

FGB Committee: MINUTES

Wednesday 10th February 2021 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
Su Aves	SA	Local Authority
Rick Gaehl (part)	RG	Foundation
Tony Johnson	TJ	Parent Gov
Deb Norman	DN	Co-opted
Katy Young	KY	Clerk
Steven Finemore	SF	Co-opted
In Attendance	Initials	Category
Shelby Main	SM	Teacher
Anne Davies	AD	Finance Mgr
Absent with Apologies	Initials	Category
Kay Rosier	KR	Co-opted
Absent	Initials	Category
Jake O'Loughlin	JO'L	Staff
Lindsay Hill	LH	Parent Gov

Meeting Agenda	Led By
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 9th Dec 2020 (part 1)*
- *Minutes from 9th Dec 2020 (Part 2) verbally*
- *Terms of Reference for committees*
- *Impact Statements CBT & T&L*
- *FDIP with Governor's monitoring*
- *Vexatious complaints policy for ratification*
- *Pay policy for ratification*
- *Safeguarding COVID Appendix for ratification*
- *Skills Matrix*
- *Benchmarking data*

MINUTES

Ref	Item	Agreed/Action
1.	<p>Housekeeping</p> <p>1.1. Welcome and any Apologies received: KR sent apologies due to workload. LH and JO'L did not attend. RG will join the meeting at c11.15am after his Covid test.</p> <p>1.2. Register of Business Interests: Governors declared no changes.</p> <p>1.3. Skills Matrix annual review: Governors were asked to send Clerk any changes/fill gaps. Add to next Agenda.</p> <p>1.4. Single Central Record: SA advised that she will carry out the termly check after February half term.</p>	<p>Skills Matrix on next FGB Agenda</p>

	<p>1.5. Terms of Reference</p> <p>Sub-committees Terms of Reference:</p> <ul style="list-style-type: none"> T&L: approved in Autumn and re-reviewed on 27/01/21 at committee level; <ol style="list-style-type: none"> duties assigned to all Governors now, rather than individual names per section, with the exception of the Safeguarding section. SA SC and JW to review the Inclusion / SEND sections further, and will report back to next FGB (to follow). JW believes that Babcock should provide a SEN model ToR; Governors agreed for Clerk to discuss with Babcock. Clerk will send Fiona Collier's details to SC for his other Babcock paperwork queries. CBT: RG has made various adjustments, agreed at committee. All duties assigned to 'all CBT Governors' now, rather than individuals per section. Clerk to circulate final doc separately. FGB ratified. 	<p>On next FGB Agenda</p> <p>Clerk to speak to Babcock</p> <p>Clerk pass Fiona Collier's details to SC</p>
<p>2.</p>	<p>FINANCE</p> <p>2.1. Benchmarking data (Anne Davies) was circulated with the Agenda. AD joined the meeting and reassured Governors that all variances can be accounted for, Governors believe that these variances (investment) likely contribute to our Ofsted outstanding status. Governors challenged how funding in Devon differs from other local authority areas and how this affects the benchmarking data. AD stated the areas highlighted are not a threat to our Budget. Governors were satisfied.</p> <p>2.2. Budget: going to CBT (2nd March) then FGB to ratify (24th March) AD reported she hopes to issue a draft at / just before the next CBT meeting as the data is not due to be issued by Local Authority until the end of February. Currently looks like there should be a small carry forward to next year but this situation can change. The Government's local authority pay freeze positively affects the Budget.</p> <p>2.3. SFVS: Dashboard and lease information updated, SFVS will come to CBT (2nd March) then FGB to ratify (24th March). Current submission deadline 31 March.</p>	
<p>3.</p>	<p>ONLINE LEARNING</p> <p>3.1. Shelby Main attended at the request of Governors in order to provide an update on Online Learning. Key updates were; we now have the enrichment area being used, phonics, EYFS, now adding lower school upper school and FE. Remaining areas; E Safety, engagements (for those pupils following the Engagement Model) and therapies (SM will be asking her team to populate this after half term break). All going to schedule. High level of engagement, the Federation has already had 2000 hits this month (in 10 days). SM has received positive feedback from classes, Teachers and parents. SC asked, regarding the 2000 hits can you differentiate between hits from students and hits from bots? SM stated that Marie Barrett and Dawn at Bidwell had a meeting with Web Anywhere who will be able to give us this data. At parents evening all the Teachers asked for feedback, which Marie is collating. Logins have been sent to all students across the Federation. Governors were assured that there is balanced content and input from across the Federation.</p>	<p>SM to provide for Governors;</p> <p>1. usage data from Web Anywhere</p> <p>2. collated feedback from parents evenings</p> <p>3. User Guide</p>

