

MINUTES:

BOARD: Full Management Committee

SCHOOL: Foundry College

DATE: 4th December 2023

TIME: 4.15.pm -

VENUE: TEAMS and Foundry College

PRESENT:

Iain Thomas	Head Teacher
Caroline Norris	Interim Chair
Phil Cunnington	Community Manager – H&S
Sharon Finn	Community Manager – Primary representative
Andy Gardner	Community Manager
Judy Hargreaves	Community Manager
Jim Mathieson	Vice Chair
George Bell	Staff ~Manager
Jo Iremonger	Staff Manager

APOLOGIES: Nick McSweeney Community Manager – Fed Representative

ABSENT: None

ATTENDING:

Susan Phillips	Judicium Clerk
Raj Arava	Business Manager
Nicky Rees	Deputy Head Foundry/DSL
Majid Ali	Advisor/SIO
Kirsty Hodge	Associate member/Deputy Head
Jamie Conran	Local Authority Representative
Carey Tullock	Local Authority Representative

QUORUM: 5 (half the current membership of the governing body)

MEETING FOLDER: [4th December 2023](#)

The use of the term Governor for this purpose refers to, but is not limited to; Governors, Trustees, Directors and Members. The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item		
1	Welcome and Introductions: Those present were welcomed by the Chair.	
2	Procedural items:	
2.1	Apologies for absence Apologies for absence as recorded were accepted by the Managers.	
2.2		
2.3	Confirmation of Quorum The meeting was confirmed as quorate.	
2.4	Declarations of interest for this Meeting:	
2.4	Confidentiality Statement: <i>All matters discussed during the meeting are confidential until the Minutes have been approved. Any items recorded in the Confidential Part II Minutes remain confidential after the Part II Minutes have been approved.</i>	
3	Any Other Business: - Pay Policy	
4	Minutes: The Minutes of the previous meeting on 25 th September 2023 were approved, with the following minor changes and will be signed by the Chair electronically on GovernorHub. Minor change:	
5	Matters arising from the meeting of 25th September 2023	
	Item	Action
	7.2	Generate a <i>Declaration of Interest</i> report from the Document Download sections of GovernorHub
	7.4	Contact the Local Authority Governor Services and to recruit a parent Governor and LA governor.
	8.7	Formalise the Pay and Performance Committee and set a date before half term, for the meeting
	8.10	Prepare Pupil Premium strategy statement for review at next FMC.
	10.6	Forward the outstanding invoices to JC to follow up.
		Status
		Completed
		Ongoing – see 7 below
		On agenda
		Ongoing

	11.2	Review of SCR	Outstanding
	12.13	Report to T&L committee on the impact of the new reading scheme – HT	Completed
	13.9	Organise a MAT presentation and collate as much information about the MAT as available and send it out to everyone.	On agenda
	14.2	Send out the link manager's emails to HT to organise a monitoring schedule	
	14.6	Add <i>Nurture, Inspire and Achieve</i> week foci onto GovernorHub Calendar	26 th February 24/6 th May - Completed
6	Correspondence: There was no correspondence to note.		
7	Governance:		
7.1	Discussion on the matters arising above: There was a discussion about the governing body constitution, the LA governor vacancies positions, and the role of the management committee in overseeing the school on behalf of the Local Authority.		
7.2	The challenges of recruiting a parent governor and the actions taken to find a suitable candidate were discussed. A member had previously suggested contacting the Rotary Club to establish links and said he was waiting for a response from them.		
7.3	ACTION: Feedback to the Committee with answer from Rotary Club		
7.4	Code of Conduct: Chair said she had received all the documentation for the <i>Code of Conduct</i> and would review and adapt it for Foundry's use. All agreed .		
7.5	ACTION: Personalise the NGA Code of Conduct for Foundry College, and send out to all members to confirm – Chair/All		
7.6	Board Diversity: Clerk advised that the new online diversity evaluation is available on GovernorHub. It allows individual board members to fill in their profiles.		
7.7	ACTION: All members to complete their diversity profile on GovernorHub		
7.8	Skills Audit: It was agreed that a skills audit using the NGA tool should be completed on GovernorHub before the next FMC meeting on 18 th March 2024. The average score will be collated by the clerk and reviewed during the meeting.		
7.9	ACTION: - Clerk to upload skills audit and send out instructions to all members.		
7.10	- All to complete a skills audit and submit for clerk to collate.		
7.11	- All review results at the next meeting.		

