

MINUTES:

BOARD: Full Management Committee

SCHOOL: Foundry College

DATE: 25th September 2023

TIME: 4.15.pm - 6.07pm

VENUE: TEAMS and Foundry College

PRESENT: Iain Thomas Head Teacher

Phil Cunnington	Community Manager – H&S
Sharon Finn	Community Manager – Primary representative
Andy Gardner	Community Manager
Judy Hargreaves	Community Manager
Nicole Jutsum	Community Manager
Nick McSweeney	Community Manager – Fed Representative
Jo Iremonger	Staff Manager
Jamie Conran	Local Authority Governor

APOLOGIES:	Jim Mathieson	Vice Chair
	Majid Ali	Advisor/SIO
	George Bell	Staff ~Manager
	Caroline Norris	Interim Chair

ABSENT: None

ATTENDING:	Susan Phillips	Judicium Clerk
	Raj Arava	Business Manager
	Nicky Rees	Deputy Head Foundry/DSL
	Kirsty Hodge	Deputy Head

QUORUM: 6

MEETING FOLDER: [Documents - 25th September 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	<p>Welcome and Introductions: Those present were welcomed by the Chair. Welcome Jamie Conran – head of SEND Wokingham Borough Council.</p>																								
2	<p>Procedural items:</p>																								
2.1	<p>Apologies for absence Apologies for absence as recorded were accepted by the Managers.</p>																								
2.2	<p>Confirmation of Quorum The meeting was confirmed as quorate.</p>																								
2.3	<p>Declarations of interest for this Meeting:</p>																								
2.4	<p>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></p>																								
3	<p>Any Other Business: Multi Academy Trust update</p>																								
4	<p>Minutes: The Minutes of the previous meeting on 10th July 2023 were approved , with the following minor change and will be signed by the Chair electronically on GovernorHub.</p> <p>Minor change: surname missing – Carey ? to read Carey Tulloch</p>																								
5	<p>Matters Arising from the Meeting on 10th July 2023</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Action</th> <th>Actionee</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>6.2</td> <td>The questionnaire response to be circulated by</td> <td>HT</td> <td>Ongoing</td> </tr> <tr> <td>8.2</td> <td>Present <i>Anti Bullying Policy</i> to FMC in December</td> <td>HT</td> <td>On agenda</td> </tr> <tr> <td>8.3</td> <td>Discuss <i>Rainbow Plan</i> at September meeting</td> <td>All</td> <td>On agenda</td> </tr> <tr> <td>11.6</td> <td>The chair to sign and submit the SLA</td> <td>Chair</td> <td>Completed</td> </tr> <tr> <td>13.3</td> <td>upload both reports to GovernorHub when completed</td> <td>CN/PC</td> <td></td> </tr> </tbody> </table>	Item	Action	Actionee	Status	6.2	The questionnaire response to be circulated by	HT	Ongoing	8.2	Present <i>Anti Bullying Policy</i> to FMC in December	HT	On agenda	8.3	Discuss <i>Rainbow Plan</i> at September meeting	All	On agenda	11.6	The chair to sign and submit the SLA	Chair	Completed	13.3	upload both reports to GovernorHub when completed	CN/PC	
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6	<p>Correspondence: There was correspondence to note</p>
<p>7 7.1 7.2 7.3 7.4 7.5 7.6</p>	<p>Governance: All governors confirmed they had read KCSiE, had completed and signed their <i>Declarations of Interest</i>. Chair asked if there was a record of this and the clerk explained where this could be found on GovernorHub and offered to produce a report for the board.</p> <p style="text-align: right;">ACTION: Clerk to generate a report from the Document Download sections of GovernorHub</p> <p>Governor vacancies: There was a discussion about the vacancies, which included the idea of asking Ming ? (title please) to contact Carey Tulloch (title please) about being a member of the board. It was agreed that HT would progress this.</p> <p style="text-align: right;">ACTION: HT to contact the Local Authority Governor Services and to recruit a parent Governor</p> <p>HT received the following response from the LA: <i>Your Instrument of Government sets out the numbers and types of governors you have and all schools have to include parent governors. On your Instrument it is just elected one parent governor. Historically Foundry has had a vacancy for that position as it is not easy to get it filled. There is an election process that your clerk can run which will mean inviting nominations from any parents of the college and seeing if you get any interest that way first. If not, then you could choose to appoint someone who is a parent elsewhere to that position and if that is not successful then anyone who has been a parent.</i></p> <p>Monitoring Roles: There was a discussion about governor monitoring roles, who would continue in their current roles and who would take on other/additional roles. The following was agreed: PC – to continue as H & S SF - PPG and SEND JW – Cultural Capital and Safeguarding JI - Governor Development and Training JM – Teaching & Learning Chair & KS1 & KS2 CN – Mental Health Literacy and Numeracy NMCS – Resource Manager</p>
<p>8 8.1 8.2</p>	<p>Accountability: HT performance and pay review: HT confirmed that this had been completed and new targets had been set.</p> <p>Review staff appraisal arrangements: HT confirmed that these were done at the end of July, and new targets had been set</p>

