

FGB Committee: MINUTES

Wednesday 21st October 2020 at 10.00am

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

Attendees	Initials	Category
Steve Cleverly (Chair)	SC	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
Shelby Main	SM	Teacher
Stella Wood	SW	DSL
Absent with Apologies	Initials	Category
Jake O'Loughlin	JO'L	Staff
Lindsay Hill	LH	Parent Gov
Absent	Initials	Category
Deb Norman	DN	Co-opted

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Safeguarding Induction	SC
3. Last Minutes	JW
4. Heads Update	SC/JW
5. Curriculum	SC
6. Finance	SC
7. Policies	SC
8. Training	SC
9. Future Meetings	SC

Governor challenge/questions are shown in bold blue font.

Additional Documents used/referred to at the meeting:

- *Minutes from 8th July 2020 (Part 1)*
- *Finance Reports (AD and LW)*
- *Online Learning report (SM)*
- *Policies – Safeguarding x2 and Disciplinary*
- *Term Dates 2020-2021 (final)*
- *Safeguarding Update Autumn H1*
- *Heads Update Autumn H1*
- *Impact Statements CBT & T&L*
- *DOL Premises update*

MINUTES

Ref	Item	Agreed/Action
1.	<p>Housekeeping</p> <p>1.1. Welcome & Apologies SC welcomed Governors to the meeting. Apologies received from JOL, LH and DN was not able to attend.</p> <p>1.2. Register of Business Interests: Governors have provided updates to the Clerk as part of the Autumn housekeeping (see 1.6) and the Register has been updated. One further change made today by TJ.</p> <p>1.3. Elections of Chair/Vice Chairs SC nominated as Chair, RG nominated and Governors all agreed. Vice Chairs continue to be the Chairs of the sub-committees.</p>	<p>Clerk to submit Form H to Babcock</p>

