

FGB Committee: MINUTES

Wednesday 24th March 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	RG	Foundation
Tony Johnson (part)	TJ	Parent Gov
Deb Norman	DN	Co-opted
Kay Rosier	KR	Co-opted
Steven Finnemore (part)	SF	Co-opted
Nicky Reynolds	NR	Prospective
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Absent	Initials	Category
Jake O'Loughlin	JO'L	Staff
Lindsay Hill	LH	Parent Gov

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. Head's Recruitment	SC
3. Finance	SC
4. HR	SC /JW
5. Minutes of Last Meeting	JW
6. Safeguarding & H&S	SC
7. Head's update	SC
8. Monitoring	SC
9. Policies	SC
10. Training	SC
11. Future Meetings	SC

Governor challenge/questions are shown in bold blue font. Answers are shown in green font.

Additional Documents used/referred to at the meeting:

- Minutes from 10th Feb 2021 (part 1)
- Minutes from 10th Feb 2021 (Part 2) verbally
- Impact Statements CBT, T&L & P&P
- T&L Terms of Reference – for ratification
- FDIP
- SFVS
- Vexatious complaints policy - for ratification
- Teacher's Pay policy - for ratification

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome and Apologies received: Lindsay and Jake were not in attendance. TJ joining the meeting at 10.15am.</p> <p>Nicky Reynolds, prospective Governor, attended and ran through her background. Nicky left the meeting whilst Governors discussed and agreed that Nicky would be of benefit to the Body, therefore SC proposed, SA seconded, and Governors unanimously voted, to appoint NR as a Co-opted Governor with immediate effect.</p> <p>1.2. Register of Business Interests: Governors declared no changes.</p>	<p>Clerk to complete Form H & update GIAS</p>

Signed: _____ APPROVED AT FULL GOVERNOR'S MEETING ON 26th MAY 2021 _____

	<p>1.3. Single Central Record: SA advised that she has checked the SCR for both schools on 04th March, they are up to date. Outstanding action is to check SCR against a personnel file. SA reported back on Brexit implications; qualifications of people coming from the EU may not be recognised, Governors to bear in mind if interviewing people from the EU. We can still accept EU passports as ID. We may need to sponsor EU workers so they can gain a visa. RG asked whether this applies to Ireland, SA will check this. Governors asked if we have any existing EU Nationals on staff; JW reassured Governors that existing staff are okay. Governors asked SA will arrange with HR Managers to check personnel file against the information on the SCR, SA has a note to arrange this.</p> <p>1.4. Terms of Reference T&L Terms of Reference have been adjusted by SA and the T&L Committee in order to better suit a SEN setting; SA summarised the changes. Governors asked the Clerk to add the Federation logo. The FGB ratified the document, noting that Babcock may provide a more SEN specific model version at the next update (usually Autumn term).</p>	<p>SA will check Ireland status</p> <p>SA to check personnel files vs SCR</p> <p>Clerk to add logo to ToR</p>
<p>2.</p>	<p>HEADTEACHER RECRUITMENT SC, SA, RG and TJ have interviewed four candidates this week, and will be making a final recommendation regarding appointment, to FGB, today. Governors acknowledged all the work involved by the recruitment committee and also the staff, SLT and IT. Governor presence at an SLT/staff meeting to pass on thanks was discussed. A Governor will attend an SLT/staff meeting.</p> <p>TJ joined the meeting at 10.45am.</p>	<p>SC will pass thanks to SLT</p> <p>A Governor to attend next SLT/staff mtg</p>
<p>3.</p>	<p>FINANCE</p> <p>3.1. Budget: deferred to discuss this after Easter, as data not yet received.</p> <p>3.2. SFVS: approved by CBT on 02/03/21; FGB ratified. Clerk to add SC signature, and AD will submit to DCC.</p>	<p>Budget on next CBT Agenda</p> <p>SFVS to be submitted</p>
<p>4.</p>	<p>HR</p> <p>4.1. CBT Governors agreed on 02/03/21 to renew with SAS (Schools Advisory Services) our health insurance provision. FGB ratified this decision.</p>	<p>Clerk to notify HR</p>

<p>5.</p>	<p>MINUTES OF LAST MEETINGS</p> <p>5.1. FGB Minutes: 10th February 2021 (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). Governors discussed that challenge should continue to be highlighted in all Minutes in blue font, and going forward answers to be highlighted in green font, for visual clarity/ease of reference.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Online learning – some information awaited from Shelby/Marie Barrett. • SWALSS Conference - SEN update - is on 9th June (online). Details have been circulated to Governors. £50 fee which Federation will cover. SA, SF, RG and SC would like to attend. 	<p>Clerk to publish Part 1 online</p> <p>Clerk to chase</p> <p>Clerk to book Governors onto SWALSS</p>
	<p>5.2. FGB Minutes: 10th February 2021 (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 on 10/2/21 and are not present at today's meeting, and NR who was not present on 10/2/21). Some adjustments made following JW input after which the Minutes were approved.</p> <p>JW stated that we have received a lovely letter from a family thanking us for remaining open through the pandemic.</p> <p>5.3. Committee Impact statements (circulated with Agenda):</p> <p>Chairs of T&L, CBT and P&P committees ran through the Impact Statements for the meetings held in the second half of the Spring term.</p>	<p>Clerk to add dates and logo to future Impact Statements</p>
<p>6.</p>	<p>SAFEGUARDING</p> <p>Governors will be able to monitor the latest information in the Heads Report which has been posted to Governors this week.</p> <p>SA stated that there are signs up around school with photos of our DSLs, there are daily checks and scrutiny on CPOMs which gives Governors excellent oversight and data.</p>	

