

GREAT TORRINGTON SCHOOL
Academy Trust
 Company Number 769819.
 A Company Limited by Guarantee, Registered in England
Full Governing Board Committee Meeting
FGB Meeting – 20th May 2021 at 3.30pm



| Attendees | Initials | Position | Comments |
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| Newberry, Ian | IN | Member Appointed (Committee Chair) | Present |
| Bloodworth, Andy | ABL | Headteacher | Present |
| Meardon, Lucy | LM | Member Appointed Governor | Present |
| Smith, Doug | DS | Co-opted Governor | Present |
| Major, David | DM | Parent Governor | Apologies |
| Higgs, Rachel | RHI | Staff Governor | Apologies |
| Meeson, Sam | SM | Member Appointed Governor (Vice Chair) | Present |
| Stevens, Jo-Anne | JAS | Parent Governor | Apologies |
| Anstee, Sarah | SJA | Staff Governor | Present |
| Hemsworth, Robert | RH | Parent Governor | Present |
| Wall, Lesley | LW | Co-opted Governor (Vice Chair) | Present |
| Turnwell, Michael | MT | Parent Governor | Not Present |
| Pateman, Jo | JMP | Clerk to the Governing body | Present |

MINUTES

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| 2020/21 FGB/54 | Apologies | Apologies were received and sanctioned from DM, RHI and JAS. MT was not present. | I, D |
| 2020/21/ FGB 55 | Conflicts of Interest | IN, LM, and ABL declared a conflict of interests to agenda item 60. | I |
| 2020/21/ FGB/ 56 | Declaration of Business Interests | Nothing to update. | I |
| 2020/21/ FGB/ 58 | Safeguarding | DA attended for this agenda item and LM joined at 3.33pm. The safeguarding report for the spring term had been circulated to all prior to the meeting. The statistics are difficult to breakdown as the period covered includes the latest lockdown and a new category has been created to cover welfare checks. Therefore, although there are 482 incidents, 370 of those were welfare checks. This leaves 104 actual incidents. This number is still high, compared to 93 the previous year. | I |

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| | | <p>Most incidents relate to general wellbeing and e-safety remains an issue. We continue to see the impact of the lockdowns, self-harm numbers were low but have now increased, probably because these are not picked up when pupils are out of school. The social worker in school is still going well and there are plans to roll this out in other schools.</p> <p>Whilst there is nothing urgent outstanding, there are several items on the safeguarding action plan which need to be addressed and have not been dealt with due to lockdowns. DA informed the meeting that there is a safeguarding audit booked in July.</p> <p>Governors discussed the safeguarding governor. LM is due to step down, she is also the only governor currently with safer recruitment training. HVW joined at 3.38pm.</p> <p>Q – would it be appropriate to identify which children on the report are PP or CiC? Due to the low number of CIC, it would identify who the pupils are. Vulnerable pupils (i.e., PP, CiC etc.) are identified and discussed by DA and the pastoral team during regular House briefings. DA left at 3.47pm.</p> <p>Q – has the school progressed with booking diversity training? Yes, this is booked in for an all-staff training day in September and we are running workshops for pupils after half term.</p> | I I I Q Q |
| 2020/21/ FGB/ 65 | SEMH Base | <p>Governors had previously been informed of the possibility of a SEMH base being set up at GTS. HVW provided an update. The original plan from County was for the base to be set up to start in September, however confirmation was then received that it would start in January. In the meantime, a consultation period would take place, but when speaking with Amanda Graham from the SEN Team, she was unaware, which is a concern.</p> <p>In addition, despite being advised that the base would open in January, we have received communication of pupils accessing the base and coming on roll as of September. Unless we have the base, and it is fully resourced, we simply cannot accommodate these pupils at GTS. There is a meeting via Teams scheduled after half term, at present GTS are undecided whether we should go ahead with the base.</p> <p>At present when children with an EHCP apply to the school, we have a consultation period and are issued with a copy of their EHCP. The school then decides whether the needs of the child can be met. The plan with the base, is that there would be a panel of ‘gatekeepers’ who would review children with EHCPS and contact the base to discuss whether we could accommodate. However, the school has been contacted by County to take 2 pupils who cannot be schooled elsewhere, this is not the correct process that we were informed would take place.</p> <p>Governors all agreed to support the school with the base but only if GTS receive the correct commitments and resources from DCC. All agreed that the base would be an asset for the school but only if we have the correct resources. HVW left at 3.56pm</p> | I I I D |
| 2020/21/ FGB/56 | Minutes and Matters arising | <p>Q – has the pastoral structure been reinstated? We have year group tutor groups with a view that we can start to go back to vertical tutor groups in September. Reintegrated slightly mixed bubbles for lunch time clubs in a socially distant manner.</p> | Q |

