



## FGB: MINUTES (Part 1)

Wednesday 9<sup>th</sup> July 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
Ben Marsh	BM	Co-opted
Gemma Rolstone	GR	Local Authority
Jordan Conibere	JCo	Staff
Katy Young	KY	Clerk

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

In Attendance	Initials	Category
Jon Galling		
Absent with Apologies	Initials	Category
Emma Whitton	EW	Co-opted
Frankie Radmore	FR	Co-opted
Jodie Came	JC	Parent
Absent no Apologies	Initials	Category
None		

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
- Last FGB Minutes – 21<sup>st</sup> May 2025
- Complaints Policy

## MINUTES

Ref	Item	Agreed/Action
1.	<p><b>HOUSEKEEPING</b></p> <p>1.1. <b>Welcome:</b> The meeting was quorate</p> <p>1.2. <b>Apologies received:</b> EW (holiday), FR (holiday), JC (medical)</p>	
2	<p><b>SAFEGUARDING &amp; H&amp;S</b></p> <p><i>Discussed under Part 2.</i></p>	



3	<h2>MONITORING</h2> <p>3.1 <b>Site Development Plan for ETS:</b> deferred to September. Next year – invite ETS first. BB second for mop-up, ETC last.</p> <p>3.2 <b>FDIP with RAG ratings:</b> a few changes from amber to red at BB around engagement model aspect, due to other challenges at BB site. On Monday NB held the Strategy day, reflecting where we are at, and what to carry forward. The embedding of the engagement model will be going forward into the next FDIP. Year-end RAG ratings will be uploaded on 23/7 and report circulated within Summer term Head's Report.</p> <p>3.3 <b>Monitoring Walks</b></p> <p>ETC – 10<sup>th</sup> June was cancelled (GR and SF) – deferred to Autumn term ETS (11<sup>th</sup> June at 10.00am) – KG and JMc – postponed due to panel hearings BB: (TBC) – SF and NB. Agreed to keep on hold until Autumn term</p>	<p><i>Invite Katy Bradley to Sept FGB</i></p> <p><i>NB circulate year-end precis of FDIP with Summer Head's Report</i></p>
4	<h2>FINANCE</h2> <p><i>Recorded under Part 2.</i></p>	
5	<h2>EXECUTIVE HEADTEACHER'S UPDATE</h2> <p><i>Recorded under Part 2.</i></p>	
6	<h2>POLICIES</h2> <p><i>Link to ratify: <a href="https://forms.office.com/e/rhwTqgBSys">https://forms.office.com/e/rhwTqgBSys</a></i></p> <ul style="list-style-type: none"> <li>• Behaviour Principles – reverted to Governor approval, SF has approved. <b>RATIFIED.</b></li> <li>• Disciplinary Policy (STATUTORY) – <b>ratify via Forms</b></li> <li>• Redundancy Policy (STATUTORY) – amended “to ensure compliance with Protection from Redundancy (Pregnancy and Family Leave) Act 2023. Extending rights to priority status for suitable alternative employment for pregnant employees and employees on maternity, adoption or shared parental leave.” <b>ratify via Forms</b></li> <li>• Whistleblowing Policy (STATUTORY) – no changes, <b>ratify via Forms</b></li> <li>• Capability Policy (STATUTORY) – no changes, <b>ratify via Forms</b></li> </ul>	<p><i>Please ratify via Forms:</i> <i><a href="https://forms.office.com/e/rhwTqgBSys">https://forms.office.com/e/rhwTqgBSys</a></i></p>



	<p><b>TO FOLLOW:</b></p> <ul style="list-style-type: none"> <li>• Complaints Policy (STATUTORY) – NB wishes to make changes</li> <li>• Charging &amp; Remissions Policy (STATUTORY) – NB to follow up with SLT</li> <li>• Data Protection Policy (STATUTORY) – NB to follow up with SLT</li> </ul>	<p><i>NB to circulate by end of summer term</i></p>
7	<p><b>TRAINING</b></p> <p>Governors to consider Autumn training: <a href="#">Training, conferences &amp; prof development   DES</a></p> <p><i>**Book your training via the Clerk, or direct with DES using code GOVNPREMIUM for 100% discount **</i></p>	
8	<p><b>KEY STAKEHOLDER EVENTS</b></p> <p>Feedback on Summer stakeholder events attended (live <a href="#">Federation Calendar</a>)</p> <p>JCo informed Governors that we had an Arts day, good attendance from parents. College summer fair is upcoming. Meet the Teacher is coming up. Transitions work is ongoing, started earlier this year which has been helpful. Overall, people have been positive – gives staff more time to adapt. Students have coped well with transition sessions so far, more on Tuesday once we know about staffing.</p>	
9	<p><b>FGB STRUCTURE &amp; SELF-MONITORING</b></p> <p><b>9.1 Vacancies</b>  1 Parent Governor – SF will communicate to parents  2 Co-opted Governors (including JMc) – Clerk has re-advertised</p> <p><b>9.2 Review progress made over the year and recognise / celebrate the successes</b></p> <p>SF summarised that whilst we have to focus time on the problems, the things we do really well – which are considerable – can get sidelined.</p> <p><i>Comms campaign: this was discussed at Strategy Day; SF asked for an update.</i>  <i>NB stated the Comms Manager is going to go out to some companies. Comms Manager is inundated with SAR requests and working with the DPO on these. Update at Autumn FGB.</i></p> <p><b>End of year letter to families from Chair of Governors:</b> NB stated that an action from LADDO was to put something into SF's end of year letter for families – they gave examples of wording. <b>NB to send to SF to incorporate by 18<sup>th</sup> July and send via Comms Manager.</b></p> <p><b>NB's highlights are:</b> lots of trips, partly funded by PTFA – aquarium, zoo trips, trampolining, World of County Life, Waie Inn, sports days have been really good, summer fetes coming</p>	<p><i>NB to update on Comms Campaign at Autumn FGB</i></p> <p><i>SF/NB draft end of year letter</i></p>