<p>7.</p>	<p>HEADS UPDATE</p> <p>7.1. Heads Update: incl COVID-19, testing, vaccinations Governors will be able to monitor the latest information in the Heads Report which has been posted this week. Governors have only just received Heads Report and have been busy with Executive Headteacher’s recruitment, so Governors agreed to review Heads Report offline and discuss at next FGB. JW ran through the format of the document for the benefit of new Governors.</p> <p><i>TJ left the meeting.</i></p> <p>7.2. Teaching School Alliance: Governors will be able to monitor the latest information in the Heads Report. JW added that we are going to be a strategic partner for the two Hubs that will be in Devon. We are the only SEN Federation that is aligned to a mainstream Hub. We will be providing support across Devon, Torbay and Plymouth. There is free outreach, for which there is funding of £100,000 provided by the Local Authority,. The appropriate support is agreed by a triage team, based on Local Authority’s monitoring of each school applying. SA stated the engagement with schools has enabled this collaboration to happen and SA is impressed with the challenges presented at the DEF (Devon Education Forum).</p>	<p>Heads Report: Governors to read, for discussion at next FGB</p>
<p>8.</p>	<p>MONITORING</p> <p>8.1. Monitoring of FDIP: Committees have monitored – full notes captured in FDIP. Governors reminded themselves to triangulate data, this will be checked at next FGB. Pick one item to review in-depth at next FGB.</p>	<p>Next FGB: indepth review & triangulate</p>
<p>9.</p>	<p>POLICIES The following policies were reviewed;</p> <ul style="list-style-type: none"> • Vexatious Complaints Policy – SC presented draft policy, Governors ratified. Assign to CBT committee and Clerk to add standard formatting and review dates. Add to next CBT Agenda for in depth review. <i>Brief discussion under Part 2.</i> • Teacher’s Pay Policy – amendments are highlighted in yellow. Governors ratified. 	<p>Vexatious Complaints: 1. Clerk to standardise formatting. 2. Put on next CBT Agenda</p>
<p>10.</p>	<p>TRAINING</p> <p>Discuss/Feedback on any governor training;</p> <ul style="list-style-type: none"> • T&L Governors to undertake safeguarding training – Clerk to circulate options • New Governors SF and NR have completed internal Safeguarding induction & Babcock’s general Governance induction • SWALSS training – SA has given feedback to T&L • SC attended training on how schools review remote education provision via National College and recommend this to all Governors. Clerk to circulate. <p><i>Steven Finnemore left the meeting at 1pm.</i></p>	<p>Clerk to circulate T&L SG training options</p> <p>Clerk to circulate SC’s training link</p>

11.	<p>FUTURE MEETINGS</p> <p>11.1. Impact statement:</p> <ul style="list-style-type: none"> • Appointed Nicky Reynolds as a Co-opted Governor • Ratified T&L Terms of Reference • Received report on SCR and reassured all is in place • Received update on Headteacher’s recruitment • SFVS approved for submissions • Ratified new contracts e.g. SAS • Approved Minutes of 10th February 2021 (Part 1 and Part 2) • Discussed Safeguarding as part of Heads Report • JW advised on formatting of Heads Report for new Governors • Received update on Teaching School Alliance and incoming Outreach funding and position regarding support from Local Authority on school improvement • Ratified Vexatious Complaints Policy • Ratified Teacher’s Pay Policy • Received updates from Committees • Discussed and agreed Monitoring processes • Agreed attendees for SWALSS training <p>11.2. Future agenda items; Noted throughout these Minutes. Additionally, SW to give Mental Health update in Summer term.</p> <p>SA stated that one of our most prolific fundraisers, Jeff Bird, is turning 104 years old on Friday and suggested a card should be sent on behalf of the Governors which JW will progress.</p> <p>11.3. Confirm next meeting dates; <i>CBT – 4th May 2021 Tues 27th April at 10am, then a short FGB to ratify at 12noon. This will allow for Budget submission by 1st May.</i> <i>T&L – Weds 12th May</i> <i>FGB – Weds 26th May</i></p>	<p style="color: red;">Clerk to complete Form H and update GIAS</p> <p style="color: red;">Note on next Agenda</p> <p style="color: red;">Clerk to send new Teams invites</p>
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Meeting ended at 1.15pm

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 on 27 th April and FGB will ratify that day.	Spring H1 2021	27 th April 2021
School on a Page (SOAP) summary. (Replaces “Excellence for All”)	Autumn 2020	Data issue delayed. Babcock will advise when issued
Skills Matrix annual review: reminder for Governors to send Clerk any changes/fill gaps	Spring 2021	Review at FGB on 26 th May
Review composition of Governance sub-committees (to conform to Babcock’s ‘best practice’ - advice email recirculated by Clerk on 29/1)	deferred from 10/02/21 FGB	Summer term – consider for FGB Agenda on 26 th May

<p>Governance review: Governors to feedback to Clerk via email any 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>Spring 2021</p>	<p>Summer term – consider for FGB Agenda on 26th May</p>
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