



The Blue Tangerine Federation

7.00pm Wednesday 30 March 2022 at St Luke's School
Full Governing Body

MINUTES

Present: Rachel Andrew (RA), Gareth Burger (GB), Poppy Choudhury (PC), Ian Dignum (ID, Chair of Governors), Nick Griffin (NG), Stephen Hoult-Allen (SHA, Executive Headteacher), Laura Lilley (LL), Gemma Luke (GL), Aurele Mes Boaye (AMB), Andy Summerskill (AS)

Not Present: Ebbah Kwambai (EK), Parris Williams (PW)

In Attendance: Jamie Caple – JC, Head of School, St Luke's
Jenny Witter - JW, Head of School, Collett
Josh Pollard – Safeguarding leader, Blue Tangerine Federation
Tracey Norris – HfL Clerk

Agenda item	Action
<p>1. To receive apologies and approve absences Ian Dignum (Chair of Governors) welcomed everyone to the meeting in particular the three newly elected/appointed governors, Gareth Burger, Nick Griffin and Gemma Luke. Apologies for absence had been received from Parris Williams (associate governor), Ebbah Kwamba (co-opted governor) and Huw Bucknell (Head of Forest House Education Centre). The meeting was quorate.</p>	
<p>2. Declarations of conflicts of interest Declarations of pecuniary interest were recorded on Governor Hub. There were none relevant for this meeting. Long standing declarations were noted as:</p> <ul style="list-style-type: none"> ▪ Stephen Hoult-Allen: DSLP7 Board member, HfL Non-executive director. ▪ Stephen Hoult-Allen: partner is currently a Trustee of the Blue Tangerine Charity 	
<p>3. To approve the minutes of the previous meeting The minutes of the previous meeting held on 31 January 2022 were approved as an accurate record of the meeting. Matters arising were considered:</p> <ol style="list-style-type: none"> a. Agree date for Trustees to make a presentation to governors: this would be arranged for the last meeting of the summer term (4 July). SHA described the plans to merge the existing PTA charities for each school into a single Friends of Blue Tangerine. The charitable trust which had been set up to develop the community farm initiative was separate to the school. The sports centre consultation (the property adjoining the space earmarked for the farm) would commence w/c 4 April. (See planning documentation at agenda item 4). b. Heads of school to amend the staff survey questionnaire, taking into account the discussions at the FGB meeting held on 31 January: completed. JW confirmed that version 5 of the questionnaire had been circulated on Governor Hub and the survey would be issued again after Easter. Staff would be given time in a staff meeting to complete the survey in recognition of work/life balance and also to prevent multiply entries by a single member of staff. c. LL to arrange a safeguarding visit with Josh Pollard: carry forward. d. Chair to raise operational questions arising from the Schedule of Financial 	LL

	<p>Delegation with Manda Sides outside of the meeting: completed and MS had provided all necessary answers/assurances.</p> <p>e. SLT to response to the questions raised in Ebbah Kwamba’s visit report: completed.</p> <p>f. Governors to complete the finance skills audit: LL/RA/EK outstanding. Clerk to re-sent to LL/RA/EK and new governors. Email sent 5/4/22</p> <p>g. Chair to arrange staff meeting at the Collett: this was held and attended by ID and PC. See Chair’s update and PC’s visit report (agenda item 12).</p> <p>h. Chair to arrange staff meeting at St Lukes in the summer term.</p> <p>i. Heads of school to provide executive summary of SEF: JW had included this in her Head of School report. St Luke’ executive summary of the SEF was outstanding.</p> <p>j. SIP feedback: none arising. ID encouraged all governors to re-visit the curriculum presentation at the previous meeting and also SHA’s curriculum presentation uploaded to governor hub. The presentation set out the curriculum in an easily digestible and clear format and was an excellent piece of promotional literature for the Federation.</p>	<p>Clerk</p> <p>Chair</p>
4.	<p>To note any other business There was one item of other business.</p>	
5.	<p>Executive Headteacher Update The following documents had been shared in advance of the meeting:</p> <ul style="list-style-type: none"> ▪ Financial status of the schools as at March 2022 ▪ Risk register ▪ Community farm paperwork (proposal, pre-planning applications, playing field assessment, school pitch need assessment). ▪ Blue Tangerine at the Chelsea Flower Show flyer ▪ Gatsby profile: benchmarking and school compass (St Luke’s and Collett). ▪ Government SEND strategy paperwork (green paper and research). <p>The following was discussed in more detail and questions/comments invited:</p> <p>a. <u>Forest House Education Centre</u></p> <ul style="list-style-type: none"> ▪ FHEC was a standalone provision managed by St Luke’s (funded by HCC via a lump sum £312,000 pa). ▪ In recent years, school leaders had raised this funding formula with HCC; the St Luke’s budget was effectively subsidising FHEC to the tune of c£80,000 pa. Following a number of meetings with HCC a decision had been made by HCC to move FHEC from St Luke’s to Roman Fields Special School (part of the James Marks Academy Trust) ▪ This had not been the school’s intention and SHA and ID made this clear to HCC during the meeting with Tania Rawle. HCC’s position remained unchanged. ▪ SHA was aware that Roman Fields have submitted a business case for their vision of FHEC; two teachers with bought-in therapeutic services. This might result in some redundancies. ▪ Q When was this planned to happen? September 2022, a number of areas would need to be “de-coupled” e.g. IT, Single Central Record (SCR) and other back-office functions. ▪ This had been a difficult and stressful time for Huw Bucknell who did not feel that Roman Fields was the right fit for the education centre. <p>b. <u>HCC SEN Strategy</u></p>	

