

**Full Management Committee**  
**Monday 28<sup>th</sup> March 2022**  
**4.15PM - 6.15PM Venue – Remote via Teams**

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
<p><b>Present:</b> Suzanne Richards (Chair) (SR), John Bayes (JB), Louise Brookes (LB), Sharon Finn (SF), Andy Gardner (AG), Nicole Jutsum (NJ), Rose Mahony (RM), Jim Mathieson (JM), Nick McSweeney (NM), Iain Thomas (IT), Judy Wheeler (JW)</p> <p><b>In Attendance:</b> Majid Ali (MA), Raj Arava (RA), Phil Cunnington (PC), Jenny Hooper (JH), Nicky Rees (NR), Daniel Robinson (DR), Tom Scantlebury (TS), Carolina Taplin (Clerk) (CT)</p>					
1.	<b>Welcome and apologies</b>		SR	All welcomed to meeting. All present/in attendance, apologies received and accepted for late arrival to the meeting. SR welcomed PC as a new member to the MC. PC gave introduction – WB Councillor for Norreys Ward and Director of Operations for Mental Health Services NHS Hampshire. PC declared connection to FC via wife who used to teach at FC.	
2.	<b>Declaration of interests</b>		SR	To maintain transparency NR declared AG as son in law.	
3.	<b>Review of last FMC Meeting minutes for Dec 6<sup>th</sup> 2021 – matters arising</b>	Minutes 6 <sup>th</sup> Dec 2021	SR	Matters of note - IT and CT confirmed documentation requested was distributed post meeting. IT welcomed any questions. <b>Minutes were approved as a true record of the meeting.</b>	
4.	<b>WBC SEND Review Update</b>		DR/JH	<p>SR outlined importance of Service Level Agreement (SLA) between WBC and FC for the purposes of new committee managers. SLA directs the course for FC to provide services to WBC and confirms what WBC wants from FC. Historically MOU existed but was not renewed leaving FC to move with no direction.</p> <p>SR provided summary of WBC/FC meeting 3rd March.</p> <ul style="list-style-type: none"> <li>• Phase 1 SLA in place June 2022.</li> <li>• Phase 2 full SLA in place Sept 2023 for 3-4 years.</li> <li>• 2022/23 FC budget will match 2021/22 budget. However, main change FC will be under pressure and need to find/earn/raise 250k for outreach work. Primary schools will not have money taken from source and must pay for services. It was announced at the Schools Forum 16th March.</li> </ul> <p>DR agreed with summary by SR. <b><i>JW joined meeting 16.23</i></b> IT - Confirmed significant challenge faced by FC to recoup 250k. Further meetings to take place with WBC to</p>	

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			<p>outline SLA. IT and FC SLT have researched pricing structure and agreed a fair increase from £23 maintained and £28 Academies to circa £40/45 respectively. Price structure still competitive in the market. NR confirmed the costings brochure has been circulated to Primary HTs. JH - Confirmed outreach a priority for WBC and first meeting scheduled for 30th March.</p> <p><b>Q – What securities exist for FC if 250K not raised?</b> DR – Confirmed situation will be reviewed half way through, but safeguarding will be detailed in SLA. DR elaborated on lack of ability by WBC to predict because of poor SEND data. FC not supported because strategic work was not been looked at. Aim to allow for need now and project a strategic view through to 2030.</p> <p><b>Q – WBC have a Statutory duty to provide places for PEX pupils. As a result, the future of FC must be preserved by WBC to meet the requirement. Therefore, if the 250k is not raised and there is a financial vulnerability many of staff working at FC also provide outreach services this is interwoven. As a committee manager worried the situation is not safe when WBC have a statutory duty to provide a unit for PEX pupils but in the same vein are requesting the unit to raise 250k.</b> DR – Confirmed that WBC view the budget set for PEX students and for staff as separate.</p> <p><b>Comment – Managers agreed it cannot be separated by the nature of the way work provided at FC. All FC staff support all pupils albeit different cohorts. It was highlighted that FC do and can meet current and potentially new gaps in the services market for WBC.</b></p> <p>The floor was opened to primary and secondary Head Teachers for comment. There was general agreement from Primary HTs that to pay for services used is more cost effective. However, as FC committee managers all agreed that the target of 250k does not seem attainable given the hours and staffing that would be needed to meet this cost. It was confirmed that secondary schools have always operated in this way and money was not taken at source but the outreach need for secondary is much smaller than primary. It was highlighted that this year is a crucial year for FC to prove to WBC the money can be raised in a sustainable way.</p> <p><b>Q – FC have provided excellent service for PEX primary for an extended period of time where SEND provision has not been available. Will the SLA recognise this is needed now and in the future appropriately?</b> JH – Confirmed responsibility</p>	