8.3	<p>Q: A governor asked who had carried out the reviews. A: HT explained that SLT was done by the HT and the remaining 18 staff were divided into teams which had relieved some of the pressure on himself.</p>
8.4	<p>Q: A governor asked when the pay review was due. A: HT said that this would go to Committee before half term and asked for volunteers.</p>
8.5	<p>Q: A governor asked what the process for the pay review was. A: HT explained that there is an overall spreadsheet review, the ones for discussion would be highlighted with a proposal, or he was open to other ideas. The different approaches to Pay Review were discussed.</p>
8.6	<p>It was agreed that HT will set up the Pay and Performance Committee and inform them of the meeting date when finalised.</p>
8.7	<p style="text-align: center;">ACTION: HT to formalise the Pay and Performance Committee and set a date before half term for the meeting.</p>
8.8	<p>Review safeguarding arrangements: HT confirmed that staff had attended a Safeguarding conference and were up to date with the September 2023 amendments to KCSiE. HT advised that they were also holding 2 weekly safeguarding update meetings and SLT met every Friday for updates.</p>
8.9	<p>Pupil Premium strategy statement: HT stated that he was yet to review the Pupil Premium and would report at the next meeting.</p>
8.10	<p style="text-align: center;">ACTION: HT to prepare Pupil Premium strategy statement for review at next FMC</p>
8.11	<p>Analysis of National Test Results: HT confirmed that the Analysis of the National Test Results was distributed on GovernorHub and highlighted the key areas. HT commented that he is proud of the results, and that the students had achieved as many qualifications as possible.</p>
8.12	<p>Q: A governor asked how the figures were calculated. A: HT explained that the students were given a base line on arrival. That from this a realistic but aspirational target grade was determined. He said that the targets were tracked with parents too.</p>
8.13	<p>HT explained the department totals and how the more in-depth teaching and learning strategies had helped students leave with a GCSE. HT highlighted the boys' and girls' data.</p>
8.14	<p>Q: A governor stated that part of the picture is where the students go next and whether HT was happy with where the students had gone. A: HT said he was very pleased as all students had gone somewhere – either in FE, training, or employment.</p>
9	<p>Policies:</p>
9.1	<p>The following policies were previously distributed on GovernorHub: FC 009 <i>Relationship Policy v9 LB</i> FC012 <i>Attendance Policy v11 Draft</i> FC030 <i>Educational Visits Policy v8</i> FC044 <i>CLA Policy v7 Draft</i></p>

