

Barley Lane School Full Governing Board Meeting 3 (Part 1 Minutes)

Date / Time:	16 th December 2021 at 17.00	Location:	Microsoft Teams
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Attendees:	Initials:	Governor Type:	Arrival time
Raz Miah	RM	Staff	
Liz Shinn	LS	Local Authority	
James Martin	JMa	Co-Opted	
Jenni Palmer	JP	Parent	

Attendees:	Initials:	Governor Type:	Arrival time
Dave Jones	DJ	Staff – Acting Headteacher	
Damian Furniss	DF	Foundation (Chair of Governors)	
Pippa Ansell	PA	Parent	

Sanctioned Apologies:	Initials:	Governor Type:
Katrina Campbell-Crocker	KC	Foundation
Helen Crossfield	HC	Co-opted

Unsanctioned Apologies:	Initials:	Governor Type:

In Attendance:	Initials:	Role
Helen Rimmer	HR	Clerk to Governors
Vicki Sessions	VS	Invited-BL Deputy Headteacher
Judith Ford	JF	Invited – BL Bursar

Minutes To:
Full Governing Board

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| <p>BL= Barley Lane
 DCC=Devon County Council
 GDPR=General Data Protection Regulation
 SEMH= Social, emotional and mental health needs
 KCSiE=Keeping Children Safe in Education
 FGB=Full Governing Board
 PHSE= Personal, Social and Health Education
 NQT=Newly Qualified Teacher</p> | <p>EP=Educational Phycologist
 MASH= Multi-Agency Safeguarding Hub
 DfE=Department of Education</p> |
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This was a virtual meeting using the Teams online platform.

[Full Governing Board meeting 9 Chat 16 December 2021](#)

All reports had been distributed to the Governing Board via the GovernorHub (secure online portal) prior to the meeting.

All present gave permission for the meeting to be recorded for the accuracy of minute keeping on the understanding that the recording will be destroyed when the minutes are approved.

Meeting started: 17:02

The Governing Board welcomed PA, the new parent governor, and introduced themselves to her giving their role on the Governing Board and a little bit about their role outside the school.

3/1.1	<p>Apologies & Business Interests HC and KC's apologies were sanctioned by the Board. PA apologised that she had to leave the meeting early. DF informed PA that attendance of governors at meetings is published on the school website.</p>		
3/2.1	<p>Clerk's Housekeeping The Governing Board agreed to delegate approval of all exam policies to the Curriculum Lead Governor, currently LS. A statement to confirm when approval has taken place will be made to the Board at the next available meeting. ACTION – HR to update the Curriculum LG Terms of Reference and the Board's Policy review cycle to show the Board has delegated the approval of all exam policies to the Curriculum LG.</p>	HR	ASAP
3/2.2	<p>Board membership HR reported that all positions on the Governing Board are now filled.</p>		
3/2.3	<p>Feedback from Heads, Chairs and Clerks' training <u>Minute 2/9.2</u> (DJ and HR attended Heads, Chairs and Clerks' training on 9th November 2021, unfortunately DF had been unable to attend.) DJ reported that he found the training was very helpful. He learned more [about school governance] than he had learned from attending meetings. He learned about governor roles and structures. It gave him confidence in his role as interim Headteacher and was a good networking opportunity. He wished to feedback in more detail in the future about finance, governance and school improvement and Ofsted. The key learning from the training had been about wider governor involvement being critical in the <u>Ofsted process</u>, as Ofsted want to talk to everyone.</p> <p>HR said the takeaway messages were; -Succession planning (which BL had already been discussing) was very important. Looking at the co-chair model and looking at the role of the vice-chair -When there are governor vacancies in the future look to businesses; South West Water, the Met Office and the Environment Agency all give their staff time off to undertake governor duties. -communication within the Board could be improved, especially about dividing up the workload and the expectations for Lead Governors preparing for the next meeting -BL Governing Board, with 9 members, is a very small Governing Board. Other Governing Boards at the meeting had larger Boards, as had the Boards HR had worked for previously. DJ and HR both felt that increasing the number of governors on the Board through reconstitution should be considered. Especially since lots of governors have multiple Lead Governor roles. HR suggested expanding to a minimum of 11 governors by increasing the number of co-opted governors on the Board from 2 to 4. Co-opted governors being appointed by the Governing Board at a meeting based on the skills they bring - there is trend for Boards to move to the Full Governing Board only model (which BL follows) with emphasis on the key role of Lead Governor visits and delegating the work. The importance of when LGs go to school and ask questions and challenge during their school visits that the questions and challenge are reported back to the whole Governing Board as this is important evidence for Ofsted.</p>		

