

**Full Management Committee Monday 4<sup>th</sup> July 2022 4.15PM - 6.15PM**  
**Venue – Foundry College & TEAMS if unable to attend**

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
<b>Present in person:</b> Suzanne Richards (Chair) (SR), John Bayes (JB), Louise Brookes (LB), Sharon Finn (SF), Rose Mahony (RM), Jim Mathieson (JM), Iain Thomas (IT). <b>In Attendance in person:</b> Raj Arava (RA), Andy Gardner (AG), Nicky Rees (NR), Tom Scantlebury (TS), Carolina Taplin (Clerk) (CT) <b>Attended via Teams:</b> Phil Cunnington (PC), Nicola Jutsum (NJ), Nick McSweeney (NM)				
1.	Welcome and apologies	SR	<b>Apologies:</b> Majid Ali (MA), Jenny Hooper (JH), Judy Wheeler (JW), <b>No Apologies Received:</b> Daniel Robinson (DR)	
2.	Declaration of interests	SR	None	
3.	Review of last FMC Meeting minutes for March 28th 2022 and April 26 <sup>th</sup> 2022 (Budget) – matters arising	Minutes March 28th 2022 and April 26 <sup>th</sup> 2022 SR	<b>Completed Actions</b> <ul style="list-style-type: none"> <li>SR to report back on literacy and numeracy meeting 29th March.</li> <li>TS/RA/CT to discuss DBS checks.</li> <li>LB – To request further dates for training for new Governors/managers.</li> <li>NR to report on May Ofsted survey in FMC July.</li> <li>MA to report on monitoring visit and provide at July FMC</li> <li>IT to report back on meeting with PRUs on Mon16th May</li> <li>MA/IT to report back on key priorities and milestones meeting 31st March</li> </ul>	
			<b>Actions rolled over to next meeting</b> <ul style="list-style-type: none"> <li>A complete SEF and CIP will be presented at September FMC.</li> <li>IT/TS/CT to meet re: GovernorHub once free month long trial is in operation</li> <li>AG to send monitoring report for review in next T&amp;L or FMC</li> </ul> <b>All Managers approved both sets of minutes, March 28th and April 26th 2022, as a true record of the meetings.</b>	<ul style="list-style-type: none"> <li>A complete SEF and CIP will be presented at September FMC.</li> <li>IT/TS/CT to sign up for free trial then meet re: GovernorHub</li> <li>AG to send monitoring report for review in next T&amp;L or FMC</li> </ul>
4.	WBC SEND Review Update	DR/JH /IT	In the absence of DR and JH, SR clarified FMC were still waiting for an update regarding the finance provided by WBC and the status of the SLA.	<ul style="list-style-type: none"> <li>IT to report back to FMC regarding meeting with</li> </ul>

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
			<p>IT confirmed no correspondence received from DR, Lynne Samuel (LS) or Katherine Vernon (KV). It was noted that there is still a question mark regarding the £250k outreach money but hoped to receive clarity at a meeting with LS and KV on Friday 8<sup>th</sup> July. IT received draft SLAs for PEX, Medical Vulnerable and Outreach on Thursday 30<sup>th</sup> June and met with DR, JH and Carey Tulloch (CTu) today to discuss. Extensive discussions took place around WBC requirements for FC to provide a quality resource to meet the needs of local children for PEX, Medical Vulnerable and SEND with ASD SEMH provision. WBC have identified that SEND with ASD SEMH is the greatest need in Wokingham. <b>Q – Whether the identified requirements WBC want FC to fulfil were a surprise.</b> IT confirmed not a surprise because FC is the Statutory provision from day 6. <b>Q – The route of entry for ASD SEMH.</b> IT confirmed currently only PEX children. <b>Q – FC recourse if receive an EHCP with no emergency annual review.</b> IT confirmed the LA would be the recourse. The SLA referred to FC being a specialist provision and NR advised WBC that none of the staff are Special needs trained or remunerated for this. It was noted that the funding doesn't match expectations if making FC a specialist provision. IT commented that staff are not expecting FC to be a holding pen for SEMH. IT raised queries with WBC regarding capacity/available places at FC and advised FMC the difficulties in explaining the nature of full time/ part time pupils, alternative provision places. In addition, IT needed to clarify to WBC the route pupils are allocated to FC and that FC cannot actively recruit or choose the pupils. <b>Q – What the FMC can to support IT and speed up the process.</b> Agreed that a letter should be sent to Wokingham (DR, JH, LS, CTu).</p> <p><i>TS left the meeting at 16.45 to join via Teams</i></p> <p><b>Q – Concerns raised regarding budgeting for pupils coming from Specialist Provisions and the need to potentially provide a 2-1 staffing.</b> IT raised that FC do not receive AWPU for PEX pupils. Discussion that WBC should be responsible for providing the funding and recovering monies from the home school. <b>Q – Whether funding following a FAP panel follows the pupil.</b> IT confirmed no money attached to pupil but can apply for further funding from the FAP panel. The receiving school can request £250 per pupil.</p>	<p>Lynne Samuel and Katherine Vernon on 8<sup>th</sup> July 2022.</p> <ul style="list-style-type: none"> <li>IT to share revised draft SLA with FMC once received from WBC.</li> <li>SR to write a letter of support from FMC.</li> </ul>

