

FGB Committee: MINUTES

Wednesday 14th July 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
Rick Gaebl	RG	Foundation
Tony Johnson	TJ	Parent Gov
Steven Finnemore	SF	Co-opted
Nicky Reynolds	NR	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Absent with Apologies	Initials	Category
Kay Rosier	KR	Co-opted
Deb Norman	DN	Co-opted
Su Aves	SA	Local Authority
Absent	Initials	Category

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. Answers are shown in green font.

Additional Documents used/referred to at the meeting:

- Minutes from 26th May 2021 (part 1 & 2)
- Impact Statements CBT and T&L
- Report on H&S, Premises, GDPR & CPOMs
- FDIP
- Disciplinary policy
- Redundancy policy
- Privacy Policy

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome and any Apologies received. SA, DN and KR have sent apologies.</p> <p>1.2. Register of Business Interests: Governors confirmed there are no changes.</p> <p>1.3. Single Central Record: SA met with HR Managers on 1st July at 9.30am at Ellen Tinkham School, to carry out a full SCR check and the triangulation exercise of cross-checking of a staff file against the SCR. SA has circulated a report on the SCR check. SC also mentioned the 'Safeguarding scenarios' which are circulated to Staff & Governors each week - there is a clear culture of safeguarding.</p>	

	<p>1.4. New Governors: SC confirmed the following;</p> <p><u>Staff Governor:</u> Tom Bates has been voted in as Staff Governor but is unable to attend today. Governors formally appointed Tom Bates, Clerk to complete Form H.</p> <p><u>Parent Governor:</u> we have one volunteer and the vacancy will be advertised in the parent newsletter.</p> <p><u>Foundation Governor:</u> Governors for Schools have been contacted, to seek a volunteer.</p> <p>1.5. Governors area of websites: Clerk confirmed that FGB Minutes are all uploaded each half term, other documents like the Photo Chart need to be updated by end of this term. Discussed pros and cons of uploading committee Minutes but decided against this for now.</p> <p>1.6. Finance: SC advised that current financial regulations require 5 quotes if spending over £50k – there is a proposal from CBT to reduce this to 3 quotes. SC proposed, RG and TJ seconded. <i>Governors ratified this suggestion.</i></p>	<p>Clerk to complete Form H</p>
<p>2.</p>	<p>SLT & STAFFING</p> <p>2.1. Head's Review: SC, RG and SA met with JW a few weeks ago to discuss progress vs targets; JW had presented those Governors with a presentation. SC confirmed that all targets were met/exceeded and thanked JW for all of her work over the years. TJ agreed that monitoring the end of JW's tenure vs targets was an important process. JW expressed her gratitude to Governors for the support and challenge and professionalism provided over the years; having the Heads Review meeting despite JW retiring, proved to be a powerful process and the opportunity for reflection.</p> <p>2.2. Staffing & Leadership structure for 2021-2022: NB presented the plans taking effect from September 2021. Shane will start in September. Kate Preece will be Federation Deputy Head (Access) cross Federation, supporting Access to Learning (Communication, CDMT) based at Ellen Tinkham School to cover Head of School. Katy Bradley is Federation Deputy Head, cross Federation (Assessment & Curriculum, focus on lower school). There will be no Assistant Head at the School, but Kate and Katy will be based at the School to provide coverage. Shane is Federation Deputy Head (Assessment & Curriculum, focus on upper school) based at the College, working across sites. Nikki Burroughs position is changing, so Katy Bradley will be School DSL. This arrangement also keeps NB's role open in case she is not appointed as permanent Executive Head in the future. Governors queried; how much time will the Deputies be at Bidwell to ensure site & staff there are supported? NB stated it has been made clear to the Deputy Heads to spend at least two days per week at Bidwell.</p> <p><i>The Governors ratified this approach.</i></p>	