- At the meeting to discuss FHEC, Simon Newland opened a dialogue with the Federation about taking more pupils at both St Luke's and Collett. It was suggested that this would require the conversion of a nearby building to Collett (identified by HCC) and new classrooms at St Luke's.
- This would be considered but SHA had made it very clear that any expansion would be dependent on the right funding and the usual consultation procedures.
- Jamie Caple stated that he would not be prepared to take on any extra pupils without having first seen their level of need. The school was already struggling to recruit for the vacant positions it already had before it could consider expanding.
- HCC had suggested that the school should take pupils in groups of eight (8, 16 or 24) which supported the long-standing assertion by SHA that the most appropriate number for a class was eight (based on the level of pupil need). This assertion had not always been recognised as necessary at St Luke's in the past.
- The Chair was pleased that HCC wanted to expand both St Luke's and Collett which implied that politically our financial position was not preventing other discussions (in year deficit at St Luke's resulting from accumulating subsidy of FHEC, the strategy to budget for safer staffing levels and the increasing needs of pupils, not matched by the correct funding).
- It was noted that over 360 pupils in Hertfordshire were waiting for a named special school and an expansion was critical to address this provision gap.
- **Q What were the next steps/timeline?** SHA had asked to see all EHCPs, legally the SEN Team had to "consult" with the school before placing a pupil at it; the school would have 15 days to respond. This was the beginning of a dialogue with HCC.; at present there were no spaces at either St Luke's or Collett.

c. SEN Banding Review: St Luke's

- The county-wide banding review (led by Send4Change) had been completed and SHA had attended a feedback meeting held earlier on 30 March.
- The review vindicated the school's long-standing position; that pupil need exceeded Band 1 (St Luke's funding was based on the assumption that 41% of pupils were Band 1 [the lowest band in terms of funding]).
- The review found that there were NO Band 1 pupils at St Luke's, most were at Band 3.
- SHA was pleased that this second review (the first had been commissioned by HCC in November 2019) supported the school's assertions about the level of pupil need. School leaders had regularly been challenged about this and it was gratifying that an external review had vindicated this position.
- Representatives from HCC had not been present at the feedback meeting with Send4Change and SHA had not yet received notification from HCC on what the report meant in terms of funding/next steps etc.

d. Careers information: Gatsby

- The chair noted the excellent work done within the federation on careers.
- Both schools had achieved positive scores.
- SHA noted that the federation's whole strategy was around providing pupils with work experience and career options.
- **Action: appoint a careers link governor.**

