

FGB Committee: MINUTES

Wednesday 9th February 2022 at 10.00am
Dial-in via MS Teams, due to Coronavirus social distancing measures

| Attendees | Initials | Category |
|-----------------------|----------|-----------------|
| Nikki Burroughs | NB | Executive Head |
| Steve Cleverly | SC | Co-opted |
| Su Aves | SA | Local Authority |
| Rick Gaebl | RG | Foundation |
| Steven Finnemore | SF | Co-opted |
| Kay Rosier (part) | KR | Co-opted |
| Tom Bates | TB | Staff |
| Laura Boyce | LB | Parent |
| Katy Young | KY | Clerk |
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| In Attendance | Initials | Category |
| | | |
| Absent with Apologies | Initials | Category |
| Deb Norman | DN | Co-opted |
| Nicky Reynolds | NR | Co-opted |
| Tony Johnson | TJ | Parent |
| Absent | Initials | Category |
| | | |

| Meeting Agenda | Led By |
|-------------------------------------|--------|
| 1. Welcome, Apologies, Housekeeping | SC |
| 2. Staff Presentation – Finance | SC |
| 3. Last Minutes | SC |
| 4. Safeguarding & H&S | SC |
| 5. Heads Update | NB |
| 6. Monitoring | SC |
| 7. Annual Review items | SC |
| 8. Policies | SC |
| 9. Training | SC |
| 10. Future Meetings | SC |
| 11. | SC |

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

Additional Documents used/referred to at the meeting;

- Budget
- Governor volunteer details
- FDIP – 2022-2024
- Committee Impact Statements
- Safeguarding update
- H&S / Premises update
- Social Media Policy
- Curriculum Intent document
- SFVS

MINUTES

| Ref | Item | Agreed/Action |
|-----|---|---------------|
| 1. | <p>HOUSEKEEPING</p> <p>1.1. Welcome and Apologies received: DN, NR and TJ have sent apologies. KR will join the meeting later.</p> <p>SC acknowledged the difficulties of providing reports for this meeting due to challenges in school in recent weeks, with COVID staff absences and arranging the Executive Headship.</p> | |

Signed:



APPROVED AT FULL GOVERNOR'S MEETING ON 6th APR 2022 _____ Page 1 of 9

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| | <p>1.2. Register of Business Interests: Governors confirmed there are no changes.</p> <p>1.3. Appointment of Executive Headteacher: Governors confirmed the appointment of Nikki Burroughs as permanent Executive Headteacher following interviews of two candidates on 27th January and as confirmed at the extra-ordinary Governor’s meeting on Fri 28th January 2022.</p> <p>1.4. Governor vacancies</p> <p>1.4.1. Parent Governor – LB (Laura Boyce) has volunteered, LB has attended the CBT and T&L committee meetings this (Spring) half term. LB was invited to join the Governing Body and join the T&L committee – RG proposed adding LB as a Governor, and SA seconded this; Governors unanimously agreed. LB was formally invited and accepted the role.</p> <p>1.4.2. Foundation Governor – the SENTient Trust have formally appointed SF, so he has transferred from a Co-Opted to Foundation category of Governor. Clerk has completed Form H confirming this with Babcock.</p> <p>1.4.3. Two x Co-opted vacancies – Governors discussed the candidates (CVs HERE) and what experience would be beneficial to the Governing Body. <i>KR joined the meeting part way through the discussion at 10.30am.</i> Governors decided to initially speak to parent Danielle Punter, and external volunteers Mahreen Mahmud, Bob Maskell and Evelyn Lee. Clerk to progress.</p> | <p>1.4.1 Clerk to complete a Form H for Laura Boyce</p> <p>1.4.1 Clerk to arrange induction docs/training</p> <p>Clerk to put SC in contact with volunteers</p> |
| <p>2.</p> | <p>STAFF PRESENTATIONS</p> <p>2.1. Finance</p> <ul style="list-style-type: none"> • Budget update AD advised Governors that an increase of 2.75% has been agreed, so both schools should expect a carry forward (approx £50-70k for Ellen Tinkham, and £10k for Bidwell) which will help with the costs of staff cover. We will have the additional 2.75% next year too, but will have to pay for the increased employer’s NI contribution and staff pay rises which don’t apply this year. <p>Bidwell has grown in student numbers, so their budget will be a bit higher, they are also able to share their costs with Ellen Tinkham going forward.</p> <p>Security costs – NB added that we have had to increase security at Ellen Tinkham School, which will have a cost implication of about £7,500; Governors agreed was an essential safeguarding measure.</p> <p><i>The meeting moved to part 2 briefly – see separate minutes.</i></p> <p>2.2. SFVS – ratified and Minuted under policies section.</p> <p><i>AD left the meeting at 11.25am.</i></p> | |



