

## FGB: MINUTES (Part 1)

Monday 10<sup>th</sup> February 2025, 4.30 – 6.30pm

Hybrid – College / Teams

| Attendees                | Initials | Governor category     |
|--------------------------|----------|-----------------------|
| Nikki Burroughs          | NB       | Executive Headteacher |
| Steven Finnemore – Chair | SF       | Chair, Co-opted       |
| Karolina Galera          | KG       | Foundation            |
| Jamie McFadzean (Teams)  | JMc      | Co-opted              |
| Emma Whitton (Teams)     | EW       | Co-opted              |
| Ben Marsh                | BM       | Co-opted              |
| Gemma Rolstone           | GR       | Local Authority       |
| Katy Young               | KY       | Clerk                 |
|                          |          |                       |
|                          |          |                       |
| In Attendance            | Initials | Category              |
| Frankie Radmore          | FR       | Prospective Governor  |
|                          |          |                       |
| Absent with Apologies    | Initials | Category              |
| Jodie Came               | JC       | Parent                |
| Jordan Conibere          | JCo      | Staff                 |
| Absent no Apologies      | Initials | Category              |
| None                     |          |                       |

| Meeting Agenda                           | Led By |
|--|--------|
| 1. Welcome, Apologies, Housekeeping      | Chair  |
| 2. Monitoring                            | Chair  |
| 3. Policies                              | Chair  |
| 4. Training                              | Chair  |
| 5. Key Stakeholder Comms                 | Chair  |
| 6. FGB Structure & Self-Monitoring       | Chair  |
| 7. Staff Presentation                    | Chair  |
| 8. Minutes of Last Meeting               | Chair  |
| 9. Finance (Pt 2)                        | Chair  |
| 10. Executive Headteacher's update (Pt2) | NB     |
| 11. Safeguarding & Health & Safety (Pt2) | Chair  |
| 12. Impact/Future Meetings/Actions       | Chair  |
| 13.                                      |        |

Governor challenge/questions are shown in *italic blue font*. Responses shown in *green font*. Actions in *red font*.

Additional Documents used/referred to at the meeting;

- Budget update (verbal)
- Last FGB Minutes – 11<sup>th</sup> December 2024
- Policies

## MINUTES

| Ref | Item   | Agreed/ Action |
|-----|--|----------------|
| 1.  | <p><b>HOUSEKEEPING</b></p> <p>1.1. <b>Welcome:</b> The meeting was quorate (EW and JMc attended via Teams).</p> <p>1.2. <b>Apologies received:</b> JCo has sent apologies as he is on jury service. JC has sent apologies due to parent's evening.</p> <p>1.3. <b>Prospective Governor:</b> Frankie Radmore attended. Frankie discussed her background and what she can bring to the Governing Body: <i>27 years old, 6 years' teaching experience in St Thomas as a class teacher and EAL lead, then moved to Dubai where she has been teaching Year 3 for the last 2.5 years, working with SEN children. Frankie has completed 'Skills &amp; knowledge in Autism' online and looking to do SENCO training in September when back in the UK (moving back in June 2025). Working in Dubai has been enjoyable but made Frankie realise she wants to work with children with SEN. Very passionate about her job, making lessons fun and engaging and giving students the best education they can have. Saw the Governor role and wanted to apply and give back and help where I can. Currently can only join via Teams, at Christmas 2024 Frankie visited both schools, was nice to meet people, will be happy to come in person once back in UK and</i></p> |                |

FGB Minutes: Mon 10<sup>th</sup> February 2025 (Part 1)