		Chair
6.	<p>Heads of School updates</p> <p>Heads of school reports had been circulated in advance of the meeting, questions and comments were invited:</p> <p>a. <u>Collett: Jenny Witter, Link governor Poppy Choudhury</u></p> <ul style="list-style-type: none"> ▪ Q When would S&L therapist provision be secured for the upper school? PC felt that this was a real need, St Luke’s offered a good model of support throughout each school phase. ▪ The focus at Collett was on early intervention. S&L was key to communication and school leaders recognised the value and need for this service. ▪ The model at Collett had changed in recent years partly in response to the difficulty in retaining S&L staff (there had been four in the last year). ▪ A S&L therapist worked in the lower school directly with pupils and also to upskill TAs. ▪ Lower school staff then supported upper school staff in directed time to share expertise and best practice. ▪ The role (of dedicated S&L therapist in the upper school) has not been removed but was currently unfilled. ▪ JW felt the S&L provision was improving. ▪ Q How could this be evidenced to governors? S&L outcomes were included in every child’s EHCP. The Collett Link governor (Poppy Choudhury) would be able to observe PECs embedded at snack time during a visit. Non-verbal students did not have S&L targets but did have communication targets. ▪ Action: All governors to ask about S&L provision/support during a school visit and seek evidence of the outcomes of the provision ▪ JW described the communication progression in the upper school: big talk, respond and greet. Communication was the key to the curriculum and S&L support was integral to that but did not always have to be provided by a S&L therapist. ▪ PC had made several visits to Collett (see visit reports) and commented on the resilience of staff during the pandemic. ▪ The Chair echoed this message of admiration and gratitude; staff had had to struggle with so many issues in the last two years and governors really appreciated their efforts to keep the schools open. ▪ Q What had been the uptake of the PGL trip? This was a residential trip in June (two nights away) and the uptake had been positive. <p>b. <u>St Lukes: James Caple, link governor – currently vacant</u></p> <ul style="list-style-type: none"> ▪ Q How was staff morale? JC explained that the last two weeks had been very difficult with high numbers of staff absences (due to covid infections). ▪ TAs have been incredibly flexible, agreeing to step up and cover for an absent colleague. There has been no supply staff available. ▪ This has all had an impact on staff wellbeing and in turn regular teacher absence would undoubtedly have an impact on pupil progress. ▪ Parents have been very supportive and, particularly when in some two 	All govs

	<p>instances, classes have been shut at St Luke’s School.</p> <ul style="list-style-type: none"> ▪ The lack of guidance from DfE re the need for regular testing of pupils had been unhelpful. Some parents have sent pupils to school whilst positive. ▪ Q What wellbeing activities did staff participate in? There was no budget for staff wellbeing although the staff absence insurance did provide access to physiotherapy, GP, counselling services etc which was being used. ▪ In addition, various activities were regularly planned by staff/SLT: <ul style="list-style-type: none"> ○ Last Wednesday of each term was wellbeing Wednesday ○ Netball club for staff (cancelled during covid) could be reintroduced. ○ Mental health team meet and greet with staff every Monday at St Luke’s, every Tuesday at Collett. ○ Charitable donations from Warner Brothers went to staff (chocolates, free tours of the studio, Christmas raffle etc). ○ Blue Tangerine Award: a member of staff was nominated (by his/her peers) each week for displaying the school values. ○ It was noted that recognition was just as important as financial rewards. ○ Birthday cards were sent to staff from SLT. <p>c. <u>Pupil voice</u></p> <ul style="list-style-type: none"> ▪ Q How did staff listen to pupils and collect feedback? Pupil voice was collected in a variety of ways, e.g. The school council met every half term. ▪ JW encouraged staff to incorporate communication from pupils to SLT as part of the curriculum, e.g. persuasive letter to Head of school about what they would like to change, sending an email to Head of school (part of ICT lesson). ▪ JC noted that in response to pupil voice, changes to the uniform had been made at St Luke’s. ▪ Action: SHA to create pupil voice video for governors. ▪ Action: Heads of school to list how pupil voice has influenced decision making. ▪ Q When would the school start holding open celebration assemblies (for parents)? These would recommence in the summer term having been put on hold due to covid restrictions. For the first time last week the upper and lower schools at Collett had held a joint assembly. ▪ Q When could parent volunteers (reading) start to come in to school again? These would recommence in the summer term. ▪ Q What safeguarding processes were applied/required for parent volunteers? For regular activities in school (ie reading weekly with children) volunteers would need to have a DBS in place and also have an element of safeguarding training/code of conduct expectations shared with them. 	SHA / Head of school
7.	<p>Safeguarding Report</p> <p>Due to the high number of safeguarding issues currently live at St Luke’s, the written safeguarding report for the spring term was not available. Josh Pollard (DLS Safeguarding leader) would share this with governors as soon as possible but in the meantime provided the following verbal overview:</p> <p>a. <u>Attendance</u></p>	