	<p><i>FC057 Teaching and Learning v4 draft (updated)</i> <i>FC 059 Rainbow Plan v7 Draft (Emergency Plan)</i></p>
9.2	<p>A proforma, asking the managers to read the policies and complete with any questions being raised at the meeting, was distributed before the meeting. No questions were raised and apart from small changes to the wording in the <i>Teaching and Learning Policy</i>, all policies were approved.</p>
9.3	<p>All policies were approved</p>
10	<p>Financial and Resources:</p>
10.1	<p>The Resources Monitoring Report until August 2023 was previously distributed on GovernorHub The information provided in the report was noted and included the income and expenditure; the revenue and capital; the budget as a % of income; the current position; and the expected position at the yearend 31/8/23.</p>
10.2	<p>This was accompanied by a Resources Commentary statement September 2023 setting out the key points to note from the Budget monitoring. The important income figures and sources, which included £1.363m for High Need Top up funding; £8.7k for first LA census and £470k for place funding, were all noted. The statement also set out the key expenditure and the actual spend and these were noted.</p>
10.3	<p>RA summarised the content of both reports highlighting the saving from the pay increase that did not happen; the invoices that were still awaiting payment; the change in strategy; and asked if there were any questions.</p>
10.4	<p>JC asked for the outstanding invoices to be sent to him to follow up.</p>
10.5	<p>RA agreed</p>
10.6	<p>ACTION: RA to forward the outstanding invoices to JC to follow up.</p>
10.7	<p>Q: A governor asked why line E27 was running high. A: RA explained that this represented the amount spent on pupils' extra provision, but this will be received back from <i>Income - SEN</i></p>
10.8	<p>Q: A governor asked if the energy and rates were included. A: RA explained that these were due at the end of March and that £33k was posted for this.</p>
10.9	<p>Minibus purchase: HT confirmed that a second-hand low mileage minibus, had been purchased and provided details of the bus, adding that the invoice had been forwarded to WBC and was awaiting payment.</p>
10.10	<p>Estates Management strategy and plans:</p>
10.11	<p>HT updated the board on the new letting arrangement with ARK which would generate</p>
10.11	<p>HT reported that an inspection for concrete had been done and there was no cause for concern as nothing had been found.</p>
10.12	<p>HT stated that the report had been sent to DfE.</p>

11	Review and update the school's Central record:
11.1 11.2	HT confirmed that this has been updated and was yet to be checked. ACTION: review of SCR - JW
12	School Development Plan:
12.1	HT explained that the Referral Process is under review by WBC because it does not adequately meet the needs of the medically vulnerable pupils in Wokingham.
12.2	HT expressed concern about the lack of support of Medically vulnerable pupils, outlined the difficulties in coordinating with CAMS, and how the referral process is not in line with the Inclusive Policy.
12.3	Q: HT asked JC – LA Governor for his thoughts on this. A: JC agreed with HT's summary of the problem and agreed that it was escalating the spend for alternative provision and stressed the importance of sticking to the LA core commissioning purpose.
12.4	Key priorities: HT shared a presentation with the board and made the following comments.
12.5	HT explained the rationale behind having fewer priorities to focus on to ensure they are truly considered key.
12.6	HT stated that they have recruited a new staff member who has developed a plan for implementing changes to the ICT programme and that they were ready to move forward with it.
12.7	HT outlined his plans for a meta-cognition inset day, (with another planned in January), to support teachers in understanding how pupils can learn to learn.
12.8	HT provided a summary of the analysis of <i>Behaviour and Attitudes</i> priorities explaining how it would be used to inform both need and provision by changing how the data is recorded.
12.9	HT summarised how they were supporting personal development and wellbeing; the involvement of home tutor pupils in social activities; and improving social integration.
12.10	HT stated they had developed a three-year strategy with the LA; that it was important to ensure rigorous quality assurance mechanisms for alternative provision; and that Nicky Rees had taken over as DSL and there was an improvement of safeguarding practices.
12.11	HT highlighted the key aspects from Ofsted around reading at KS3 stating that he did not see this as a priority as measures were already in place after the OSCI. Q: A manager asked whether the impact of the measures was being monitored in readiness for Ofsted's return.
12.12	HT: agreed to report on its impact under Quality of Education when the board meets again.
12.13	ACTION: Report to T&L committee on the impact of the new reading scheme - HT
13	Academy update:
13.1	HT reported that two bids were submitted for PMLD and SEMH in Wokingham by 31 st August 2023, despite the initial preference for only two schools to apply for a new MAT.
13.2	HT stated that there will be a staff consultation soon and that the purpose of bringing this up today was to inform everyone and encourage the board to think about it.
13.3	HT reminded the board that a decision of whether to continue sitting on the side will need to be made, and if so, there will be a need to act on various matters.

