

## MINUTES OF FGB MEETING HELD ON TUESDAY 7<sup>th</sup> DECEMBER 2021

Committee members Present: Mrs J Brigg (JB), Mrs Alison Heywood (AH), Mrs Laura Mead (LM (CHAIR)), Mrs Michaela Pay (MP (Vice Chair)), Mrs Frances Perkin (FP), Mr Jay Turner (JAT), Dr Mary Welford (MW), Mr Dom Wilkes (DVW).

Apologies: Mr B Millar (BM), Mrs Alice O'Reilly (AOR), Mrs Hetty Thompson (HT), Mrs M Bacchus (MSB)

In Attendance: Mrs Clare Brown (CLB (CLERK)), Mr Jim Frances (JAF (DSL),

Following problems with LM logging on remotely MP chaired the start of the meeting.

Item	Topics Discussed	Result/Action
1. Apologies	BM, AOR & HT	<b>Received and accepted</b>
2. Declaration of Pecuniary and/or Professional Interest	Governors reminded to declare pecuniary interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress.	<b>DVW &amp; JAT declared a professional interest.</b>
3. Minutes and Confidential Minutes of Meeting on 23.09.2021 and Matters Arising	a. Part one minutes having been circulated were approved and signed as a true record. Matters arising from the minutes <ul style="list-style-type: none"> <li>Mr Belling. 2 computer suites set up and working</li> </ul> b. Confidential minutes tabled and agreed by FGB. Matters arising – staff issue	<b>LM joined the meeting</b>  <b>See confidential minutes</b> <b>LM to sign on next visit to school</b>
4. Safeguarding report and update from JAF	Presentation previously sent to Governors. Points of note <ul style="list-style-type: none"> <li>a. Follow up from September presentation</li> <li>b. New Safeguarding team explained which now includes new full time DDSL</li> <li>c. Training               <ul style="list-style-type: none"> <li>JAF and HT meeting on 10.12.21 to include check on training undertaken and SCR.</li> <li>Staff briefing on Mondays now includes safeguarding updates and updates on student concerns</li> <li>In terms of statutory compliance school is up to date.</li> <li>Exam invigilators will receive level 1 training in time for the next exam season</li> </ul> </li> <li>d. My Concerns are now going through the Safeguarding office - single point of contact, more central and more effective (the last SIP visit highlighted that the Haven was too remote to be part of the core team)</li> </ul>	<b>See confidential minutes</b>

