**Minutes for FGB Meeting at Lincoln/Zoom: at 4pm on 3.10.22**

**Meeting Focus: Budget; Governor Organization, Vision and Ethos strategy, Link Governor Reports**

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| **Agenda No** | **Agenda Item** | **Minutes Noted** | **Action Required** |
| 1. | Apologies and declaration of pecuniary interests/KCSIE/Safeguarding/DBS | Apologies received from G.B & P.B. (I.H arrived at around 4:50pm)In attendance: C.N, J.S, S.B, T.M, S.M, M.W, I.H.No declarations made. DBS checks to be updated- Clerk to find out if this is required. | Clerk |
| 2. | Governor Organization and documentation for 2022-2023 (incl. election of chair and vice chair) | * Discussion about proposal for the organization, to have the circle method rather than sub committees, this will mean a change in some Governor roles.
* B.T to carry on as chair and I.H is to be vice chair; this was proposed by S.M & T.M and was seconded by J.S- all agreed.
* S.M to continue as Well-being Governor.
* I.H to continue as Curriculum and Standards Governor.
* M.W was suggested to take over as Resources Governor from P.B who is stepping down, proposed by T.M and was seconded by S.M. Unanimous decision.
* M.W to continue as Finance Governor.
* J.S to continue as E Learning Governor.
* S.M to continue as SEND and Safeguarding Governor.
* B.T, I.H and S.M to continue with Head Teacher Performance Management review.
* M.W, G.B and T.M to be the pay committee.
* Premises Governor to be P.B,
* Health & Safety Governors to be T.M & P.B.
* Staffing Governor suggested to be G.B, if unable then B.T.
* Pupil Premium will be covered by M.W and potentially G.B.
* Hope Network to be I.H.
* Link Governors will continue to be S.M for Amber Hill, T.M for Lincoln, G.B for Baumber and B.T for Home Taught.
* New Governor Induction was agreed to be on an ad hoc basis depending on location.
* Policy reviews should be scheduled and looked at regularly, Clerk to keep on top of this.
* Due to not having subcommittee meetings, the question was asked whether Governors want another member of SLT to attend FGB meetings, it was suggested that the meeting focus will determine which member of SLT is required to be there. It was agreed to bring their contribution to the top of each meeting agenda.
* This new way of operating will be reviewed at the strategy meeting in July 2023.
* The dates that have been set for the rest of the Governing meetings have been agreed.
* Base visits will occur between each FGB meeting and will have specific foci.
* FGB Terms of Reference and the Code of Conduct has been read and agreed by all governors.
* Discussion was had about the self-evaluation form which Governors completed last term. There was a need for some clarification. It was agreed that BT would relook at the document to be presented at the next FGB.
 | ClerkHead BT |
| 3. | Minutes from Meetings on 24.5.22/ 27.5.22/11.7.22/12.7.22 | * Minutes from previous meetings have all been agreed: Proposed by S.M and were second by M.W.
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| 4. | Matters arising from above meetings | * The vision and ethos document is very close to being completed, with photos to be added and the 2 summaries to be added to the website.
* The ‘Mocksted’ is going ahead.
* The Head will be informing the local authority of the Hope Network during October.
* We are currently looking for a new Governor and B.T has been in touch with Lizzie Jordan to see if she can put us in touch with anyone who may be interested in being a Governor, still awaiting response regarding this.
* Owl Communication device is to be got ready for the next FGB meeting.
 | HeadHead Head |
| 5. | Chair’s Action  | * B.T met with S.B at the second Inset Day in September and ~~is~~ was very impressed with the full staff engagement with the Hope Strategies. I.H has also been covering for B.T whilst she was on holiday.
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| 6. | Head Teacher’s Report – SDP update/exams and destinations update | * S.B spoke through the Head Teacher’s report which is available on Gov Hub. The welcome back for staff and pupils was positive and we have also welcomed our new school dog Otto, which is bringing positive things to the school.
* The data from the Inset Day has been valuable.
* ‘Unconditional positive regard’ is to be added to the vision & values. The document ‘Vision and Values’ was proposed by I.H and seconded by T.M. Agreed unanimously.
* The equality audit has been done, at the end of the Head’s Report document are some proposed equality questions.
* At the end of the academic year 22/23, it is hoped there will be an increase in baseline achievements for 1-1 students. Feedback on this should be provided by the end of the year, however a mid-term review would be helpful. Progress check 3 is when to collect data ready for the mid-term review.
* The external review (Mocksted) from professionals will be focussing on Safeguarding & Attendance, Maths, PSHE, Reading & English.
* The LA have asked for a very complex piece of data information from the past 5 years broken down into key stages.
* It can prove difficult to help students with complex EHCP needs to move on in their education as we do not have the facilities to do so. EHCP students do not provide us with more funding. We need to be more aware of EHCP students, however, this is going to be quite challenging. S.M is to speak with SENCO and look at a couple of case studies.
* Students in the home are to be focused on this year.
* The year 11 outcomes were very strong, Maths has been identified to help students progress to higher tier levels. S.B has presented a very detailed analysis of year 11 exam results and the Governors are extremely appreciative of the hard work carried out by ALL staff.
* A break down of the SDP will be sent out to governors to help set the focus for base visits. Clerk to follow this up and send this out in between meetings.
* Discussion was had about how to compare data targets, as it all depends on what the students’ starting point is.
* It was unanimously agreed that S.B will be the School Executive Head.
 | Clerk /HeadSMHead |
| 7. | Base Link Governors feedback (reports); Amber Hill, Baumber, Lincoln, Home Learners | * T.M has visited Lincoln base & produced the new report.
* Next base visits should not happen before the ‘Mocksted’ apart from S.M, who has a planned visit on 14th October which cannot be changed. By the next FGB there needs to be evidence that the SDP specific focus is being carried out effectively.
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| 8. | Safeguarding updates and concerns | * The safeguarding policy has been read by all and agreed, proposed by S.M and second by T.M. Discussion was had regarding the Prevent and Sexual Harassment having their own policies. It was decided that everything should be in the one safeguarding policy.
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| 9. | Premises incl. Health and Safety updates | * This is to be looked at in more detail after November.
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| 10. | E Safety updates and concerns | * The online safety agreement has now been completed and is included in the new student induction packs.
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| 11. | Finances updates and concerns | * This is to be looked at in more detail after November.
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| 12. | SEND updates and concerns | * This is to be looked at in more detail after November.
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| 13. | Well-Being updates and concerns | * This is to be looked at in more detail after November.
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| 14. | Staffing updates and concerns | * This is to be looked at in more detail after November.
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| 15. | Resources updates and concerns | * This is to be looked at in more detail after November.
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| 16. | Curriculum updates and concerns | * This is to be looked at in more detail after November.
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| 17. | As a result of this meeting - Any ‘focus’ changes for next base visits  | * Work on focus from the SDP for next FGB.
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| 18. | Ofsted – any training required | * Safeguarding training should be completed by all Governors. The LA recommend that this is now completed on an annual basis.
 | Clerk |
| 19. | Any other business | * Presentation evening to go ahead this year. Details to be sent out by Clerk.
 | Clerk |
| 20. | Date of next meeting - Thurs 17.11.22 | * Meeting ended at 5:52pm.
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**Signed by Chair:**

**Date:** 17.11.2022