

FGB Committee: MINUTES

Wednesday 9th December 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 |
| Deb Norman | DN | Co-opted |
| Katy Young | KY | Clerk |
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| In Attendance | Initials | Category |
| Emily Carey Lewis | ECL | Maths Lead |
| Amber McMenamie | AM | Maths Lead |
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| Absent with Apologies | Initials | Category |
| Jake O'Loughlin | JO'L | Staff |
| Lindsay Hill | LH | Parent Gov |
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| Absent | Initials | Category |
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| Meeting Agenda | Led By |
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| 1. Welcome, Apologies, Housekeeping | SC |
| 2. Curriculum | SC |
| 3. Last Minutes | SC |
| 4. Safeguarding & H&S | SC /JW |
| 5. Heads Update | JW |
| 6. FDIP | SC |
| 7. Monitoring | SC |
| 8. Policies | SC |
| 9. Training | SC |
| 10. Governance Review annual | SC |
| 11. Future Meetings | SC |

Governor challenge/questions are shown in bold blue font.

Additional Documents used/referred to at the meeting:

- *Minutes from 21st October 2020 (Part 1)*
- *Minutes from 8th July 2020 (Part 2) verbally*
- *Terms of Reference for committees*
- *Heads Reports Autumn term*
- *Impact Statements CBT & T&L*
- *Maths presentations*
- *FDIP for approval*
- *Q cards for FDIP*
- *Vexatious complaints policy for review*
- *Curriculum policy for approval*
- *Governance review docs*
- *Term Dates (revised)*

MINUTES

| Ref | Item | Agreed/Action |
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| 1. | <p>Housekeeping</p> <p>1.1. Welcome & Apologies SC welcomed Governors to the meeting. Apologies received from LH and JO'L.</p> <p>1.2. New Governor appointment: Steven Finnemore Governors introduced details of themselves and the Federation to SF. SF will visit both committees but SC and SA identified that T&L have a shortage of non-staff Governors.</p> <p>Governors agreed to the appointment of SF as a Co-Opted Governor.</p> | <p>Clerk to complete Form H & GIAS & induction</p> <p>Invite SF to next T&L & CBT mtgs</p> |

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| | <p>1.3. Register of Business Interests: Governors confirmed there are no updates.</p> <p>1.4. Terms of Reference:</p> <p>The following Terms of Reference were ratified.</p> <p>(No changes to the wording of these);</p> <ul style="list-style-type: none"> • First Committee (=staffing issues): 3 out of pool of SC, SA, RG, LH, TJ • Appeals Committee (=complaints, exclusions): Governors as per above: best practice not to have Chair on this committee. All agreed to remove SC. • P&P: JW, SC, RG, TJ • Heads Appraisal panel: SC, RG and SA. We don't currently have a ToR set up for this panel, but there is a one page template available (attached) so Governors agreed to put this in place. <p>Governors noted that the makeup of the above panels cannot currently conform to Babcock's 'best practice' (advice circulated by Clerk via email on 08/12) due to only having 9 Governors on the Board. Governors agreed to adopt the Terms of Reference as they stand, then review again at a later date once we have more Governors when perhaps we can switch duties around a little.</p> <p>Sub-committees;</p> <ul style="list-style-type: none"> • T&L: ratified. Governors discussed shortage of non-staff Governors on this committee. T&L will review again once new Governor/s join the T&L committee. • CBT: is still undergoing review due to extensive changes from Babcock & will be discussed at Spring CBT then presented at FGB meeting. <p>Decision required;</p> <ul style="list-style-type: none"> • FGB: no longer requires separate Terms of Reference (as FGB are responsible for "everything" which is already listed in the individual ToRs) Governors discussed this and agreed to retire this document but would be useful to set out the highlights of what is required which might be useful for new Governors. Review as part of CBT review. | <p>Clerk to update</p> <p>Clerk to put in place</p> <p>Add ToR to Spring T&L and CBT Agendas</p> <p>Consider next steps as part of CBT ToR review</p> |
| <p>2.</p> | <p>CURRICULUM</p> <p>2.1. Maths Leads: Emily Carey-Lewis and Amber McMenamie presented maths to Governors, discussing challenges of COVID-19 and plans and actions going forward. Governors expressed their thanks. Governors asked Maths Leads to attend again later in the year when they are ready; Clerk has diarised a reminder for Spring term.</p> <p>2.2. Student admissions / capacity: Meeting moved to Part 2 for five minutes. Meeting moved back to Part 1.</p> | <p>Clerk will circulate Maths presentations</p> <p>Clerk to liaise re future presentation</p> |

