

FGB Committee: MINUTES – Part 1

Tuesday 11th July 2023 at 10.00am

Ellen Tinkham School

Attendees	Initials	Role / Governor type
Nikki Burroughs	NB	Executive Head
Steven Finnemore (Chair)	SF	Foundation
Steve Cleverly (dial-in)	SC	Co-opted
Laura Boyce	LB	Parent
Tom Bates (dial-in)	TB	Staff
Su Aves	SA	Local Authority
Nicky Reynolds	NR	Co-opted
Jodie Came	JC	Potential Governor
Katy Young (dial-in)	KY	Clerk
In Attendance	Initials	Category
Robyn Emmerson	RE	CPD Lead
Absent with Apologies	Initials	Category
Deb Norman	DN	Co-opted
Absent no Apologies	Initials	Category

Meeting Agenda	Led By
1. Welcome, Apologies, Housekeeping	Chair
2. Safeguarding H&S	Chair
3. Executive Heads Update	NB
4. Staff Presentations	Chair
5. Monitoring	Chair
6. FGB Self-Evaluation	Chair
7. Policies	Chair
8. Training	Chair
9. Key Stakeholder Comms	Clerk
10. Minutes & Actions	Chair
11. Finance	Chair
12. Impact/Future Meetings/Actions	Chair

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

Additional Documents used/referred to at the meeting;


- FDIP Monitoring Doc – RAG ratings
- FGB Actions Log
- Training Log
- New website proposal from CWa/IT
- Robyn Emmerson – CPD slides
- ~~Teacher's Pay Policy~~ – awaited
- Finance Policy
- Finance Table of Delegation
- Behaviour Principles (appendix to Policy)
- Head's Report

MINUTES

Ref	Item	Agreed/Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome & Apologies: Welcome prospective Governor, Jodie Came. Note that Tony Johnson has retired due to long term illness; leaving 8 Governors in post. Deb Norman has sent apologies due to being unwell.</p> <p>1.2. Governor candidates: New candidates registered, Clerk has approached candidates; <i>AI</i> – CV awaited <i>GR</i> – Nursery owner, Governor & SEND experience, Safeguarding trainer <i>GA</i> – Lead Nurse at RD&E, wants to create opps & empowerment <i>SW</i> – business owner (financial planning), parent, wants to give back</p> <p>Profiles have been uploaded to Sharepoint and link was circulated to Governors.</p> <p>1.3. Register of Business Interests: no changes.</p>	

<p>2.</p>	<p>SAFEGUARDING & H&S</p> <p>2.1. Safeguarding Head's Report has been sent this morning; Governors to review offline. NB advised that the Safeguarding section is now much more data specific.</p> <p>2.2. H&S: refer to Heads Report. NB confirmed nothing else / new to report.</p> <p>2.3. Governor training incl Safeguarding: There are 3 Governors (plus Laura from June 2023) trained in L3 Child Protection.</p> <p>2.4. P&P Terms of Reference – approved by P&P – FGB to ratify (<i>1 change in personnel</i>) Ratified on Forms by NB, SC, SF, LB, NR. TB and SA confirmed verbally they are happy. RATIFIED.</p>	
<p>3</p>	<p>EXECUTIVE HEADTEACHER'S UPDATE</p> <p>3.1 Safeguarding NB updated Governors that the KCSIE Sept 2023 updates (released already) are around filtering and monitoring of online safety, and the responsibility for this sits with the DSLs. Working with IT department, pulled together a list of DfE cyber security standards. RAG ratings – cyber security are mostly green/amber. Filtering & monitoring is mostly red due to responsibility needing to move from IT to DSLs.</p> <p>MASH – are re-structuring and referral form is now more user friendly. Due to re-structuring, responses and escalations are inconsistent. NB explained acronyms (MASH, DSLs, SCR, KCSIE) to Karolina Galera, guest prospective Governor.</p> <p>3.2 Named Safeguarding Governors – LB and SF. Review again Sept 2023.</p> <p>3.3 SCR check at ET – SF is completing this after FGB – 11th July.</p> <p>3.4 Bidwell SLT – Assistant Head interviews on Thursday 13th July.</p> <p>3.5 Discussed under Part 2.</p> <p>3.6 SIP has proposed 14th Sept as the date for the Head's Review – P&P Governors to check this date is okay for them. NB confirmed the SIP visits are one day per site, per term. Clive Robson the SIP has confirmed he can continue to work with us.</p> <p>See also – training section (Safeguarding).</p>	