	<ul style="list-style-type: none"> ▪ St Luke's: 88.1% ▪ Collett: 87% ▪ National average for special schools: 83% ▪ National average for mainstream (w/c 14 March): 87% ▪ Attendance within the Blue Tangerine was similar to pre-pandemic levels. ▪ Q What was the persistent absence level? JP reported that this was in the region of 39%. He confirmed that there were a number of pupils at both school who were non attendees but that in all cases, the school was liaising with the appropriate external professional/organisation: <ul style="list-style-type: none"> ○ <u>Collett</u>: three pupils: one with medical issues being supported by ESMA and a TAF, one with complex needs being supported by social care and parents looking for a change of placement, and one on-roll but residing in a different local authority, HCC and the virtual school were involved with resolution expected by the summer. ○ <u>St Luke's</u>: four pupils: one with medical needs being supported by ESMA and CIN, one on-roll but being educated at home, two were school refusers and being supported by Youth Partnership and/or the AIO. ▪ Most absences were due to illness or medical reasons. ▪ The Chair noted that attendance had been an area for improvement cited by the last OFSTED report. He asked that the attendance action plan be shared in the safeguarding report (either as an appendix or as a separate report). Governors needed to be assured that there were robust attendance tracking and monitoring procedures in place and that the actions to improve attendance were having impact. ▪ Action: JP to circulate the attendance action plan with the safeguarding report, every half term ▪ JP felt that benchmarking against other special schools demonstrated that attendance was good. Case studies were in place for pupils who had high levels of persistent absenteeism. ▪ The standard HCC termly safeguarding report had not been used in the autumn term, going forward JP confirmed that he would use this template and provide this updates for every half termly meeting. <p>b. <u>Prevent</u></p> <ul style="list-style-type: none"> ▪ There had been no cases of Prevent recorded in the spring term. ▪ The focus in Hertfordshire was on right wing extremism. ▪ Q How often are staff provided with training on this? This would be shared in the safeguarding report. <p>c. <u>Cyberbullying/harmful sexual behaviours</u></p> <ul style="list-style-type: none"> ▪ JP described the changing environmental factors which students now faced (more so than in previous years) which had heightened these behaviours. ▪ Q What did this mean? There was an increased use of mobile phones, gaming, social media and the cohort of pupils had higher SEMH needs rather than MLD. ▪ In some cases, pupils were being helped by their parents to send abusive 	JP
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	<p>messages online.</p> <ul style="list-style-type: none"> ▪ Two child protection issues had been raised in the last seven days which had involved both police and social care. ▪ Next steps: JP would arrange for a PCO to visit the pupils and talk about on-line safety/concerns. ▪ Q How were staff equipped to deal with these situations? Training and CPD in safeguarding issues were key. Parental engagement was also needed to support the school when issues arose, so that parents could reinforce the school message of safety and appropriate behaviour at home. ▪ Q What training has been delivered to staff either in-house or externally to support them recognise the signs of sexual abuse? This would be shared in the safeguarding report. ▪ Q How much of a problem is cyber bullying? JP felt this was a growing area and highlighted the above cases. Data was collated and tracked over time and this would be shared in the safeguarding report/with the safeguarding governor. <p>d. <u>Behaviour</u></p> <ul style="list-style-type: none"> ▪ Q Had the number of suspensions increased in response to this behaviour? JP explained that it was often better and safer to keep a child at school rather than send them home. St Luke’s lacked the space/staff to provide an internal exclusion area at the moment. ▪ Q How many suspensions had been issued during the spring term? JP did not have this information to hand but would share this with governors in the safeguarding termly report. ▪ JP suggested that a safeguarding meeting could be arranged with governors to provide a more detailed update/overview of safeguarding if required. This was agreed as a good idea to preview an overview of the types of safeguarding challenges but Governors must not become embroiled in the detail and must maintain the strategic distance required of the role ▪ Action: Link governor, Laura Lilley to arrange safeguarding visit at least once before the next FGB meeting. 	LL
8.	<p>Financial overview</p> <p>The following documents had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> ▪ SFVS submission: Collett ▪ SFVS submission: St Lukes ▪ Financial summary of schools ▪ Contracts: <ul style="list-style-type: none"> ○ Cleaning contract, SLA and tender ○ Collett staff insurance: Education mutual and SAS ○ School insurance extensions: Collett and St Luke’s (brokered by HCC) ▪ Financial documents: St Luke’s <ul style="list-style-type: none"> ○ P10 combined ○ P10 St Luke’s only ○ P10 FHEC only ○ P10 cash flow ○ Budget summary combined March 2022 	

