

# FGB Committee: MINUTES

Wednesday 26<sup>th</sup> May 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	TJ	Parent Gov
Steven Finnemore	SF	Co-opted
Nicky Reynolds	NR	Prospective
Nikki Burroughs	NB	Acting Head
Kay Rosier (part)	KR	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Christine Walker	CWa	Staff
Stella Wood	SW	Staff (DSL)
Absent with Apologies	Initials	Category
Deb Norman	DN	Co-opted
Absent	Initials	Category
Lindsay Hill	LH	Parent Gov

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	SC
2. SLT structure / staffing	SC
3. Staff presentations	SC
4. Minutes of Last Meeting	SC
5. Safeguarding & H&S	SC
6. Head's update	JW
7. Monitoring	SC
8. Skills Matrix & Governance Review	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 24<sup>th</sup> March 2021 (part 1)
- Minutes from 27<sup>th</sup> April (Part 1)
- Impact Statements CBT and T&L
- Report on H&S, Premises, GDPR & CPOMs
- FDIP
- Peer on peer abuse policy
- SEN policy
- Finance Policy
- Finance Table of Delegation

## MINUTES

Ref	Item	Agreed/Action
1.	<p><b>HOUSEKEEPING</b></p> <p>1.1. <b>Welcome and any Apologies received.</b> DN has sent apologies. SF dialled in from a car journey.</p> <p>JO'L (Staff Governor) has resigned from the Federation. Clerk is progressing internal advertisement.</p> <p>NR has been appointed to T&amp;L Committee; FGB ratified this appointment.</p>	<p>Clerk to complete Form H for JOL</p> <p>Clerk to progress recruitment</p>

	<p>1.2. <b>Review composition of Governance sub-committees</b> (to conform to Babcock’s ‘best practice’ - advice email recirculated by Clerk on 29/1) - Governors believe composition is now compliant, Clerk will check if any changes are still outstanding. Governors agreed to review the composition annually, each Autumn term. SC stated that NB will need targets setting ASAP; Governors confirmed they are happy for SC to stay on Heads Review committee to work on this, to ensure continuity for the remainder of this term and beginning of Autumn term at least.</p> <p>1.3. <b>Register of Business Interests:</b> Governors confirmed there are no changes.</p> <p>1.4. <b>Single Central Record:</b> SC has recently checked the SCR. SC and SA will carry out a full SCR check later this term.</p>	<p>Clerk to add a reminder to review composition each Autumn</p>
<p><b>2.</b></p>	<p><b>SLT &amp; STAFFING</b></p> <p>2.1. <b>SLT structure / proposed models:</b> SC updated the Governors with proposed steps to appoint a Deputy Head in order to ensure leadership and management coverage across the Federation. NB summarised that recruiting a new Deputy Head gives us flexibility. The postholder can backfill NB’s Head of Site position whilst NB is working as Acting Head. They can also deputise for any other Head of Site. They may not be able to start until October half term at the earliest, worst case January. However, in the interim, Kate Preece and Katy Bradley will both be on site at Hollow Lane, overseen by Monika and Stella (Heads of Site). All Assistant Heads are able to apply for the Deputy Head role, it is also being advertised externally.</p> <p>Outcome 1: If NB returns to her substantive role as Head of Site, there will then be a Deputy remaining, across the Federation, covering any Heads of Site absence. NB’s other duties (Teaching School, Outreach etc) are being advertised as an internal secondment for two terms, therefore NB’s existing role is protected if she is not appointed as permanent Executive Head.</p> <p>Outcome 2: If NB was appointed as Executive Head, there are many possibilities - potentially we could re-advertise to fill NB’s current Head of School position, and the Deputy may be successful in moving to that role.</p> <p>RG advised that this approach is cost neutral.</p> <p>NR queried regarding advertising for the role, are we confident that we will have a good selection of candidates; if not, do we have a contingency plan? SC is positive; we are advertising internally and externally. It is a significant post in an Outstanding Federation, so it should be an attractive role.</p> <p>Governors were unanimously happy with this approach.</p> <p>2.2. Ratify proposed staffing structure for the following academic year – as agreed above.</p>	
<p><b>3.</b></p>	<p><b>STAFF PRESENTATIONS</b></p> <p>3.1. <b>Mental Health:</b> SW gave an update (see Safeguarding section).</p>	

