

**Minutes for FGB Meeting at Baumber/Teams**

**at 5pm on 20.11.2023**

**Meeting Focus: Quality assurance; Careers and destinations; SDP updates; Pay committee outcomes**

<b><u>Agenda No</u></b>	<b><u>Agenda Item</u></b>	<b><u>Minutes</u></b>	<b><u>Action required</u></b>
Pre meeting	H.G Finance and Resources presentation	The reports on Finances and Resources is available for all Governors within the Pre meeting folder for this meeting. HG gave a brief overview of the reports which are self-explanatory. HG and MW had met prior to the meeting for MW to give a detailed financial overview of the documents and he was therefore able to assure the FGB that the reports are true and accurate documents. A governor asked that if relevant funding didn't come in, what position the school be in. H.G explained that cuts may then have to be made. Grants were discussed and pupil premium was focused on by the governors. As an alternative provision we only get pupil premium funding for our singularly registered pupils, however if something specific is needed we can ask the mainstream school for this. It is often spent on trips. Fundraising has now been added to the report, H.G went through this explaining recent fundraising events such as Macmillan Coffee Morning which raised over £200.	
1	Meeting focus input 1 Presentation Quality Assurance.	S.L gave a presentation using evidence to demonstrate quality assurance. The school QA calendar has different documents linked to it, which allows the school to stay up to date on what is happening throughout the school and evidence to back that up. Language and Metacognition and Disciplinary Literacy are examples of two main goals of SDP. S.L demonstrated through his on-screen documents how these can be carried through to the departmental plans and individual Performance Management targets and in turn how this can lead to specific training at Inset Days. The performance management meeting document was then shown, and SL explained how the same examples of Language and metacognition and Disciplinary Literacy filters through the school. It is essential that quality assurance has these different threads to it, filtering into departmental plans and performance management. Another relevant document was discussed regarding deep dives within school, which shows what is going on in the classrooms across all subjects. Using the Base Health Check document, S.L explained what checks are carried out across bases.	

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		<p>A CPD overview was shown and explained. Money for training and development time will be added to the resource report. The Chair thanked SL for the detailed insight about how the SDP comes out in practice. A governor asked if there are different documents for teaching staff and non-teaching staff, S.L answered yes and went into detail explaining this. Another governor asked if the system is capable of being used in more than one setting such as in an academy? S.L answered yes.</p>	
2	<p>Meeting focus input 2 presentation Careers and destinations</p>	<p>Both the Careers and Destination presentations are in the Pre meeting folder for this meeting. B.L presented the Careers document created by Y.P and the Destinations document created by MF. B.L informed Governors that it is now statutory for all pupils to have level 6 careers advice, whereas before it was only advisory. This has caused a slight problem as our staff are only trained to level 3 and most of our pupils don't often engage in this with mainstream schools, however, N.B is currently completing his level 6 apprenticeship for this. It was raised about what happens regarding careers for pupils in the home, B.L advised that they have equal support to base students. Careers have been added to the curriculum making sure the students have a careers-based tutorial once a week. B.L continued to talk through the career's presentation explaining highlighted areas to Governors, such as trialing a weekly activity on the website for careers which will involve career related discussion to guide families to so that they can manage it themselves if needed. Progress against Gatsby benchmarks was shared. Every pupil and their carer should have access to good quality information regarding future study options. This will be provided through tutor time in school as well as via the website.</p> <p>B.L discussed that tracking destinations for 3 years is a challenge, but all schools must do this, and logistically it is difficult. As a school we only need to track our singularly registered pupils, however, we do track all pupils who attended The Pilgrim School.</p>	
3	<p>Apologies/Decl of Interest</p>	<p>In attendance: B.T, G.B, B.L, A.M, J.S, M.W, H.S. I.H, S.B, C.N (online). Apologies: S.M One declaration of interest from H.S – T.A apprentice in Lincoln is with us via LAGAT. The chair thanked HS for her enthusiasm to visit all 3 bases since the last meeting. HS requires her Pilgrim Lanyard and School Email account with access to Teams asap. Governor safeguarding update- All Governors are aware they need to complete safeguarding training as well as read the KCSIE document and inform the clerk when this has been completed and send certificates through so it can be kept on record. Clerk to create a spreadsheet to keep track of safeguarding training and KCSIE. S.L and H.G attended for the first 30 minutes whilst giving their presentations.</p>	<p>Clerk</p>