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| | | SM and LW are currently undertaking an NGA Chair course and are working on a recruitment project. Will email all with a proposal for the project and work alongside the recruitment team to assist and support Minutes accepted as a true reflection of the meeting. | I D |
| 2020/21/ FGB/ 59 | Business Continuity Plan | Governors' attention was drawn to the <i>immediate action</i> , previously the plan talked about lockdowns i.e., locking down classrooms. Shortly after that the language changed and 'lockdown' was amended to 'invacuation' and later again 'evacuation'. The current thinking is 'run, tell, hide' and we have tried to create a process and format which we are now calling 'shelter' but am emphasis on not being trapped in a room. Q – can you rehearse this scenario? It is virtually impossible. We can run fire drills and block corridors etc. and we may try a shelter drill with the alarm too. We will run a relaunch of identifying strangers, which we have previously run. Q – challenge whether the media contacts are correct/ still existing? Governors agreed to adopt the policy on the proviso that the media contacts were checked and amended if necessary. | I Q Q |
| 2020/21/ FGB/ 57 | Budget | KR joined at 4.25pm Finance reports were provided until the end of March, currently forecasting a deficit of £122,000.00 hoping that will reduce slightly. Governors had previously asked for percentages to be added and this is now included, as is a section on the Q card questions. Governors discussed ROK, as the liquidation is now believed to be complete and there should be no further chance of the school being called in as a creditor. Therefore, the £250k no longer needs to be identified as such in the financial reports. Printers – the lease is due for renewal and 'like for like' quotes have been obtained. However, looking at the quotes, they appear to be finance leases, which is not permitted. KLR has checked with the auditors, who are of the same opinion, which brings into question some historic leases. Quotes were then obtained to buy the machines outright, rather than lease. To lease over 5 years is £37k and to buy outright is £35k. This is only a small saving however at the end of the 5 years staff are of the opinion there will be life left in the printers. Q – what else does the lease buy i.e., sundries and support? We would have to take out a separate contract per click to cover maintenance and consumables. Maintenance remains the same whether we purchase or lease. We also must send back our current machines and pay for them to be sent back, the new machines would be delivered and if we bought them outright, they would be ours to run as long as we need. Governors agreed that if the school could get another 12 to 18 months use out of the machines it would be worth the small saving. RH left at 4.40pm. | I I O I Q I |

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| | | <p>Q – could other companies explain why it is not a financial lease? Number of questions you must ask as to whether it is an operating or finance lease, operating is you should be paying back substantially less than the cost of the equipment. When we are paying £37k and it costs £35k, we cannot argue that.</p> <p>Agreed £35k would come from reserves. Governors agreed to delegate responsibility to KLR and ABL to find a suitable company from which to purchase new printers.</p> <p>Budget September 2021 – KLR advised that she had run the budget and met with SLT. A draft budget will be sent to all governors next week and governors were asked to review it in preparation for the next meeting when the budget would need to be approved.</p> <p>KLR has made some assumptions on PP and SEN money and put a lump sum into improvement of £20k per year however there will be a plan as to what it is spent on. In addition, we need to look at other capital improvement.</p> <p>Summer spends – the summer budget will cover everything we need completing this year and a similar amount on an ongoing basis each year would help with the school improvement. Priorities are teaching areas and some offices and floors. Governors were asked to approve £25k annually, this would come out of income.</p> <p>Governors agreed to spend £40k if we win the CID bid, but if we do not, the sum is reduced to £25k. This money must be prioritised, and jobs completed that have the most impact on our pupils. In addition, governors agreed that if we do not win the CIF bid and do not buy the printers either, the amount will be £40k.</p> <p>The school is forecasting a surplus budget for the next 5 years. KR let at 5.04pm</p> | <p>Q</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> |
| 2020/21/ FGB/ 60 | CAGs | <p>JSR joined at 5.05pm. Since the last T&L meeting where CAGS were discussed, governors have attended an online ASCL CAGS presentation. This was valuable in providing an insight into the time commitment and legal challenges faced by the schools.</p> <p>Staff have been offered the opportunity of 50 to 100 minutes covered teaching time to mark work, which they were very appreciative of.</p> <p>Q – have staff met with colleagues from other schools? We have met with DMAT, and subject leads have paired up with colleagues from other schools where possible, this has been particularly useful where staff are 1 member teams.</p> <p>The process is going well, the policy has been understood by all and we are building a bank of evidence.</p> <p>Q – are parents aware of process? Yes, we have communicated to all parents and chased up in the small number of circumstances where we did not have a bank of evidence. In one case, it is likely a pupil will not get any GCSEs results, as they do not have a bank of evidence and will not come into school to undertake assessments. Governors discussed and requested that this be put in writing to the parents, so that the school has evidence.</p> <p>Q – the ASCL webinar advised that governors need to be supportive to the school, how can we do that? By supporting the school during any appeals processes.</p> | <p>I</p> <p>I</p> <p>Q</p> <p>Q</p> <p>Q</p> |