	<p>3.2. <b>Communications Manager:</b> CWa presented on her 'first thoughts and initial priorities' via a Powerpoint presentation. Governors were impressed by the presentation and will invite CWa to report at Governor's CBT meetings, when appropriate, as per other SLT members. Governors agreed to review and re-emphasise our (and SENTient's) commitments to our co-operative values &amp; principles.</p>	<p>Clerk to add CWa to invite list for CBT meetings</p>
<p>4.</p>	<p><b>MINUTES OF LAST MEETINGS</b></p> <p>4.1. The following FGB Minutes are to be approved;</p> <p><b>24th March 2021 (Part 1 and Part 2)</b>  <b>Part 1:</b> approved, subject to amendment to Item 2: change wording to state Governors 'will make recommendation to FGB' regarding Exec Head recruitment.</p> <p>There is an outstanding action – a Governor to attend an SLT meeting. JW advised there is a Joint SLT on Monday 7<sup>th</sup> June at 1.30pm – NR will attend this, NB to send the invite. RG may attend in July, TJ is interested in attending in September.</p> <p><i>KR left the meeting at 12noon.</i></p> <p><b>Part 2:</b> Clerk read out the Minutes to those who were present (all Governors except JOL and LH who were also not at today's meeting). JW requested one amendment to the wording.</p> <p><b>27<sup>th</sup> April 2021 (Part 2) - Extra-ordinary Budget Approval Meeting</b>  No queries or amendments, except SF stated he was present, not absent.</p> <p>4.2. <b>Committee Impact statements:</b> circulated by Clerk prior to the meeting. RG and SA confirmed these were accurate and there was nothing further to add.</p> <p>4.3. <b>Meeting moved to Part 2 briefly.</b>  <i>TJ left the meeting at 12.15pm.</i>  <i>RG left the meeting briefly at 12.25pm.</i></p>	<p>Clerk to arrange amends to Part 1 and 2</p> <p>Clerk to arrange to publish Part 1 online.</p>
<p>5.</p>	<p><b>SAFEGUARDING</b></p> <p>5.1. <b>Mental Health update: Stella Wood, DSL</b>  SW attended and gave Governors a verbal update. Student wellbeing is comprehensively covered in in our Safeguarding policies, training, and PSHE Curriculum. SA offered her support at Council level where appropriate e.g. if SW has problems with referrals. The SAS (staff insurance / support) contract was discussed, Governors remain very happy with the support provided for staff with mental health as well as physical issues.</p> <p>5.2. <b>Safeguarding Update: Stella Wood, DSL</b>  The peer on peer abuse policy &amp; training video has been circulated to Governors by the Clerk. SW confirmed we are meeting all the requirements outlined by Ofsted. KCSIE policy will be updated to reflect peer on peer abuse this term once recommendations received (these are due imminently - by the end of May).</p> <p>5.3. <b>H&amp;S Update:</b> DOL's update for the CBT Governors meeting on 27<sup>th</sup> April 2021 was circulated to all Governors for this meeting, as DOL confirmed to the Clerk there are no further updates.</p>	

<p><b>6.</b></p>	<p><b>HEADS UPDATE</b></p> <p>6.1. <b>Spring Heads Report:</b> Governors raised no queries, and thanked SLT for the work involved.</p> <p>6.2. <b>Heads Update:</b> COVID-19: JW stated that the next phase of the staggered easing of lockdown restrictions in the Government roadmap became effective on 17<sup>th</sup> May, in the Federation, this means masks are no longer mandatory in all areas. The change has been communicated to staff, parents and students. We are continuing with testing, wearing PPE where applicable, and hand washing. JW continues to liaise with the student council about their queries regarding lockdown, such as prom.</p> <p><i>RG rejoined the meeting at 12.45pm</i></p> <p><i>Skipped to policies section, in order to ratify these whilst the meeting is quorate.</i></p> <p>6.3. <b>Teaching School Alliance:</b> NB updated Governors that we will continue to be a strategic partner with the two super-hubs under the banner 'SWIFT'. They are having to roll out the early career framework; NQTs will now be called Early Career Teachers, under a 2-year DfE programme. Extra SEND support suggested by NB which will now be trialled with those ECTs. Later this term, Teach First will attend to do some filming to exemplify some of the self-directing learning that the ECTs will be undertaking.</p> <p>Outreach – NB has been working collaboratively with the SEND100 project to ensure cohesion and clarify for schools to navigate the system of support. The other two projects are not yet ready to start, but we are – NB confirmed we are just waiting to hear back on how we draw down the funding.</p>	
<p><b>7.</b></p>	<p><b>MONITORING</b></p> <p><i>SF returned to the meeting at 12.58pm.</i></p> <p>7.1. <b>Monitoring:</b> Committees have monitored FDIP – full notes are colour coded in the marked-up FDIP.</p> <p>7.2. <b>Governors to triangulate data</b> - SC has written a report, and the Clerk will circulate this to all Governors today. SC asked for 'most important' points/ outcomes to be highlighted clearly in the next Heads Report.</p> <p><i>SA left the meeting at 1.05pm.</i></p>	<p>7.2 Clerk to circulate SC's report</p> <p>7.2 JW to note SC request for next Heads Report</p>
<p><b>8.</b></p>	<p><b>GOVERNANCE ADMINISTRATION</b></p> <p>8.1. <b>Skills Matrix annual review:</b> Governors to send Clerk any changes/fill gaps.</p> <p>8.2. <b>Governance Review:</b> Governors to consider ready for review at FGB on 14<sup>th</sup> July. There is guidance from Babcock but SC has also found guidance from DfE relating more to Ofsted's requirements. Clerk will circulate both documents.</p>	<p>Clerk to circulate reminders for 8.1 and 8.2</p>
<p><b>9.</b></p>	<p><b>POLICIES</b></p> <p><b>The following policies were ratified by FGB;</b>  <i>SA, RG, SF, NR, SC and JW were present to ratify these policies.</i></p>	

