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**Minutes for FGB Meeting at Lincoln:**

**at 5pm on 29.1.24**

**Meeting Focus: SEND; Health and Safety; Finance.**

<b><u>Agenda No</u></b>	<b><u>Agenda Item</u></b>	<b><u>Minutes</u></b>	<b><u>Action required</u></b>
1	Brought forward from item 4 - Health and Safety Presentation from School Premises Manager DA	<p>D.A talked through a Health and Safety presentation, which can be found in the Governors folder on Teams. He explained that in place now, in all the bases, there is a 3-folder system which is set up as: Red for emergency, green for medical and blue for compliance. He went into detail about the 3 different folders explaining what is involved in each one regarding each different base, such as risk assessments, defibrillators in each base, buildings, fob systems and other topics and updates regarding the school, this information can all be found on the presentation.</p> <p>D.A explained updates that have happened in each base.</p> <p>Amber Hill- AED being mounted to the front of the old building which has been funded by the parish council. Remote access to fob/access system is now in place. Remote CCTV is also in place. The old building boiler control has been repaired. Part of the fence has been lowered. The new garden contractor has been very successful. Looking into getting a remote alarm system.</p> <p>Baumber- AED has no external mounting option due to the shape of the building. Main classroom lights have now been replaced due to buzzing. Storm drains have been cleared to better soak away. Remote CCTV access has been set up. The emergency evac point has been moved to speed up process of registers. Quote for trapped/removing moles is being investigated. Remote access to fob/access system is now in place. Fascia's/pointing quotes have been unsuccessful so far. Accessibility issues on going.</p> <p>Lincoln- AED is being mounted to the front of the building, funding has been gained for this. Remote CCTV access is being considered. The garden furniture has been re-arranged. Cube decking/frame will need to be replaced soon. Ongoing lack of storage is becoming an issue. D.A gave some general Health and Safety information, a first aid course is due to happen in March, which Governors are invited to if they would like to attend. D.A is looking at creating a common issue guide. There was a</p>	

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		discussion regarding having a pediatric first aider in base, however it was confirmed that the 3-day first aid course does cover this.	
2	Apologies/declaration of interest	Apologies- I.H. In attendance: S.B, A.M, G.B, B.T, H.S, M.W, C.N, S.M (Online), D.A (for first 20 mins), E.W (for item 4), H.G (for item 5).	
3	Meeting focus input 1 Presentation SEND – School SENDCo EW	E.W presented her SEND presentation and spoke about it in detail explaining about how SEN works in the school and numbers we have within the school and how we track this. The numbers of our ‘SEN registered pupils’, ‘pupils with EHCP’s’ and ‘singularly registered pupils’ were provided and broken-down base by base. A governor asked the question that if a pupil who is singularly registered with us who has an ECHP, are we responsible for them until they are 16? E.W explained that we are responsible for them until they leave their placement with us, so we currently have a student with us for an additional year, so she is chronologically year 12, and we are still responsible for her. E.W then went on to talk about how we support and track SEN within the school, this included outcomes and interventions and provision mapping. E.W shared the outcome tracking spreadsheet and explained how it works and is monitored. She did the same for the intervention spreadsheet, which is colour coded and explains the individual needs of each student, and the provision map spreadsheet which is updated regularly. It has all students on regardless of if they have an EHCP or not, as this can flag up what support a student may find useful. E.W then talked us through how we are working with external agencies, the current ones are, SCLP (specialist led community panel), Mainstream schools, ASK SALL (specialist service run by the local authority), SEND and STT (specialist teaching team). Presentation provided by E.W can be found on the Governor team on Teams.	
4	Meeting focus input 2 Presentation Health and Safety	Explained in item 1 by D.A.	
5	Meeting focus input 3 Presentation Finance	H.G presented a finance report and talked Governors through it in detail. The School Business Manager explained that in regards to funding not much has changed since the last FGB meeting. The main difference is the 1-1 funding estimate. The school has put in an estimate of £445,000 but it is working out to more like £450,000. This has shown that the price the school estimated was almost accurate. The most recent funding application has been put into the local authority for payments, but we haven’t received it yet, this should be in in the next few weeks. Teachers pay grant and awards have been granted. H.G went on to explain in detail about the forecast expenditure	