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				to provide a specialist provision lies with WBC but given the difficulties in providing this WBC will identify this in the SLA. NR – Confirmed FC have provided for more than one pupil in this situation. <b>Q – What are the implications if schools choose not to take up the outreach and the 250k funding is not raised?</b> IT – Confirmed without the funding FC would struggle to fund outreach services as it would cause a massive deficit to other services provided. NR – Highlighted the increase in administration to manage primary schools individually and no additional staff to cover.	
5.	<b>Self-Evaluation Form and College Improvement Plan</b>	SEF/CIP	IT	IT – Highlighted substantial changes to SEF had been discussed and made. Thanked managers for feedback provided. MA and JH – Attended meeting with English and Maths leads. <b>Praise given to leads for excellent presentation and work.</b> MA/JH highlighted a stronger link/understanding needed by Eng/Maths leads about teaching by outreach tutors. Leads and tutors to align. MA – Further advised CPD needs to be aligned. Attendance levels to be celebrated as FC well above average. Thought needed regarding low levels of leadership in pupil achievement. SR – Advised CIP needed to be shorter and less complicated. History needed in SEF and CIP should reflect what FC doing and how will do it. <b>Managers thanked IT and team for work put into SEF.</b>	<ul style="list-style-type: none"> <li>SR to report back on literacy and numeracy meeting 29<sup>th</sup> March.</li> <li>MA/IT to report back on key priorities and milestones meeting 31<sup>st</sup> March</li> </ul>
6.	<b>Headteacher's Report</b> <ul style="list-style-type: none"> <li>Offsite reports</li> </ul>	HT Report Offsite Reports	IT	IT – Summarised specific issues with attendance AP students have pulled figures down. <b>Q – What are the barriers for secondary AP students, who owns them/responsible for attendance? Once become AP cease to be seen at original school. Q – Who reports attendance?</b> NM and IT confirmed AP student's attendance belongs to FC. IT confirmed difficulty with secondary schools engaging once student at FC despite weekly reports from FC. <b>TS joined approx. 16.45 Q – What does FC do to encourage attendance?</b> IT – confirmed despite all avenues explored cannot engage students and FC has to return student to main school. DR – Advised overall challenge faced by WBC with attendance reporting from schools. Observed that FC taken for granted and main schools need to take responsibility and be held to account. New legislation coming into place. MA – Advised that attendance and safeguarding closely linked main schools must check student attending AP on a daily basis. IT – Clarified the current process of FC staff identifying attendance issues to schools every week. Advised on 1 <sup>st</sup> April changes to mini MOUs between schools	

