

FGB: MINUTES (Part 1)

Wednesday 21st May 2025 – 4.30pm

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	JMc	Co-opted
Emma Whitton	EW	Co-opted
Ben Marsh	BM	Co-opted
Gemma Rolstone	GR	Local Authority
Frankie Radmore	FR	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Jodie Came	JC	Parent
Jordan Conibere	JCo	Staff
Absent with Apologies	Initials	Category
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 11)
- Accessibility Policy
- Last FGB Minutes – 02nd April 2025

MINUTES

Ref	Item	Agreed/ Action
1.	<p>HOUSEKEEPING</p> <p>1.1. Welcome: The meeting was quorate</p> <p>1.2. Apologies received: None</p>	
2	<p>MONITORING</p> <p>2.1 FDIP with RAG ratings @ April 2024: please bring any queries/feedback</p> <p>RAG ratings have been discussed at committee level. Bidwell's are also now available.</p> <p>NB is pleased with how it is going. Only one 'red' item left at BB. At ETS, there are some red items (reviewing learning environment audit) having not had the time to carry this out yet. <i>BM – under learning environment – there is requisition list – is this for the PTFA? NB – it is our wish list, will come out of budget or request put into PTFA. NB will carry out</i></p>	

	<p><i>learning environment as yet due to workload pressures. Etc – the red item is about sensory resources. We have made some purchases, hopefully at the next RAG review on Friday this can move to amber. Overall, NB feels it is a healthy and reflective working document, if everything was green then it would not be an accurate plan. NB is happy with progress.</i></p> <p>No questions from Governors.</p> <p>2.2 Monitoring Walks: confirm dates</p> <p>10th June at 10.30am ETC (<i>CANCELLED</i>) – GR and SF 11th June at 10.00am ETS – KG and JMc BB: on hold (SF and NB)</p>	
3	<p>FINANCE</p> <p><i>Recorded under Part 2.</i></p>	
4	<p>EXECUTIVE HEADTEACHER'S UPDATE</p> <p><i>Recorded under Part 2.</i></p>	
5	<p>SAFEGUARDING & HEALTH & SAFETY</p> <p>Lead Safeguarding Governor: Jodie Came Lead H&S Governor: Karolina Galera</p> <p><i>Recorded under Part 2.</i></p>	
6	<p>POLICIES</p> <p>RATIFY:</p> <ul style="list-style-type: none"> • Accessibility Plan & Action Plan – approved via Forms <p>TO FOLLOW:</p> <ul style="list-style-type: none"> • Disciplinary Policy (STATUTORY) – likely later in summer term • Redundancy Policy (STATUTORY) – likely later in summer term • Complaints Policy and Vexatious Complaints are being amalgamated 	

7	<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>7.2 Upcoming training (Training, conferences & prof development DES)</p> <p>**Book training via Clerk, or direct with DES using code GOVNPremium for 100% discount **</p>	
8	<p>KEY STAKEHOLDER EVENTS</p> <p>Discussed attendance where possible at Summer stakeholder events: Federation Calendar</p>	
9	<p>FGB STRUCTURE & SELF-MONITORING</p> <p>Vacancies: 1 Parent Governor – discuss potential candidate</p> <p>SF had a discussion with a potential parent; SF will put them in contact with JC for a chat.</p>	
10	<p>LAST MINUTES</p> <p>Last Minutes: 2nd April 2025 (Part 1 and Part 2) <i>Approved by a quorum of Governors via MS Forms – along with the Accessibility Policy.</i></p>	
11.	<p>IMPACT STATEMENT / FUTURE MEETINGS</p> <p>11.1. Impact Statement: “what difference has each item made, across the Federation?”</p> <p>PART 1 ITEMS ONLY</p> <ul style="list-style-type: none"> • FDIP RAG ratings: update given, couple of red items which are being dealt with. • Monitoring Walks arranged; <ul style="list-style-type: none"> • BB: SF and NB – date TBC • ETC: GR and SF • ETS: KG and JMc • Month 11 budget figures – circulated, impact is Governors fully aware of finances across all sites. • SCR termly check: Complete. Impact is termly Governance safeguarding duties will be complete. • DSL termly meeting: DONE – impact will be that Governance safeguarding duties complete 	

	<ul style="list-style-type: none"> • H&S meeting: KG will arrange – impact is Governance safeguarding duties complete • Governor vacancy – one candidate but on hold • Training: SEND conference was not useful last year. JC attending Safeguarding conference on 26th June. • Stakeholder events: are being attended wherever possible, including WSMs. <p>11.2.Future Agenda Items (9th July) – final FGB</p> <ul style="list-style-type: none"> ➢ Review Federation’s progress made over the year, and recognise/celebrate success ➢ Katy Bradley to present on Site Development Plan for ETS ➢ Report from Jon Galling and Amanda Burrows (pending 3rd June visit to BB) ➢ Governing Body evaluation (to follow via Forms) <p>11.3.Dates of next meetings: 2025-2026 dates to follow EW is on holiday so has sent apologies for the July FGB.</p> <p>11.4.Agree date for Strategy Day: NB to confirm, and send invite to all Governors – late June.</p>	
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Meeting ended at 5.41pm

ACTIONS LOG – UPDATED AT FGB ON 21st May 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; <ul style="list-style-type: none"> • 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

FGB Minutes: Weds 21st May 2025 (Part 1)

Signed: _____ *DRAFT – TO BE APPROVED VIA MS FORMS*

Steven Finnemore, Chair of Governors



2 nd Apr '25	Training	Clerk will book JC onto Safeguarding Conference on 26 June	Clerk	DONE