	<p>DF asked all governors to reflect on what DJ and HR said with a view to a discussion next term about how the Governing Board should develop.</p> <p>DF said The Key had links to example questions <u>Ofsted</u> might ask governors, and suggested governors familiarise themselves with these and ensure they have an understanding of the Ofsted framework and focus, especially if they have not been interviewed by Ofsted before. He asked governor to think how they would respond to those questions. He said that Barley Lane can expect an inspection within the next 12 months. Some local schools being inspected under the new framework have fallen on reinspection. DF recommended governors glance now and again at Ofsted reports, especially for special schools both in Devon in beyond.</p>		
3/2.4	<p>Minutes of the last meeting The minutes of the previous meeting were not available and will be approved at a later date.</p>		
3/2.5	<p>Action Points Table of Actions FGB 2 25 November21 HR reported that she had been unable to track whether many of the actions from the previous meeting had been completed. ACTION – all to check and give HR an update on your outstanding actions Minute 2/2.1 ACTION – governors who have not already done so, to go to GovernorHub and complete declarations required</p>	<p>All</p> <p>All</p>	<p>Asap</p> <p>Asap</p>
3/2.6	<p>Chair's Action DF reported that he has written to all staff to thank them for their work during the term, which is something he endeavours to do this every term.</p> <p>DF also wrote to Michael MacCourt (BL's previous Headteacher) to inform him about the money which had been collected for his chosen charity (as an alternative to a retirement collection).</p> <p>DF reported that he has received 1 formal staff complaint and 1 formal parent complaint which he is in the process of dealing with, he has also received a less formal complaint from a member staff. DF will finish dealing with the complaints using the new complaints policy (see minute 3/10.7).</p>		
3/3.1	<p>Budget monitor G150 report 02.12.2021 JMa reported that BL school currently has £20k better off than on the budget plan for this stage. The expected carry forward was £380k, but JMa warned that this reduces quite quickly over next couple of years. The more positive balance is mainly due to an underspend of £34k in the Tas (Teaching Assistants) budget line. JMa said that the Interventions cost had begun to reduce in recent weeks. Current covid pandemic restrictions are playing big role in this. Money is being saved whilst pupils are not able to go out on trips and visits. An increase in staffing costs due to the annual pay increase is expected. 2% has been budgeted for but JF said DCC recently said it might go up to 4%. But it is still not finalised.</p> <p>DF said headline inflation is 5.1% with energy and food prices contributing to this. This is also causing pressure on schools' budgets.</p> <p>DF said previously BL has created budget plans where the figure used for expected income was conservative, but in future forecasts this will no longer be the case. Budget management is going to be less predictable.</p> <p>JMa said that as the staff pay review has not been completed, any potential increases are not included. JF said she is still waiting for invoices, which are expected at the end</p>		

