

# FGB: MINUTES – Part 1

Weds 16<sup>th</sup> October 2024, 4.00 – 6.00pm

Hybrid – College / Teams

Attendees	Initials	Governor category
Nikki Burroughs	NB	Executive Headteacher
Steven Finnemore – Chair	SF	Chair, Co-opted
Jordan Conibere (part)	JCo	Staff
Karolina Galera	KG	Foundation
Jamie McFadzean (Teams)	JMc	Co-opted
Emma Whitton	EW	Co-opted
Katy Young	KY	Clerk
In Attendance	Initials	Category
Zoe Briant Evans (til 17.20)	ZB	DES Advisor
Sarah Bedford (part)	SB	HR Manager
Absent with Apologies	Initials	Category
Gemma Rolstone	GR	Local Authority
Jodie Came	JC	Co-opted
Ben Marsh	BM	Co-opted
Absent no Apologies	Initials	Category

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	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 – 10<sup>th</sup> July 2024
- Committee Impact Statements – Autumn #1
- Skills Matrix – v. Oct 2024

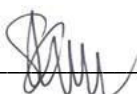
## MINUTES

Ref	Item	Agreed/ Action
1.	<b>HOUSEKEEPING</b>	
	1.1. <b>Welcome:</b> The meeting was quorate (Jamie joined via Teams link).	
	1.2. <b>Apologies received:</b> GR (holiday) and JC (medical appointment).	
	1.3. <b>Appoint Chair of FGB:</b> SF was proposed; all Governors unanimously agreed (1 year term).	
	1.4. <b>Ratify Chairs of committees:</b> T&L: JC (Chair), EW (Vice Chair) CBT: GR standing down as Chair. KG appointed as Chair, appoint VC at next CBT	Appoint VC at next CBT meeting
	1.5. <b>Formally appointed Emma Whitton as a Governor</b> (Co-opted Governor, T&L)	
	1.6. <b>Committee ToRs:</b> Reminded NB, JC, JCo, EW to approve via Forms ( <i>LINK</i> )	Clerk follow up ToR ratifications

FGB Minutes: Weds 16<sup>th</sup> October 2024

Signed: \_\_\_\_\_

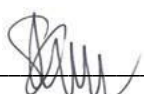
Steven Finnemore, Chair of Governors



(APPROVED VIA MS FORMS)

	<p><b>1.7. Lead Governors:</b> appointed;</p> <p>Careers Lead Governor (EW) – Clerk will send guidance (no ToR currently) E-Safety Lead Governor (JCo) - Clerk will send ToR/ guidance</p> <p><i>Zoe Briant-Evans joined the meeting 4.10pm.</i></p> <p>Zoe explained her role at DES and how this conflicts with joining as a Parent Governor. Zoe is happy to support Governors with professional guidance and knowledge, and also waving the flag for us at DCC.</p> <p>Zoe’s son has started at Bidwell, and is loving it. Zoe’s main role would be – helping Governors make really good decisions, being part of our team whilst also being on team ‘good Governance’. Zoe understands the challenges with DCC and 0-25 team.</p>	<p>Clerk re-send ToR for Careers and E- Safety</p>
<p>2.</p>	<p><b>MONITORING</b></p> <p><b>2.1 FDIP (2024-2025 - v2)</b> circulated prior to meeting (RAG ratings will be at next FGB).</p> <p>NB summarised the content and logic of the new FDIP and SDPs. NB is having weekly meetings with Heads of Site, evaluating half-termly and HoS can then feedback to Governors. The FDIP is a live document.</p> <p>Termly updates will be within the Head’s Report – one HoS will attend FGB each term. <b>Governors asked NB to invite Kate Bromage (Bidwell HoS) to next FGB – 11<sup>th</sup> Dec.</b></p> <p><i>JCo left the meeting at 4.25pm to attend to classroom duties.</i></p> <p><b>2.2 Monitoring Walks</b> – Autumn walk dates;</p> <p>College: Weds 6/11 (JC and BM) School: move date to after half term – Fri 15/11 (KG) Bidwell: Thurs 21/11 (SF and GR)</p> <p><i>** Before attending site, please read the Governor Visits Policy, and the Monitoring Walk current priorities. After your walk please complete the Report pro-forma and send this to the Clerk asap after your walk</i></p> <p><b>2.3 Committee Impact Statements:</b> had been circulated, no queries raised.</p>	