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| <p>3.</p> | <p>MINUTES OF LAST MEETINGS</p> <p>3.1. FGB Minutes: 21st October 2020 (Part 1 only) 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</i> - Babcock). No matters arising.</p> <p>3.2. FGB Minutes: 8th July 2020 (Part 2) chaired by SC: APPROVED Clerk read out the Minutes to those Governors who were present at that meeting (all except JO'L and LH who were not present and are not present at today's meeting). SF was not present at the meeting of 8th July but was permitted to hear the content. No matters arising.</p> <p>3.3. Committee Impact statements (circulated with Agenda):</p> <p><u>CBT highlights</u>: Staff Confidence Surveys will be revisited in Spring. New FDIP reviewed. Absence improved. Heads Review discussed & new objectives set. SAS benefits were discussed and KR reported that one of her staff members used it this week.</p> <p><u>T&L highlights</u>: SCRs checked at ET and BB, looking at mental health reports, reviewing SAS data at next meeting but agreed to send data to CBT instead. Plans in place for Monitoring strategy using new FDIP.</p> | <p>Clerk to publish Part 1 online</p> <p>SAS data will go to CBT instead of T&L</p> |
| <p>4.</p> | <p>SAFEGUARDING & H&S</p> <p>4.1. Autumn Heads Report contains Safeguarding Update: Governors have reviewed.</p> <p>4.2. Safeguarding audit: due by 18th Dec. SC has discussed some information with Nikki Burroughs. Clerk to liaise and SW circulate to Governors via Clerk.</p> <p>Clerk will discuss with IT about setting up ability to share documents.</p> | <p>Clerk to share link or PDF</p> <p>Clerk liaise with IT</p> |
| <p>5.</p> | <p>HEADS REPORT</p> <p>5.1. Governors raised the following queries/question/challenges on the Autumn Heads Report;</p> <ul style="list-style-type: none"> 19-25: DO'L is going to set up a meeting in the New Year involving some Governors (LH, TJ and SC). RG happy to attend too if required. Heads Report states "Early financial modelling based on 7 service users with 4 staff giving enough income for a second sight. 19-25 moving away from DCC contracts and employing year round staff directly; ascertain if there is support for this from Governors and SLT, and is there capacity of Lynne Williams and DOL." Governors queried if we have any students at 19-25 who were not part of the Federation beforehand? JW advised we do have a small number. CIC could participate in the purchase or rent of a building that could be jointly used by FE and 19-25 which might open up more options on sites. Governors suggested looking at buildings in central Exeter for ease of transport and to access work placements. Will be discussed further at January meeting. Governors endorsed the plans. Assistant Heads interviews: JW advised these went ahead last week; RG had offered to step in as LH was unable to be reached but did not receive a Teams link to join. JW informed Governors there were 1 internal and 7 external candidates. Emily the internal candidate has been offered a 1 year contract as acting Assistant | <p>CWa to forward Heads Report to SF</p> <p>Clerk to advise DOL of attendees</p> |

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| | <p>Head. Kate, an external candidate, has been appointed. Governors ratified these decisions. Governors asked is this an additional post to the structure chart in the Heads Report. JW advised when we go back to having Heads of Site from April there will be one Assistant Head in each setting. We also have an Assistant Head based at the Hex, meaning we are short at ET.</p> <ul style="list-style-type: none"> Leadership Model proposals: JW advised Governors of changes to leadership grading system, so Assistant Heads go up a little. Tier above is Heads of Site who will work on operational leadership supporting the incoming Executive Head. CBT SLT – proposal to add in a Communications Manager. RG stated this was looked at in-depth at P&P and Governors were happy this was a positive way forward, the task today is to endorse and accept JW’s proposals. Governors in agreement to proceed. Term Dates and Christmas closure: DfE issued a recommendation yesterday that schools consider using Friday 18th December as a Training Day. Background is that Heads have been asked by DfE to be involved in test & trace service by being contactable for the first 7 days of the Christmas holidays to potentially advise bubbles to isolate, which would have taken us up to Christmas day. Yesterday the DfE advised schools to be closed on Friday 18th. Difficult decision but SLT have discussed and decided on balance to close on Friday 18th and therefore test & trace will now run for 6 days instead, up to 23rd Dec. Governors agreed this is the right decision and this allows for families to have a period of isolation before any Christmas get-togethers. This has now been swapped with the Scheduled Training day on 19th April which will now be a school day instead of the planned training day. JW’s retirement: A letter announcing this will be issued to staff and families today or tomorrow. Sub-committee of 3-4 Governors to be arranged to manage recruitment process – person spec and Job Description needs to be in place (by end of Spring H1) so a meeting is required asap. The following Governors volunteered; SC, SA, RG and TJ. First meeting will be 21st Dec at 10am via a Zoom meeting which RG will set up. | <p>RG will arrange zoom meeting</p> |
| <p>6.</p> | <p>FDIP</p> <p>6.1. Chair covered Head’s review with SIP Phil Sylvester in Committee Impact Statements section above.</p> <p>6.2. Governors discussed “future actions relating to the SDP/SIP priorities, staff development, school self-evaluation, additional support and provision for pupils” Before the meeting, Governors considered Babcock’s advice: <i>“The discussion does need to happen in special schools, but there will be no summer term data to base discussions on. Instead Governors will need to ask how the school is identifying gaps for specific pupils and how these will be addressed moving forward.”</i></p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  10. Catch-up premium.pdf </div> <div style="text-align: center;">  9. Ofsted visits autumn term 2020.pd </div> </div> <p>Governors discussed the Q cards above, provided by Babcock. Governors felt comfortable with the content, having recently thoroughly reviewed Maths, English and online learning. SA highlighted on Q card 10, she will further review the item regarding ‘relevant data and targeted interventions’ and look further</p> | |