13.4	HT advised the board that the trustees have been organized, but they were waiting for a trustee from the management committee to be nominated to join the trustee board.
13.5	Q: A manager asked when the deadline was for making the decision whether they want to become an academy before 1 st April or whether they want to defer for a year. A: HT said he would check his emails and come back – adding he thought the dates were October and January for Academisation in April 2024.
13.6	ACTION: HT to provide the dates for the decision deadline
13.7	Q: A governor asked what they had to do by 1 st April and whether they knew who they were getting in with. There was a discussion about the Trust, the amount of paperwork that would need to be submitted, and whether it was achievable in such a short time.
13.8	It was agreed that more information was needed about such matters as the values of MAT; their rigour; how it would be run; more general clarity and the Trust’s vision. It was decided that the MAT needed to come in and present to the Committee,
13.9	ACTION; HT to organize a MAT presentation as well as collate as much information as available from relevant parties and send it out to everyone.
13.10	Q: PC asked about the health of the proposed MAT in winning the bids. A: HT said that they were looking for experience of working with children with SCMH. Q: PC asked whether the MAT would be destabilized if the bid was unsuccessful. A: HT said that it would not and that they could withdraw.
14	Governance visits:
14.1	Chair stated that a schedule of monitoring visits was needed and that she would send the
14.2	contact details of the link managers to the relevant people at school. ACTION: to send out the link manager’s emails. – Chair
14.3	
14.4	There was a discussion about the dates of Nurture Inspire and Achieve week and HT agreed to add these dates to the calendar in GH.
14.5	It was agreed that SF would be invited to monitor Inspire and Achieve metacognition and JM would be invited to monitor the teaching and learning details.
14.6	ACTION: add in Nurture, Inspire and Achieve week foci onto GovernorHub Calendar – HT
15	Any Other Business: No other business was tabled.
16	Identify Items for Confidential Part II Minutes: <i>There were no items identified for Part II Minutes.</i>
17	Meeting Dates The following meeting dates were agreed 30 th October 2023 – Teaching and Learning Committee 20 th November 2023 - Resources 4 th December 2023 - FMC

	<i>The Governors Meeting Schedule for 2023/2024 is filed on GovernorHub.</i>
	The meeting was Closed by the Chair at 18:07

Actions arising from the Minutes of the Full Management Committee Foundry College held on 25/09/2023

Item	Action	Actionee
7.2	Generate a <i>Declaration of Interest</i> report from the Document Download sections of GovernorHub	Clerk
7.4	Contact the Local Authority Governor Services and to recruit a parent Governor and LA governor.	HT
8.7	Formalise the Pay and Performance Committee and set a date before half term, for the meeting	HT
8.10	Prepare Pupil Premium strategy statement for review at next FMC	HT
10.6	Forward the outstanding invoices to JC to follow up	RA
11.2	Review of SCR	JW
12.13	Report to T&L committee on the impact of the new reading scheme – HT	HT
13.9	Organise a MAT presentation and collate as much information about the MAT as available and send it out to everyone.	HT
14.2	Send out the link manager's emails to HT to organise a monitoring schedule	Chair
14.6	Add <i>Nurture, Inspire and Achieve</i> week foci onto GovernorHub Calendar	HT