



LGBM/01 2021/2022

MINUTES OF THE LOCAL on 6 October 2021 AT 6.30 P.M.

Governors Present:

Melinda Tilley (MT)
Jane Braddy (JB) (Parent)
Liz Holmes (LH) (Associate)
Phil Bevan (PB) (Head Teacher)
Mick Mayes (MM) (Community)
Paul Ray (PR) (Community)
Alex Bond (AB) (Community)
Christopher Preece (CP) (Parent)
Mirabelle Stobbs (MS) (Community)
Kathleen Thomas (KTh) (Staff)

In attendance: Sandra Green (SG) (Clerk)

Apologies: Hattie Clay (HC) (Clerk)

In Absentia: Malcolm Sperrin (MS) Associate

The meeting opened at 6.40 p.m.

1	Standing Item: Welcome, apologies for absence and acceptance/non-acceptance, resignations, governor recruitment, agenda for today SG welcomed all attendees. Apologies had been received from HC and were duly accepted. There had been no resignations nor governor recruitment since the last meeting. The agenda, including elections, was briefly outlined.	Action
2	Standing Item: Notice, Confidentiality and Quorum Requirements The meeting was declared noted and quorate and attendees were reminded re confidentiality of the matters discussed until they were in the Public forum.	
3	Standing Item: Declaration of any personal, business or pecuniary interests for tonight's business None declared for this meeting.	
4	Standing Item: Notification of any other business a) KTh asked to raise an item re a project. b) LH asked SG to raise re Governors' Autumn Seminar.	
5	Election of Chair and Vice Chair: Presentations and Secret Ballots Chair: Two candidates were standing for this role: AB and CP. Both confirmed that they wished to continue and there were no declared conflicts of interest to necessitate any member of the LGB removing themselves. Each candidate left the	



	<p>room whilst the other made a short presentation to the LGB on their suitability for the role and answered any questions posed. A secret ballot was conducted as a result of which AB was elected Chair for the 2021/2022 academic year. CP was thanked for standing and AB was congratulated on his successful election.</p> <p>Vice Chair: One candidate was standing for this role: PR, who confirmed that they wished to continue and there were no declared conflicts of interest to necessitate any member of the LGB removing themselves. As PR had been in the post in 2020/2021, he declined the opportunity to make a presentation on his suitability and this was accepted by the LGB. A secret ballot was conducted as a result of which PR was elected Vice Chair for the 2021/2022 academic year. PR was thanked for standing and congratulated on his successful election.</p> <p>ACTION: GovHub records to be updated.</p>	SG
6	<p>Update Declarations Page on GovHub</p> <p>SG requested all governors to please update the items on their Declarations page on GovHub, i.e.</p> <ul style="list-style-type: none"> a) completion of Personal, Business & Pecuniary Interests section – which will then be downloaded and placed in the public forum via the FCC Website; b) that they have read and accept the revised FLT Code of Conduct V1.4 - as circulated via GovHub; c) that they have read and accept the new Child Protection Policy Sept 2021 – as also circulated via GovHub. <p>ACTION: All Governors to update their Declaration page on GovHub asap.</p> <p>ACTION: HC to collate and upload onto FCC Website.</p>	All Govs/ HC
7	<p>Reminder to complete and return Governor Skills Audit Form 2021/2022</p> <p>SG, on behalf of HC, reminded all governors who have not yet done so to please action this as per HC's request via GovHub of some two months ago. SG will re-send HC's noticeboard message. The information is vital in establishing and collating training and development gaps to enable these to be closed.</p> <p>ACTION: All Governors to update their Gov Skills Audit Form and return to HC asap.</p> <p>ACTION: HC to collate and circulate to all LGB and have as an item for discussion at next meeting.</p>	All Govs HC
8	<p>Standing Item: Approve minutes of 14 July 2021 and review matters to be actioned</p> <ul style="list-style-type: none"> a) The minutes were agreed to be a true and accurate record, with a handful of little typo's to be corrected by SG and will be signed to that effect by the Chair when possible. b) ACTION: The Matters to be Actioned list was not up-to-date so SG will be speaking to HC to ensure that it is for the next meeting. 	AB/HC SG/HC
9	Standing Item: Any Out of Committee Action	



