGES • Governor Allowance & Expenses policy – UPDATED (process) • Budget monitoring policy – UPDATED (from ‘termly’ to ‘half termly’) • Data Protection policy incl GDPR – NO CHANGES • Finance policy (FGB ratified) – NO CHANGES • Finance table of Delegation – UPDATED (various) by AD • Lettings policy – UPDATED (additions in yellow) by AD (no changes to appendices) • Supporting students with Medical Conditions and for the Administration of medicine (FGB to ratify) – UPDATED wording including re: asthma. One error noted – number 23 sentence about storage of medication refers to paragraph 23 so the numbering needs updating. SC queried - can we guarantee NHS Nurse annual training? JW confirmed this is a secure provision and Governors agreed to leave wording as is. 	Clerk to follow up numbering issue in “Supporting Students with Medical

	<p>T&L Policies</p> <ul style="list-style-type: none"> Children in Care Policy – UPDATED (re PEPs being completed every term and submitted electronically). SA asked is it okay to ask the designated teacher from CiC to report to SA, being mindful of workload or wait for Heads Report? Governors agreed wait for Heads Report, due in six weeks at next FGB. Governor Visits Policy – ONE CHANGE (“The term ‘Visit’ may include a ‘virtual’ visit to the federation Home Learning sites, with the purpose being the same as that of physical visits”) 	Conditions” policy
9.	<p>TRAINING</p> <p>Discussed online training through Hays which Clerk will investigate and circulate.</p> <p>SWALSS remains on hold.</p>	Clerk to circulate
10.	<p>FUTURE MEETINGS</p> <p>CBT (16th June) and T&L (24th June) will not take place and will be amalgamated into the FGB meeting on Weds 8th July, with reports prepared for that meeting including Heads Report. Any urgent business in the interim will be dealt with by Chairs of the relevant committee.</p>	Clerk to confirm meeting dates
11.	<p>AOB</p> <p>MEETING MOVED TO PART 2 MEETING MOVED BACK TO PART 1</p> <p>The Governors agreed the following as discussed via various emails;</p> <ul style="list-style-type: none"> Single Central Record termly checks will be dealt with via email by SA. Teaching School Alliance (<i>FGB Cycles of Bus.</i>) – see Nikki Burroughs email Mental Health strategy (<i>T&L Cycles of Bus.</i>) – Su Aves will provide an update KCSIE staff signatures – see Clerk email <p>The Governors noted the following;</p> <ul style="list-style-type: none"> 2020-2021 staffing: Ratify proposed staffing structure for the following academic year (<i>Cycles of Bus.</i>) - No recruitment, HOLD unless JW states she needs any specific authorisations. 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 Review impact of intervention programmes against pupil premium strategy success criteria – Deferred 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. 	SA will complete Single Central Record checks

	<ul style="list-style-type: none"> • 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 • Further Education: Governors to consider the challenge presented by the increasing student numbers & cohort in FE (following on from Emma Kenshole's presentation at last meeting on 05.03.2020): on hold <p>The following training/conferences remain postponed until further notice;</p> <ul style="list-style-type: none"> • SWALSS conference • Internal Safeguarding Induction for all Governors • Laurel Trust meeting – JW confirmed on hold until further notice, extended timeframe for the research project <p>ACTIONS AGREED:</p> <ul style="list-style-type: none"> • Received update on school operations in Covid-19 pandemic • Future arrangements and future plans for re-opening the school • Received reports from DOL, NB, AD and Simon Winward • Discussed online learning offering and have sent congratulations to staff on the exceptional quality of that offering and the support work done by IT • Parents and pupils have engaged well in online learning • Interrogated budget position and carry forward and reasons for this • Update received on CPOMs data • Policies approved 	
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Meeting ended at 12.30pm