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4	Minutes of Meeting 25.09.2023	Minutes from 25.09.2023 proposed by G.B and second by M.W. The minutes from the previous meeting were unanimously agreed.	
5	Matters arising	It was discussed that it would be beneficial to have a 'working party' for finance and resources before each FGB meeting. M.W agreed to chair this. M.W and Clerk to liaise this with other Governors ready for the next FGB meeting. It was also mentioned that a column for what has been spent on CPD needs to be recorded, it was decided it would be best to record it on the finance report that H.G presents.	
6	Chair's Action	Awards evening is Thursday 23 <sup>rd</sup> November. A Governor's award is being presented, B.T received details of nominations for this award from staff, which B.T selected one from. Going forward B.T would like more time to do this so that Governors can look at this all together.	
7	Meeting focus input 3 SDP updates	Included in the Senior Leaders report.	
8	School dog updates	B.L shared a presentation regarding the school dog with all the staff and pupil feedback, which is in the pre meeting folder for this meeting on Teams. The feedback has been extremely positive, B.L explained that pupils have been making it into school on specific days due to the school dog being present that day. It is beneficial for staff and students' wellbeing. He visits each base most weeks. All relevant paperwork is up to date for the school dog. The school dog is covered by the schools' public liability insurance, but BL has health insurance also. Governors have agreed that this has been such a positive change for the school and the impact on having a school dog has been huge for the school. The pupil feedback has been put on the website.	
9	Pay committee update	M.W explained that the pay committee had met, there is a spreadsheet regarding the gross pay awards, which is held by MW as finance governor. The impact of this has been included in the 2023/24 funding, so this has already been accounted for and has caused no additional cost. No minutes were recorded for the pay committee. M.W has proposed the information given. TM seconded. Unanimously agreed.	
11	Meeting focus input 3 SDP updates and Senior Leaders Report	B.L shared the presentation and talked through the report available in the pre meeting folder for this meeting. B.L discussed the November 2023 section of the report regarding successes. The key ones that are slightly different to what will come through the SDP update are development of staff, 2 members of classroom support staff have been offered to go on to becoming part of the home support team for one day a week for a trial to gain experience in this area, which they have accepted. Defibrillators have been installed in all three bases and staff and students have had training regarding this.	

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		<p>We have had a big increase of students who are accessing blended learning, which is about 25% of the home cohort now have sessions in a base. The pastoral support position in Baumber has been filled with an internal member of staff, and the learning support post has been back filled with a new T.A. Community links, which is on the SDP report, has been happening this term in each base. We have had Remembrance Day in Amber Hill, Carol service in Baumber in December and Lincoln are applying for an access grant for the community to have access to the defibrillators.</p> <p>B.L then talked through the challenges on the report, which are very similar to the last FGB report.</p> <p>Recent absences have been staff and students, and it was stated that this is not due to mental health it is seasonal illnesses.</p> <p>BTEC's are being provided by subject's specialists, however, for Health and Social Care we currently do not have a specialist, if we change course, we now need to have specialist teacher's for this. Another challenge for this year is invigilators, as teachers are not allowed to invigilate their own subjects and now support staff are not allowed to invigilate subjects or students that they have supported in that specific lesson. Hopefully to get around this we will recruit more volunteer invigilators, but also ask support staff from different bases to invigilate in bases that they haven't supported in the lesson in. All training for invigilators is online, so Governors could volunteer to help if they complete their training. If this is going to be a plan, then Governors need to be asked in advanced, so they can plan around this. Some Governors have experience in special needs etc. so this would be beneficial. Another challenge that has come up, the head of English has had an operation and will be out of work for 6 weeks.</p> <p>Pupils have shown an interest in a residential trip which the school has never done this before. The school is looking at different options for staying in this country as a starting point, this is potentially going to happen in February time, options are being looked at regarding this and it will go back to pupil forum for discussion with the pupils.</p> <p>B.L requested for the clerk to add the Carol singing to the dates for Governors spreadsheet.</p> <p>Basic information regarding attendance has been given, B.L has explained that it has dipped since the last report, for full time equivalent and provision offered, however, this is expected in this term as it is quite common. Things are in place to try and address this.</p> <p>Since the previous report 4 pupils have been referred to CSC and 2 been accepted, there is an increase in the number of CIN and TAC pupils which does have an impact on work load.</p> <p>Staff survey from staff has been positive.</p> <p>Governors explained how valuable it is to have the report in good time before the meetings, so they have time to read through it properly.</p>	
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		<p>SDP updates were provided by B.L, the first update is assessment for learning which is a continuation from last year, this is to make sure it is embedded before it is removed.</p> <p>Language and meta cognition is the big teaching and learning focus this year, which S.L explained earlier on in the meeting. Progress against KPI can be seen in the report.</p> <p>50% of students have accessed Bedrock since half term which is very positive.</p> <p>A lot of the report focus is the same as last year, to make sure we are not losing what we have worked on and completed and making it consistent.</p> <p>The school is making sure it is as good as it can be and the data is all there.</p>	Clerk
12	As a result of this meeting – Any focus changes for the next base visits	Nothing to report	
13	Ofsted training required	Nothing to report	
14	Vision and Values	Governors have agreed for B.T and B.L to take some time to look at this before the next FGB meeting and bring feedback for the following meeting.	B.L/B.T
15	Amber Hill/SEND/Safeguarding visit	In the absence of S.M, it has been agreed for this to be completed at the next FGB meeting.	S.M
16	Any other business	Nothing to report.	
15	Date of next meeting – 29.01.24 Lincoln	Meeting ended at 7:00pm	

**Signed:** *B. Temple*

**Date:** 29.01.2024

<b>ACTION GRID</b>		
<b>Agenda number</b>	<b>Action</b>	<b>Who to action</b>
Report from H.G	Make plans for the next meeting for this report to be a 'working party' adding it to the start of the FGB.	Clerk
Meeting focus 1	CPD costs to be included in resources report.	HG
3	HS requires her Pilgrim Lanyard and School Email account with access to Teams asap.	Clerk
3	Governor Safeguarding update - details needed please KCSIE update – details needed please. Creation of spreadsheet to log this information – request was made for this to be sent to the School safeguarding lead asap.	Clerk
4	Finalize minutes from previous meeting.	Clerk
11	Add the Carol singing to dates for Governors.	Clerk
11	Exams officer to contact Governors RE possible invigilation.	J.S
14	BL and BT to meet up and look at visions and values and bring feedback to next FGB.	B.L / B.T
15	SM to discuss Amber Hill/SEND/Safeguarding reports from October at the next FGB.	S.M