	<p>up. ETS summer fete was quiet but we managed to raised over £600 and at BB about £1500 – College fete is on Friday. Ten Tors, DoE, end of year camp-out, year 6 residential.</p> <p><b>Comms to parents:</b> Governors has experience with “Class Dojo” system in their children’s schools, and gave feedback that it is a very useful school-parent communication system.</p> <p>NB stated that from September we will be hosting termly parent forums – targeted conversations with coffee and cake e.g. in Autumn term we could discuss transitions. NB stated we do run a lot of events but not always well attended by parents; such as school fêtes, online safety sessions. We are stretched, and have limited funding and staff to be able to offer any more.</p>	
10	<p><b>LAST MINUTES</b></p> <p><b>Last Minutes:</b> 21<sup>st</sup> May 2025 (<a href="#">Part 1</a> and <a href="#">Part 2</a>)</p> <p>Approved by quorum of 6 Governors.</p> <p>Remaining Governors reminded to approve (JC, EW, NB, FR) via <a href="#">MS Forms</a></p>	
11.	<p><b>IMPACT STATEMENT / FUTURE MEETINGS</b></p> <p><b>11.1. Impact Statement:</b> “<i>what difference has each item made, across the Federation?</i>”</p> <p><b>PART 1 ITEMS ONLY</b></p> <ul style="list-style-type: none"> <li>FDIP RAG ratings – updated will follow in Summer Head’s Report</li> <li>Monitoring Walks <ul style="list-style-type: none"> <li>BB: SF and NB – on hold Autumn term</li> <li>ETC: GR and SF – DONE – refer to update given at June T&amp;L</li> <li>ETS: KG and JMc – deferred due to panel hearings on 1<sup>st</sup> July</li> </ul> </li> <li>Governor vacancies – one candidate, but this is on hold. Clerk to re-advertise.</li> <li>Training: JC to circulate feedback / action points following Safeguarding Conference</li> <li>Stakeholder events: are being attended wherever possible, including WSMs</li> </ul> <p><b>11.2. Future Agenda Items: September 2025</b></p> <ul style="list-style-type: none"> <li>➤ Katy Bradley to present ETS Site Development Plan summary at Autumn FGB (order to be ETS, BB mop-up, then ETC)</li> <li>➤ Governing Body evaluation (details to follow from Clerk via Forms)</li> </ul> <p><b>11.3. Dates of next meetings:</b> 2025-2026 dates to follow from Clerk</p>	<p><i>Clerk circulate FGB evaluation</i></p> <p><i>2025-2026 meeting dates – Clerk to send</i></p>

**ACTIONS LOG – UPDATED AT FGB ON 9<sup>th</sup> July 2025**

Date	Item	Action	Who	Deadline
9 <sup>th</sup> July '25	3.2 FDIP	NB circulate year-end precis of FDIP with Summer Head's Report	NB	End of summer term
9 <sup>th</sup> July '25	6. Policies	NB circulate Complaints Policy & follow up remainder with SLT.	NB	End of summer term
9 <sup>th</sup> July '25	9.2 FGB structure and self-monitoring	NB to update on Comms Campaign at Autumn FGB SF/NB draft end of year letter to families & send to Comms Manager	NB/SF	Autumn FGB 18 <sup>th</sup> July
9 <sup>th</sup> July '25	11 Future meetings	Governor's evaluation docs (Clerk to circulate) 2025-2026 meeting dates – Clerk to send	Clerk Clerk	By autumn FGB By end of summer term

**COMPLETED:**

2 <sup>nd</sup> 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 <sup>th</sup> May  DONE – Jon Galling carrying out Safeguarding audit on 14 & 15 <sup>th</sup> May
2 <sup>nd</sup> Apr '25	Training	Clerk will book JC onto Safeguarding Conference on 26 June	Clerk	DONE
2nd Apr '25	5.2 Safeguarding	DSL meeting H&S meeting SCR check	JC KG JC/SF	Suggest meet around half term – early June