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				<p>and FC to strengthen point that responsibility lies with schools in conjunction with FC and not solely FC.</p> <p><b>Q – Is there a correlation between lack of attendance and behaviour?</b> IT – Confirmed reduction in attendance and behaviour. Factors for reduction in behaviour is tailored plans for and expectations of students at FC.</p> <p>IT – Highlighted Ramadan assembly conducted by student, staff will fast alongside students. <b>Comment – Praise given for great achievement by FC where PEX students presented to peers.</b> IT provided explanation of Pupil Achievement and Attitude to Learning. General discussion and explanation of Fair Access Panel (FAP). Originally occurred once every half term has not happened for three years. Fap gave FC platform to show student progression and move on back to school. Students become comfortable at FC and secondary schools are full so managed moves are increasingly difficult. <b>Q – Is FAP part of WBC review?</b> DR – Confirmed not part of review but contract and funding now agreed for FAP. IT - Reported academic progress Maths GCSE achieved early. Students now have choice to improve further and sit higher paper. IT summarised the outreach/offsite reports. Explained two-way feedback to improve offsite services and FC services.</p>	
7.	<p><b>Safeguarding Report</b></p> <ul style="list-style-type: none"> <li>• SCR Check</li> </ul>		TS/RM	<p>TS clarified questions asked of MHST referrals, confirmed staff member SCR trained and confirmed fortnightly DSL meetings as well as weekly SLT safeguarding meetings take place at FC. <b>Comment – Praise given for distribution of responsibility of safeguarding to subcommittee. Allows for reassurance and seamless work regardless of staff absence.</b></p> <p>TS advised DSL meeting discussed recent OFSTED safeguarding practices and work ongoing to address FC areas of weakness. RM – Highlighted huge safeguarding issue regarding mental health problems following COVID. <b>Thanks given to TS and RM for safeguarding leadership.</b></p>	<ul style="list-style-type: none"> <li>• TS/RA/CT to discuss DBS checks.</li> </ul>
8.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• H&amp;S Audit/Action Plan</li> </ul>		RA	<p>RA – Provided a summary of the H&amp;S Audit 31<sup>st</sup> Jan. Report highlighted several areas lacking and many actions needed to be resolved. RA - Required and attended training. 60% of amendments have been processed and outstanding areas in hand. and there areas still outstanding but being dealt with. Manual handling course for all staff. IT – Thanked Suzanne for attendance. Confirmed that the audit highlighted good practice by teachers and in classes. Risk assessments are completed. RA to complete action plan end of next week.</p>	<ul style="list-style-type: none"> <li>• H&amp;S Action plan on agenda for Resources 26 April - CT</li> </ul>

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				<b>Q - If action points to be completed end of next week. Managers need reassurance been completed. How will this be achieved?</b> SR – Confirmed meeting with RA 29 <sup>th</sup> March to review action plan and further follow up end of term.	
9.	<b>Budget Monitoring Report</b>	Resources Monitoring report and commentary	RA	RA – Provided in depth summary of budget. IT – Confirmed discussions taken place with WBC regarding outstanding Primary student SEND payments. DR – Confirmed difficulties regarding audit ability and finance records pre-March 2021. Debts being reviewed by LA. <b>Q – With the theoretical carry forward 490k what are guarantees of no clawback from WBC?</b> JB – Summarised FC budget as an in-year deficit of 1.41634 forecast of more expenditure than income. Fortunately have 511k balance brought forward total position at end of year 370K in black. This year made loss of nearly 150k. Clarified LA no longer clawback. JB – Further advised majority of expenditure items have zero variance shown so not realistic estimate where will be at end of year. There will be movements up and down before close books.	
10.	<b>SFVS</b> • FMC approval	SFVS	RA	Some SFVS skills matrices outstanding. SFVS declaration to be sent out by RA to FMC post meeting. All feedback to be provided by end of day 30 <sup>th</sup> March and approved by managers.	<ul style="list-style-type: none"> <li>RA to send out SFVS to FMC to be filed 31<sup>st</sup> March</li> </ul>
11.	<b>Monitoring Reports</b> • T&L – JM • Safeguarding - RM	Monitoring reports		JM – Highlighted attendance high at FC because of inspirational teachers at FC. RM – Highlighted attendance. Happy with visit and SCR. <b>Managers thanked for reports and SF for input on PP statement.</b>	<ul style="list-style-type: none"> <li>TS/RA/CT to discuss DBS and s.128 checks</li> </ul>
12.	<b>Feedback Teaching &amp; Learning Committee meeting - 17th Jan 2022</b>	Minutes	JM	JM – Summarised review of pupil progress and tracking of pupil journeys. Highlighted dates for book look and observation weeks. Important for Managers to take part in visits particularly in person. Peer review to be undertaken as FC in OFSTED window.	
13.	<b>Feedback Resources Committee meeting - 1<sup>st</sup> Feb 2022</b>	Minutes	JB	JB – Summarised meeting and highlighted the need to review benchmarking.	<ul style="list-style-type: none"> <li>Benchmarking to be added to Resources Agenda 26<sup>th</sup> April.</li> </ul>
14.	<b>Policies</b> • FC008 Anti-Bullying • FC010 Assessment • FC013 Illegal Drugs and Drug Education	Policies	IT	IT – Advised minor amendments requested and to be made. <b>FC014 Equal Opportunities</b> to consider race and religion separate as with gender as per comment from MA. IT – clarified <b>FC045 Pupil Premium Policy</b> IEPs barriers to learning updated every 6 weeks. Mentioned inside of case studies.	