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
				Detailed discussions surrounding outreach, training, smart targets and admissions and the vulnerable pupil panel took place.	
5.	Headteacher report – Summer Term	HT Report	IT	<p>IT thanked everyone for their comments. <b>Q – Why 29 pupils in Pupil Voice did not know how they were doing.</b> IT detailed that all pupils should be aware as detailed in their book(s) and discussed at 6 weekly reviews. IT took point on board that further discussion with pupils may be required as pupils not always aware what level working at when arrive at FC from home school. What feedback need to put in to improve. Discussions regarding low levels of achievement in English. It was acknowledged that COVID has had a significant impact. FC have conducted a curriculum review and are focusing on FSKL (AQA unit award) next year in English, Maths and Science which run alongside the GCSEs. IT reviewed additional comments from FMC and confirmed that FC can purchase managed moves. <b>Q – Regarding decrease in achievement points.</b> IT explained achievement points are lower when pupils educated off site and when sitting exams. Reviewing how achievement points can be awarded if not onsite. Discussion around the effect of Therapeutic Thinking and delivery at FC via insets and twilights. IT has noticed a change in behaviour and awareness of staff which in turn should help pupils. LB commented training is continuous with a real focus on emotional literacy in order to fully embed the thinking with staff. Discussions took place regarding discretionary staff absence which was confirmed as in line with the staff absence policy. IT confirmed that queries surrounding the Achieve Review were answered in the reports but not summarised in the HT Report. IT advised that all SLT reports are shared with staff. It was noted that IT should provide copies of the reports to save time. <b>Q – Whether all offsite providers are registered, as this has been a focus of recent OFSTED inspections.</b> IT confirmed all providers are registered except one which is in the process of being registered and should be by Sept. <b>Q- if table tennis tables are going to be purchased.</b> IT confirmed that a table tennis table had been found on site and JB kindly offered a donation of a table tennis table to donate to FC if wanted. Discussion around appropriate wording to be used for Looked After Children LAC, CLA or CIC. NR confirmed attending the Virtual Schools Conference with LB and would confirm.</p>	<ul style="list-style-type: none"> <li>• IT/NR to report back at next FMC regarding completion of OFSTED survey by staff.</li> <li>• IT to provide copies of reports to FMC mentioned in HT report rather than summarise the content.</li> <li>• NR to confirm correct use for Looked After Children LAC, CLA or CIC.</li> </ul>