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		<p>and the carry forward, this information can be found in the resources report. Base funding was discussed, and the school taught 94 pupils last year, which created 76 full-time equivalent students, which is less than our funding, which is 80. The home tuition data since last year has all gone up slightly, H.G gave details on this which can be found on the report being presented. H.G updated the Governors on the staffing changes and new starters within the school. H.G explained the 5-year plan, we are going to end up with a carry forward, next year is not looking too bad, however after that, it is going to be hard to set up, so the school needs to wait and see if anything changes regarding that. The school fund is going to need to be audited soon, M.W to find someone to do this for the school. H.G spoke about the minibus' lease nearly being over. H.G discussed figures regarding either renewing the lease or buying the vehicle. Governors spoke about the different options and benefits of buying/leasing, and it was agreed by all Governors that the school should buy the minibus rather than renew the lease. All information can be found on the report provided by H.G which is in the Governors folder on Teams.</p>	H.G
6	Minutes of Meeting 20.11.23	All Governors agreed that the minutes from the previous meeting were a true record. Proposed by H.S and Seconded by G.B.	
7	Matters arising	<p>Carry forward the action for CPD costs to be included in the resources report.</p> <p>Governor safeguarding training still needs to be completed.</p> <p>B.L and B.T to meet and look at visions and values and give feedback, move this to the next FGB meeting.</p> <p>S.M has had a meeting with M.F and will meet with E.W next week, the report has been written up by S.M and it has been sent to M.F for confirmation and then it will get sent out. No junior online safety officer has been appointed yet, however, two of the older students are acting in that role off their own back, as they found out a younger student was doing something online and they passed it onto staff.</p>	<p>H.G</p> <p>G.B/H.S</p> <p>B.L/B.T</p>
8	Chair's Action	<p>Governor membership was discussed and there is an ongoing election for staff Governor as J.S term of office has come to an end, J.S is happy to carry on as staff Governor, if someone else wants to give it a go, J.S will step down and let someone else take this on. It was announced the S.M has handed in her resignation as a Governor as of Easter 2024. S.M will do a reflection of her time as a Governor, ready for the next FGB meeting. H.S has agreed to take on the safeguarding from S.M and B.T has expressed she would like to be involved in the SEND part of the role; all other Governors have agreed to this. A</p>	

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		<p>replacement link Governor for Amber Hill is required as well as overseeing food policy within the school.</p> <p>B.T and B.L are meeting with someone next week who is interested in being a Governor, if this is successful, she might be able to be the home tuition link Governor, to free Barbara to do SEND.</p>	
10	<p>Senior leaders' report: Strengths/challenges/next steps; Safeguarding including filtering and monitoring, attendance, admissions, and reintegration data; Personal development information; Policies; Pressing Issues</p>	<p>B.L provided the senior leadership report which all Governors have read. B.L asked if there were any questions from the report. She had highlighted the main points from it in terms of SDP and where the school is heading. Feedback given back to B.L to say that the layout of the report is good and easy to read. B.L explained that the term has been very busy in terms of safeguarding, parents evening, year 11 reports, mock exams. The school has just signed up for an online library which is a big development. G.B asked what the first bullet point of the second page meant in the report. B.L explained that the Government have issued a consultation document looking at how to support schools with issues related to gender, and it's currently at the consultation stage, but it's widely expected that it won't change, and it suggests that parents should always be informed when a child questions their gender or wants to try social transitioning in school. This is not our current way of working as we work with health and support the child to speak to family when they feel ready. At the moment this looks like it will be guidance rather than statutory so the school will need to keep an eye on this and create a protocol when it is issued. For policies to be renewed, any changes within the policies need to be highlighted, and if it is just a date change Clerk to make Governors aware of this. There is a residential trip that has been booked, which has never happened within Pilgrim before, 25 pupils will be going. B.T has offered to help with this if needed. Each pupil will be risk assessed for this. This report can be found in the Governors folder on teams. The educational visits policy is not due to be renewed, however, B.L asked if Governors are happy to add Wragby to the local learning area for Baumber base? All Governors have agreed to this.</p>	<p>Clerk</p> <p>B.L?</p>
11	Governor Membership	Discussed in item 8.	
12	Policies to be renewed	<p>ICT Acceptable Use Policy has been agreed, however the word 'you' throughout the policy needs to be changed to 'staff'.</p> <p>The First Aid Policy has been agreed, but defibrillators need to be added to the content.</p> <p>The ECT Policy has been agreed, contents page needs to be added.</p> <p>The Coaching Policy has been agreed by S.B.</p> <p>Relationships and Sex Policy has been agreed, but it needs a contents page adding to it.</p> <p>Health and Safety Policy has been agreed.</p>	<p>J.S?</p> <p>H.G?</p> <p>S.L?</p> <p>Y.P?</p>

		Clerk to renew all agreed policies and be consistent with the layout and presentation of policies.	Clerk
13	As a result of this meeting - Any 'focus' changes for next base visits	Base visits by Governors should be frequent and evidence and reports regarding this is to be provided and send a record of-base visits to clerk to keep a record.	
14	Ofsted – any training required	Nothing to report.	
15	Any other business	Nothing to report.	
16	Date of next meeting – 11.3.24 at 5pm Amber Hill	Meeting ended at 7:00pm.	

**Date:** 11.03.2024

**Signed:** *B. Temple*

<b>ACTION GRID</b>		
<b>Agenda number</b>	<b>Action</b>	<b>Who to action</b>
Item 7	Carry forward the action for CPD costs to be included in the resources report.	H.G
Item 7	Governor safeguarding training still needs to be completed.	G.B/H.S
Item 7	B.L and B.T to meet and look at visions and values and give feedback.	B.T/B.L
Item 10	For policies to be renewed, any changes within the policies need to be highlighted, and if it is just a date change Clerk to make Governors aware of this.	Clerk
Item 10	Add Wragby as a local learning area in The Educational Visits Policy.	B.L?
Item 12	In the ICT Acceptable Use Policy, change the word 'you' to 'the staff' throughout the policy.	J.S?
Item 12	Add about the Defibrillators to the contents of the First Aid Policy.	H.G?
Item 12	Add contents page to the ECT Policy.	S.L?
Item 12	Add contents page to the Relationships and Sex Policy.	Y.P?
Item 12	Clerk to renew all agreed policies and be consistent with the layout and presentation of policies.	Clerk