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| | <p>into meaning of ‘how pupils and class teachers will be supported on tutoring’. SC stated there is information in the Heads Report for example English and phonics references back to checking resources etc. Governors agreed worth revisiting in Spring term.</p> <p>6.3. Governors reviewed and commented upon the draft Federation Development Improvement Plan (FDIP) which has been shortened, and agreed that Governor monitoring points and success criteria are clearly established.</p> <p>6.4. The FDIP was formally approved by Governors.</p> | T&L will revisit Q card 10 in Spring term |
| 7. | <p>MONITORING</p> <p>7.1 The Chair outlined the processes agreed at each Committee for future monitoring (cyclical, looking at the three main FDIP headings) effective Spring term onwards.</p> | |
| 8. | <p>POLICIES</p> <p>The following policies were reviewed & approved;</p> <ul style="list-style-type: none"> • Vexatious Complaints Policy – SC presented proposed wording. SLT have reviewed and the wording was agreed. Governors approved the policy wording but suggested it was checked by Legal Services then implemented. Admin changes - add bullet point before ‘Harass or verbally abuse’ and spelling mistake on Federation. <p>Meeting moved to Part 2 for one minute. Meeting moved back to Part 1.</p> <ul style="list-style-type: none"> • Curriculum Policy – tweaked to clarify that phonics applies to all Key Stages. Approved. • Term Dates amendment approved - 18th December & 19th April (as discussed above). | SC will finalise wording & pass to Legal Services |
| 9. | <p>TRAINING</p> <p>Discuss/Feedback on any governor training</p> <ul style="list-style-type: none"> • Safeguarding Level 3 refresher for Su Aves • Steve Finnemore requires the following training - New Governor (Babcock) (details sent to him by Clerk) & Safeguarding induction (in-house, Clerk to arrange via Stella) • Any other training requirements | Clerk to liaise with SA and SF re training |
| 10. | <p>GOVERNANCE REVIEW</p> <p>Governors carried out a process of self-reflection using the documents from Babcock in Clerk’s email of 22/10 “to evaluate the Governing Body’s performance and effectiveness over the last year, and to help to generate Governance priorities for the coming year”.</p> <p>Governors agreed to self-reflect offline and feedback any points to Clerk to collate.</p> | Governors to send responses to Clerk to collate |
| 11. | <p>FUTURE MEETINGS</p> <p>7.1 Impact statement:</p> <ul style="list-style-type: none"> • Committee for recruitment of Executive Head and meeting date agreed • Appointed new Governor Steven Finnemore • Received feedback on Heads Review from Chair • Received Maths strategy presentation and reassured on this area including expectations for each child | |

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| | <ul style="list-style-type: none"> • Agreed process for 19-25 • Reviewed Autumn Heads Report and passed thanks to staff & Head • Agreed new Training Day for Friday 18th December • Discussed Safeguarding training for SA by end of February • Agreed to self-reflect and report back • Safeguarding Audit will be circulated to SA and SC to approve • Agreed new Monitoring Approach via FDIP – one section per term • Approved FDIP • Received updates from CBT and T&L Chairs • Agreed new senior staffing structure • Agreed Curriculum Policy • Discussed and agreed Vexatious Complaints Policy subject to legal checks <p>7.2 Discuss any other future (Spring H1) agenda items</p> <ul style="list-style-type: none"> • As detailed in actions listed throughout these Minutes. <p>7.3 Agreed next meeting dates;</p> <p>CBT – Tues 19th January @10am T&L – Weds 27th January @10am FGB – Weds 10th February @10am</p> | |
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Meeting ended at 1.50pm

Deferred items

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

| Item | Deferred until |
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| SEFs: Review both - JW advised in Autumn term that there is no SLT capacity to do this at present | Spring 2021 |
| Benchmarking: The publication of the Financial Benchmarking data for 2019-2020 has been delayed until December 2020. Anne will not be able to report to Governors on this until next January at the earliest. | Spring 2021 |
| Excellence for All - this summary has been replaced by the School on a Page (SOAP). | Data drop delayed. Babcock will advise when issued |
| Teacher's Pay Policy – approved by P&P on 17/11 but needs further changes before FGB can ratify. | CBT to approve, as next P&P isn't until March 2021 |

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

- SWALSS conference
- Laurel Trust meeting