



FGB: MINUTES

Wednesday 1st April 2026 – 4.30pm
Hybrid – College / Teams

Attendees	Initials	Governor category
Nikki Burroughs	NB	Executive Headteacher
Steven Finnemore – Chair	SF	Chair & Co-opted
Jordan Conibere	JCo	Staff Governor
Georgina Allen	GA	Parent Governor (BB)
Jodie Came (Teams)	JC	Parent Governor (ET)
Emma Whitton (Teams)	EW	Co-opted
Katy Young	KY	Clerk
Guests:		
Becky Hughes	BH	Guest – Teacher
Jack Mizen	JM	Guest – Teacher
In Attendance	Initials	Category
ICT Manager	JS	Guest/presenter
Heads of School, ETC & BB	KB/MD	Guest/presenter
Absent with Apologies	Initials	Category
Gemma Rolstone	GR	Local Authority
Ben Marsh	BM	Co-opted
Karolina Galera	KG	Foundation
Frankie Radmore	FR	Co-opted
Absent no Apologies	Initials	Category
None		

Meeting Agenda	Led By
1. Welcome	Chair
2. Presentations	Chair
3. Housekeeping	Chair
4. Monitoring	All
5. Policies	All
6. Exec Head Summary – incl Finance	Exec Head
7. Safeguarding & Health & Safety	Exec Head
8. Minutes of Last Meeting	Chair
9. Impact/Future meetings	Chair
10. 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;

- FDIP 2025-26 (RAG ratings due 2/4/26)
- Site Development Plan – update from KB
- Last FGB Minutes – 11th February 2026
- DES costs – for ratification
- Education Mutual costs – for ratification
- Policies – see section 6 – for approval via Forms

MINUTES

Ref	Item	Agreed/ Action
1.	HOUSEKEEPING 1.1. Welcome: The meeting was quorate, with 6 Governors (NB, SF, JCo, GA attending in person with Clerk, and JC and EW attending via Teams). 1.2. Apologies received: GR, BM, KG, FR. 1.3. Guests: Becky Hughes and Jack Mizen – ETC Teachers (attending as part of their National Professional SLT studies) for “Part 1” items (section 2 of Minutes) only.	

Governor's FGB Minutes (Part 1) dated 1st April 2026

Signed: _____ (Chair of Governors) Page 1 of 10
TO BE APPROVED ON OR BEFORE NEXT FGB

2. PRESENTATIONS

2.1 *Minuted under Part 2.*

2.2 *Minuted under Part 2.*

2.3 **Head of Site ETC – Kate Bromage**

Kate Bromage attended in person at 4.55pm and gave an update on the ETC Site Development Plan. [Presentation](#) was circulated in advance and KB read through this – additional points highlighted verbally at FGB are listed below under the relevant presentation heading;

QUALITY OF EDUCATION

1. To empower & upskill teachers and teaching assistants to confidently plan for and teach engagement learners

KB stated that Jack Mizen has done a lot of work on his classroom's learning environment, and that has inspired other staff. Jack and Becky Hughes are working together on their engagement classrooms. Becky is now Communication Lead at ETC.

2. Embedding Foundation Curriculum – see presentation

3. Teachers take leadership of the classroom and manage their team and pupils' personalised learning effectively – see presentation

4. All students to make good and/or exceeding progress in maths and reading

English – have carried out additional phonics training for staff, to align skillsets. New Teacher Petra is leading on Phonics & Reading, and supporting KS6 6th Form – alongside Lucy at ETS. Maths – new resources being purchased.

5. BTEC and PFA curriculum to be embedded in the 6th Form – see presentation

PERSONAL DEVELOPMENT

6. Core documents are written collaboratively including pupil voice and inform practice to promote independence – see presentation

7. All pupils will access opportunities that enhance and enrich their curriculum

Just had a successful trip to Calvert (outdoor adventure); several students were fully funded under pupil premium so it was a very equitable opportunity. Many had not been away from home before.

8. To ensure that all staff understand new Gatsby Benchmarks – see presentation

BEHAVIOUR & ATTITUDES

	9. <i>Relational and restorative practice is embedded</i> – see presentation 10. <i>To empower and enable all students to use technology</i> – see presentation 11. <i>For students to become active learners</i> – see presentation LEADERSHIP & MANAGEMENT 12. <i>Empower staff to recognise and report low-level safeguarding concerns</i> – see presentation 13. <i>Middle Leaders to drive improvement across key stages and subjects</i> – see presentation Update given under Part 2. Careers: JC suggested we invite Luke Milan to a summer FGB to celebrate successes. KB shared photographs of students engaging in World Book Day, work experience etc. <i>ETC HoS (KB) left the meeting at 5.20pm</i>	<i>Invite Careers Leads – Luke Milan & Ruth McGuigan to summer FGB, to celebrate successes</i>
3.	HOUSEKEEPING Register of Business Interests – no changes.	

4.	MONITORING 4.1 FDIP – NB confirmed the RAG ratings are due to be updated tomorrow, and will be circulated. Discuss at committees after Easter. Governors have received an update on ETC and Bidwell highlights earlier in meeting. 4.2 Monitoring Walks: ETS walk: completed. GA and BM completed a Monitoring walk on 31/3. GA gave verbal summary – on site for 2 hours, accompanied by Katy Bradley. Saw lots of different classrooms – highlight was the Teachers in the hall doing sensory learning. Met with Katy and Lucy Hardacre to discuss Literacy. BM/GA to populate pro-forma report for Clerk. Bidwell walk: Date TBC – SF is away first week of May so not then. SF suggested that Marie hosts / co-hosts with MD – liaise with MD. Review Literacy (HLTA Claire Nicholas). ETC walk: Kate Bromage agreed earlier in meeting she will send some dates to JC and BM. 4.3 Panel hearings: <i>NB to report back on points raised at washup on 5/3</i> SF stated that NB has sent update email on 31/3 and confirmed this has been forwarded on to the relevant Governors. Toby Broomes from HR One has conducted training for SLT on absence and disciplinaries – meeting was recorded and notes circulated to Governors. SF stated that Toby confirmed that HR One will be more consistent in their advice going forward. HR One pro-formas are in fact being used by HR Team (queried at recent absence hearing) albeit in different format; Toby confirmed we can adjust templates to suit individual cases. 4.4 Annual Report: <i>“Equality Objectives (how objectives are being met. Must be published on website).”</i> NB stated this was completed a while ago, and is on the website. 4.5 <i>Recorded under Part 2.</i> 4.6 Stakeholder Events: <i>reminded to attend upcoming summer term events where possible;</i> <u>Federation Calendar</u>	<i>NB update RAG ratings & circulate to Governors 2/4/26</i> <i>BM/GA to complete Monitoring Walk report</i> <i>Arrange Monitoring Walks for ETC and BB – after Easter</i> <i>Review which summer events you can attend, to represent Governors</i>
5	POLICIES The following policies are due for circulation; • Code of Conduct (Behaviour) Policy (T&L) to be updated to reflect changes to 'Restrictive interventions, including use of reasonable force' effective 1st April. AWAITED - NB stated that Robyn and Tom Cook are working on this. • RSE Policy (T&L) - AWAITED	<i>NB to circulate CoC and RSE Policies</i>

	Reminder to approve the following policies via Forms asap; - CBT only; • A.I. policy • Complaints Policy • Supporting Students with Medical Conditions } Form • Finance Policy & table of delegation v. 30 Mar • Governor Allowances and Expenses Policy v. 30 Mar • Lettings Policy v. 30 Mar } Form <i>SF has approved, Clerk to send reminder to others</i> T&L only; • Attendance Policy – Form JC raised term dates – Emily had suggested potentially aligning with Ted Wragg’s dates – NB stated latest term dates have been signed off and submitted to DCC already. <i>SF has approved, Clerk to send reminder to others.</i> P&P only; • Appraisal Policy v. 19 Jan – Form JC and SF to approve – Clerk will send reminder • Teacher’s Pay Policy v. 24 Feb – Form JC and GR to approve – Clerk will send reminder	
6.	EXECUTIVE HEADTEACHER’S UPDATE Update given by Executive Headteacher, including; 6.1 <i>Minuted under Part 2</i> 6.2 <i>Minuted under Part 2</i> 6.3 <i>Minuted under Part 2</i> 6.4 <i>Minuted under Part 2</i> 6.5 <i>Minuted under Part 2</i> 6.6 <i>Minuted under Part 2</i> 6.7 Ofsted washup: Bidwell – covered earlier in discussions with MD. 6.8 Ofsted prep: Ellen Tinkham – Governors attended Ofsted training on 24th March (JC, EW, NB and Clerk) - another session is available in June, please contact the Clerk to book on. NB has asked the SIP to visit in summer term with a focus on Inclusion at ET, because whilst we did not get strong standard at BB, NB would like to follow this up to prepare for ET inspection.	

7.	SAFEGUARDING and HEALTH & SAFETY <i>Lead Safeguarding Governor: Jodie Came</i> <i>Lead H&S Governor: Ben Marsh</i> 7.1 <i>Minuted under Part 2</i> 7.2 <i>Minuted under Part 2</i> 7.3 DSL termly meetings: Completed and satisfactory. JC is minuting safeguarding meetings now. JC and NB stated that case reviews in the S.175 audit are a positive move forward and will benefit everyone – useful and relatable. JC added it is useful to prevent issues in the future. NB – stated we are able to use some of that learning to challenge other professionals, e.g. around how police conduct interviews. JC will continue to attend individual DSL meetings with each HoS, as well as joining the HoS meetings where possible too. Next due: summer term. 7.4 SCR check: Completed this week by SF – no issues raised.	<i>DSL check – arrange for summer term</i> <i>SCR check – arrange for summer term</i>
8.	LAST MINUTES Last Minutes: 11th February 2026 <i>BM, JC, JCo and GA have approved. Remaining Governors reminded to approve.</i>	<i>Please approve last Mins</i>
9.	IMPACT STATEMENT / FUTURE MEETINGS 9.1. Impact Statement: <i>“what difference has each item made, across the Federation?”</i> • Site Development Plan ETC: Governors were given an update by Kate Bromage and were satisfied. Impact is ongoing provision of high-quality T&L at ETC. A lot of work on frameworks which has been shared with school and ETC HoS is working with ETS HoS to ensure this is integrated throughout all the key stages. Impact of that is making it easier for children, the document will provide clarity for all stakeholders to see the journey. • Ofsted visit was extremely positive - SF reiterated praise for SLT and NB. • GA has attended training on “securing best outcomes for disadvantaged children” with Zoe Bryant, which was very useful. • Ofsted training – several Governors attended and reported back it was useful. • Two Teachers undergoing SLT training attended FGB as observers for Part 1 - staff presentations – and have been invited to next Governor’s T&L meeting on 5/5. • Ofsted inspection – Bidwell Brook – Governors received an update from Head of Site Monika Davies; very reassured and pleased with the feedback from Ofsted that the inspection went well – impact is ongoing external scrutiny and assessment, to ensure	

	provision of high-quality T&L for all students, and to provide external validation for our stakeholders. • FDIP '25-26: next RAG ratings are due tomorrow. Review at committees. Impact is ongoing monitoring of strategic objectives for the Federation. • Monitoring Walks – ETS walk completed on 31/3 and the impact will be recorded by BM/GA via a written report. Walks at BB and ETC to be carried out after Easter. • Washup following recent panel hearings: NB gave update via email on 31/3, SF confirmed this has been forwarded to appropriate Governors. • Annual Report on Equality Objectives – NB gave update that this has been completed and published on the website. Impact is visibility for all stakeholders. • Stakeholder events: Governors will review the Federation Calendar on Sharepoint and attend events where possible. Impact is enhancing Governor visibility and ongoing engagement with stakeholders including parents and local community. • Policies ➤ <i>Behaviour Policy / Code of Conduct (T&L) – awaited (to be updated to reflect changes to 'Restrictive interventions, including use of reasonable force' effective 1st April)</i> ➤ <i>RSE Policy (T&L) – awaited</i> ➤ <i>Various other policies (including Finance Policy & Table of Delegation) have been circulated via Forms for approval</i> • Spring Head's Report – circulated yesterday, Governors to review offline and bring queries to committee meetings after Easter. Impact – Governors up to date. • Premises: Governors have received a written update from DCC (circulated 31/3). SF (Premises Lead Governor) and Governors overall remain up to date and the impact is an ongoing programme of improvement works at existing sites, alongside potential development of new Whipton Barton site. • Ofsted BB – discussed with HoS, see earlier section • Ofsted prep for ET – discussed with ETC HoS Kate Bromage, see earlier section. Another 'Preparing for Ofsted' training session is coming up in June and Governors are encouraged to attend. • DSL meetings: JC will arrange summer term meetings, after Easter – individually meeting HoS and attending the main 'all HoS and NB' meeting as well. • SCR check: completed this week. SF will arrange summer term check, after Easter.	
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	9.2. Future Agenda Items • Monika Davies – Site Development Plan for BB (20th May FGB) • Luke Milan and Ruth McGuigan – Careers & work experience (8th July FGB) • ICT Manager – aligning data/systems (20th May FGB) • Grievance Policy 9.3. Dates of next meetings (summer, term 1) • CBT: Tues 21st April (Teams) @ 4.30pm • T&L: Tues 5th May (Teams) @ 9.30am • FGB: Weds 20th May 2026 (College) @ 4.30pm	
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Meeting ended at 6.20pm

ACTIONS LOG – FGB on 1st APRIL 2026

Date	Item	Action	Who	Deadline
1 st April '26	2.2 ICT	JC liaise with GR about i-pads	JC	ASAP
1 st April '26	2. Presentations	Invite ICT Manager to next FGB to give update on systems	Clerk	FGB 20 th May
1 st April '26	2. Presentations	Invite BB HoS Monika Davies to present SDP	Clerk	FGB 20 th May
1 st April '26	2. Presentations	Invite Luke Milan and Ruth McGuigan to summer GB	Clerk	FGB 8 th July
1 st April '26	4.1	FDIP – NB to update RAG ratings 2/4 and circulate	NB	2 nd April
1 st April '26	4.2 Monitoring Walks	ETS: BM/GA to complete Monitoring Walk report	BM/GA	ASAP
1 st April '26	4.2 Monitoring Walks	ETC: Kate Bromage will send dates to JC & BM Bidwell: SF suggested that Marie hosts / co-hosts with MD – liaise with MD. Review Literacy (invite HLTA Claire Nicholas).	JC/BM SF	ASAP
1 st April '26	4.3 Monitoring	Clerk to send diary invite for next Ofsted training (June) – remaining Govs to attend if poss.	Clerk	SEND INVITE & BOOK ON
1 st April '26	4.6	Stakeholder events - Review which summer events you can attend to represent Governors. Federation Calendar	All	FGB 20 th May
1 st April '26	5. Policies	Code of Conduct (Behaviour) Policy (T&L) to be updated to reflect changes to 'Restrictive interventions, including use of reasonable force' effective 1 st April. AWAITED - NB stated that Robyn and Tom Cook are working on this. RSE Policy (T&L) - AWAITED	NB	ASAP
1 st April '26	7.2 H&S	BM and NB to meet – after Easter – for termly H&S catchup	BM/NB	Summer term
1 st April '26	7.3 and 7.4	DSL check – arrange for summer term SCR check – arrange for summer term	JC SF	Summer term
1 st April '26	9.2 Next Agenda	Invite; Monika Davies – presenting Site Development Plan for BB (20 th May FGB) Luke Milan and Ruth McGuigan – presenting on Careers (8 th July FGB)	Clerk Clerk	DONE: FGB 20 th May DONE: FGB 8 th July

COMPLETED:

10 th Dec '25	2.6 RTW interviews	SB to align RTW processes – and move systems to electronic vs paper	SB	Present at next CBT 20th Jan 10 th March DONE
10 th Dec '25	2.8 HR support	SB to update Governors about HR admin being done electronically; what changes have been put in place etc	SB	Present at next CBT 20th Jan 10 th March DONE
10 th Dec '25	2.9 HR working group	HR Lead (now SF) to liaise with SB about supporting HR.	KG	Discuss at next CBT 20th Jan 10 th March DONE
11 th Feb '26	2.Staff Presentations	ICT Manager to report back with costs, savings, and timescale - at next FGB (1 st April). NB will implement mobile phones for absence at ETC GR may be able to help with ipads – GR to liaise with ICT Manager		Present at FGB 1 st Apr Absence mobiles asap GR liaise with ICT Mgr offline
11 th Feb '26	3.House keeping	Governors to check the updated Governing Body Model - Spring 2026.pdf		By next FGB 1st Apr
11 th Feb '26	4.Monitoring	Clerk arrange panels washup (after Feb half term) Staff survey – onto next CBT Agenda		DONE – 5th March DONE – CBT 10th March
11 th Feb '26	6.5 Exec Head update	Clerk to send diary invite for Premises update		DONE – sent to all Governors and for all future dates
11 th Feb '26	7.2 S175 Audit	NB is finalising the S.175 and will send on to JC to check, once finalised	NB	SUBMITTED
11 th Feb '26	7.5 SCR check	SF carrying out on 3rd March 30 th March. Clerk to chase Governors for missing paperwork.	Clerk	DONE DONE
11 th Feb '26	5. Policies	Staff Leave & Absence Policy: NB to check changes to emergency unpaid leave and clarify changes for Governors (info only – SLT policy)		Discuss at next CBT – 21st April