<p>3.</p>	<p><b>POLICIES</b></p> <p>The following policies have been reviewed and ratified via Forms;</p> <ul style="list-style-type: none"> <li>• <b>Admissions Policy</b> (statutory policy) – <i>extensive changes by NB - (deferred from T&amp;L)</i> (LINK) <b>RATIFIED</b></li> <li>• <b>Child Protection &amp; Safeguarding Policy</b> (statutory policy) - <i>minimal changes</i> (LINK) <b>RATIFIED</b></li> <li>• <b>Smoking &amp; Vaping</b> <b>**NEW**</b> (<i>new &amp; drafted by NB</i>) (<i>elective policy</i>) (LINK) <b>RATIFIED</b>: <i>however JMc asked – for enforcement of the Smoking Policy, is it clear how staff would handle applying this to a parent on site? NB will review this point and re-circulate an updated version.</i></li> </ul>	<p>NB will amend and re-circulate Smoking Policy</p>
<p>4.</p>	<p><b>TRAINING</b></p> <p>4.1 SWALSS Support network for SEN Governors (<i>SF attending</i>) topic: SEN Academisation</p> <p>4.2 HTPM training (<i>for new panel member KG</i>) – Clerk to book - 3<sup>rd</sup> March 2025</p> <p>4.3 Finance Conference: Thurs 5<sup>th</sup> Dec @ Future Skills: not attending, too mainstream</p> <p><b>Bitesize online training available;</b></p> <p>4.4 <a href="#">Exclusion Procedures</a>: Jamie attending the session in Feb 2025</p> <p>4.5 <a href="#">Complaints training</a>: Tues 26<sup>th</sup> Nov, 10-11.30am (<i>BM &amp; EW attending. SF unavailable – will attend next one</i>)</p> <p>4.6 <a href="#">Safer recruitment (online/anytime)</a>: ALL GOVS PLEASE ATTEND. (book direct, invoice to ET). EW confirmed she has done this.</p> <p>4.7 <a href="#">Governance in SEN Schools</a>: 27<sup>th</sup> Nov '24, 10.30-12noon ALL GOVS PLEASE ATTEND. (<i>Ben Marsh attending</i>)</p> <p><b>New Governors have attended:</b></p> <p>4.8 Introduction to Governance: BM &amp; EW attended on 18<sup>th</sup> Sept '24</p> <p>4.9 Governance of Safeguarding: BM &amp; EW attended on 8<sup>th</sup> Oct '24 (<i>Zoe confirmed this is more appropriate than Level 2 training, which is more staff-focussed</i>)</p>	<p>Clerk book HTPM training 3<sup>rd</sup> March 2025</p> <p>Clerk update training log with 4.4 – 4.7</p>

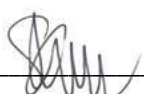


<p>5.</p>	<p><b>STAKEHOLDER COMMS</b></p> <p><b>5.1 Stakeholder calendar</b> (live SLT calendar)</p> <p>Governors discussed which autumn / winter events to attend;</p> <ul style="list-style-type: none"> <li>• All Christmas lunches are on 18<sup>th</sup> Dec – <b>let Clerk know (Clerk inform reception who is going)</b></li> <li>• Various other dates (fetes, performances etc) throughout December – Governors to review and attend as many events as possible.</li> </ul>	<p>Let Clerk know if attending Xmas lunches</p>
<p>6.</p>	<p><b>FGB STRUCTURE &amp; SELF-MONITORING</b></p> <p><b>6.1 Vacancies:</b> 2 Co-opted &amp; 1 Parent Governor</p> <p>Governors discussed ideas for recruitment e.g. Governors and SLT could put the advert on their LinkedIn profiles. Clerk continue to progress all recruitment avenues.</p> <p><b>6.2 Succession Planning</b> 2024-2025</p> <p>Governors discussed the Chairs of the committees. BM was not present but Clerk is aware he is keen to progress in the future.</p> <p><b>6.3 FGB Skills Matrix</b> – SWOT of FGB was considered. Weak areas on Skills Matrix are ‘experience as a Governor’ (which will come in time, and is due to high number of new Governors) and ‘knowledge and understanding of school strategy’ (which has been clarified by NB running through new FDIP today).</p> <p><b>6.4 FGB’s Key Objectives ‘24-25</b></p> <p>Governors discussed strategic aims. Zoe explained we don’t need to write a new document; we could weave this into the FDIP document, but NB advised we did this last year but it didn’t feel right now it’s been split into sites. Zoe advised that the Skills Matrix review feeds into this, which Governors have completed.</p> <p>Key FGB objectives for 2024-2025 are;</p> <ul style="list-style-type: none"> <li>➤ Maintain financial stability of the school</li> <li>➤ Support the Head</li> <li>➤ Recruit more Governors</li> </ul>	