Signed: \_\_\_\_\_ DRAFT – TO BE APPROVED VIA MS FORMS

Steven Finnemore, Chair of Governors

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|    | <p>would like to support at events too.</p> <p><b>Questions from Governors for Frankie:</b></p> <p><i>BM – are you hoping to come and work at the school, or be a Governor? For now, be a Governor, but potentially when back in the UK will be looking for jobs.</i></p> <p><b>Frankie left the meeting and Governors adjourned to discuss the appointment.</b></p> <ul style="list-style-type: none"> <li>➤ discussed the dynamics of how to manage the situation if Frankie applied for a job at the Federation in the future – whether she could continue as a Governor (SF confirmed that she could, as a co-opted category of Governor).</li> <li>➤ Agreed that in that case, a HoS would carry out any interview process, with an external Governor.</li> </ul> <p><b>Frankie was invited back into meeting and it was confirmed that Frankie would join the FGB with immediate effect. Frankie will be referred to as “FR” in the Minutes.</b></p> | <p><i>Clerk to arrange induction processes</i></p> |
| 2. | <p><b>MONITORING</b></p> <p>2.1 <b>FDIP: RAG ratings @ Dec 2024:</b> next update is due on 14/2. No queries and updates have been given at committee meetings.</p> <p>2.2 <b>Monitoring Walks:</b></p> <p>BB: booked for 13<sup>th</sup> Feb @ 10am<br/> ETS: BM and EW – date TBC (BM and EW to liaise) – JMc will join next Exeter walk<br/> ETC: JC – KG will join her – date TBC (KG and JC to liaise)</p> <p><i>BM asked: is there an update since last monitoring walk at ETC. NB stated she has feedback with MD, Governors should see that has improved in the Heads Report, Governors need to triangulate that on Monitoring Walks. BM – there were a number of actions raised. NB has spoken to staff team about safeguarding. Update will be in next Head’s Report. JC will be revisiting ETC.</i></p>  |  |
| 3  | <p><b>POLICIES</b></p> <p><b>RATIFIED:</b></p> <ul style="list-style-type: none"> <li>• Finance Policy &amp; Table of Delegation (STATUTORY) – one change to delegated limit from £10k to £20k. CBT approved 14/1/25. <b>FGB RATIFIED</b></li> <li>• Parental Code of Conduct <b>**NEW**</b> (following threat to staff) – Not all Governors have had a chance to review. <b>CIRCULATE VIA FORMS. Note: will amalgamate with Vexatious Complaints Policy next year.</b></li> </ul>   | <p><i>Clerk circulate via Forms</i></p>            |

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|   | <ul style="list-style-type: none"> <li>Emergency Management Plans (STATUTORY) – <b>deferred from CBT</b><br/>“Outgoing members of staff have been removed &amp; cleaning provider has been updated.” <b>RECEIVED TODAY – CIRCULATE VIA FORMS.</b> GR asked – does it include lockdown procedure? New guidance since Nov about lockdown. NB stated using the model policy. GR will find details and send.</li> </ul> <p><b>TO FOLLOW:</b></p> <ul style="list-style-type: none"> <li>Teachers' Pay Policy (STATUTORY) – HR Manager marking up changes (incl to performance related pay). Governors to consider whether to retain any elements of performance related pay next year (2025-26) – <b>deferred from CBT. TO FOLLOW.</b><br/><b>Clerk to arrange a marked up version for Governors.</b></li> <li>Behaviour Policy – STATUTORY – updated v. Jan 2025 - <b>deferred from CBT. TO FOLLOW (Robyn).</b></li> <li>Accessibility Plan &amp; Action Plan<br/>“NB working on this; wants to engage with shareholders”. <b>WIP – done Acc Policy but not yet Action Plan – put on next FGB, mid April.</b></li> </ul> <p><b>INFO ONLY (APPROVED AT COMMITTEE LEVEL)</b></p> <ul style="list-style-type: none"> <li>Lettings Policy (no changes): CBT approved 14/1/25</li> <li>Provider Access Policy Statement: T&amp;L approving via Forms</li> <li>RSE Policy: T&amp;L approving via Forms</li> </ul> | <p><i>Emergency Management Plans: Clerk circulate via Forms</i></p> <p><i>Pay Policy: Clerk arrange marked up version</i></p> <p><i>Beh Policy – add to next CBT/FGB</i></p> <p><i>Acc Plan &amp; Action Plan: add to next FGB (April)</i></p> |
| 4 | <p><b>TRAINING</b></p> <p><u><a href="#">DES training</a></u>: use code ‘GOVNPremium’ for 100% discount on most courses<br/><u><a href="#">training log</a></u> (list of training attended by Governors YTD)</p> <ul style="list-style-type: none"> <li>➤ <u><a href="#">Supporting school leaders’ health &amp; wellbeing</a></u>: SF, GR, JMc, KG, JC attended (16<sup>th</sup> Jan)<br/>Next date: 8<sup>th</sup> May 12.30-1.15pm</li> <li>➤ <u><a href="#">Head’s Appraisal</a></u>: KG attending (3<sup>rd</sup> March).</li> <li>➤ <u><a href="#">School Improvement Partner training</a></u>: NB explained it is run by Mulberry Bush, it is endorsed by the <u><a href="#">Crossfields Institute Quality Mark</a></u>. Training School Leaders to become a School Improvement Partner – which could be an income revenue stream in the future. Training starts September 2025. Cost is £3,250. Total Federation training budget last year was £22k. One day per month – 6 dates in total. Includes school improvement visits to other SEN schools. Governors believe this would be very useful. Specifically aimed at SEN schools. <b>APPROVED</b></li> <li>➤ <b>SLT investigation training</b>: Clerk forwarded info to NB – NB will liaise with Fiona, would like to roll this out to all SLT.</li> </ul>   | <p><i>Clerk inform Finance Manager</i></p> <p><i>NB progress investigation training with Fiona</i></p>   |