Signed: 

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| <p>3.</p> | <p>MINUTES OF LAST MEETING</p> <p>3.1. Minutes 8th December 2021 – matters arising;</p> <p>page 2, Curriculum & Assessment Developments (Pathway Maps) - SC queried; is NB happy that we are capturing our “broad & balanced curriculum”? NB stated yes - via the Hub, outdoor learning offer, rural skills, enrichment and the “energise” E-team and thematic approach. We need to develop the arts as well - such as music.</p> <p>page 3, Governor Monitoring – SC queried; how should we measure targets, how targets were achieved, and what training has been rolled out to staff. NB stated we are looking at a package to give us a robust baseline to monitor. Assessment and Curriculum will continue to be reported in the Heads Report. We have moved to two data drops per year. Moving forward, NB suggested that SLT could give an example case study in the Heads Report to illustrate how targets are monitored. RG added that Governors could triangulate this by reviewing pathway maps during Learning Walks.</p> <p>Minutes 8th December 2021 (Part 1): Approved. There were no Part 2 Minutes.</p> <p>3.2. Actions Log – the actions from the last FGB meeting were reviewed and updated (see Actions Log at end of these Minutes)</p> <p>3.3. Committee Impact statements: the Chairs of each committee ran through the key items raised at the latest committee meetings on 18th Jan 2022 (CBT) and 26th Jan 2022 (T&L) and Governors were satisfied.</p> | <p>NB to note to include a case study showing targets/achieved in Heads Report</p> <p>T&L Govs to arrange Learning Walks</p> <p>Clerk to arrange to publish Part 1 Minutes online.</p> |
| <p>4.</p> | <p>SAFEGUARDING & H&S</p> <p>5.1. Safeguarding: Governors have been provided with an update from the DSLs, extracted from T&L Minutes of 26/1/22.</p> <p>5.2. SA confirmed the termly Single Central Record (SCR) check took place on 4/2. A personnel file will be checked every other time.</p> <p>5.3. Staff wellbeing: agreed for Governors to be introduced via the staff newsletter in case staff wish to get in touch. Termly drop-ins are being set up and a Governor could attend for visibility. Key stage comms communication are still being held.</p> <p>5.4. H&S / Premises: Governors were provided with an update from DOL, extracted from CBT Minutes of 18/1/22.</p> | <p>Drop-in session dates – Clerk to circulate to Govs</p> <p>Check photo boards up to date</p> |
| <p>5.</p> | <p>HEAD’S UPDATE</p> <p>NB updated Governors as follows;</p> | |