7.	<p><b>STAFF PRESENTATION – HUMAN RESOURCES</b></p> <p>Sarah Bedford, Federation HR Manager, gave an update via Teams.</p> <p><b>7.1 HR team structure and Governor panel hearings – refer to Part 2 Minutes.</b></p>	
8.	<p><b>LAST MINUTES</b></p> <p>FGB Minutes 10-07-24.pdf (Part 1 and Part 2) – approved via Forms. <i>KG, JMc, EW were not in attendance but had been sent the Minutes for info.</i></p>	
9.	<p><b>FINANCE</b></p> <p><b>Refer to Part 2 Minutes</b></p>	
10	<p><b>EXECUTIVE HEADTEACHER’S UPDATE</b></p> <p>Executive Headteacher gave verbal update on;</p> <p><b>10.1 Capacity / PAN, staff absence, and funding - refer to Part 2 Minutes.</b></p> <p><i>Governors reminded that the Autumn Term ‘Head’s Report’ is issued in the second half of each term, so will come out in December.</i></p>	
11	<p><b>SAFEGUARDING AND HEALTH &amp; SAFETY</b></p> <p><i>Lead Safeguarding Governor: Jodie Came Lead H&amp;S Governor: Karolina Galera</i></p> <p><b>Refer to Part 2 Minutes.</b></p>	

12.	<p><b>IMPACT STATEMENT / FUTURE MEETINGS</b></p> <p><b>12.1. Impact Statement:</b> <i>“what difference has each item made, across the Federation?”</i></p> <p>PART 1 ITEMS ONLY:</p> <ul style="list-style-type: none"> <li>• Appointed new Governor, Emma Whitton – impact is the Governing Body is bolstered, Emma will bring a wealth of experience and knowledge – joining T&amp;L committee</li> <li>• Chair of FGB and Chairs of committees confirmed, will appoint VC at next CBT meeting.</li> <li>• Ratified ToRs for T&amp;L and CBT committees</li> <li>• Appointed Lead Governors for E-Safety and Careers</li> </ul> <ul style="list-style-type: none"> <li>• Guest Zoe Briant from DES attended to support and advise Governors, Zoe stated impact is; <ul style="list-style-type: none"> <li>➢ Great Agenda by Clerk, good Governance points raised, meeting robustly Chaired</li> <li>➢ ZB will try to source Governors from her personal contacts</li> <li>➢ ZB will confirm Board meetings supporting good behaviours, supporting Head, engaging in training</li> <li>➢ ZB will feedback that external visits are adding to stress levels of SLT, and will raise buildings issues</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• NB provided an update on FDIP and new layout; SDPs being finalised – a HoS will be invited to an FGB each term starting with KB (HoS Bidwell) at the 11<sup>th</sup> Dec FGB</li> <li>• Monitoring Walks are / will be arranged for after October half term as NB’s request</li> <li>• Policies have been ratified by Forms – Smoking Policy to be reviewed further by NB</li> </ul> <p><b>Training;</b></p> <ul style="list-style-type: none"> <li>• Various training underway, incl HTPM for KG, impact is HTPM panel now meets DES recomm.</li> <li>• Finance Conference – decided not to attend this year as too mainstream</li> <li>• Reminded about upcoming training options, and key new Governor training undertaken</li> <li>• All Governors are up to date in training, all have necessary Safeguarding training</li> </ul> <ul style="list-style-type: none"> <li>• Stakeholder calendar – Governors attend as many Nov/Dec events / Xmas lunches as possible</li> <li>• Still have Governor vacancies; ZB supporting the CoG and Clerk</li> <li>• Succession planning discussed, Skills Matrix reviewed and weaknesses identified, agreed FGB Objectives (1. support Exec Head, 2. support financial stability, 3. recruit more Governors)</li> </ul> <p><b>12.2. Future Agenda Items</b> (Autumn, half term 2)</p> <p>POLICIES;</p> <ul style="list-style-type: none"> <li>• Appraisal Policy for Teachers &amp; Executive Head (P&amp;P) – for FGB info only</li> <li>• Emergency Management Plans – for FGB info only</li> <li>• Accessibility Plan &amp; Action Plan (CBT) – <b>FGB ratify (elective)</b></li> <li>• Smoking Policy (updated) – <b>FGB ratify (elective)</b></li> <li>• Staff Code of Conduct (Behaviour) Policy (CBT) – for FGB info only</li> <li>• Teachers' Pay Policy (P&amp;P / CBT) – <b>FGB ratify</b></li> <li>• Outdoor Education (CBT) – for FGB info only</li> </ul> <p><b>12.3. Actions Log</b> – updated, see next page.</p>	
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**Meeting ended at 6.00pm**