7.12	<p>Schedule of governor visits: There was a discussion about governor visits and it was agreed that members should contact the relevant person at school two weeks in advance to schedule their governor visits. This will help in planning and understanding the activities during the visit.</p>
7.13	<p>ACTION: Governors to contact the school 2 weeks before their visit.</p>
8	<p>Academy Update</p>
8.1	<p>The <i>MAT AND FREE SCHOOL UPDATE FOR GBs Paper 2</i> was previously distributed on GovernorHub for information and discussion.</p> <p>This item was moved to Confidential Part II Minutes</p>
9	<p>Accountability: The review of the draft pupil premium statement was deferred.</p>
10	<p>Feedback from Committees:</p>
10.1	<p>The <i>Report from Resources Committee Meeting 20.11.23</i> was previously distributed and included information on budget monitoring/Capital Expenditure; Pay Committee Report; staffing update and Health and Safety update.</p>
10.2	<p>The favourable financial situation was highlighted and it was confirmed that all HT's pay progression recommendations had been accepted by the Pay Committee.</p>
10.3	<p>The recent H&S visit by PC was also highlighted.</p>
11	<p>Review and update school's risk register:</p>
11.1	<p>PC advised the FMC of the purpose of the risk register and how it helps ensure strategic priorities and improvement plans are met. It is continuously monitored and updated.</p>
11.2	<p>PC offered to consult with Chair and HT to create a risk register. This was agreed.</p>
11.3	<p>ACTION: PC to speak with RA and HT to formulate a school risk register.</p>
12	<p>HT report:</p>
12.1	<p>The <i>2023.11.20 Autumn Headteachers Report to Management Committee</i> was previously distributed for information and included student matters and staffing matters. HT provided a general overview, and the contents were noted.</p>
12.2	<p>A manager asked for clarification about the recent PEX and medical vulnerable figures. HT reported that there was a need to put in place a fair and transparent referral process for the medical vulnerable pathway and said he had suggested the establishment of a centralised panel consisting of representatives from various fields. The panel would assess the level and stage of each case and determine the appropriate pathway.</p>
12.3	<p>Q: A manager asked whether in terms of commissioning, it matters whether they are in the wrong element. A: HT said it did not. If they were commissioned for 60 it wouldn't matter whether 40 were medical vulnerable and 20 PEX or the other way round.</p>
12.4	<p>Q: A manager asked if that was the case, why do we have different categories. A: HT said he did not know and referred the question to CT – LA Representative.</p>

	<p>CT explained that the alternative provision children are not officially commissioned by the local authority but funded by the school.</p>
12.5	<p>There was further discussion about provision for vulnerable pupils. HT advised that he was writing a paper proposing a process to address the issue and plans to send the paper to CT to implement in the New Year.</p>
12.6	<p>ACTION: HT to send his proposal paper to CT – LA Representative in the New Year</p>
12.7	<p>There was a discussion about the special school placements and how the decision to change Chiltern Ways' designation was made by the DfE Regional Schools Commissioner without proper communication with the Local Authority.</p>
12.8	<p>The provision and support and appropriate placements for students who have been permanently excluded was discussed.</p>
12.9	<p>HT highlighted the good attendance; teaching and learning; the curriculum; the recruitment of a Family Support worker from January and the major decrease in staff absences.</p>
12.10	<p>Q: A manager asked if that was a decrease across the board or one person who was off for 40+ days. A: HT confirmed that it was across the board.</p>
13	<p>Get Information About Schools:</p>
13.1	<p>HT reported that the GIAS government website had been updated.</p>
15	<p>Any Other Business:</p>
15.1	<p>- Pay Policy as agreed at Item 3</p>
15.2	<p>The <i>FC 026 Pay Policy V11 DRAFT2</i> was previously distributed for review and ratify.</p>
15.3	<p>HT reported that the pay policy had caused some additional work and expressed concerns regarding the SEN allowances (17.2) and whether all staff should be getting an SEN allowance.</p>
15.4	<p>Q: A manager asked whether it was discretionary? A: HT said it was and that he had brought it to the Committee to decide.</p>
15.5	<p>It was suggested that the details should be verified with HR to confirm it is discretionary and get their advice before removing. Subject to HR's agreement, the Pay Policy was ratified.</p>
16	<p>Identify Items for Confidential Part II Minutes:</p>
16.1	<p>It was agreed that Item 8: Academisation update, be moved to Confidential Minutes Part II</p>
17	<p>Meeting Dates The following meeting dates were agreed:</p>
17.1	<p>15th January 2024 – Teaching and Learning Committee 5th February 2024 – Resources Committee 18th March 2024 – Full Management Committee</p> <p><i>The Governors Meeting Schedule for 2023/2024 is filed on GovernorHub.</i></p>
	<p>The meeting was Closed by the Chair at</p>

**Actions arising from the Minutes of the Full Management Committee Foundry College
held on 4th December 2023**

Item	Action	By Whom
7.3	Feedback to the Committee with answer from Rotary Club	??
7.5	Personalise the NGA <i>Code of Conduct</i> for Foundry College, and send out to all members to confirm	Chair/All
7.7	Complete the individual diversity profile on GovernorHub.	All
7.9	Clerk to upload skills audit and send out instructions to all members	Clerk
7.10	Complete a skills audit and submit for clerk to collate.	All
7.11	Review Skills Audit results at the next FMC meeting	All
7.13	Contact the school 2 weeks before the monitoring visit	All
8.6	See Confidential Part II minutes.	
11.3	Formulate a school risk register	PC/RA/HT
12.6	Send the proposal paper to CT – LA Representative in the New Year	HT/CT