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
6.	Self-Evaluation Form/ Key Priorities 2019-2022/ College Improvement Plan	SEF/KPs/CIP	IT	IT provided an assessment of the current year highlighting FC key strengths in addition to areas to develop. IT met with MA to discuss how best to write CIP for next academic year in the absence of an SLA. The 2021/22 CIP which included 21 "priorities" had been rag rated. It was explained that there would be far fewer with one priority for each of the key areas from Ofsted framework. KPs were sent to staff for review and comment. It was commented that staff/departments feel empowered/enjoy the ability to contribute to the KP subject areas for the CIP. <b>Q – Is evidence supporting SEF readily available</b> NR confirmed a folder of evidence is being put together.	
7.	MC Monitoring Feedback <ul style="list-style-type: none"> <li>Safeguarding Report</li> <li>CLA Report</li> <li>H&amp;S report – see below</li> </ul>	Monitoring reports	RM NR SR	No comments received regarding the CLA report. Brief discussion of pupils on role and status. Safeguarding report postponed until TS re-joined meeting. Moved onto the H&S report and discussed with agenda item No.8. * <i>Safeguarding update took place once TS re-joined meeting.</i> TS confirmed the final draft of the serious case review is due for release in the next few days. TS noted FC procedures regarding storage of information required review. No negative effect for FC, everything possible done to deliver appropriate education and support development. Lots of questions were raised around WBC SEND team and reviews that need to be carried out or are not carried out. TS to share key findings. General discussions surrounding the Panorama programme and the impact of social media i.e. Tik Tok, texting, availability of knives and pornography. IT confirmed visit to PRU iCollege where all pupils hand in phones. <b>Q – Regarding how this process helps pupils manage use.</b> FC looking at more and more education as opposed to removing the phones. Thanks were given to RM and TS for safeguarding work. <b>Comment that a very robust system for raising and dealing with new cases as well as putting action plans in place.</b>	<ul style="list-style-type: none"> <li>TS to share key findings with SLT and FMC when released.</li> </ul>
8.	Health & Safety		RA/SR	SR highlighted to FMC the exceptional work RA had contributed to H&S following LA audit in Jan. 22. It was evident from most recent H&S visit that RA has now dealt with all outstanding issues and is now proactive. <b>All congratulated RA on work.</b> RA commented risk assessments were reviewed, fire drills scheduled and refresher courses will take place in September. <b>Comment that H&amp;S needs to be continuously reviewed.</b> IT	

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
				confirmed H&S is now recognised as everyone's responsibility and all contribute to improvements. <b>Comment regarding impressive H&amp;S review from the science department. FMC extended their congratulations to the department. NM joined at 17.28</b>	
9.	<b>Feedback Teaching &amp; Learning Committee meeting – 9<sup>th</sup> May 2022</b>		JM	<p>JM provided a brief summary confirming T&amp;L Committee will invite subject leaders to report each term regarding departmental work and targets. First invitees were Literacy and Numeracy Leads who gave a very engaging presentation. Thursday 30<sup>th</sup> June JM and RM attended FC for a book look which confirmed the higher level of monitoring of pupils' literacy and numeracy targets.</p> <p>Intention of committee is to have a subject presentation each term. Previously T&amp;L looked at pupil progress as a whole but moving forwards the intention will be to focus on different cohorts. Last meeting focused on SEND pupils, reviewed Cultural Capital and celebrated a visit to Reading Uni. Policies were reviewed. JM attended SWALSS Governor Conference and it was confirmed that every manager/governor is required to read the RSE policy. IT thanked JM and RM for attending book look week and achieve week. Discussion regarding photographic collection detailing activities by Primary pupils and whether this should be mirrored for Secondary pupils to demonstrate the learning that cannot be captured within an academic response. RM commented this was evident in occupational studies. IT confirmed that marking and feedback was being reviewed to see how best to support and inspire pupils to write in their English lesson about something they feel passionate about. It was agreed that since COVID FMC managers have increased their attendance at FC for days of learning and events.</p>	<ul style="list-style-type: none"> <li>All managers to read RSE policy.</li> <li>CT to add JM achieve/book look week /RM book look/SR literacy &amp; numeracy reports on to T&amp;L agenda.</li> <li>Anette to report on SEND at first September FMC.</li> <li>RSE policy to be read and confirmed as read by all FMC in September 2022</li> </ul>
10.	<b>Feedback Resources Committee meeting – 26 April 2022: Including Budget update</b>	Resources Commentary and Report June 2022	SF	SF provided a brief summary confirming the Resources committee agreed the budget. IT advised that the committee were expecting more information and figures from WBC to allow for full discussion by the committee.	
11.	<b>Governance</b> <ul style="list-style-type: none"> <li>Committee Roles and Responsibilities</li> <li>Meeting Dates</li> </ul>	Meeting Dates 2022/23	SR/CT	All agreed to an early procedural meeting regarding FMC roles and responsibilities.	<ul style="list-style-type: none"> <li>CT to issue updated meeting dates</li> <li>All to email IT/CT re: problems with meeting dates</li> </ul>