## ACTIONS LOG – UPDATED AT FGB ON 16<sup>th</sup> October 2024



Date	Item	Action	Who	Deadline
10th July '24	3.4 Safeguarding Conference	GR to forward the relevant links to NB from summer safeguarding conference (incl Prevent, Incel, knife crime)	GR	FGB (16 <sup>th</sup> Oct '24)
16 <sup>th</sup> Oct '24	1. Housekeeping	Appoint VC of CBT at next CBT meeting  Clerk follow up ToR ratifications	Clerk	FGB (11 <sup>th</sup> Dec '24)
16 <sup>th</sup> Oct '24	3. Policies	Smoking Policy - NB will amend (enforcing with parents) and re-circulate	NB	FGB (11 <sup>th</sup> Dec '24)
16 <sup>th</sup> Oct '24	4. Training	Clerk book KG On HTPM training 3 <sup>rd</sup> March 2025  Clerk update training log	Clerk	Checking price of HTPM training, as discount code not working
16 <sup>th</sup> Oct '24	5. Stakeholder comms	Confirm which Christmas lunch you are attending	All Govs	30 Nov (confirm to Clerk)
16 <sup>th</sup> Oct '24	7. Staff Presentation – HR	NB look into HR admin support from HR One	NB	ASAP
16 <sup>th</sup> Oct '24	9. Finance	NB look into seeking Finance support from Sarah Creedy	NB	ASAP
16 <sup>th</sup> Oct '24	11. Premises / H&S	KG and NB arrange a catch up re Premises/ H&S	KG / NB	FGB (11 <sup>th</sup> Dec '24)
16 <sup>th</sup> Oct '24	11. Safeguarding	JC arrange SCR check for BB	JC	FGB (11 <sup>th</sup> Dec '24)
16 <sup>th</sup> Oct '24	13. Policies for next meetings	NB to prepare; <ul style="list-style-type: none"> <li>➤ Appraisal Policy for Teachers &amp; Executive Head (for P&amp;P on 5<sup>th</sup> Nov)</li> <li>➤ Emergency Management Plans (CBT 13<sup>th</sup> Nov)</li> <li>➤ Accessibility Plan &amp; Action Plan (CBT 13<sup>th</sup> Nov)</li> <li>➤ Staff Code of Conduct (Behaviour) Policy (CBT 13<sup>th</sup> Nov)</li> <li>➤ Teachers' Pay Policy (P&amp;P 5<sup>th</sup> Nov / CBT 13<sup>th</sup> Nov - once finalised by unions)</li> </ul>	NB	5 <sup>th</sup> and 13 <sup>th</sup> Nov meetings

### COMPLETED:

16 <sup>th</sup> Oct '24	5.2 FDIP	Draft 'FGB Strategic Objectives' (once FDIP received)	SF	DONE at 16/10/24 FGB
16 <sup>th</sup> Oct '24	1. Housekeeping	Clerk re-send ToR for Careers and E-Safety to new Lead Governors	Clerk	DONE email 25/10/24

FGB Minutes: Weds 16<sup>th</sup> October 2024

Signed:  (APPROVED VIA MS FORMS)

Steven Finmore, Chair of Governors