<p>3.</p>	<p>STAFF PRESENTATIONS</p> <p>3.1. Lisa Newton, new PA to the Exec Head, attended to meet the Governors and introduced herself and her background. Governors welcomed Lisa to her new role.</p> <p>3.2. Sensory Curriculum & Engagement Model – Katy Bradley & Kate Preece (Deputy Heads) attended and presented to Governors.</p> <p>KB advised that the Federation is already compliant with the statutory requirements coming in for KS1 and KS2 from September, we are also applying this to KS3. We are training other schools. It is to assess pupils who are working below the standard of the national curriculum. We are reporting on how many children are being assessed using the engagement model, we currently have 210 students being assessed. Unless they are engaged in subject specific learning. We have three cohorts; students who are engaged in subject specific learning across the board (they are being assessed using their KS standards as they move up the school and against their home school agreement targets). second cohort – transitioning through the engagement model to a more specific pathway, we use our curriculum to bridge the gap. When they start entering more specific learning, teachers add targets for English and Maths. Third cohort – the pure sensory learners. They will remain being assessed against the Engagement Model throughout their time in school. We have appointed Becky Saviour who is currently working at the Hex, looking at supporting the transition of our sensory learners and working with Hillary at visuals, and CDMT to support the development of the sensory curriculum, and working with the Hub – to ensure consistency of approach across the Federation. Regarding the Engagement Model; there are five areas of engagement, which KP ran through on screen. Students can be working on any area/areas at any time.</p> <p>NB: Teachers and TAs have time to work with the learners, the Engagement Model emphasises the importance of observations and it has helped Teachers know how to focus their observations and share observations with parents.</p> <p>KB has been working on Jotter and the sensory curriculum. The new system enables assessment on an individual basis rather than against peers. In September, there is training on target setting, then later in the week we are starting training on early developmental stages and approaches to teaching and learning.</p> <p>NB has a powerpoint of the 5 areas, what and why they are important, with further context. NB will upload this to the Sharepoint folder.</p>	
<p>4.</p>	<p>MINUTES OF LAST MEETINGS</p> <p>4.1. The following FGB Minutes are to be approved;</p> <p>26th May 2021 Part 1: approved. Clerk to arrange publishing of Part 1 online. Part 2: Clerk read out the Minutes to all Governors. Approved.</p> <p>4.2. Committee Impact statements: circulated by Clerk prior to the meeting.</p> <p>4.3. Meeting moved to Part 2 for 15 minutes.</p>	<p>Clerk to arrange to publish Part 1 online.</p>

<p>5.</p>	<p>SAFEGUARDING</p> <p>5.1. Safeguarding Update: Stella Wood, DSL, has provided an update via email.</p> <p>SC updated Governors that he has recently met DSLs and discussed the following;</p> <ul style="list-style-type: none"> • Early help and the practical implications of involvement and engagement with multi-agencies, and how we overcome obstacles • Domestic abuse was discussed as there has been an increase in domestic violence • Training has been provided by Stella • 360o overview and RSE has been overhauled • Parents have been invited in to discuss curriculum changes and how to access resources • Diversity lanyards and how diversity was being supported and recognised across the Federation • Lots of evidence of robust challenge • CPOMs is still fit for purpose • Reviewed effectiveness of training in terms of diversity and safeguarding, and safeguarding scenarios are circulated fortnightly. <p>KCSIE changes September 2021: SW joined the meeting to update Governors specifically on the KCSIE changes and the impact on the Safeguarding policy. SW is in process of reviewing the changes to implement by 1st September 2021. NB stated there are changes relating to the Domestic Abuse, online safety and use of technology in schools, safer recruitment, peer on peer abuse. SW agreed we have all bases covered. SW will go through the KCSIE changes and present back to Governors in September.</p> <p>5.2. H&S Update: DOL has provided an update via email; Governors were satisfied.</p>	<p>Diarise KCSIE review in September</p>
<p>6.</p>	<p>HEADS UPDATE</p> <p>6.1. Summer Heads Report: Governors thanked JW and SLT for the work involved. RG stated there is mention that we need library facilities at both schools. NB stated we have discussed this at SLT, there is a library space at the ETS but not at Bidwell. With all the alterations to the building, we are looking to couple up the dining space as a library space with shelving to store books and also work as acoustics. TJ stated the report was informative and he was proud to be a part of things. SC stated the format is easy to use as a Governor with the linking evidence element now included.</p> <p>6.2. Heads Update: JW stated the closed bubble is now back, this and partial other closures at Ellen Tinkham primary site were due to an agency worker testing positive. PHE came back to JW quickly and stated we had done the right thing by only sending home the class and direct contacts, not the whole of KS2. Families were informed quickly. There were about 20 staff and 20 students who isolated. Staff have an ongoing facility to get vaccinated and this has been communicated to the agencies we use too. We have an unvaccinated member of staff at Bidwell who has tested positive during isolation. JW feels there are more cases now in school and that we are hearing of, it feels far worse in Devon now than at any other time. JW has informed staff that we will continue with our current systems (bubbles and PPE) past</p>	