	<p>a) AB advised that the Risk Register 2021/2022 had been signed off by the Resources Committee.</p> <p>b) ACTION: SG agreed to send out a suitable pro forma for governors to advise re any items which they undertook and which should be notified to HC to be included in this section in future.</p>	SG/All
10	<p>To Note and Adopt:</p> <p>a) 2021/2022 Scheme of Delegation: SG and AB explained the changes which had been made to the previous edition of this Scheme.</p> <p>b) Changes to the Academies Trust Handbook.</p> <p>Both documents had previously been circulated to LGB members via GovHub. Both were Noted and Adopted.</p>	
11	<p>Standing Item: Link Governor Roles</p> <p>The following was discussed and agreed:</p> <p>a) ACTION: AB/PB to review governance structure to ensure that the link roles are commensurate with the aims and objectives for FCC, including adding a link role with the Sixth Form</p> <p>b) ACTION: AB to circulate the draft structure and roles to ascertain their preferences for roles at the next meeting.</p> <p>c) ACTION: AB to consider Shadowing of each to embed succession planning.</p> <p>d) To be an item on next agenda.</p>	<p>AB/PB</p> <p>AB/All</p> <p>AB/All</p> <p>HC</p>
12	<p>Potential new Governors from Outside and Inside FCC</p> <p>a) It was discussed that three potential candidates for Parent roles have expressed an interest, including one which had been placed 'on hold' due to no spaces a few months ago and of whom HC has contact details.</p> <p>ACTION: SG agreed to advise the LGB of current spaces for additional governors.</p> <p>ACTION: HC to assist LGB re how best to fill vacancies/holding a parent election, etc as an item on next agenda please.</p> <p>b) AB advised post-meeting re a Governance Scheme in which he had been involved to raise awareness and recruit new governors: the NGA's Inspiring Governance scheme. https://www.inspiringgovernance.org/</p>	<p>SG</p> <p>HC</p>
13	<p>Governance Review May – June 2021</p> <p>LH spoke to the Paper which had been previously circulated via GovHub. The exercise was undertaken to help ensure that the LGB is in a fit position from a Leadership and Management stance, including strategic and financial probity.</p> <p>The next steps are Succession Planning and Forward Planning.</p> <p>Q: PR: It identified actions on the Trust to assist re support?</p> <p>A: LH: Yes, we are trying to improve the quality of information but the Central Team is currently beyond lean on resources and we are struggling to recruit in the current job market climate.</p>	AB/All
14	To receive the 'Children Who are Cared For' Report 2020/2021	



	<p>PB spoke to the Paper as prepared by Joe Winter and his team and previously circulated via GovHub. The LGB formally thanked Joe and his colleagues for their excellent work.</p> <p>The LGB asked that a staff member congratulate these pupils at an appropriate opportunity for having achieved such excellent results.</p> <p>Q: LH: How do we ensure that we pass on this very valuable information to the pupil's next school?</p> <p>A: PB: We hand over a file of information. Joe Winter to be asked to elaborate on this process for next meeting please.</p> <p>There were no other questions on the report.</p>	PB/JW
15	<p>Review KS4 results and proposed 2021/2022 targets</p> <p>PB spoke to the Paper as previously circulated via GovHub. This compared FCC results against those schools who had elected to upload theirs. PB considered that the grading process had been very robust at FCC and that the results were fair and accurate. Some appeals as expected. FCC's higher performing cohort is still showing the gap in PP and SEND pupils. The target-setting needs to be against national figures (when available) due to turmoil during the CV pandemic.</p> <p>Q: JB: How do you ensure that the targets are challenging?</p> <p>A: PB: Teaching for Learning excellence is being rolled out again now we are back in person. We have removed some aspects which proved to be extraneous and are picking out trends.</p> <p>A: KTh: Although CV was a horrendous experience, it created a staff who are even more agile in their teaching.</p> <p>Q: JB: Are you able to meet up as whole Staff more?</p> <p>A: PB: Yes, but there are still limitations due to the need to socially distance, etc.</p> <p>LH: It is very heartening to see the performances of the pupils and the departments – Geography has been turned around.</p> <p>Q: LH: We have issue with FSM and SEND children in terms of achievement. Do we understand why our lower attaining pupils are as such?</p> <p>A: PB: We looked at Vocational courses to see if better suited. The SEND pupil numbers have increased which impact on the results as they represent a higher percentage. PB is reshaping the vocational offers.</p> <p>A: KTh: Craft courses aren't those favoured by parents, e.g. childcare, engineering.</p> <p>Q: LH: Could we tie-up vocational courses with targets for FSM and SEND pupils?</p> <p>A: PB: Results will take two years and we may need an additional Assistant Head who is dedicated to SEND/PP/FSM pupils as it is such a large task.</p> <p>ACTION: PB to follow up with Joe Bettle re a BTec course which CP raised with him.</p>	



	<p>PR: A good discussion and a key priority for FCC.</p> <p>ACTION: for next meeting: PB to report on target-setting for SEND/Non-SEND pupils.</p> <p>It was acknowledged that Maths and Science give hard data due to continuous assessment. Henry is working on assessment across all subjects to be based on same criteria.</p> <p>Q: JB: Are teachers evaluated on the grades their pupils achieve?</p> <p>A: PB: Yes, although it must be borne in mind that the cohort changes each year.</p> <p>Q: AB: French results have risen?</p> <p>A: PB: It could be that having more assessments has helped.</p> <p>It was Noted: Modern Languages have moved from ‘an area of concern’ to doing much better – the LGB formally congratulated the Modern Languages team for this achievement.</p>	<p>PB</p> <p>PB</p>
16	<p>Headteacher’s Report</p> <p>PB spoke to the report as circulated via GovHub.</p> <p>The LGB expressed concern that this, along with other papers, are only made available to them at very short notice before the meeting and thus they do not have adequate opportunity to read, reflect and formulate appropriate questions on the contents. The LGB said that this had been an ongoing problem at FCC. SG apologised for the issue and agreed to do all she could to improve matters going forward.</p> <p>ACTION: SG to liaise with HC and PB to have cut-off date for papers to be uploaded to GovHub at least 7 days prior to next meeting. Anything received after that date will go forward for the subsequent meeting.</p> <p>Vaccinations – PB reported that the first Covid vaccine session had been held in the school. Due to NHS staffing problems half of Year 9 were not able to be vaccinated during the day.</p> <p>A: JB: There confirmed that there are catch-up plans in hand.</p> <p>Q: MS: Will pupils get the opportunity to consent?</p> <p>A: PB: Yes they will.</p> <p>Q: MS: It has been a bit confusing for parents as the ‘Flu and Covid catch-up has come in quick succession.....</p> <p>Q: AB: What has the take-up been?</p> <p>A: PB: Nationally c.50%, FCC is higher.</p> <p>We have had some anti-vaxxer correspondence and protests outside of school, in which pupils were leafleted. PB reported that staff had ensured that the</p>	<p>SG/HC/PB</p>