	<ul style="list-style-type: none"> ○ Cash flow agreements 11 March 22 ○ St Luke's financial review conducted by HfL: follow up report dated 7 October 2021. ○ P9 cashflow forecast ○ P9 monitor combined ○ P9 monitor FHEC ○ P9 Monitor St Lukes ▪ Financial documents: Collett <ul style="list-style-type: none"> ○ P10 monitor ○ Budget summary March 2022 ○ Executive summary ○ Autumn term revised forecast: correct version ○ P9 cashflow ○ P10 cashflow ○ P9 monitor ○ Draft CSV report 	
8.a	<p>SFVS Submission</p> <ul style="list-style-type: none"> ▪ The SFVS documents had been circulated at the beginning of March and had been reviewed by the Finance Committee. ▪ The finance committee had separately reviewed the benchmarking dashboard in detail. ▪ Costs, relative to income, were in line with other similar schools. ▪ The adult to pupil ratio was amber and represented the main area for review. ▪ It had not been possible to answer in the affirmative to every question, some were "in part" and this was acceptable. Eg Did governors set a balanced budget? ▪ In future years, the finance committee would present an executive summary to the FGB. ▪ There were no questions arising and the SFVS submission for The Collett and St Luke's Schools were approved. 	
8.b	<p>Period 10 Monitor</p> <p>MS summarised the financial position of the schools as at Period 10.</p> <ul style="list-style-type: none"> ▪ St Lukes and FHEC combined: <ul style="list-style-type: none"> ○ In year deficit as at P10: £473,009 ○ Predicted year end outturn: £378,544 deficit ▪ Projected year end outturn (as per 2021 budget setting): For St Luke's(including FHEC) was £617,341St Luke's <ul style="list-style-type: none"> ○ In year deficit as at P10: £397,255 deficit ○ Predicted year end outturn: £302,790 deficit ○ Projected year end outturn (as per 2021 budget setting): £494,248 deficit ▪ Forest House <ul style="list-style-type: none"> ○ In year deficit as at P10: £74,914 deficit ○ Predicted year end outturn: £74,914 deficit ○ Projected year end outturn (as per 2021 budget setting): £123,093 deficit ▪ Q What had caused the improvement against the original budget? A combination of various factors: see budget summary report to governors for full detail: <ul style="list-style-type: none"> ○ Additional unbudgeted income: £73,000 ○ Staff related savings (delays in recruitment etc): £139,423 ○ Other savings: £35,468 	