	<p>1.4. Succession planning, individual terms of office, vacancies There are no imminent ends to Governor’s terms of office.</p> <p>SC has spoken to prospective Governor Steve Finnemore, he is keen to come on board, knows Bidwell Brook and Dartington Hall, his history is within mobile phone businesses where he was based in Paris and has travelled through Europe. More recently he has worked in a chain of nurseries, now retired and wants to do volunteering. He could work either in T&L or CBT committee. Governors agreed that RG and SA would meet with Steve virtually. Governors agreed to seek references and DBS which is part of induction process. He is away from 29th Oct – 9th November.</p> <p><i>KR joined the meeting.</i></p> <p>1.5. Single Central Record: SA confirmed the SCR has been checked this term with Karen Trevelyan (Ellen Tinkham) and Sarah Bedford (Bidwell Brook) via email.</p> <p>1.6. Autumn Housekeeping All Governors have replied to confirm they agree to the following statements regarding the Autumn Governance Housekeeping items, and have read and understand the relevant documents where applicable;</p> <ul style="list-style-type: none"> • To adopt the NGA model Code of Conduct for Governance (v. Aug 2020) circulated by Clerk on 12/10 • Confirmation they have read & understood KCSIE (v. Sept 2020) • They wish to continue serve as a Member of Learn to Live 19-25 CIC for the period Sept 2020 - Sept 2021 • They have reviewed and agree the Key Portfolio Areas for the period Sept 2020- Sept 2021 (*this may be adjusted again, once the Terms of Reference are finalised) • They are aware of Part 2 protocol (items discussed must remain confidential) • They agree to continue to share their contact information as necessary • They agree that virtual attendance at meetings is permissible and understand our protocols • The Register of Business Interests is up to date and they will continue to notify the Clerk of any changes at each meeting • They are aware of the procedure for sending apologies in advance, and that an attendance record appears on the Federation’s websites • They agree that meetings will not be ‘open’ (to anyone) – the only attendees to be Governors, and others by invite only • They ratify the Term Dates & Session times (approved by T&L committee 07/10) <p>Confirmation of the above has been received from all Governors except Su Aves (to follow).</p>	<p>SC to send Steve Finnemore’s contact details to RG and SA who will interview him</p> <p>Clerk to progress each Autumn action as appropriate</p>
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<p>2.</p>	<p>SAFEGUARDING</p> <p>2.1. Safeguarding Induction (postponed from Spring) Stella Wood, DSL, joined the meeting from 10.30am – 11.25am and hosted an induction for all Governors via a powerpoint presentation.</p> <p>Governors subsequently discussed supporting staff around Safeguarding. JW stated the Monday DSL meeting double checks that nothing has been missed and also gives support.</p> <p>2.2. Safeguarding update: report by Stella Wood circulated on 14/10 by Clerk.</p>	<p>Stella to circulate powerpoint</p>
<p>3.</p>	<p>MINUTES OF LAST MEETINGS</p> <p>3.1. FGB Minutes: 8th July 2020 (Part 1) chaired by SC: APPROVED Clerk to publish online with a note stating they have been approved pending physical signature when possible (<i>signature of <u>all</u> Minutes to be held until this can be done in person” - Babcock</i>).</p> <p>Matters Arising;</p> <ul style="list-style-type: none"> • <i>Phonics books (to be discussed in Autumn)</i> – JW advised this will be covered in Heads report ready for next FGB, will also be discussed by Shelby Main in her presentation later this meeting • <i>Laptops:</i> JW advised they have been distributed • <i>EHCP amendments issue (for post 19)</i> – back with T&L committee • <i>Increasing FE and primary cohort:</i> moved from T&L to CBT • <i>Governance review (effectiveness over the course of last academic year and identifying priorities for this academic year)</i> on Autumn H2 FGB Agenda. Clerk to circulate self-evaluation docs <p>Part 2 Minutes: to be approved at next meeting.</p> <p>3.2. Governors to review committee’s Impact statements (circulated with Agenda) – discuss implications, actions, decisions. Governors have reviewed, no issues raised.</p>	<p>Clerk to publish online</p> <p>Move “cohort” issue to CBT Agenda (Heads Update)</p> <p>Clerk circulate Gov Review docs</p> <p>Approve Part 2 at next FGB</p>
<p>4.</p>	<p>HEADS UPDATE</p> <p>4.1. Heads Update: JW has given updates at Governors CBT and T&L meetings on 29/9 and 7/10 including Safeguarding, Teaching School and Covid-19 plans and procedures.</p> <p>JW added an update on attendance; Bidwell was 87% yesterday, was 92% last week; 8 staff absent. Ellen Tinkham attendance has been affected by KS5 being closed, currently attendance is 88% (had been 94%) there are 8 staff absent due to COVID related reasons.</p> <p>4.2. H&S: a report from DOL was circulated by Clerk on 14/10. RG confirmed this report was discussed at CBT.</p> <p>4.3. Summer Head’s report: Governors have reviewed, no further queries.</p> <p>4.4. The Hex: JW confirmed it is going very well. The invoice (for the first two quarters) has been approved by JW and ratified by SC and RG.</p>	