	<p>e. Review of RSE curriculum due to increase in Peer on Peer/unhealthy relationship concerns in the community</p> <p>f. Peer on Peer Abuse.</p> <ul style="list-style-type: none"> <li>Guidance on managing peer on peer abuse is in safeguarding policy for 2021/22.</li> <li><b>MP stated that on some recent Ofsted training she had attended it had been recommended that Peer on Peer guidance should be a distinct policy.</b></li> <li><i>JAF confirmed if seen as good practice happy to do so.</i></li> <li><i>DVW added this is not on the list of 'policies for schools', but it is included.</i></li> <li>6 cases of peer on peer during the last calendar year, relatively high compared to other schools</li> <li><b>Governors asked if there had been any cases since September.</b> <i>JAF confirmed no but if it does we know how to respond.</i></li> </ul> <p>g. 'What to do when' mini guides for all staff being prepared – starting with 'indecent images' but looking to roll out to other areas</p> <p>h. CP and CHIN (column titles needs swapping over)</p> <ul style="list-style-type: none"> <li>CHIN – higher than last year (11) with 6 more in the pipeline</li> <li>CP – increase in threat from County Lines and criminal exploitation</li> <li>Attendance is 87% which is low for school but high for this category (skewed by 1 x Yr11 with 55% attendance.</li> <li>Students are engaged and working well with external agencies</li> </ul> <p>i. My concerns</p> <ul style="list-style-type: none"> <li>Increase in numbers of students with low mood, self-harm and especially suicidal thoughts</li> <li>Advice is we should say to the student 'are you feeling suicidal' (concerned telling them they are feeling like this). If student confirms yes then go direct to parent and ask them to go to GP (school puts in referrals to school nurse and fast track to CAMHS).</li> <li><b>Governors asked what happens if a students is identified who has little support at home</b> - <i>JAF confirmed parents generally supportive (some unaware and shocked) but if not student goes straight to A &amp; E and referral made to MARU.</i></li> <li>8 attempted overdoses and 1 x self-harm leading to hospitalisation but all ok</li> <li>70 County Lines drug related cases so slightly up – narrowed down to a group of students</li> <li>DVW discussed with governors about writing to Scott Mann MP to share concerns about County Lines and lack of police presence. <ul style="list-style-type: none"> <li>➤ <i>JAF confirmed newly appointed local Police Lead for this and has been very proactive to far so suggested see how it goes before contacting our MP</i></li> </ul> </li> <li>Increase in number of food related concerns, possibly a result of shut down – <b>Governors asked if it is a</b></li> </ul>	<p>JAF will speak to HT during visit</p> <p>Governors agree for DVW to contact Scott Mann if feels necessary</p>
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	<p><b>cluster of students/tutor group/year.</b> JAF confirmed no it is across all year groups but all girls except 1 – no connection.</p> <ul style="list-style-type: none"> <li>• Increase in extremist views have been seen in school. AOD has done some work around hate crime/hate symbolism in PSHE plus working with the individual. Seen as very positive.</li> <li>• <b>Governors asked what the response rate from CAMHS was like.</b> <ul style="list-style-type: none"> <li>➤ JAF confirmed threshold very high but for the most serious cases, we get a positive response from CAMHS.</li> <li>➤ JAF confirmed as a school we are getting better at challenging support from social workers so cases aren't closed quite so quickly.</li> </ul> </li> <li>• Number of students are accessing counselling support funded by the Blanchminster Trust</li> </ul> <p>j. Haven</p> <ul style="list-style-type: none"> <li>• JAF/DVW are looking at the Haven and how best to use the space to improve/develop what we presently have on offer.</li> <li>• Will evaluate support given to students to see which providers are making the most impact.</li> </ul> <p>k. ETHOS. 'Care' underpins the whole ethos pyramid.</p> <p>l. First wave of support for students with 'low mood' is to talk to their tutor</p> <p>m. <b>Governors asked if school kept in touch with our most vulnerable students over lockdown.</b> DVW confirmed that during covid the SEN team reached out to our students in a positive and coordinated way.</p> <p>LM thanked JAF on behalf of FGB for attending and for his presentation.</p>	
5. SEN Audit. (Sally Hague (SAH); SENDCo	<p>Audit previously sent to Governors. Points of note.</p> <ol style="list-style-type: none"> <li>a. Helpful exercise as haven't reviewed SEN for a long time and not since SAH been in post</li> <li>b. Review confirmed by County that we are doing the right things and heading in the right direction</li> <li>c. Review highlighted that SEN, Pastoral team and Safeguarding team all work well together – streamlined support,</li> <li>d. Identifying students <ul style="list-style-type: none"> <li>• Previous concerns over identifying students in a timely manner, has been improved by the introduction of 'Plan-do-review' cycle for teachers. This will ideally run for 2 terms and if no progress then forward to SEN department so student can be supported appropriately. This process will hold teacher's to account (making headway but still some work to do)</li> <li>• Stopping the 'void'. Teachers historically didn't identify students early enough for the SEN team to have impact in time for their GCSE's.</li> <li>• SEN needs history of need in order to apply for concessions. Process begins in Yr8</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• Use of EDUKEY software allows information to feed into Classcharts, enabling evidence to be easily gathered</li> </ul> <p>e. SEN support</p> <ul style="list-style-type: none"> <li>• Each student in need of support has a SEN profile with strategies for teachers to use to enable students to progress in their class</li> <li>• EHCP students. <ul style="list-style-type: none"> <li>➤ Currently 24, 2.1% above national average</li> <li>➤ 4 more pending</li> <li>➤ Everyone SAH has applied for has been successful</li> </ul> </li> <li>• SAH looking to build a team of experts 'in house' to support our students. TA's will be trained in a various aspects of SEN</li> <li>• No service to support speech and language so again training up TA's to do this in house</li> </ul> <p>f. Reading</p> <ul style="list-style-type: none"> <li>• Big issues with reading especially post covid</li> <li>• a significant number of students are not reading at their age level (identified through Accelerated Reader)</li> <li>• 43 students are accessing significant reading support</li> <li>• Once reading age confirmed then appropriate support found. Data available in January to see if making progress</li> </ul> <p>g. Governor questions</p> <ul style="list-style-type: none"> <li>• <b>Governors asked if there was much sharing of practises with other schools.</b> <ul style="list-style-type: none"> <li>➤ SAH confirmed prior to covid they had started to establish a SEND group with our Primary SENDCO's but this stopped</li> <li>➤ Work really closely with Primary SENDCo's in relation to Yr6's so we know what to expect from each new cohort</li> </ul> </li> <li>• <b>Governors asked about SEN in the 6<sup>th</sup> form as not covered in the review</b> <ul style="list-style-type: none"> <li>➤ SAH confirmed a lot of students are supported in the 6<sup>th</sup> form and we aim to make our 6<sup>th</sup> form as inclusive as possible</li> <li>➤ DVW confirmed this was pointed out during the visit but feel they may have run out of time but unfortunate not to have been mentioned.</li> <li>➤ <b>LM confirmed that there is a lack of resources in this part of the County so to have this in school is very special</b></li> </ul> </li> </ul> <p>Governors thanked SAH for joining the meeting and for all her hard work</p>	
6. Equality and Diversity Audit (led by DVW)	<p>Equality and Diversity Audit point of note</p> <ol style="list-style-type: none"> <li>a. AOD has the lead on this</li> <li>b. Review took place on the same day as the SEN Review</li> <li>c. Review followed parental complaint with regard to allegations of racist issues</li> <li>d. Behaviour of students commented on as being significantly different, much more courteous and smart</li> <li>e. Following the review</li> </ol>	