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	<ul style="list-style-type: none"> <li>FC014 Equal Opportunities</li> <li>FC045 Pupil Premium Policy</li> <li>Pupil Premium Strategy Statement</li> </ul>			All policies ratified.	
15.	<b>Governor news</b> <ul style="list-style-type: none"> <li>Roles and Responsibilities</li> </ul>		SR	SR confirmed JB has stepped down as Chair of Resources. SF agreed to act as interim Chair of Resources for summer term and agreed to stay for an additional 4 years on MC. Chair of Resources needed for September.	
16.	<b>Governor training</b> <ul style="list-style-type: none"> <li>Chair's Briefing – SR</li> <li>New governor training - LB</li> </ul>		LB/SR	<p>SR – Advised very full Chair's Briefing Exec Summary to be included in minutes <b>Chairs' Briefing Exec. Summary</b></p> <p>Covid update – important that Govs are aware that the pressure on schools general and school leaders in particular has not receded but has in fact increased. We need to be aware of that pressure... However also need to recognise that there have been some positives not least increased use of technology etc and we are being encourage to reflect and decide what to: Adopt, adapt, abandon?</p> <p>Sexual violence and sexual harassment – Govs should make sure that this is not overlooked and that they should have a clear view of how it is dealt with / reported and also trained for including safer recruitment. Recommended UK Feminista online training. Ofsted – report from schools who have recently been inspected on how best to prepare. Importance of readiness and having info to hand. Reassurance that it would not be a memory test and as many to be involved as possible.</p> <p>AOB – Energy prices and the impact on school budgets discussed Role of Clerks to Gov. now known as “governance professionals”.</p> <p>LB – To request further dates for training for new Governors/managers.</p>	<ul style="list-style-type: none"> <li>LB – To request further dates for training for new Governors/managers.</li> </ul>
17.	<b>GovernorHub</b>		CT/IT	CT provided a brief overview of GH. Agreed to meet with IT, TS, SR and CT to meet and report back to Managers.	<ul style="list-style-type: none"> <li>IT/TS/SR/CT to meet</li> </ul>
18.	<b>A.O.B.</b>		SR	<p>RM - Advised after 12 years would step down from FMC at the end of academic year. Delighted to see new recruits. SR – Extended heartfelt thanks for all 12 years and sadness that RM leaving. An opportunity for a manager to monitor safeguarding.</p> <p>JB – Raised concerns over Child Q and handling of case. TS advised FC would deal in an appropriate manner and never act in the way the school in Child Q did.</p>	

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19.	<b>Date/Time of Next Meeting</b>		SR	Majid Ali (MA), Raj Arava (RA), Louise Brookes (LB), Jenny Hooper (JH), Nicky Rees (NR), Daniel Robinson (DR), Tom Scantlebury (TS) left the meeting.	July 4 <sup>th</sup> 2022 – 4.15p.m.