

FGB: MINUTES (Part 1)

Wednesday 2nd April 2025 – 4.30pm

Hybrid – College / Teams

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

Meeting Agenda	Led By
1. Housekeeping	Chair
2. Monitoring	Chair
3. Finance & Budget	Chair
4. Executive Headteacher's update	Chair
5. Safeguarding, Health & Safety	Chair
6. Policies	Chair
7. Training	
8. Key Stakeholder Events	Chair
9. FGB Structure & Self-Monitoring	Chair
10. Last Minutes/Impact/Future meetings	NB
11. Actions	Chair

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 (month 10)
- Last FGB Minutes – 10th February 2025
- Policies

MINUTES

Ref	Item	Agreed/ Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome: The meeting was quorate (SF and EW attended via Teams).</p> <p>1.2. Apologies received: Frankie Radmore</p>	
2.	<p>MONITORING</p> <p><i>Recorded under Part 2.</i></p>	

2	FINANCE <i>Recorded under Part 2.</i>	
3	EXECUTIVE HEADTEACHER'S UPDATE 3.1 Capacity, PAN: No updates. 3.2 Update on the actions identified following the PEX <ul style="list-style-type: none"> The three HoS have all had investigation training. Safeguarding audit action plan identified a number of actions – this will be in the Head's Report (due ASAP when Comms Manager back from absence) 	<p>NB to circulate Spring Head's Report incl safeguarding actions</p>
4	SAFEGUARDING & HEALTH & SAFETY <p style="text-align: center;">Lead Safeguarding Governor: Jodie Came Lead H&S Governor: Karolina Galera</p> <i>Recorded under Part 2.</i>	
5	POLICIES RATIFIED: <ul style="list-style-type: none"> Teachers' Pay Policy (STATUTORY) – markup circulated via Forms. <i>Reminder for JC, SF & NB to approve via Forms (GR and JMc have approved)</i> Parental Code of Conduct – circulated (with last Minutes) via Forms Approved (by 5 Governors) – however further changes are needed: <i>JMC – escalation of steps looks sequential – need to reserve the right to skip a step – NB agreed. GR stated we need to have alternative means of contact e.g. can't phone 30 times per day – removing from site not always enough. NB will review and re-issue.</i> Emergency Management Plans (STATUTORY) – deferred from CBT "Outgoing members of staff have been removed & cleaning provider has been updated" <i>Reminder for all Governors to approve. https://forms.office.com/e/4MkVA5uVXq</i> TO FOLLOW: <ul style="list-style-type: none"> Accessibility Policy & Action Plan – deferred from CBT. Clerk will circulate via Forms 	<p>Governors to approve Teacher's Pay Policy</p> <p>NB to amend Parental Code of Conduct & re-circulate to Governors</p> <p>Governors to approve Emergency Management Plans</p> <p>Clerk to circulate Acc Policy & Action Plan</p>

6	<p>TRAINING</p> <p><u>DES training</u>: use code 'GOVNPremium' for 100% discount on most courses <u>training log</u> (list of training attended by Governors YTD)</p> <p>7.1 Events attended to date (training log)</p> <p>7.2 Upcoming training (Training, conferences & prof development DES)</p> <ul style="list-style-type: none"> ➤ Safeguarding conference – Thurs 26th June – Clerk to book JC ➤ SEND conference – not relevant to our setting, so we will not attend, too mainstream based. <p style="text-align: center;"><i>**Book training via Clerk, or direct with DES using code GOVNPremium for 100% discount **</i></p>	
7	<p>KEY STAKEHOLDER EVENTS</p> <p>7.1 Feedback from Spring term stakeholder events – Career's Fairs and WSMs</p> <p>JMC attended WSM yesterday – it was very challenging training topic (radicalization), there were good discussion points and engagement from all the staff, and a good atmosphere. (MD was asked to present at the last minute).</p> <p>8.2 Governors to consider attendance at Summer stakeholder events: Federation Calendar</p>	
8	<p>FGB STRUCTURE & SELF-MONITORING</p> <p>Vacancies: 1 Parent Governor – no leads currently.</p> <p>Clerk will ask Luke Milan if he has any contacts. Clerk to send out invite to families again.</p>	Clerk follow up
9	<p>LAST MINUTES</p> <p>Last Minutes: FGB Minutes 10-02-2025 (Part 1 and Part 2) <i>Circulated for approval via MS Forms along with Parental Code of Conduct</i> APPROVED via Forms (by 5 Governors). Reminded JC, JMc, EW, FR, NB to approve.</p> <p>Teacher interviews: KG / JC have volunteered for 23rd at ET. 24th at BB – TBC, possibly GR.</p>	