	<p>the 19th July when rules are relaxed by the Government and we will continue this into the autumn term. JW is awaiting more clarity on test & trace tracking through the summer holidays. NB agreed the numbers are increasing and has just been informed she has to leave to take her own son home to isolate.</p> <p>SC took a break in the meeting to present JW with a bouquet, and Governors passed on their thanks to JW for her outstanding work and support throughout her tenure.</p> <p><i>TJ left the meeting at 12.15pm.</i></p> <p>6.3. Teaching School Alliance: NB advised there has been an Alliance meeting recently, Robyn is poised to take over in September, to release NB's time. NB has had a recent meeting with the SEND100 project which we are moving forward with. NB has had lovely feedback from Teachers who came in to do some filming, which will be used in the ETC programme from September.</p>	
<p>7.</p>	<p>MONITORING</p> <p>FDIP: SC stated we have discussed at both committees, the importance of doing some work between reports coming out so we can summarise what we've seen in the reports to feed into the FDIP monitoring.</p> <p>SC stated in terms of the Governance review, one of the outcomes is that we have gone almost full circle – we started with individual responsibilities, then felt that everyone should look at everything, but feedback is that people would like individual responsibilities. Chairs will ask individuals to pick up certain parts of the FDIP to interrogate what evidence we have for each area in the Heads Reports.</p> <p>RG stated elements of the Heads Report could indicate which parts of the FDIP they relate to, for ease of reference.</p> <p>SC suspects Babcock will likely visit in September, it would be helpful if we could bring to our first committee meetings some evidence of monitoring to the first meetings in autumn so we can minute that monitoring has taken place before the meetings. SC will consider a pro-forma. RG believes look at a pro forma at the first meetings back in September.</p>	<p>Monitor items before next committee meetings</p>
<p>8.</p>	<p>GOVERNANCE ADMINISTRATION</p> <p><i>Governors came back to this section later in the meeting, so RG and TJ were not present.</i></p> <p>8.1. Skills Matrix annual review: Governors have submitted updates to Clerk and link to live document has been circulated. The areas of weakness currently flagging up will be improved once NB enters her details.</p> <p>8.2. Governance Review: SC advised that the feedback has been the desire to have individual responsibility, which committee Chairs need to bear in mind. Any further feedback is welcome.</p>	

<p>9.</p>	<p>POLICIES</p> <p>The following policies were approved at committee and require FGB ratification;</p> <p>Approved by CBT on 22/06/21;</p> <ul style="list-style-type: none"> • Disciplinary Policy – one change to item 11, highlighted. SC has revisited this policy to look at again, section 18 which mentions suspension, the wording needs to be clarified regarding Governors, not the whole Governing Body to authorise a suspension. Delegate that authority to the Chair of Governors if needed. Ratified. • Redundancy Policy – no changes. Ratified. • Governors Privacy Notice – has been drafted and will go to Babcock for checking. Clerk will then circulate to Governors for consideration. <p>The policy approved by T&L does not require ratification.</p> <p><i>RG left the meeting at 12.33pm.</i></p>	<p>Clerk to circulate Privacy Notice</p>
<p>10.</p>	<p>TRAINING</p> <p>Discuss/feedback on latest Governor training;</p> <ul style="list-style-type: none"> • SWALSS – new training offer, will be circulated by Clerk • Hays Safeguarding training - T&L Governors reminded to undertake this & confirm to Clerk <p>Governors reviewed impact of training undertaken over the year on Body effectiveness;</p> <ul style="list-style-type: none"> • NR had joined an SLT meeting and JW thanked NR for attending • New Governor’s inductions (Babcock) - SF has completed, NR to complete • SC advised taking part in a staffing appointment is very useful, SF agreed • National College – SC advised there are many high-quality courses available here • NASEN – JW recommended looking at community of practice and research areas • SENTient trust – a number of new Headteachers. Looking at a training development programme from SWALSS happening over a number of sessions – SENTient are going to fund new Heads to attend this, including NB, cost is £500. 	<p>T&L Govs to complete Hays training</p>
<p>11.</p>	<p>FUTURE MEETINGS</p> <p>11.1. Impact statement:</p> <ul style="list-style-type: none"> • Recruited a new Staff Governor • Received update the SCR and Safeguarding culture are excellent • Received report on steps to secure new Governors and website updates • Amended requirements for number of quotes required • Received report that Heads Review took place and was outstanding • Ratified amendment to staffing structure re Deputy Heads • Introduced to Lisa Newton • Updates received on Engagement Model / Curriculum • Updated on Premises work going on over summer • Reviewed summer Heads Report which was great preparation for Ofsted 	

- Received updates on COVID-19 and given full backing to ensure students are kept safe
- Agreed in terms of Monitoring/FDIP that Governors would be asked to prepare input in advance of first Autumn meetings ready to sign off at committee mtgs
- Skills Matrix was reviewed review training requirements for 2021-22
- Approved Disciplinary and Redundancy Policy
- Discussed impact of training and effectiveness of Governors having direct involvement with school such as recruitment

11.2. Future agenda items;

Noted throughout these Minutes.

11.3. Confirm next meeting dates;

A log with proposed 2021-2022 meeting dates has been circulated, Governors to feedback with any issues.

Meeting ended at 12.55pm.





Deferred items

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

Item	Deferred from	Deferred until
School on a Page (SOAP) 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