4	<p>STAFF PRESENTATIONS</p> <ul style="list-style-type: none"> • Student Council – Governors enjoyed viewing a video made by the students. • Comms & website – Governors reviewed a written update from Comms Manager. 	
5.	<p>MONITORING</p> <p>Governors carried out the following monitoring activity;</p> <p>5.1 Summer Head’s Report – NB is finalising, needs to be compiled then can be circulated by end of this week. Monitoring items are;</p> <ul style="list-style-type: none"> • 6th Form update/transitions – refer to Emma K’s destinations report – shared on screen. Exeter College is a key destination, it has a nice SEN building and support – DN added that it suits our current cohort. <p>Governors discussed post-16 placements; offer may be different for SEN students. Governors in agreement that it has to be in the students’ best interests.</p> <ul style="list-style-type: none"> • Life Skills – NB advised that discrete skills are being woven through curriculum. Life Skills Lead is going to present to T&L committee in autumn term. <p>5.2 FDIP: RAG ratings – NB will circulate updated version with RAG ratings for June and July. Governors to then update Governance section (LM2).</p> <p>NB ran through the format of the FDIP with prospective Governor Karolina Galera.</p> <p>5.3 <u>Governor’s FDIP monitoring list</u>: Completed year-end updates</p> <p>5.4 <u>FGB Action Plan (Objectives)</u>: Agreed July RAG ratings. Update given under Part 2.</p> <p>5.5 Committee Impact Statements – see separate sheet</p> <p>5.6 Road closures (bus gates) – Heavitree and Active Transport Streets – SA requested Governors give feedback; from August there is a 6 month consultation. Will affect our Exeter sites – buses can get through gates, only walking and cycling can get through ‘filters’ – Whipton Lane gate will be relevant to us.</p> <p>The other schools in the area are ‘pro’ the move – citing child safety. Governors to review information, SA has a link to the new website with the trial (<i>SA declared an interest as she is a councillor</i>) Approx. 4-7 August the consultation will start. Need to let parents know – NB will action this.</p>	

Signed: 
(Steven Finnemore, Chair of Governors)

<p>6</p>	<p>FGB ANNUAL SELF-EVALUATION</p> <p>6.1 Skills Audit Clerk circulated template on Weds 29/3. Governors to complete, then Clerk will create a 'Matrix' identifying any gaps to consider when recruiting new Governors.</p> <p>6.2 FGB annual <u>Self-Evaluation</u> Governors completed this activity in the meeting. Most areas were RAG rated positively (green) – weakness identified was around number of Governor. Governors to start to draft the <i>2023-2024 FGB Action Plan</i> - add Strategy Day outcomes to this.</p> <p>The '3 core functions' of the Governing Body were revisited (more info in links);</p> <ol style="list-style-type: none"> <u>Ensuring clarity of vision, ethos and strategic direction</u> <u>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff</u> <u>Overseeing financial performance of the organisation and making sure its money is well spent</u> <p>Governors requested a link to the <u>Governor's handbook</u> so they can revisit this.</p> <p>6.3 Federation Vision Statement Discussed under Part 2.</p> <p>6.4 Strategy Day: Clerk will arrange date (late May / early June). Agenda items discussed under item 12.</p> <p>6.5 Capacity / ET site – NB optimistic there may be a new site available.</p>	<p>Governors to return Skills Audit to Clerk</p> <p>Clerk to note actions identified by Self-Evaluation, and draft new FGB Action Plan</p>
<p>7.</p>	<p>POLICIES</p> <p><u>Ratified (via 'MS Forms')</u> these policies approved at committee;</p> <ul style="list-style-type: none"> Redundancy Policy – approved by CBT (no changes) - RATIFIED Disciplinary Policy – approved by CBT (no changes) - RATIFIED <p><u>Awaited;</u></p> <ul style="list-style-type: none"> Teacher's Pay Policy – (new model) awaited – NB chasing up HR – take to next FGB/P&P Appraisals Policy – NB working on this – take to next FGB/P&P Governor Visits Policy – NB working on this – take to next T&L/FGB 	
<p>8.</p>	<p>TRAINING</p> <p>Governors can refer to the <u>training log</u> for full details.</p> <p>Confirmed the following Governors are trained in Level 3 Child Protection: SF, SC, SA – and LB now trained (June 2023).</p>	