	<p><b>Policies approved by T&amp;L on 12/05/21: RATIFIED</b></p> <ul style="list-style-type: none"> <li>Peer on Peer Abuse Policy – <i>new policy</i></li> <li>SEN Policy (NB and JW) – <i>various changes, highlighted. ‘Alternative’ changed to ‘Complementary’.</i></li> </ul> <p><b>Policies approved by CBT on 27/04/21: RATIFIED</b></p> <ul style="list-style-type: none"> <li>Finance Policy - <i>one change ‘Deputy Head’ to ‘Heads of School’ p1.</i></li> <li>Finance Table of Delegation - <i>no change</i></li> </ul>	
<p><b>10.</b></p>	<p><b>TRAINING</b></p> <p>Discuss/feedback on any Governor training;</p> <ul style="list-style-type: none"> <li>All Governors now have access to Hays online training &amp; reminded to review this</li> <li>T&amp;L Governors to confirm to Clerk once undertaken Safeguarding training</li> <li>SWALSS Conference - 9th June (online) - SA, SF, RG and SC are booked on.</li> </ul>	<p>Clerk to re-circulate SWALSS course content</p>
<p><b>11.</b></p>	<p><b>FUTURE MEETINGS</b></p> <p><b>11.1. Impact statement:</b></p> <ul style="list-style-type: none"> <li>Check committee composition each September, SC remains involved in Heads Appraisal committee for now</li> <li>Register of Business interests checked</li> <li>SCR checks are being diarised by SC and SA</li> <li>SLT structure impact and way forward discussed and agreed, to build in leadership capacity and flexibility to cover the challenges of the next two terms</li> <li>Communications Manager presented, will revisit. Agreed to review and re-emphasise our (and SENTient’s) commitments to our co-operative values &amp; principles</li> <li>Safeguarding and Mental Health update provided by SW</li> <li>Last Minutes approved, and NR will attend next SLT Joint meeting on 7<sup>th</sup> June</li> <li>Received written report from DOL on Premises, H&amp;S, CPOMs and GDPR</li> <li>Policies ratified incl new Peer-on-peer policy (Revisit if further guidance issued)</li> <li>Governors are satisfied with the Spring Heads Report</li> <li>Received Heads Update from JW</li> <li>Received update on Teaching Alliance &amp; Outreach and our contributions</li> <li>Evidence taken from Monitoring report &amp; SC report circulated during meeting</li> <li>Governance Review and Skills Matrix will be reviewed at next meeting</li> <li>SWALSS information will be circulated</li> </ul> <p><b>11.2. Future agenda items;</b> Noted throughout these Minutes.</p> <p><b>11.3. Confirm next meeting dates;</b>  <b>CBT &amp; P&amp;P – Tues 22<sup>nd</sup> June @10am</b>  <b>T&amp;L – Weds 30<sup>th</sup> June @10am</b>  <b>FGB – Weds 14<sup>th</sup> July @10am</b></p>	

**Meeting ended at 1.15pm**

## **Deferred items**

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

<b>Item</b>	<b>Deferred from</b>	<b>Deferred until</b>
<b>School on a Page (SOAP)</b> summary. (Replaces "Excellence for All")	Autumn 2020	Data issue delayed. Babcock will advise when issued

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

- Laurel Trust meeting