	<ul style="list-style-type: none"> <li>Documents on the website updated by AOD</li> <li>Racist incidents to be reported when they happen to County (statutory)</li> <li>Student group brought up need to work on female empathy/female role in the community. PSHE to focus on this in the classroom. <b>Governors added that on the KS4 Options evening there were a lot of 'stock images of professionals' which needs to be changed going forward as with the 6<sup>th</sup> form prospectus photos.</b></li> <li>Word 'INCLUSION' to be added to the Ethos pyramid so that it can be seen to run through everything that we do</li> <li>f. School has always had a zero tolerance on physical violence and racist abuse</li> <li>g. Looking at 'Rights in Schools' award but very expensive</li> <li>h. Student Focus group is buzzing and was commented upon</li> <li>i. PMW and DVW to look at exclusions and demographics</li> </ul>	
7. Health and Safety report (MSB)	<p>Report previously circulated to FGB. Points of note:</p> <ul style="list-style-type: none"> <li>a. Staff not eligible for the NHS flu jab. Staff have been offered one paid by the school (as agreed at FSPC) but only one member of staff has taken up the offer so far</li> <li>b. Going out to tender on the catering contract for next August start</li> <li>c. 5 student accidents and one member of staff reported to governors</li> <li>d. Testing will take place as students return to school after Christmas (staggered return)</li> </ul>	<p>See confidential minutes</p> <p>Included in Headteacher's report</p>
8. Bude Communities Schools Trust (BCST) (Led by DVW)  JE = Jackie Eason	<p>Points of note:</p> <ul style="list-style-type: none"> <li>a. BCST raised by Governors at a past meeting</li> <li>b. Headteachers have regrouped and looking to bring BCST back to the fore and increase the amount of collaboration further (eg looking at bringing INSET days in line)</li> <li>c. Contacted the Cooperative society for advice following some governor training from JE. They confirmed we are doing the right thing in terms of meetings.</li> <li>d. Articles of Association protects us</li> <li>e. <b>Governors asked what the impact of other schools becoming MATS has on the Trust. DVW confirmed still Associate members which is important.</b></li> <li>f. Economies of scale not a focus and all about collaboration.</li> </ul>	
9. Correspondence	Covered by report from the Chair	
10. Report from FSPC (MP)	<p>Main points discussed</p> <ul style="list-style-type: none"> <li>a. Budget <ul style="list-style-type: none"> <li>Surplus has been used in part to reduce the deficit as well as supporting staffing</li> <li>6 months in and doing well</li> </ul> </li> <li>b. Lots of things happening with premises both seen and unseen. MP added that Governors need to drop in and see once the covid restrictions are lifted</li> <li>c. Uniform – looking to reduce the costs following Government directive</li> </ul>	
11. Report from Pay Committee and Pay	<ul style="list-style-type: none"> <li>i. Pay committee main points discussed: <ul style="list-style-type: none"> <li>Only looked at staff who applied to either</li> </ul> </li> </ul>	