	<p>8.1 Safeguarding conference: 29 Jun 23 – DN and SF gave feedback that it embedded existing knowledge and was a very interesting and engaging conference.</p> <p>8.2 Jon Galling staff L2 training (Bidwell in person / online session): Sept 2023 – date TBC. Governors welcome to attend. NB confirm date.</p> <p>8.3 Complaints training (communication, conflict resolution etc) – SC to report back on bespoke option (through Kevin Hughes at HR One)</p> <p>8.4 Safer recruitment – online/anytime – GR, SF will attend.</p> <p>8.5 The governance of safeguarding (online) (FREE): <u>26 Sep, 10-11.30am</u> New Governors to attend this training. Governors can refer to the <u>training log</u> for full record of training to date.</p>	<p>Jon Galling training – NB to confirm dates & other relevant training that Governors could attend</p> <p>SF/DN to feedback at next FGB (May)</p>
<p>9.</p>	<p>KEY STAKEHOLDER COMMUNICATIONS</p> <p>Governors are attending these key stakeholder events; <i>(reminded to indicate availability via the MS Form)</i></p> <ul style="list-style-type: none"> • <u>Staff</u> – WSMs: TB and SF attended all (SF BB and @College – included safeguarding quiz at the start, SF gave update on Governance – staff asked if BB have their own staff Governor, Governors agreed we only have 1 Governor in our constitution. • <u>Families</u> - Summer fetes – TB and LB attended BB; there were stalls with guess the number of sweets, guess the weight of the bunch of garlic. ETS fete is this week – Thursday – JC attending. College is Friday, TB and DN will attend. • <u>Student Council</u> meetings - LB attended ETC, they were testing maths games on ipad the students were insightful. SF couldn't attend BB due to meeting clash. • <u>KEVICCS visit</u> – art exhibition 3/7/23 – SC and LB attended. Students were very well behaved and proud of their work. • <u>Student survey:</u> awaited • <u>Newsletter updates:</u> The Chair is drafting an update for staff/family newsletters, and given verbal updates at the WSMs. NB will input, then can be circulated. 	
<p>10.</p>	<p>STRUCTURE OF GOVERNING BODY</p> <p>10.1 Resignations: Su Aves (LA Governor) from end of summer term</p> <p>10.2 Governor appointments</p> <ul style="list-style-type: none"> ➢ Jordan Conibere elected as staff Governor ➢ Tom Bates (switching from staff to Co-opted) ➢ Discuss who to put forward as the LA Governor – Clerk to request GR is appointed 	