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| | <p>5.1. COVID-19 High levels of COVID across all sites, staff being moved around to provide cover. We are trying to bubble classes with high cases. UKHSA are in daily contact with us.</p> <p>An ambulance was called on Friday for a student with a seizure, he was taken to Torbay and diagnosed with COVID. He was sent home on Saturday but immediately returned to Derriford intensive care unit for monitoring.</p> <p>5.2. Teaching School Alliance: see NB’s update, extracted from T&L Minutes of 26th January 2022. Robyn Emmerson continues to do a great job.</p> <p>5.3. Capacity: consider issues and possible application for increased PAN (pupil allocation number) and agree next steps.</p> <p>SA and NB have sent correspondence to Dawn Stabb, Julia Foster and Simon Niles at DCC raising the issue of capacity, especially from Sept 2023 when we will be totally full.</p> <p>NB advised that Julia and Dawn were at a SENTient Heads meeting last week and discussed forced academisation, along with capacity. They are trying to look at the high needs block which is overspent, the biggest proportion is spent on pupils in the independent sector, trying to redirect that funding by building two new SEN schools in Devon, which will allow re-direction of funding back from independents. The Schools Capital - the DfE has increased the number from 50 to 300 and NB is going to look into whether this covers Devon. Dawn said there are 230 children looking for SEN places from September and only 130 spaces.</p> <p>5.4. School Improvement Partner: Governors noted that Clive is attending on 7th and 8th April to observe classrooms.</p> <p>5.5. Local Authority Monitoring: Diana Denman coming in on 31st March.</p> <p>5.6. Home Learning Platform: NB informed Governors that online learning platform, Jotter, was becoming too complex. Relaunching Jotter next term so that it is linking to what is happening in the classroom. There will be differentiated activities. More detail can be discussed at T&L Committee.</p> | <p>Add Jotter to next T&L Agenda</p> |
| <p>6.</p> | <p>MONITORING</p> <p>6.1 FDIP Jan 2022 – Sept 2023: NB presented on screen to Governors 12.50 – 1.20pm.</p> <p>NB has included the calendar, so that the FDIP remains a live document and RAG rated by SLT.</p> <p>Governors overall were satisfied with the format and content and thanked NB for her work on this. Governors will go away and review in depth - initial thoughts;</p> | <p>Governors to give any feedback on</p> |

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| | <ul style="list-style-type: none"> • whether there should be a reference to Governance including clarity about monitoring duties such as reviewing EHCPs, individual pathways, use of space at Bidwell, etc. NB will add a section in. • consider scheduling Learning Walks • become more strategic about Governor's training e.g. SWALSS updates - look at as part of upcoming self-evaluation <p>6.2 Learning Walk: RG and SF visited Bidwell on 8th Feb at 3.15pm. SF stated the new extension looks good, a few snagging issues on quality of finish. Big issues at Bidwell are - lack of space; would be obvious to move the two larger rooms to the far end of the building under the offices. Flooring; lifting in places. RG stated they met with a few members of staff, Governors agreed that a full audit needs to take place to review use of every space in the building.</p> <p><i>SF and KR left the meeting at 1.40pm.</i></p> | <p>FDIP to NB by 21st Feb</p> |
| <p>7.</p> | <p>SELF EVALUATION</p> <p>7.1. Governing Body Self-Evaluation: note that this will be tabled on next FGB Agenda, after reviewing the new FDIP. (Will use the Babcock self-evaluation tool – Governors to prepare at committee meetings).</p> <p>7.2. Board objectives for the year: as above, note this is tabled for next FGB Agenda, after reviewing new FDIP.</p> | <p>Committees to look at;</p> <ul style="list-style-type: none"> • FDIP • prep for the FGB self-evaluation • Objectives <p>Then bring to FGB 6/4/22</p> |
| <p>8.</p> | <p>POLICIES</p> <p>The following policies, approved at committee, require FGB consideration, approval or ratification;</p> <p>8.1 Social Media Policy: TO FOLLOW - discuss allocating to FGB, as it links to both sub-committees.</p> <p>8.2 Curriculum Intent Policy: external facing document has been condensed into 11 pages. Approved.</p> <p>8.3 SFVS: AD reported to CBT - very little change from previous year and Benchmarking documents were reviewed. CBT approved the SFVS on 18/01/22 – FGB ratified.</p> | <p>Clerk to confirm to Shane</p> |
| <p>9.</p> | <p>TRAINING</p> <p>Discuss/feedback on any Governor training;</p> <ul style="list-style-type: none"> • SC attending Discipline & Conduct update training (National College) on 16th Feb • SC attending Safeguarding Level 3 training on 27th April • Laura Boyce will be booked onto New Governor induction Babcock training | |