	<p>4.5. FDIP – update from JW. Governors to agree Monitoring approach JW stated there is a pared down FDIP showing key priorities. Monitoring will be simpler for Governors who can look for evidence of each of the ‘key priorities’. Governors are happy with this approach.</p> <p>Governors noted they have continued to be provided with a thorough raft of reports from staff and passed their thanks to JW and all the staff.</p>	<p>JW to circulate FDIP to Govs</p>
<p>5.</p>	<p>CURRICULUM</p> <p>5.1. Online Learning Shelby Main, English Teacher, attended to present on online home learning via her report (circulated to Governors on 14/10).</p> <p>Governors queried; are there any National standardisations e.g. through Ofsted or DfE. SM stated that the online content needs to mirror our curriculum. The curriculum areas of the guidance documents from the empowerment teams are going to be used as the topic headings with lesson plans underneath, to match the curriculum. All schools need a remote learning offer now; we already have a great resource in place and new site will be launched in January.</p> <p>Governors queried; if there are any gaps in content, how is that going to be addressed e.g. is that a training issue for some staff. SM is preparing a training video to standardise how content should look. Liaising with the Assistant Heads who were part of the QA team to see what works well / what could be better. We are buying the learn site from a company called “Web Anywhere” who also provide free training starting November.</p> <p>Governors queried how we enable people to access the system, and how we train parents to be able to use it as a communication tool to participate in E4L. SM advised that the new hosts “Web Anywhere” have extra links, including to E4L for ease of access. With the app, parents liaise directly with the school using it as a communication tool. Currently no training programmes for parents, but school sessions e.g. Phonics Brunch have been hosted in school before, and this could be done remotely in future.</p> <p>Governors queried; how do we cover Makaton, visual impairment etc. SM will illustrate this through the dummy site demonstration. There is a feature available from the web hosts called ‘Watch & Learn’ where you video yourself and it will provide transcription subtitles, SM is looking into this. Also, there will be one video for the student, and one for the supporting adult.</p> <p>Governors queried; the Safeguarding aspects when E4L is being uploaded. SM stated that parents have been advised of photography protocols. On the Learn website, you need a login so can only access it if you are part of the school. With the mobile app, all of the one-to-one messages are only sent to that parent. In the parents evening booking site, it only shows your own child’s details.</p> <p>SM then gave a demonstration of dummy website.</p> <p>Governors asked; when will it go live and how much is it going to cost? SM stated it should be ready for full launch in January. We are buying four</p>	

elements (JW also stated there is some extra equipment needed such as ipads, tripods and cases) the total cost is £4145 for the three year period which Governors felt was excellent value for money. JW believes there will be hidden savings too in terms of IT efficiencies as there is help and support available from the web hosts.

Governors asked in terms of staff workload – how will staff find the time to generate the work to upload. SM stated that the idea of it being shared federation wide is to reduce individual staff workload. We will be asking Teachers from one school per week to create content to be uploaded in one of the curriculum areas, with support for Teachers with their class planning. JW stated Teachers will only be asked to create content once or twice per term. Shelby advised it took her 5 hours to create a whole page, but Teachers will not be expected to carry out that level of input. Also there is already a lot of content on there, which we can re-use or adapt.

Governors were assured that online learning provision and thanked SM for her presentation.

5.2. English update

SM advised that there has been an effective push on phonics. The English HLTAs are focussed on phonics and reading. All teachers have been completing phonics assessments, showing what level children are at, any gaps, and identifying next steps. With the Literacy HLTA these are being grouped into interventions including KS3 catch up and pupil premium students. This will be fed back to Teachers, including which books need to be read.

Reading – this is a difficult and tiring skill for children to learn, so they need to be reading the correct book. We have “running records” completed every time the child starts a new phase of book. Algorithm shows percentage of each book which has been successfully read.

Phonics – expectations have been circulated, should be discretely taught four times per week, from next half term, SM will be asking everyone for their timetables and planning. With the curriculum guidance that has been created, that has been shared and is being used in classes to inform planning and will be available on the online learning. Bridge between home and school. Reading for pleasure – there are expectations that all children are read to, at least 15 minutes per day, to experience books for enjoyment rather than learning.

Governors queried; do we use colour bandings for books – SM replied they are fitted into the letters and sounds bandings to marry up with phonics assessments.

Governors queried if there are any difficulties finding age appropriate books. SM replied we have age appropriate texts across the sites for example if you have a student who is age 12 but reading level of age 5, there are age appropriate books which are phonetically decodeable. RG felt this satisfactorily answered his earlier request for a phonics update.

Governors agreed that today’s discussion has satisfactorily covered English so there is no requirement for SM to separately attend T&L on 25th Nov.