<p>appeal Committee (LM)</p>	<ul style="list-style-type: none"> <li>• cross the threshold,</li> <li>• move more than one point on the main teachers scale</li> <li>• progress up UPS or Leadership scales</li> </ul> <p>b. LM added that DVW done a good job at setting the process so all staff aware</p> <p>c. Some applications were rejected as</p> <ul style="list-style-type: none"> <li>• No evidence to support application</li> <li>• reason for progression covered by role/TLR</li> </ul> <p>d. all other applications agreed</p> <p>ii. Pay Appeal Committee chaired by MP</p> <p>a. 2 appeals received</p> <ul style="list-style-type: none"> <li>• Application to move from UPS2 to UPS3. More evidence was produced and appeal upheld</li> <li>• Late application to progress up the Leadership scale was rejected as panel agreed unacceptable due to it being late. Advice and recommendations were given if member of staff applies next year</li> </ul> <p>iii. DVW thanked Governors on both panels for their time</p> <p>iv. LM confirmed that following DVW's PM review and recommendation from SIP and LM, the pay committee agreed progression.</p>	
<p>12. SISC (JAT)</p>	<p>Headlines</p> <p>a. QA</p> <ul style="list-style-type: none"> <li>• led by JAT highlighted lack of consistency</li> <li>• QA policy not yet embedded – Senior Leaders tasked with pushing Middle Leaders to embed the policy</li> <li>• DVW and PMW have since looked at DA books and progression. Some scaffolding was seen in books but not across the board – middle leaders need to ensure this happens</li> <li>• <b>Governors very positive that the process now evidences student support</b></li> </ul> <p>b. SEN audit was meant to be presented at SISC but SAH unavailable hence brought to FGB</p>	
<p>13. Headteachers report (DVW)</p> <p>PHE = Public Health England</p> <p>NB = Nicola Bryant</p>	<p>Points of note:</p> <p>a. Covid</p> <ul style="list-style-type: none"> <li>• PHE contacted school due to amount of cases in the local area not necessarily in school</li> <li>• Unable to go back to bubbles and if necessary will have to look into alternatives (last year bubbles were planned in June for September). <b>Governors asked for plan – DVW confirmed possibly close KS3 to enable GCSE years to be taught.</b></li> <li>• Student numbers with covid explained with Yr10 being the worst hit year (44 out of 219)</li> <li>• Trips cancelled and cover a nightmare (12 off with covid) with all of SLT helping out. Over staffing in some departments has helped</li> <li>• Pilot school for PCR testing</li> <li>• <b>Governors asked if have enough testers for the start of term. DVW confirmed having a staggered start so should be ok but will inform NB</b></li> </ul> <p>b. Tutoring programme not effective for us so paying staff for specific targeted sessions (NJT collating)</p>	