	<ul style="list-style-type: none"> ▪ There had also been areas of overspend relating to supply at FHEC, agency costs at St Luke’s, additional FSS costs and increased water rates. ▪ Despite plans to recruit staff to ensure safe staffing levels (1 x teacher and 2 x TAs in each class) not all classes had reached this standard and currently there were four TA vacancies. ▪ Collett <ul style="list-style-type: none"> ○ In year deficit as at P10: £163,508 deficit ○ Predicted year end outturn: £157,140 positive ○ Projected year end outturn (as per 2021 budget setting): £13,625 positive ▪ Q What had caused the improvement against the original budget? A combination of various factors: see budget summary report to governors for detail: <ul style="list-style-type: none"> ○ Additional unbudgeted income: £78,443 ○ Staff related savings (delays in recruitment etc): £76,647 ○ Captial costs savings: £40,261 (delay in Oasis project to 2022/23). ○ Other savings: £32,153 ▪ There had also been an overspend in agency staff (£53,000). 	
8.c	<p>Cash flow</p> <ul style="list-style-type: none"> ▪ The cash flow positions as at P9 and P10 had been shared. ▪ The total amount advanced from HCC has been £195,000. ▪ The initial cash advance was £144,000 (November 2021). The school have since been informed that this will NOT be requested to be repaid (February 2022). MS & SHA were awaiting written confirmation of this. ▪ HCC ‘gave’ the school £145,000 to clear this debt (March 2022). ▪ St Luke’s had required an additional cash injection from HCC: £50,000 in March 2022 to ensure the bank is not overdrawn at the year end. ▪ Delegated funds were transferred to the school each month in the “<i>biscuit</i>” a summary of the transactions/traded services between the school and HCC. ▪ The cash flow position at Collett was currently positive. 	
8.d	<p>Budget setting overview: 2022/23</p> <ul style="list-style-type: none"> ▪ Funding had increased by £500 per pupil as per the budget share summary shared with the school in early March. ▪ Primary aged pupils at St Luke’s would see funding increase by £800 per pupil. ▪ HCC had advised the following provisions for gas and electricity costs: <ul style="list-style-type: none"> ○ Gas; 135% increase ○ Electricity: 61% increase ▪ The government commitment to increase teachers’ starting salary to £30,000 would have a knock-on effect in staffing costs. ▪ The finance committee would begin reviewing the draft budgets at its meetings to be held on 5 April and 9 May. ▪ Some of the meeting on 5 April would be spent under taking due diligence by reviewing the costs at St Luke’s during the 2021/22 financial year to provide assurances to governors that the decisions made by the FGB re safe staffing level budget which had resulted in a deficit position are documented and understood in detail. ▪ Nick Griffin agreed to join the Finance Committee. 	
8.e	<p>Commissioned School Visit: finance</p> <ul style="list-style-type: none"> ▪ The commissioned school visit for St Luke’s had reviewed is financial position. A follow up meeting had been held on October 2021 and the report from HfL had 	

	<p>recently been made available.</p> <ul style="list-style-type: none"> ▪ This document had been circulated in advance of the meeting. ▪ A similar audit had taken place at Collett and the draft report had been shared with governors. ▪ SHA had responded to the draft recommendations. 	
8.f	<p>GDPR</p> <ul style="list-style-type: none"> ▪ There were no GDPR breaches to report. ▪ There were increasing numbers of subject access requests from parents (existing and prospective). This was a significant drain on staff time. ▪ Software had been introduced to automatically delete emails after six months and staff took care to avoid using pupil’s names in written correspondence as much as possible. ▪ Q Was any application of reasonableness possible to SAR? Unfortunately, not, and there was a time frame in which the school had to respond. ▪ Q What happened if a request was submitted during the summer holiday? All aspects of GDPR compliance/training were handled by the school’s DPO; an external adviser; Carole Connelly. ▪ Action: Clerk to request DPO annual report for the summer term. 	Clerk
8.g	<p>Contracts</p> <p>a. <u>Cleaning contracts</u>: these had been renewed by HCC as part of a central procurement arrangement.</p> <ul style="list-style-type: none"> ▪ The cost at Collett had fallen. ▪ The cost at St Luke’s had increased. <p>b. <u>Staff absence insurance</u>: Collett</p> <ul style="list-style-type: none"> ▪ Previously the school had used SAS. ▪ HCC/DfE had recommended Education Mutual. This quote was more competitive this year (£18,718) with a guaranteed £5,000 payment for maternity cover. ▪ The appointment of Education Mutual was agreed. <p>c. <u>HR Services</u></p> <ul style="list-style-type: none"> ▪ AMB had spoken with the new HR Advisers and confirmed that the level of service/support was as described. ▪ Notice had been given to HfL HR advisers and occupational health teams. ▪ The chair thanked AMB for his professional input. 	
9.	<p>Premises/H&S matters</p> <p>The following reports had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> ▪ H&S Update as at March 2022 ▪ Premises update as a March 2022 <p>The following highlights were noted/questions invited:</p> <ul style="list-style-type: none"> ▪ The phone system at St Luke’s would be replaced over Easter (requirement due to the cessation of an analogue service beyond June 2022). ▪ Fire doors: not fit for purpose. Condition survey was being arranged. ▪ H&S Audit by HCC: this was booked to take place in June 2022. 	
10.	<p>Staffing</p> <ul style="list-style-type: none"> ▪ <u>Exit interviews</u>: AMB would arrange exit interviews with the two teachers who had resigned. ▪ Q What was the plan to address the recruitment challenges the schools faced? ▪ There had been a noticeable drop in the number of applicants for TA positions 	AMB