		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
	<ul style="list-style-type: none"> <li>Meeting format</li> <li>Manager expectations and paperwork start of Academic Year</li> <li>Parent and Staff elections</li> </ul>			All agreed to starting parent and staff elections on the first inset day of new academic year Friday 2 <sup>nd</sup> September. IT was confirmed as the returning officer.	<ul style="list-style-type: none"> <li>Staff and parent election launch Friday 2<sup>nd</sup> Sept.</li> </ul>
12.	<b>Policies</b> <ul style="list-style-type: none"> <li>FC002 Whistle Blowing – Nicole</li> <li>FC004 SEND &amp; Local Offer – Rose</li> <li>FC007 Data Protection - John</li> <li>FC019 Managing Health and Safety – Suzanne</li> <li>FC021 Referral – Nick and Judy</li> <li>FC023 Code of Conduct &amp; Personal Behaviour – Jim</li> <li>FC039 Complaints – Sharon</li> <li>FC050 Site Traffic Management Plan – Andy</li> <li>FC059 Rainbow Plan – Phil</li> </ul>	Policies	IT	<p>Policies were discussed as Agenda item No.11. IT confirmed all comments had been reviewed and actioned.</p> <p><b>FC019 Managing Health and Safety</b> – JB confirmed slight change to wording “<i>the amount of people on site must never just be one and clarify that this is a rule (not advice)</i>”. IT confirmed accident reporting checklist and flow charts from WBC have now been included in the appendices. <b>Q – Regarding lack of site officer and who performs checks.</b> NR confirmed SLT responsibility in morning. Churchill cleaners in evening perform checks/lock up. JM wished to register a concern due to lack of site controller and SLT are responsible for checks. <b>Q – Regarding risk assessments from contractors for any work carried out.</b> IT confirmed not received any risk assessments from contractors. PC and IT to meet and discuss further. IT confirmed all First Aiders attend refresher courses. Assembly point marking to be placed in car park. <b>Ratified subject to changes.</b></p> <p><b>FC002 Whistle Blowing</b> – Highlight to staff any changes made and to confirm policy read. Whistleblowing posters to be place on site in staffroom etc. <b>Policy ratified.</b></p> <p><b>FC004 SEND &amp; Local Offer – Q – Whether Therapeutic Thinking should be included in SEND policy.</b> NR to review with Annette. <b>Policy ratified.</b></p> <p><b>FC007 Data Protection</b> – IT to request guidance and confirmation from WBC regarding Consent for CCTV and recordings. Heading to be amended to state all children. <b>Policy to return to FMC for review.</b></p> <p><b>FC021 Referral</b> – All amendments made. <b>Policy ratified.</b> <i>TS joined at 18.10</i></p> <p><b>FC023 Code of Conduct &amp; Personal Behaviour</b> – Policy to be reviewed in line with JM’s comments. <b>Policy to return to FMC for review.</b></p> <p><b>FC039 Complaints</b> – Amendments made. <b>Policy ratified.</b></p>	<ul style="list-style-type: none"> <li>PC and IT to speak about risk assessments from contractors.</li> <li>IT to research obligations under CDM Construction (Design and Management) Regulations and whether applicable to FC.</li> <li>Assembly point sign required.</li> <li>IT to place Whistleblowing posters in staffroom and around site.</li> <li>NR to review with Annette inclusion of Therapeutic Thinking in SEND &amp; Local Offer policy.</li> <li>IT to request guidance from WBC regarding Consent for CCTV and recordings.</li> <li>IT to review <b>FC023 Code of Conduct &amp; Personal Behaviour</b></li> <li>IT to put first paragraph of <b>FC050 Site Traffic Management Plan</b> on website.</li> </ul>

		PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
				<b>FC050 Site Traffic Management Plan</b> – Arrival and departure procedure to be clarified. PC first paragraph put on website so members of public informed. <b>Ratified subject to changes.</b> <b>FC059 Rainbow Plan</b> – Amendments made. <b>Policy ratified.</b>	<ul style="list-style-type: none"> <li>IT to consider placing a flow chart of a critical incident on site for information.</li> <li><b>FC002, FC004, FC019, FC021, FC039, FC050, FC059 policies ratified subject to changes.</b></li> <li><b>FC007, FC023 to return to FMC for review and ratification.</b></li> </ul>
13.	A.O.B.		SR	SR and IT led sincere thanks and appreciation for JB and RM's dedication, hard work and longevity of service as FMC Managers. JB expressed his pleasure to be a part of the FMC and hoped he had been able to help. JB and RM thanked SR as Chair of FMC and IT as HT for all their hard work. RM expressed her delight at the great new governors who have joined and who will bring fresh eyes and ideas to the FMC.	
14.	Date and Time of Next Meeting		SR		12 Sept 2022