	<p>protesters were not on school premises and were at the scene to ensure that pupils were not inappropriately targeted by the protesters.</p> <p>Q: LH: Are some pupils anxious about having the vaccination?</p> <p>A: PB: No – they are taking it in their stride.</p>	
17	<p>Standing Item: Policies</p> <p>a) Safeguarding: As governors had not had time to read the new Safeguarding and Child Protection Policy September 2021 – as produced by OCC and approved with 3 changes by the FLT Board on 30 September 2021 – it was agreed that they would do so in order to be able to confirm their approval by 10 a.m. on Monday, 11 October 2021.</p> <p>ACTION: All governors to confirm their approval of, and conformance with, the Safeguarding and CP Protection Policy September 2021 by 10 a.m. on 11/10/2021.</p> <p>b) Keeping Children Safe in Education (KCSiE) Part 1 and Appendix: As governors had not had time to read the new documentation – as produced by DfES and approved by the FLT Board on 30 September 2021 – it was agreed that they would do so in order to be able to confirm their approval by 10 a.m. on Monday, 11 October 2021.</p> <p>ACTION: All governors to confirm their conformance with the KCSiE Part 1 and Appendix documentation by 10 a.m. on 11/10/2021.</p>	<p>All</p> <p>All</p>
18	<p>Standing Item: Health and Safety</p> <p>External Audit of H&S Report: AB spoke to the report which had been received:</p> <ul style="list-style-type: none"> • No significant (RIDDOR reportable) incidents have occurred. • Outstanding compliance of plant. • Couple of issues in Fire Risk Assessment – smoke detection across school, clear access to both stairways in Block A. <p>Swimming sessions will be held as part of the PE curriculum to bring pupils up to a basic standard.</p> <p>OCC requires a designated Governor to review the school's pool use risk assessment and work with the PE department. Prior to this meeting, it was decided that the role would be a part of the H&S Governor role.</p> <p>AB has met with Phil Rees to review the OCC Swimming Policy document and risk assessments. A number of local revisions have been proposed to reflect the proximity of the pool to the school. Once updated, the FCC Swimming Policy will be circulated to LGB for acceptance.</p> <p>Q: CP: Are we picking up children who can't swim when they come to FCC from Primary schools?</p> <p>A: AB: It had been noted by staff that some pupils did not have basic swimming capability. With the pool on the FCC site, it was felt that we have the opportunity to address this as a part of the PE curriculum.</p> <p>LH: This is a long term requirement.</p> <p>A: JB: Primary schools have put extra provision in place to ensure that this is addressed.</p>	



19	<p>Standing Item: Good News</p> <p>CP mentioned that he was organising an event between FCC and a local rugby club for some SEND pupils.</p>	
20	<p>AOB</p> <p>a) KTh: Rachel Kenyon, our Enrichment Lead, is undertaking a project re ‘Building Character in our pupils 3-18 years’ and has asked if some of the FCC governors would be able to assist with input please?</p> <p>The LGB agreed to assist in principle and requested further information be provided by Louise Warren/PB and/or Rachel please.</p> <p>ACTION: KTh to ask Rachel Kenyon to provide further information asap.</p> <p>b) SG: Reminded governors re the Governors’ Autumn Seminar due to be held at FCC on Tuesday, 12 October re Ofsted Preparation, but unfortunately this was subsequently postponed due to two of the three speakers being required to attend Watchfield’s Ofsted inspection on 12 & 13th October.</p> <p>C) FCC Development Plan/FCC Strategic Aims Document: Both documents required as the former is Operational and the latter is Strategic. MT reported that she had circulated the template provided by LH to all the LGB during the Summer break but had only received a response from one governor.</p> <p>ACTION: LH to recirculate a template to the governors for information.</p> <p>ACTION: AB/PB to arrange to meet to discuss first thinking and then arranging a separate meeting for specific consideration.</p>	<p>KTh</p> <p>LH</p> <p>AB/PB</p>
	<p>AB thanked all for attending. Next meeting will be on 24 November 2021.</p> <p>The meeting finished at 9.10 p.m.</p>	