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| 5  | <h2>KEY STAKEHOLDER EVENTS</h2> <p>Agreed which Governors will attend the Spring term stakeholder events;</p> <p>Tues 4<sup>th</sup> March: ETC Careers Fayre 10 – 11.30 am – <b>need a volunteer</b><br/> Weds 5<sup>th</sup> March: BB Careers Fayre 10 – 11.30 am – <b>SF</b><br/> Tues 18<sup>th</sup> March: BB WSM – <b>need a volunteer</b><br/> Tues 25<sup>th</sup> March: ETS WSM – <b>BM</b><br/> Tues 1<sup>st</sup> April: ETC WSM – <b>EW &amp; JMc</b></p> <p>Full list of events: <a href="#">Federation Calendar</a></p> |  |
| 6  | <h2>FGB STRUCTURE &amp; SELF-MONITORING</h2> <p>Appointed FR; this has filled 1 of the co-opted Governor vacancies.</p> <p><b>Current vacancies on the Governing Body:</b><br/> 1 Co-opted Governors (CBT)<br/> 1 Parent Governor (T&amp;L)</p> <p>BM has shared the advert, has received some interest and will speak with them this week.</p>   |  |
| 7  | <h2>LAST MINUTES</h2> <p>FGB Minutes 11-12-24 (Part 1 and Part 2)<br/> Circulated for approval via MS Forms <a href="https://forms.office.com/e/ftDvXiOnOf">https://forms.office.com/e/ftDvXiOnOf</a></p> <p><i>Approved by a quorum (KG, JMc, GR, JC, BM, SF, EW)<br/> NB, JCo – reminded to approve.</i></p>  |  |
| 8  | <h2>FINANCE</h2> <p><i>Recorded under Part 2.</i></p>   |  |
| 9  | <h2>EXECUTIVE HEADTEACHER'S UPDATE</h2> <p>NB gave Governors a verbal update – <i>recorded under Part 2.</i></p>  |  |
| 10 | <h2>SAFEGUARDING AND HEALTH &amp; SAFETY</h2> <p><i>Recorded under Part 2.</i></p>  |  |

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| 11. | <h2 style="color: #4F81BD;">IMPACT STATEMENT / FUTURE MEETINGS</h2> <p><b>11.1. Impact Statement:</b> <i>“what difference has each item made, across the Federation?”</i></p> <ul style="list-style-type: none"> <li>• Prospective Governor Frankie Radmore (FR) was appointed. Impact is – this bolsters the Governing Body, spreading the workload and reducing vacancies; we have an enthusiastic new Governor with a teaching background.</li> <li>• FDIP (RAG ratings as at 20/12/24) was discussed. Noted that the next RAG updates will be issued on 14/2/25. Impact is we will review at next FGB.</li> <li>• Monitoring Walks agreed – Governors can triangulate the verbal reports and Heads Report data provided.</li> <li>• Policies approved (Finance Policy &amp; Table of Delegation with increased spending limits for NB and Finance Manager from £10k to £20k).</li> <li>• Parental Code of Conduct, Emergency Management Plans – will circulate via Forms – impact is we have a more robust code of conduct to safeguarding staff.</li> <li>• Policies deferred: Teacher’s Pay Policy – HR Manager is off unwell. Governor EW and Clerk will try to identify the changes (markups) for ease of Governor reference.</li> <li>• Behaviour Policy – WIP, with Robyn.</li> <li>• Emergency Management Plan – will be ratified via Forms. Impact is that all members of the Federation will know the procedures.</li> <li>• Governors noted several policies which have been approved by committee.</li> <li>• Accessibility Plan &amp; Action Plan – WIP, deferred to April FGB.</li> <li>• Training update given, impact is increased knowledge within the Governing Body. Dates of future DES training have been provided by the Clerk. Use the code.</li> <li>• Approved NB’s ‘School Improvement Partner’ training for Sept 2025</li> <li>• Stakeholder calendar reviewed for Spring term 2 (Feb half term to Easter). Governors attending Careers Fayres and WSMs. 4<sup>th</sup> March – maybe JC, if not BM. Impact is Governing Body are around and visible to staff. Full list of events on Federation calendar.</li> <li>• Vacancies on FGB are now 1 x co-opted and 1 x Parent Governor. Governors have been sent a copy of our recruitment advert to circulate on their social media and BM has some potential candidates arising from this.</li> <li>• Budget update – (month 9) reports provided and update given under Part 2.</li> </ul> |  |
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|  | <p><b>11.2.Future Agenda Items (2<sup>nd</sup> April FGB)</b></p> <ul style="list-style-type: none"> <li>• Monika Davies to present on College 'Site Development Plan' incl Earwig training/usage.</li> </ul> <p><b>11.3.Dates of next meetings:</b> <a href="#">Governor meeting dates 2024-2025</a> (updated)<br/>Clerk will send diary dates for future meetings.</p> <p><b>11.4.Actions Log</b> – next page</p> |  |
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**Meeting ended at 6.00pm**