11.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>11.1. Impact Statement: <i>“what difference has each item made, across the Federation?”</i></p> <p>PART 1 ITEMS ONLY</p> <ul style="list-style-type: none"> Monitoring Walks arranged; <ul style="list-style-type: none"> BB: JC and BM (date TBC) ETC: GR and SF (date TBC) ETS: KG and JMc (date TBC) Monitoring Walks focus – ‘challenge for all learners’ has been raised by SIP – focus on T&L and how students are being challenged in lessons. Updates from Monitoring Walks – improvements at ETC are underway, Governors were pleased with the evidence observed at ETS and that Earwig and assessment is improving. Month 10 budget figures – discussed and Governors now fully aware of finances across all sites. SCR termly check: SF has completed the BB check. JC has offered availability to do ET this Friday. Governors have asked NB to look into all HR Officers having access to all SCR. Impact is termly Governance safeguarding duties will be complete. DSL termly meeting: date TBC – impact will be that Governance safeguarding duties complete H&S meeting: termly meeting took place on 21st February - impact is Governance safeguarding duties complete, discussed upcoming surveys needed for groundworks prior to any future development. Governors aware there is an upcoming H&S audit. Clerk will book JC onto the annual DES Safeguarding Conference on 26th June (DONE). Governor vacancies – parent Governor advert will be re-issued to families, and employee Luke Milan approached for suggestions due to his contacts. <p>11.2. Future Agenda Items (21st May) – penultimate FGB</p> <ul style="list-style-type: none"> ➤ Budget setting ➤ Ratify proposed staffing structure for the following academic year ➤ Annual review of Federation SLT ➤ Review progress the schools have made this year, recognise/celebrate the success ➤ Strategy Meeting date for July ➤ Financial update on response from DCC on our E3 funding requests <p>11.3. Dates of next meetings: Governor meeting dates 2024-2025 Invites have been sent out for the rest of this academic year.</p>	
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Meeting ended at 6.26pm

ACTIONS LOG – UPDATED AT FGB ON 2nd April 2025

Date	Item	Action	Who	Deadline
2 nd Apr '25	5.2 Safeguarding	DSL meeting H&S meeting SCR check	JC KG JC/SF	Suggest meet around half term – early June
2 nd Apr '25	9 FGB structure	Continue to recruit for Parent Governor	Clerk/SF	Ongoing

COMPLETED:

10th Feb '25	4. Training	Investigation training – NB progress with Fiona @ DES	NB	
10th Feb '25	10. Safeguarding	Spring Term meetings: SCR check: JC to arrange H&S meeting: DONE 21st March	JC KG	 DONE
2 nd Apr '25	2.3 Monitoring	ETC student – Head of ETC site has raised safeguarding concerns; • BM to support Head of ETC Site • SLT to approach Jon Galling at DCC, as it's a safeguarding issue	BM NB	DONE – support mtg took place on 9 th May DONE – Jon Galling carrying out Safeguarding audit on 14 & 15 th May
2 nd Apr '25	Training	Clerk will book JC onto Safeguarding Conference on 26 June	Clerk	DONE