<p>NJT = Nick Tyrrell</p>	<p>c. Haven. Needs to be under the umbrella of the school to ensure it does what we need it to do</p> <p>d. Staff</p> <ul style="list-style-type: none"> <li>DVW has met with potential teacher of science</li> <li>Second Yr9 leader funded by covid catch up monies</li> </ul> <p>e. Fixed Term extensions are now called suspensions. Start of term saw a high number of suspensions as followed policy to the letter and numbers have reduced over the last few weeks.</p> <p>f. <b>Governors asked if students were still able to get lockers if wanted as aware some had been removed. DVW confirmed there are some if requested but removed some to increase space in corridors and remove need for students being late to class due to collecting books from them. Reception happy to look after PE kits if necessary.</b></p> <p>DVW asked Governors if there were any questions – none. LM thanked DVW for report</p>	<p>See confidential minutes</p>
<p>14. Report from the Chair</p>	<p>a. Roles and responsibilities of Governors</p> <ol style="list-style-type: none"> <li>Need to look at the School Improvement Plan and allocate Link governors to this rather than departments</li> <li>Governor roles <ul style="list-style-type: none"> <li>SEN governor = LM (will keep an eye on wellbeing of students)</li> <li>Safeguarding Governor = HT (plus attendance to ensure students we need to keep an eye on are in school)</li> <li>English = MP (also keep an eye on wellbeing of staff)</li> <li>Areas of curriculum highlighted by the last Ofsted <ul style="list-style-type: none"> <li>Science – <b>FP to be link Governor</b></li> <li>MFL – DVW confirmed department working well, lots of strengths and good appointment of new HoD</li> <li>DT</li> <li>Child Development – small department and DVW confirmed Head of Department is following Line Managers lead</li> <li>PE – Line managed by JAF</li> </ul> </li> <li>DA students – we need to make sure all the great stuff we do is accessed by all students. <b>MP suggested AH</b></li> <li><b>JAT suggested initially work with him to look at data and questions and then look to meet with middle leaders. MW very interested and happy to meet with JAT to bolster the process.</b></li> <li><b>JAT to contact middle leaders to see who would appreciate Governor contact</b></li> </ul> </li> <li>Governor needed to work with MSB to support the great inroads made with the schools finances. <b>JB suggested.</b></li> <li>LM confirmed: <ul style="list-style-type: none"> <li>need to have evidence for Ofsted of governor involvement</li> <li>need to show impact as a critical friend</li> </ul> </li> </ol>	<p>Confidential minutes</p> <p>Confidential minutes</p> <p>Agreed by Governors</p>

	<ul style="list-style-type: none"> <li>• staff need to know governors are on board to support them</li> <li>• visits to gather information and feedback to FGB</li> </ul> <p>v. LM to update governor visit forms to document what see on the visit. LM explained that when she is in she asks:</p> <ul style="list-style-type: none"> <li>• How is the department performing?</li> <li>• What is happening</li> <li>• Any requests which can be taken to DVW or FGB whichever appropriate.</li> </ul> <p>vi. Need each governor to be once a term</p> <p>vii. Agreed</p> <ul style="list-style-type: none"> <li>• FP to meet with DVW and JAT regarding Science</li> <li>• MW to meet with JAT regarding Q &amp; A</li> <li>• All governors to meet with their link area before next FGB</li> </ul> <p>viii. LM confirmed that on the 'deep dives' she did with JH she could see that leadership had a good handle on what was needed to be done and plans to move forward.</p> <p>b. Complaints</p>	<p><b>Visit reports to be prepared and shared ahead of next FGB</b></p> <p><b>Confidential minutes</b></p>
15. Date of next meeting	29/03/2022	

Meeting finished at 9.20pm

Signed by:

(Chair of Governors)

Date: