



FGB Meeting
Thursday, 10 December 2020 at 12:00 pm
Via VIDEOCONFERENCE

Chairman: Tahir Darr

MINUTES

Present:

Tahir Darr – **Chairman**
Ashley Russell - **AR**
Carl Lander - **CL**
Kelly Ogden - **KO**
Nick Regan – **NR**
Ruth Henry – **RH**
Victoria Jackson – **VJ**
Louise Nevers – **LN**
Steven Mackay (*Headteacher*) – **SMK**

In attendance:

Jeremy Kaye (Clerk)
Jonathan Reeves (Deputy Headteacher) - **JR**
Jessica Lobbett – (Deputy Headteacher) – **JL**
Susan Kara (Observer) - **SK**

	Item
1.	Welcome and Introductions The chair welcomed everyone to the meeting and thanked them for their attendance. He gave a brief introduction to LN and SK who were attending for the first time. LN & SK then gave their own introductions. The chair also introduced Jessica Houghton who will join as a staff governor early in January 2021 and thanked everyone for their hard work through 2020.
2.	Procedural items 2.1 Apologies Apologies were received from Tom Davies, Vicki Jackson and Stuart Weatherall. It was also noted that DG may be attending late. 2.2 Confirmation of Quorum It was agreed that the meeting was quorate 2.3 Declarations of Interests for this meeting

1 Clerk: jeremy.kaye@judicium.com

	<p>None were notified</p> <p>2.4 Notification of Any Other Urgent Business No items were offered, nor accepted.</p>
	<p>It was AGREED to move item 3 to follow item 7</p>
4.	<p>The minutes of the last FGB meeting on 29 September 2020</p> <p>4.1 The minutes were APPROVED and will be signed in due course <i>with one correction: Note: AR change – TBC, AR asked to confirm by clerk</i></p> <p>4.2 Matters arising from the minutes of the meeting on 23 July are noted at the end of the minutes</p>
5. & 9.1	<p>5. Headteacher report</p> <p>9.1 Covid update – current situation</p> <p>The chair AGREED that these two items would be heard together</p> <p>SMK asked for any questions or queries on the Headteacher report that had been distributed in advance.</p> <p>SMK advised that there were no changes since distribution of his report and gave a brief update on the current Covid situation at the school.</p> <p>The board were asked if they had any specific questions on his report.</p> <p>SMK advised that the practical areas were going well with only 7 cases although full years had to be kept at home on 3 separate occasions.</p> <p>SMK gave an update on the use of masks, the cleaning regime, and how the school believe that these are helping.</p> <p>There was then a discussion around the practical efforts being undertaken by the school with regard to Covid.</p> <p>SMK gave an update on home learning and advised that there had been no parent contacts so it seems that this is going better.</p> <p>JR confirmed that the technical details had been resolved.</p> <p>Q: Chair: Is it correct that there are 5 lessons per day online? A: SMK: Yes, that is correct. He then explained how work was set and the systems that were in place.</p> <p>CL added that as a parent he could see that the remote learning was good but asked if there is support for staff on the tech and said that it appeared that tutor time was not as beneficial as it could be.</p> <p>SMK responded that we have enough PC's and the technical issues are getting better and will continue to improve.</p>

Q: Chair: Do all students have a laptop?

A: SMK: Yes, and we follow up online attendance.

SMK advised that the staff have been great and that we are supporting them including those that work from home, and they have all reacted well.

Q: CL: When in the day will the additional tuition delivered through Tute be done?

A: SMK: In the evening. It will only be offered to pupils who will engage and the full plan details are shown in the Covid Engagement Plan.

SMK then explained how the system will work.

Q: AR: How is the 6th form access to wellbeing services? What services are now available?

A: SMK: Asked RH to explain.

A: RH: All services are now available also to the 6th form, including the nurse, 'off the record' and the mental health team and 2 or 3 pupils have attended

A discussion took place around the location of these services, access, sectioning being an issue in the past, now resolved, and the general uncertainty for students.

The Chair explained that he understood from the F&A committee that the finances are healthy.

SMK explained the underspend being due to Covid. He explained that whilst forecasts were a little hypothetical that 'model B' was the most likely which used a 1% increase staffing cost figure.

SMK then explained the additional funding from Baines, explain also the CIF bid and capital investment from the LA. He gave an update on the SEND base and said that it was expected to be ready by Easter. He suggested anyone on site for any reason should take a look at the building works.

Q: Chair: Are we still expecting to have a car park there?

A: SMK: We need planning but that was the original idea.

Q: AR: Why do we have a fixed term teacher for maths?

A: SMK: We always do that for maternity leave.

Q: AR: Do we have a succession plan in place for the SENCO?

A: SMK: Yes, we already have a second trained person.

SMK then explained the cover for the SENCO as well as the succession planning.

Q: CL: Is the SENCO departure a positive thing?

A: SMK: For them it is, for their lifestyle choice and family priorities.

Q: NR: We have three English teachers on maternity, is that covered?

A: SMK: Yes, it is already covered.

The chair commented that we were slightly overstuffed anyhow.

AR offered a round of thanks for Sue Henning on her retirement and asked for this to be specifically minuted.

Q: Chair: Next year we have 200 new students, is that correct?

A: SMK: Actually, if needed we can take 224.

At 12:45 DG arrived in the meeting

The chair thanked SMK and the whole staff for everything have been doing this year and congratulated JL on her new role of Deputy Head, Pastoral.

JL gave a very brief update on her new role

6. **Update on governance**

6.1 AR explained the documents that had been distributed in advance, adding his apology for uploading the wrong version, which has now been corrected.

AR explained the separation of Members & Trustees and how this has required changes to the articles. The copy everyone now has is the updated version which includes staff governors and electronic meetings and some general tidying up. This has been approved by our solicitors.

AR explained that the board are required to approve the draft to go to the DfE for approval before adoption by the current members so is asking for approval.

He was asking for an approval to:

1. Send the draft to the DfE for approval and then once approved (even *with minor changes*) to
2. Recommend the draft to the members for adoption.

Q: CL: Asked if the correct terminology would be Governors or Trustees.

A: AR: Either, the Governors are also referred to as Trustees.

A vote by show of hands was taken on both points and there was a unanimous **AGREEMENT** on both.

6.2 It was **AGREED** that the SoD needed more work and was work in progress.

7. **Terms of Reference update**

AR explained why the TOR's were being updated and gave a summary of the changes from past versions. He said that the only question was now the admissions committee.

Q: CL: With regard to confidential minutes for disciplinary committees, I think this needs to be looked at too.

A: AR: I will prepare a proforma document.

ACTION: AR: Prepare a proforma document for approval

Q: CL: Can we change Chairmanship to Chair ship?

The clerk advised that the correct wording being 'Chairman' for either male or female, the term 'Chairmanship' was more correct.

A: AR: Yes, I will change.

ACTION: AR: To make the change

Q: CL: With regard to the term indoctrination on the curriculum TOR on page 5 regarding 'British Values' is there a better term we can use?

A: SMK: JR will research and discuss with AR.

ACTION: JR to check and discuss with AR

Q: CL: With regard to the HT performance management can we change the terminology to stipulate the Chair instead of Chair or Vice Chair.

All **AGREED** that this can be done.

ACTION: AR: To make the change

A show of hands was taken and the following TOR's were **APPROVED** taking into consideration the changes above:

7.1 FGB

7.2 F&A committee

7.4 Curriculum committee

7.5 Head Teacher performance committee

7.6 PSW committee

7.7 Remuneration committee

7.3 The admissions committee was then discussed separately with SMK saying that this can be done by the FGB as it is mainly agreeing the PAN.

AR said that KW believed that it was good to discuss the PAN separately but there were indeed no formal documents.

A vote was taken by show of hands and a unanimous **AGREEMENT** reached to disband this committee for now.