## ACTIONS LOG – UPDATED AT FGB ON 10<sup>th</sup> February 2024

| Date                     | Item            | Action   | Who          | Deadline                             |
|--------------------------|-----------------|--|--------------|--------------------------------------|
| 10 <sup>th</sup> Feb '25 | 1.              | Induction paperwork & ICT setup for Frankie  | Clerk        | Next FGB – 2 <sup>nd</sup> April '25 |
| 10 <sup>th</sup> Feb '25 | 3. Policies     | Clerk to circulate via Forms;<br>➤ Parental Code of Conduct<br>➤ Emergency Management Plans (CBT 13 <sup>th</sup> Nov) – coming out via Forms<br><br>➤ Teacher's Pay Policy (marked up version) – <b>SF to check first</b> | Clerk        | After meeting via Forms              |
| 10 <sup>th</sup> Feb '25 | 3. Policies     | Deferred Policies – NB to finalise;<br><br>➤ Behaviour Policy (Robyn finalising)<br>➤ Accessibility Plan & Action Plan (NB finalising Action Plan)   |              | Next FGB – 2 <sup>nd</sup> April '25 |
| 10 <sup>th</sup> Feb '25 | 4 Training      | Clerk to inform Finance Manager that NB's SIP training has been approved by Governors  | Clerk        | DONE                                 |
| 10 <sup>th</sup> Feb '25 | 4 Training      | NB progress investigation training with Fiona  | NB           |                                      |
| 10 <sup>th</sup> Feb '25 | 8 Finance       | Clerk to submit SFVS to Finance Manager for submission to DCC  | Clerk        |                                      |
| 10 <sup>th</sup> Feb '25 | 10 Safeguarding | <b>Spring Term meetings:</b><br>(arrange for after Feb half term/before Easter)<br><br>H&S meeting: KG liaise with NB<br><br>SCR check: JC to arrange  | KG<br><br>JC |                                      |

### COMPLETED:

|                          |          |   |         |   |
|--------------------------|----------|---|---------|---|
| 11 <sup>th</sup> Dec '24 | 2.       | <b>Finance</b> - NB report back to Governors on outcome of SSP panel meeting  | NB      | DONE – follow up meeting Fri 31 <sup>st</sup> January 2025  |
| 11 <sup>th</sup> Dec '24 | 4.       | <b>Monitoring</b> – NB will feedback to Monika following ETC Monitoring Walk  | NB      | Verbal update given, NB will do full report for Governors – Governors to triangulate on next Monitoring Walks |
| 11 <sup>th</sup> Dec '24 | 4.       | <b>Monitoring</b> - NB to consider further support for JCo's class  | NB      | NB advised we have rearranged staff so now 1 additional member of staff in place                              |
| 11 <sup>th</sup> Dec '24 | 10.      | <b>Safeguarding</b> – arrange extra-ordinary Safeguarding meeting (to discuss ETC issues, abscondments and support with SG audit)   | NB / JC | DONE – met Feb 2025 and meeting again on 13/2/25  |
| 11 <sup>th</sup> Dec '24 | Policies | NB to finalise and circulate;<br>➤ Accessibility Plan & Action Plan (CBT 13 <sup>th</sup> Nov) deferred to April<br>➤ Teachers' Pay Policy (Clerk to arrange markup)  | NB      | By end of Autumn Term (Xmas 2024)   |
| 11 <sup>th</sup> Dec '24 | 4.       | NB report back with Earwig training data analysis (Governors would like know data, such as how many staff are trained, and how much each staff member is using it – a 'user profile' analysis to identify if there are particular key stages or classes that are not using it)<br>All teaching staff need Earwig training – e.g. refresher video<br><br>THIS WILL BE COVERED BY MONIKA AT APRIL FGB | NB      | Next FGB – 2 <sup>nd</sup> April '25  |

FGB Minutes: Mon 10<sup>th</sup> February 2025 (Part 1)

Signed: \_\_\_\_\_ DRAFT – TO BE APPROVED VIA MS FORMS

Steven Finnemore, Chair of Governors