	<p>10.3 Committee structures & responsibilities</p> <p><u>Governing Body Model</u></p> <ul style="list-style-type: none"> ➤ Update in line with best practice now Governors recruited ➤ Balance the T&L and CBT committees <p><u>Terms of Reference</u></p> <ul style="list-style-type: none"> ➤ Assign policies to individual Governors – Sept 2023 ➤ Assign Lead Governors on key areas – incl Health & Safety (JCa), Mental Health ➤ Named Safeguarding Governor(s) – should be separate to Chair. SC til end of term. LB/GR to be named SG Governor from Sept '23. <p>10.4 Next meeting dates:</p> <ul style="list-style-type: none"> ➤ 2023-2024 meeting dates – to follow ➤ Meeting timings. Committees moving to 4.00 / 4.30pm start, effective from Sept 2023. Consider whether to move FGB too and report thoughts to Clerk. 	
11.	<p>MINUTES</p> <p>Last Minutes: 26th May 2023 Clerk to circulate after meeting, via Forms, for approval.</p>	Clerk circulate
12.	<p>FINANCE</p> <p>No updates from Finance Manager.</p>	
13.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>Impact statement – what difference has this made to outcomes across the Federation?</p> <ol style="list-style-type: none"> 3. Discussed Safeguarding – remains effective 4. H&S – JC is new Lead Governor for H&S and has met with Dave 5. Capacity / ET site – NB optimistic there may be a new site available 6. Update given on Head's Report – will be circulated by end of term 7. NB gave update on transition of 6th Form to new building at ETS, hoping this will increase independence and decrease in CPOMs incidents 8. Leaver's destinations data from EK was shared on screen 9. Received verbal update on FDIP RAG ratings 10. FGB Objective reviewed and updated RAG ratings 11. Redundancy and disciplinary policies ratified 12. NB is working with HR on the other three outstanding policies – Visits, Appraisals will be issued over summer for September review. 13. DN and SF attended safeguarding conference 14. Jon Galling L2 Safeguarding training will be communicated so Governors can join 15. Complaints bespoke training – SC will progress 16. Safer Recruitment – SF and GR wish to attend. Clerk to book. 	

17. All stakeholder events to be attended by at least 1 Governor
18. Laura attended KEVICCS
19. LA Governor – GR happy to be put forward
20. Parent Governor candidate Chris Wardley could not attend, consider Parent Governor vacancy in September if Chris cannot attend
21. Consider BB Staff Governor / Associate Governor in Sept
22. NB gave update on Strategy Day
23. SIP agreed at one day/site/term, to continue momentum of school improvement

Future agenda items – Autumn term (September FGB)

- Student Council: attending a future FGB – with support staff
- Governing Body Model: update re best practice, once new Governors are recruited
- ToR review: assign policies to individual Governors. Appoint Lead Governors to key areas
- Strategy Day – FDIP and SDP
- Student welfare: Pupil survey – data was given to Ofsted, NB has not yet had a collation of responses – will be out in September.
- Monitor Summer term Head’s Report

Next meeting dates:

To follow from Clerk.

Actions Log – next page

Meeting ended at 12.40pm

ACTIONS LOG

Meeting	Minutes item no.	Action	By	Deadline/Status
18/10/22	1.Housekeeping	Sign Autumn Housekeeping doc 06/12/22 update; SC will ask TJ and RG will sign.	ALL	ASAP – as this confirms the KCSIE updates have been read 31/3/23 SC will follow up
18/10/22	3.5 LA Monitoring	Governors to progress bullet points from Diana Denman; ➤ Outside areas/safety of pathway ➤ Improve pupil voice with Governors (Student Council to be first on FGB Agenda) ➤ Parents newsletter (SF/Clerk) ➤ Staff – newsletter (SF/Clerk) – incl wellbeing ➤ Staff – Minute which Gobs are going to which WSMs at March FGB	ALL	Outside areas/safety of pathway – review on Monitoring Walks Student Council will attend summer FGB SF progressing newsletters – going out start of summer term Gov(s) to attend WSMs – diary reminders sent
18/10/22	6 Self-Evaluation	SA/NR to circulate a summary of the T&L Strategy brainstorming session held on 19/5.	SA/NR	SA/NR will look out their notes
10/2/23	3.2 SIP	NB to share SIP's spring term report with Governors	NB	By 31/3 meeting
10/2/23	3.7 Comms/Staff wellbeing	Cover wellbeing in staff newsletter Diarise that an annual update needed in summer term	Clerk	Spring newsletter – SF drafting Summer update – diarised to discuss at May FGB
10/2/23	5.2 Monitoring	Add SF to SENTient Board	Clerk	Chasing with Lindi at SENTient