	<p>The workload has been spread across the Federation Teachers and TAs. It can be accessed via devices but also on the TV, Xbox etc which can help with VI students and independent use. SM also stated we have hand-picked some specific lessons and extension activities from Oak Academy and the BBC to run alongside our provision. Marie is preparing a User Guide for families which SM will circulate to Governors.</p>	
<p>4.</p>	<p>MINUTES OF LAST MEETINGS</p> <p><i>Rick Gaehl joined the meeting at 11.20am.</i></p> <p>4.1. FGB Minutes: 9th December 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). Some adjustments made following JW input after which the Minutes were approved. No matters arising.</p> <p>4.2. FGB Minutes: 9th December 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). Some adjustments made following JW input after which the Minutes were approved. No matters arising.</p> <p>4.3. Committee Impact statements (circulated with Agenda):</p> <p><u>CBT highlights:</u> RG ran through the Impact Statement. Main item discussed was the Terms of Reference (see item 1.5 above). FDIP monitoring took place. JW highlighted that staff are really benefitting from the SAS package e.g. very fast access to physio and counselling services.</p> <p><u>T&L highlights:</u> SA ran through the Impact Statement. Terms of Reference and SCR updates are Minuted under item 1 above.</p> <p>4.4. Executive Head recruitment committee (SC, SA, RG, TJ) to;</p> <ul style="list-style-type: none"> • SC advised there is a draft advert, Job Description and Person Spec in place. The information pack is being finalised today. We need to place the advert by end of tomorrow. Interviews will be w/c 22nd March, likely 2-3 days interview process. Non-staff Governors can volunteer to be involved with shortlisting and interview process. • <i>Teacher's Pay Policy</i> – (CBT agreed on 19/1 to pass this to the recruitment committee) – passed to P&P 	<p>Clerk to publish Part 1 online</p>
<p>5.</p>	<p>SAFEGUARDING</p> <p>Governors have reviewed the update from the DSL, given to Governor's T&L committee on 27/1 – no further updates as at 2/2/21. Governors have attended Safeguarding Training as outlined in the training section (item 9).</p>	

6.	<p>HEADS UPDATE</p> <p>6.1. Heads Update: incl COVID-19, testing, vaccinations JW confirmed that lateral flow testing is ongoing. Last week the testing requirement changed from once a week to twice weekly, this would have had a big impact on students' accessibility to the hall, so test kits were ordered for staff to carry out self-testing at home on Mondays and Fridays. When testing was on Fridays we had a 2.15pm finish time, this will now go back to a 3pm finish time.</p> <p>Vaccines – Local Authority have offered cancellation slots to SEN schools. JW will be writing to parents this week to inform them. Governors queried how we tackle the issue of any staff who will not have the vaccine. JW stated they are in the minority and are still happy to come into work.</p> <p>6.2. Teaching School Alliance: Outreach documents circulated by Clerk 27/1.</p>	
7.	<p>MONITORING</p> <p>7.1. Monitoring of FDIP: Committees have monitored – full notes captured in FDIP.</p> <p>7.2. Q card 10: SA to feedback on T&L review of Q card no.10 (<i>item regarding 'relevant data and targeted interventions' and look further into meaning of 'how pupils and class teachers will be supported on tutoring' – and data on catch-up premium. SA will report back at next meeting.</i></p>	
8.	<p>POLICIES</p> <p>The following policies were reviewed;</p> <ul style="list-style-type: none"> • Vexatious Complaints Policy – SC has received feedback from Babcock but policy still requires finalisation. SC will present to next FGB. <p>Meeting moved to part 2 for five minutes.</p> <ul style="list-style-type: none"> • Appendix to Safeguarding Policy – DSL presented the changes to the T&L committee on 27/1 which were agreed and SC has approved. FGB ratified. 	
9.	<p>TRAINING</p> <p>Discuss/Feedback on any governor training</p> <ul style="list-style-type: none"> • SA has completed Safeguarding Level 3 refresher • All T&L Governors to complete Safeguarding L3 training • Steve Finemore – 'New Governor' (Babcock) completed. • Steve Finemore - Safeguarding induction (in-house, Stella organising, date TBC) • SWALSS - Special Schools Governance training: SA attending • SC attending training 'Supporting Schools to Review Their Remote Education Provision in Line with DfE Guidance' and suggested other Governors may wish to join this training too (linking to Online Learning). • Any other training requirements 	<p>Clerk to circulate link to 'Supporting Schools' training</p>

10.	<p>GOVERNANCE REVIEW</p> <p>Governors to carry out self-reflection using the documents from Babcock in Clerk's email of 03/2 "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>	
11.	<p>FUTURE MEETINGS</p> <p>11.1. Impact statement:</p> <ul style="list-style-type: none"> • CBT Terms of Reference approved • T&L Terms of Reference further changes discussed • Benchmarking data analysed • Budget will come to CBT on 02/3 then FGB on 24/3 • SFVS will come to CBT on 02/3 then FGB on 24/3 • Presentation given on Online Learning • Update on Exec Head recruitment provided • Safeguarding update given via T&L • Vaccinations update given by Exec Head • Monitoring discussed • Last Minutes approved • Appendix to Safeguarding policy approved • Training discussed • Governance review – reminder discussed <p>11.2. Future agenda items; Review of composition of our Governance sub-committees (to conform to Babcock's 'best practice' - advice email re-circulated by Clerk on 29/1) schedule for next FGB on 24/3.</p> <p>11.3. Confirm next meeting dates; CBT & P&P – Tues 2nd March @10am T&L – Tues 9th March @10am (moved from Weds 10th) FGB – Weds 24th March @10am</p>	

Meeting ended at 3pm

Deferred items

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

Item	Deferred from	Deferred until
Budget - will go to CBT (2 nd March) then FGB to ratify (24 th March).	Spring H1 2021	Spring H2 2021
SFVS: will go to CBT (2 nd March) then FGB to ratify (24 th March). Must be submitted by the end of March.	Spring H1 2021	Spring H2 2021
Excellence for All - this summary has been replaced by the School on a Page (SOAP).	Autumn 2020	Data issue delayed. Babcock will advise when issued

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

- SWALSS conference
- Laurel Trust meeting