



Hope-filled Opportunities Provided for Everyone

Minutes for FGB Meeting at Lincoln/Teams

at 5pm on 25.9.23

NB. Some content redacted due to confidentiality

Meeting Focus: CPD/PM; Finance; Organisation; Outcomes; Analysis of school dog impact; Feedback re SEND and safeguarding

<u>Agenda No</u>	<u>Agenda Item</u>	<u>Minutes</u>	<u>Action required</u>
Welcome	Chair welcomed our new Governor	B.T Welcomed our new Governor H.S, who attended the meeting, but will be without voting rights until her paperwork has been processed. A comment of welcome and appreciation of the Governor experience she brings was made.	
1	Meeting focus input: Presentation CPD/PM	S.L gave a presentation on his work on CPD (Continued Professional Development) and PM (Performance Management), which can also be accessed via S.L. He explained the data in 3 different 'layers' which are, safeguarding, Academic Subjects and Coaching. Safeguarding compliance, he talked through his spreadsheet and explained the data in detail showing each member of staff has a CPD folder where they upload their completed training and keep up to date themselves, emailing S.L when training is completed. He then spoke about academic subjects, CPD and SEND specific subjects CPD, so each staff member will have different training due to it being tailored subject experts and is to be updated as and when relevant to each subject. The coaching CPD was then explained, experts are to train new cohorts and documents with accurate data was shown, providing feedback regarding coaching. Governors discussed what the outcome of coaching is throughout the school and how it affects school life and how it benefits the students. Concerns were raised about funding for this and how it can be beneficial, it was confirmed that it is beneficial, but Governors need to keep track of how much money is being spent on this. The school can provide a report on the impact of coaching which is department checks and documents such as deep dives. The QA calendar has inset days across the year which includes all necessary topics, some may be repeated throughout the year and some may be different. There is an CPD folder on Teams with information of embedding old strategies.	

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2	Meeting focus input: Presentation Finance	<p>H.G provided us with the resources report and talked us through it thoroughly, this report can also be found in the Governors folder, 2023-24 FGB meeting dates, FGB meeting 25.9.23, pre meeting reading. She explained what our budget was and gave a breakdown of what it is all for. H.G informed us of what our expenditure is, and all the data and figures were explained and accounted for. H.G has regular meetings with the finance team at the Local Authority to review planning and forecasting of our finances and go through them in a lot more detail, last meeting was in August and the L.A seemed happy with our finance position. H.G then spoke about funding regarding the base students and home tuition funding, which is slightly concerning as the home tuition is on the rise. Staffing changes were explained, with S.M becoming head of English, S.R and C.C joining us on the home team, K.H reducing hours. M.O has now been positioned as Head Teachers P.A. Discussion around the 5-year plan for the school, it is looking positive up until 2026/27, assuming we don't get any extra funding.</p>	
3	Apologies/Decl of Interest	<p>In attendance: B.T, J.S, B.L, G.B, M.W, S.B, I.H, H.S, A.M, C.N, S.M (online).</p> <p>No new declarations of interest from anybody.</p> <p>S.L and H.G for the first 30 minutes giving their presentations.</p>	
4	Minutes of Meeting 24.6.23 and strategy notes 6.7.23	<p>The minutes from the previous meeting have been Unanimously agreed.</p> <p>Minutes from 22.06.2023 proposed by M.W and second by I.H.</p> <p>Minutes from 06.07.2023 proposed by T.M and second by I.H.</p>	
5	Matters arising/ Organisation	<p>This item on the agenda started off with talking about The Pilgrim accounts and Teams for Governors and how it works. The Governors email signature should replicate the rest of Pilgrim staff and include where possible, preferred pronouns and 'Currently reading'. Visions and values strategy to be looked at as a Full Governing Body at the next meeting. CN to add to agenda.</p>	C.N
6	Meeting focus input: Presentation Outcomes	<p>Presentation about year 11 outcomes from J.S who discussed the data in detail, explaining the different numbers between this year and previous years. The document is available to Governors, access from J.S. There was a discussion regarding the data provided by J.S, this was about the differences between previous years data and this year, feedback given from Governors as to how positive the outcomes are</p>	

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		and to let staff know the Governors are extremely proud of the results and positivity within the school.	
7	Meeting focus input: Presentation Impact of school dog review	B.L briefly explained the positive effects this has had on the school and has received brilliant feedback from both staff and pupils regarding Otto, the school dog. Governors can access the presentation in the pre-meeting folder. The presentation will be included on the next agenda.	C.N
8	Feedback re SEND and safeguarding visits from last term	Report provided by SM has been read by Governors. There are some concerns regarding vaping in the Amber Hill base and queries as to whether the school are condoning this as we are allowing students to do this? Base governors to be vigilant of others vaping in other bases and monitor this. B.L to meet with the students who are vaping, to discuss this with them. S.M made a particular reference to say how well M.F is doing in her new job role.	
9	Senior leaders' report: Strengths/challenges/next steps; Safeguarding, attendance, admissions, and reintegration data; Policies; Personal development information; Pressing Issues	<p>The Senior Leadership Report has been seen on Teams by all Governors. BL gave a brief overview and there were no questions or queries regarding this.</p> <p>Challenges at the moment are working with Ed:Gen, and trying to get everything set up and working as it should be.</p> <p>Policies renewed and agreed by all governors were:</p> <p>Child Protection and Safeguarding Policy proposed by I.H and second by S.M.</p> <p>The School Dog Policy and risk assessment proposed by G.B and second by T.M.</p> <p>Charging and Remissions Policy proposed by G.B second by T.M.</p> <p>Staff Code of Conduct Policy proposed by G.B and second by I.H.</p> <p>At the next meeting, Governors will need to sign to say that they have read the KCSIE document, this can be found on Teams-Governors-General-1.2023-24 FGB meeting-1.FGB meeting 25.9.23 Lincoln-pre meeting reading.</p>	CN
10	As a result of this meeting - Any 'focus' changes for next base visits	M.W is to meet regarding finance. Base links should visit bases and provide Governors with feedback for the next meeting.	MW, TM, SB.

		I.H is to arrange to meet in school to discuss transition to post 16 outcomes. Pay committee is to meet before the next meeting, M.W, T.M and S.B to be involved in this.	
11	Ofsted – any training required		
12	Any other business		
13	Date of next meeting – 20.11.23 Baumber at 5pm	Meeting ended 6:55pm.	

Signed: *B. Temple*

Date: 20.11.2023

Action	Who to action
Process paperwork for new Governor.	C.N/H.G
Governors to track money spent on CPD.	S.L/H.G to provide report
The Governors email signature should replicate the rest of Pilgrim staff and include where possible, preferred pronouns and 'Currently reading'.	All Governors
Visions and values strategy to be looked at as a Full Governing Body at the next meeting. CN to add to the agenda.	C.N
Governors to thank staff for the excellent results.	B.T
School dog presentation to be included on the next agenda.	C.N
Base Governors to be vigilant of vaping.	S.M/T.M/G.B
Feedback regarding vaping protocol at next meeting.	B.L
All Governors to read KCSIE.	All Governors
M.W to meet H.G regarding finance.	M.W
Base links to visit bases and provide feedback.	S.M/T.M/G.B
I.H to meet regarding transition and careers.	I.H
Pay committee to meet.	M.W/T.M/S.B