	<p>(one advert had closed recently and only one application had been received).</p> <ul style="list-style-type: none"> ▪ School leaders aware of the rising cost of fuel and travel times as barriers to applications. ▪ Future adverts would be posted on more local forums to attract potential candidates (Facebook, Co-op/local supermarket notice board etc); women/men returning to the workplace following career break, graduates looking for experience before moving on to a career in teaching. ▪ Q Did the Federation attend recruitment fairs? Not at the moment but this could be considered. 	
11.	<p>Policies</p> <p>There were no policies due for review at this time.</p>	
12.	<p>Governor visits</p> <p>The following visit had been made since the last meeting, visit reports had been shared on Governor Hub:</p> <ul style="list-style-type: none"> ▪ Collett staff meet and greet: Ian Dignum and Poppy Choudhury: 23 Feb 22. ▪ Chairs activity summary: January and February 2022 <p>ID encouraged all governors to visit one of the schools as often as possible, at least every half term.</p> <p>The governor visit policy and report templates could be found in the governor visits folder in Governor Hub.</p> <p>Governors visit reports should be uploaded to the governor visit folder in Governor Hub and also added to the next FGB folder.</p>	
13.	<p>Governing Body Effectiveness</p> <p>a. <u>Appointments</u></p> <ul style="list-style-type: none"> ▪ The election of Gemma Luke and Gareth Burger as parent governors were noted. ▪ The appointment of Nick Griffin as a co-opted governor was ratified. ▪ The resignation of Ruth Hammerson was noted. <p>b. <u>Training</u>: the summary of training undertaken as at March 2022 had been circulated in advance of the meeting. The following training had been undertaken since the last meeting:</p> <ul style="list-style-type: none"> ▪ Ian Dignum: Prevent training 15/02/22 and SFVS 01/02/22 ▪ Nick Griffin: Prevent training 31/03/22 ▪ Laura Lilley: CLA training 07/02/22 ▪ Gemma Luke: Induction training 29/03/22 and 27/03/22, Pupil premium training 27/03/22 and safeguarding training 28/03/22 <p>ID encouraged governors to complete at least one Modern Governor training module each half term.</p> <p>New governors had been advised to book induction training and safeguarding training as a priority.</p>	
14.	<p>Any Other Business</p> <p>a. <u>Timing of meetings</u>: SHA requested that consideration be given to moving the timing of each FGB meeting from the end of term to the beginning of term. Staff were exhausted by the last week of term. This was agreed and the chair/clerk and SHA would revise the meeting schedule accordingly.</p>	

15.	Meeting dates for 2021/22 Monday 23 May 2022 Monday 4 July 2022	
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Governor Attendance Record						
	29 Sept	22 Nov	31 Jan	30 Mar	23 May	4 July
Rachel Andrew		P	P	P		
Gareth Burger				P		
Poppy Choudhury	P	A	P	P		
Ian Dignum	P	P	P	P		
Debbie Dorman	A	P	Term of office expired December 2021			
Nick Griffin				P		
Ruth Hammerson	P	P	P	Resigned 22 February 2022		
Stephen Hoult-Allen	P	P	P	P		
Ebbah Kwamba		P	P	A		
Laura Lilley	A	P	P	P		
Gemma Luke				P		
Josh Pollard*	P	A	A	P		
Aurele Mes Boaye	P	A	P	P		
Pauline Mills	A	Resigned 7 November 2021				
Andy Summerskill	P	P	A	P		
Parris Williams *	A	P	A	A		
In attendance						
Huw Bucknell	P	A	P	A		
Jamie Caple	P	P	P	P		
Manda Sides	P	A	P	P		
Jenny Witter	P	P	P	P		

*Associate governor (responsibility finance and safeguarding): not required to attend FGB meetings

Key	
Present	P
Apologies received	A
Not present	N