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| 2020/21/ FGB/ 61 | Pupil Premium | <p>PP report circulated prior to meeting, SM and JSR have met. JSR ran through the strategy as it currently stands and highlighted where we have been unable to action aspects of the PP strategy due to Covid and highlighted rea where we have spent more due to Covid.</p> <p>Q – how do we monitor intervention? Raising standard meetings are held regularly to monitor academic progress.</p> <p>Q – is it possible to have the curriculum intent document combined/saved with the core subject reports? JSR suggests governors contact subject leads direct.</p> | I Q Q |
| 2020/21/ FGB/ 62 | Covid catchup | <p>We have been advised, when looking at PP and covid strategies, to put our planned interventions against one of the EF tiers (tier 1 is teaching, tier 2 is targeted academic support and tier 3 is wider strategies).</p> <p>Good news in that we can roll forward any capital from 2020/21 to the next year, however, we are not getting any more money.</p> <p>The NTP scheme will continue next year.</p> <p>£59, 440 in Covid catchup plus £57,900 for summer catchup interventions, for this year only. Strategies paid for by the covid catchup money discussed.</p> <p>Q – what evidence is there that Lexonik is effective? We need JS to be present, assessments are completed before and after and then again 6 months later. Results are very positive. JSR left at 5.47pm</p> | I I Q |
| 2020/21/ FGB/ 63 | Headteacher report | <p>Covid catchup summer camp – provisionally booked Ultimate Adventure Centre and started building a programme in school, advertised for a summer school coordinator, and have gained initial expression of interest from parents. 100 replies out of 180 so far, 4 are nos.</p> <p>Q – agreed we would engage with a school improvement conversation with Babcock? Yes, ABL has contacted Babcock, we are conscious that the QA cycles has not run fully for almost 2 years. ABL has engaged Babcock to do a 'temperature take' to gain outside input. Simon Bissett, School Improvement Advisor for Devon, will lead this and ABL asked for governors to be available online or in person.</p> <p>Following the 'temperature take' Babcock will become the school improvement partner and assist with the SIP.</p> <p>Q – governors had previously agreed a panel of 3 governors to work with school improvement? Yes, hopefully from September when we are all able to meet back in school and have the results of the temperature take, that can be reinstated.</p> <p>Governors requested a clearer view of the progress pupils are making and their attainment. LW left at 6.02pm.</p> | I Q I Q I |
| 2020/21/ FGB/ 64 | Governance team | Governors agreed to move this agenda item to the next FGB meeting due to time. | I, D |
| 2020/21/ FGB/ 66 | Items through chair | Governors were reminded that all have access to the NGA gold membership, which is an excellent resource. The clerk was asked to send login details to all. | I |

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| | | The Chair reminded school staff of the need to circulate supporting documents prior to any meeting, to allow governors enough time to read and review any information. The Chair also reminded the board that all governors must read any supporting documents prior to the meeting, and if possible, inform the school of questions before the next meeting. | I |
| | | On behalf of the Town Council, DS formally congratulated ABL after he was awarded the Majors award for?? | I |
| | | IN passed on thanks from the Members to ABL and the governing board, for their hard work during the pandemic. | I |
| 2020/21/ FGB/68 | Date of next meeting | Thursday 15 th July 2021 at 3.30pm. The clerk will contact all governors and a decision made whether to hold this meeting in person, or on Teams. | I |

The meeting closed at 6.07pm

Action Log

| WHO | WHAT | BY WHEN | Reference |
|-------|---|----------|-----------------|
| Clerk | Discussion on the governance team to be added to the FGB agenda in July. | 15.07.21 | 2020/21/ FGB/64 |
| Clerk | Circulate login details for the NGA gold membership to all governors. | 28.05.21 | 2020/21/ FGB/66 |
| Clerk | Contact all governors regarding FGB on the 15 th July to determine whether to hold the meeting in person or on Teams | 28.05.21 | 2020/21/FGB/68 |

Signed as a true record Committee Chair

Date