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| | <ul style="list-style-type: none"> • SWALSS Governance update on the evening of 21st February 5.30pm – SA will attend | |
| <p>10.</p> | <p>FUTURE MEETINGS</p> <p>10.1. Impact statement:</p> <ul style="list-style-type: none"> • NB enthusiastically welcomed in role as permanent Executive Headteacher • LB welcomed as parent Governor which improves the breadth of FGB • SF confirmed as switched to Foundation category of Governor • Plans in place to recruit two Co-Opted Governors in order to fill FGB • Budget update received and approved expenditure for Head of School at ETS. Agreed we would review SLT structure after Head of School recruited, which should take pressure off SLT. Likely to be a surplus due to windfall payment of 2.75% but carry forward as much as possible. Agreed and approved spending on site security to ensure safeguarding • Minutes approved and committee impact statements received, evident that committees had been heavily involved in crucial reviews and actions • Received safeguarding report from DSLs and were reassured from DSL meeting and SCR meeting that safeguarding is secure and Governors are reassured and positive that safeguarding is fully in place, supporting both students and staff • Staff wellbeing – way forward involves Governors speaking to staff via introduction through newsletter and involvement in termly drop-ins • Health & Safety update provided from DOL which provided reassurance • Headteacher’s update – received updates on COVID, TSA and are now better informed of issues particularly around the COVID-19 situation. Governors continue to be concerned at the pressures being put on schools to keep classes open. • Capacity discussed and Governors agreed to take forward with Local Authority as a matter of urgency – following up to push for meeting which should take place before the end of term. Also commissioned work in terms of checking numbers to get the forecast more clear. • School Improvement Partner and Local Authority monitoring occurring later this term. • Home Learning Platform – update given by NB, impact will hopefully be a reduction in pressure on staff and families as this becomes more accessible • Discussed comprehensive FDIP and congratulated NB on pulling this together whilst managing COVID and Exec Head recruitment. Issues to be given to NB by 21st Feb and followed up when committees look at the prep work for the FGB self-evaluation work after half term. Impact – at next FGB, Governing Body evaluation and Objectives can be progressed. • Learning Walk feedback from Bidwell, impact – review of the use of buildings to ensure we are using them most efficiently • Social Media Policy will be assigned to FGB and come to next meeting • SFVS approved • Curriculum Intent Policy approved and can be uploaded to website • Training opportunities for Governors being progressed | |

Signed: 

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| | <p>10.2. Future agenda items; Noted throughout these Minutes.</p> <p>10.3. Confirm next meeting dates; CBT – Tues 15th March 2022 (HR, Comms) followed by P&P T&L – Weds 23rd March 2022 FGB – Weds 6th April 2022</p> | |
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Meeting ended at 2.00pm.

ACTIONS LOG

| Meeting | Minutes item no. | Action | By | Deadline/Status |
|----------|------------------|--|------|---|
| 08/12/21 | 1.5 | Self-Evaluation and Board objectives – consider at committee level | asap | Objectives & Self Evaluation to be updated once FDIP has been reviewed. |
| 20/10/21 | Pt 2 Minutes | Arrange meeting with Local Authority to discuss spurious claims / Complaints policy | Asap | SC following up |
| 08/12/21 | 1.3.1 | Add Laura Boyce to future agendas | Asap | DONE |
| 08/12/21 | 1.3.2 | Chase SENTient regarding SF appointment as Foundation Governor | Asap | DONE |
| 08/12/21 | 1.3.3 | Clerk to seek volunteers for co-opted vacancies | Asap | Governors to review CVs circulated |
| 08/12/21 | 3.1 | Clerk to publish Minutes of 20 th October 21 online | Asap | DONE |
| 08/12/21 | 3.1 | Clerk to circulate link to Part 2 Minutes via email going forward | Asap | NOTED |
| 08/12/21 | 5.4 | NB to circulate SEF to Governors (format being finalised) | Asap | DONE |
| 08/12/21 | 6 Heads Report | NB to add 'Top Risks' to future Heads Reports – Clerk to inform Lisa | Asap | DONE |
| 08/12/21 | 7 FDIP | NB to write closing statement for current FDIP NB to circulate Draft new FDIP doc to all Govs | Asap | On 9/2/22 Agenda |
| 08/12/21 | 8 FGB Objectives | Discuss at 9 th Feb 22 meeting after receiving FDIP | Asap | On 9/2/22 Agenda |
| 08/12/21 | 9.2 Policies | Shane to circulate 'Curriculum Intent' Policy document | Asap | DONE |

The Clerk will Minute that the following items are deferred;

Deferred items

| Item | Deferred from | Deferred until |
|------|---------------|----------------|
| None | | |

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

Signed: 

- Laurel Trust meeting



Signed: 