Clerk to
update next
T&L Agenda

	5.3. RS&HE – SA to progress her training.	SA to progress
6.	<p>FINANCE</p> <p>6.1. Budget & Finance updates Governors have received and reviewed various finance updates from Anne Davies, circulated to Full Governors on 15/10. RG confirmed these reports were reviewed at CBT Governors meeting on 29/9, he highlighted that the projected shortfall at Bidwell was discussed and is not of concern at present time. <i>Governors queried whether the COVID cost of £230k is going to get refunded.</i> RG stated some will be reimbursed and some is being repurposed. JW stated we are part of a special schools focus group and costs are being collated through that group for presentation to the DfE. JW advised the biggest costs are £90k for Hex and associated additional staffing costs.</p> <p>6.2. Pupil Premium Lynne Williams’ Autumn Pupil Premium reports have been circulated to all Governors via CBT committee (29/9) and T&L committee (7/10).</p>	
7.	<p>POLICIES</p> <p>The following policies were reviewed & approved;</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy – <i>(new model policy from DCC)</i> – updated to include changes to KCSIE issued in September – Stella has provided a summary. <i>T&L approved on 7th October – FGB ratified.</i> • Adult Safeguarding Policy T&L discussed on 7th October & agreed SLT to make further amendments – wording has been changed this week from “violence” to “abuse” to match Child Safeguarding Policy. Clerk will circulate. <i>FGB ratified.</i> • Disciplinary Policy – amendment from Stella Wood (additional paragraph, highlighted, in section 11 to include supply teachers, as recommended in KCSIE 2020). <i>FGB approved.</i> 	Clerk to circulate
8.	<p>TRAINING</p> <p>Discuss/Feedback on any governor training</p> <ul style="list-style-type: none"> • Safeguarding Level 3: Su Aves arranging refresher due by February 2021 • Steve Finnemore will require training & induction once recruited • No other training requirements 	

9.	<p>FUTURE MEETINGS</p> <p>9.1. Impact statement:</p> <ul style="list-style-type: none"> • Received Safeguarding Induction • Reviewed Safeguarding updates incl KCSIE, and changes to policies • In-depth review of phonics and English and reassured on this area including expectations for each child in terms of being read to/reading • Reviewed online learning and reassured on how that is being developed and structure in place to take that forward in light of new DfE requirements which come into force on 22 October • Received updates on Health & Safety and COVID • Agreed new simplified Monitoring Approach • Received updates on budget and COVID provision in school • Received updates from CBT and T&L Chairs • Ratified three policies • Confirmed arrangements for Heads Review <p>9.1 Discuss any other future (Autumn H2) agenda items</p> <ul style="list-style-type: none"> • Complaints policy to be reviewed by T&L committee <p>9.2 Agreed next meeting dates;</p> <p>CBT & P&P – Tues 17th Nov T&L – Weds 25th Nov FGB – Weds 9th Dec</p> <p>9.3 Head’s review with SIP (School Improvement Plan) with Phil Sylvester – SC confirmed arranged for 5th November.</p> <p>SC advised that we need to review members of Heads Review panel and P&P (should be one different person on each panel) and SC will review.</p>	<p>Add to next T&L Agenda</p> <p>Timings to be circulated by Clerk</p> <p>SC to follow up</p>
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Meeting ended at 1.45pm

Deferred items

The following items are deferred due to COVID restrictions / extra demand on workload;

Item	Deferred until
Review both SEFs - JW advised in Autumn term that there is no SLT capacity to do this at present	Spring 2021
2020-2021 staffing: Ratify proposed staffing structure for the following academic year No recruitment, HOLD unless JW states she needs any specific authorisations.	Under ongoing review; item can be closed
Monitoring Appendix 2019-2020: Remaining items will be ‘on hold’ (many were going to be evidenced via Learning Walks). 2020-2021: on hold.	Discussed above under FDIP; this item can be closed
Changing cohort incl primary and FE	Will be discussed at next CBT meeting. Item can be closed

Governors noted that the following training/conferences remain postponed until further notice;

- SWALSS conference
- Laurel Trust meeting