	<p>It was also AGREED that the related policy would become the responsibility of the FGB with immediate effect.</p> <p>It was further AGREED that the FGB would have admissions as an item on its December agenda in future.</p>
3.	<p>Election</p> <p>It was agreed that following the change to electing committee chairs there was no need for an election to take place and that the COG and Vice chair now appoint the committee chairs. Therefore, with both of their agreement KW is APPROVED as the continuing Chair of the F&A committee</p>
8.	<p>Acceptance of committee / panel reports</p> <p>Very brief notes were given on the committee and panel reports (<i>in person or from the report</i>) which had been circulated in advance. All reports were ACCEPTED.</p> <p>8.1 By the Chair</p> <p>8.2 By KO who will correct errors before uploading. Pupil passports need improvement and are not teacher friendly. SMK said that they were also not being used effectively. CL stated that teachers may read but not action as required. KO explained some working ideas of communication and training</p> <p>8.3 By VJ Encouragement and some training required</p> <p>8.4 KW will email staff to be involved in strategy and the 5 pillars will be looked at around Easter with input from Maurice, one of the potential new members</p> <p>8.5 CL Nothing to add to the report</p> <p>8.6 KW Finance is healthy</p> <p>8.7 CL Nothing to add to the report</p> <p>8.8 NR Nothing to add to the report</p>
9.	<p>Covid Update</p> <p>Part of this item had been taken with item 5</p> <p>9.2 Post Covid strategy</p> <p>SMK stated that the SIP will need to take into consideration the long-term impact on achievement and attainment</p>
10.	<p>Policy updates</p> <p>10.1 Complaints policy SMK apologised for the delay in distribution and the chair said this was totally understandable.</p> <p>CL mentioned a new DfE complaints policy model which SMK will look at and revert to the board.</p>

	<p style="text-align: center;">ACTION: SMK to get the detail from CL and review the new policy model</p> <p>10.2 Conflict of interest policy SMK apologised for the delay but AR advised that he had already written and uploaded this. A vote by raising of hands took place and this policy was APPROVED.</p> <p>10.3 Admissions policy There was no change to this policy. The PAN is 200 and a vote by raising of hands took place and this policy was APPROVED.</p>
11.	<p>Governor & Member update</p> <p>11.1 Members update The Chair explained that there will be 5 Members and AR explained the process of separation which will be completed early in 2021 leaving the 5 new members in place.</p> <p>11.2 Governors / Trustees We will now be full with the additions of LN & SK.</p>
12.	<p>DBS update The Chair asked if all governors could update their details when asked.</p> <p>AR reminded the board that for governors (<i>who are volunteers</i>) the DBS update is free of charge. It was also discussed that we currently do not have a system to update staff DBS and he asked if the board had a risk appetite for this to continue?</p> <p>A discussion took place with the benefit, costs and administration to change this.</p> <p>It was AGREED that SMK would discuss with Ishbel Tovey and get some details to bring back to the next FGB for further discussion.</p> <p style="text-align: right;">ACTION: SMK</p>
13.	<p>SEND base update SMK advised that there was no further update</p>
14.	<p>AOB Although there had been no AOB agreed the chair allowed the following item.</p> <p>14.1 Staff governor ratification AR explained the process that had taken place to elect a new staff governor and that Jess Houghton had been the only applicant so no ballot had been required and she had been elected.</p> <p>14.2 Student council report KO gave an update on the questions and answers and advised that there was a long list of questions requiring answers. The chair suggested that these are sent to him and the vice chair to respond. ACTION: KO to send list to the chair/vice chair who in turn will respond</p> <p>14.3 CL Advised that the update on PP with Sarah was ongoing</p>

15.	The next meeting date was confirmed as 4 February 2021 at 17:30
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Matters arising from the minutes of the FGB meeting held on 29 September 2020

Item	Action	Actioner	Status
6.	Update on SIP/School strategy. KW to arrange a strategy meeting plan	KW	ONGOING
8.	Confirmations 8.2 - The scheme of delegation (saved on GH) needs to be looked at to see if it needs a review	Clerk	COMPLETE
8.	Confirmations 8.3 – Budget had been approved at the last FGB meeting. SMK to check changes / updates for F&A	SMK	ONGOING
9.	External appointments 9.2 Auditors - Monahan RE-APPOINTED but will need to re tender through F&A in April next year	F&A in APRIL	ONGOING
9.	External appointments 9.5 Training providers will continue to supply review and exclusion panel training. SMK to update supplier	SMK	COMPLETE
9.	External appointments 9.6 Committees. PSW needs a new chair. A replacement is needed for Michelle and link governors need a review - AR to look at committee memberships	AR	COMPLETE
10.	AOB 10.1 KO gave an update on the student council, where there will be an update meeting on zoom. There is a proposal for students to ask the governing body questions on zoom and report on what they are doing KO & VJ to follow up	KO & VJ	ON TODAY'S AGENDA

Outstanding items:

There are currently no outstanding items.

Signed on:	
By:	