	<p>of month/ end of term. JF noted that the <u>predicted spend on gas/electric for next year</u> has increased to £20k. DF said this is a large increase and now approaching the equivalent cost of a member of staff like TA.</p> <p>For the benefit of the newest governor, DF said the [Governing Board's] priority is to protect the expenditure required within the budget to pay for permanent staff. He said there had been no redundancies required in DF's time as a governor. [The Board] believe that the people with the children each day make the most difference.</p> <p>DF asked the SLT to focus on internal mentoring and external provision costs.</p> <p>LS asked if DCC mentioned support for expected energy costs. JF said DCC expect the energy costs to come out of the school's budget. LS asked if there was likely to be an increased budget allocation to reflect the rising energy cost. JF DCC had not said anything that would suggest to expect an increased budget, DCC just said they are overspending too. JF reported that she is starting to plan for next year but won't have the income allocation confirmed until February 2022.</p> <p>DF said the <u>energy costs</u> this winter are likely to be even higher, with covid pandemic protocols leading to classrooms having open doors and windows to increase ventilation whilst at the same time trying to keep the rooms warm.</p> <p>JMa said the buildings maintenance report will potentially have an impact on the budget. DF said there was a potential for a contribution coming from DCC. He said that capital investment [in the buildings] to reduce energy costs could help reduce energy expenditure.</p>		
3/3.2	<p>Review 5 year financial plan in line with the SIP (School Improvement Plan) JMa had been waiting for the SIP to be agreed. The financial plan also links to work on the [Governing Board's] vision for the school.</p> <p>DF said the Governing Board would look at the vision once they have made the permanent appointment of a substantive Headteacher, then the Board will look at the visions together with the new Headteacher. He said the covid pandemic was making it hard to look into the future.</p>		
3/3.3	<p>Financial Benchmarking https://www.gov.uk/guidance/schools-financial-efficiency-financial-benchmarking DF said historically [the Governing Board] has found it difficult to get good comparators. JMa said on the benchmarking website it is possible to look at how BL compares. JF felt it was hard to even compare BL to other SEMH schools, even those in SENTient Trust. But she remembered that last time the Governing Board looked at the financial benchmarking, Susette Barrett (Education Finance Consultant, Babcock) had found another school comparable to BL from outside Devon that she used for a comparison. DF said BL was not comparable to other schools in SENTient Trust.</p>		
3/3.4	<p>Headteacher and Staff Wellbeing DF asked the staff members at the meeting about staff morale, bearing in mind the Autumn Term is the longest term, there is still an impact from covid and it is dark when staff arrive and dark when leave. VS said that overall morale was ok, under the circumstances and with the covid uncertainty. Staff have been brilliant, for example, giving support to a pupil whose other family members had covid. She said it was relatively calm at school, except for a 'spike' in the previous week. School has seemed a nice place to be, settled, pupils happy and content. RM agreed with VS, reflecting that despite the pressures and covid, just how well all new starters were doing. She said that looking at the wider picture, school was very very settled compared to previous terms. There was a good feel. Staff are just getting on and in good spirits. Feeling settled compared to September. A Rhythm and routine of the new team settled in. JF also said that the new roles and new team had settled in. JF said she was happier</p>		

	<p>and everyone else seems happy. Adding that the pupils were so much happier and calmer.</p> <p>DF reported that he has made a point of speaking to DJ, JF and other staff. Their feedback and hearing from governors who have been into school has been especially important whilst he himself has not been able to go into school.</p> <p>LS stated that she had been into school and found everyone relaxed, the pupils were happy to share work and happy and relaxed. School seemed settled, the staff were welcoming and it was a happy safe place to be.</p> <p>ACTION – LS to submit a written visit report</p> <p>DF said it sounded like staff morale and resilience was good. Noting that historically the Autumn term does have a ‘spike’ with Christmas coming. DF said indicators sound overall good.</p> <p>DJ said staff were working under huge pressures, with the worse week having 15 out of 45 staff absent. Absences made lots of extra work for those in school. DJ reported that when he get emails from staff, they are positive. He would assess wellbeing as mostly ‘green’ and ‘amber’. Those staff in ‘red’ are improving and fully supported to the best of school’s ability. There had been some setbacks but they were looking forward rather than looking back. Hope is underpinning everything, as change takes time. DJ expected it would take between 1-5 years to get the school to where he would like it to be. He wants instant results but it is heading in right direction. DJ said he can’t ask any more of staff. They have all stepped in to cover absences. He is happy with his staff team, they all put children first. DJ said this term has been unprecedented. Last week’s ‘spike’ coincided with 97% attendance – BL’s highest ever attendance (usually the maximum attendance is 90%). There are still staff vacancies due to unsuccessful recruitment. At the midpoint of the term staff had to re-establish boundaries with the pupils, but only that one time – usually staff have to do this weekly. The children’s feedback has also been really positive. DF said the children took part in a nativity role play the previous week. This was something never seen before at BL. It was wonderful to see.</p> <p>DF concluded that the new pupils are fitting in. He said this is due to the effort made [when looking at consults] to ensure BL school was the right setting to meet each child’s needs and the effort made to recruit the right staff.</p> <p>LS reported that at her visit the new staff were so positive and settled, that she wouldn’t have known they were new.</p>	LS	Feb 22
3/3.5	<p>Monitor the impact of staff trends This item was not discussed</p>		
3/4.1	<p>Health & Safety Lead Governor report 21.12.02 H&S Visit re Quinquennial report DF did not wish to discuss this without HC present, as she is the Health & Safety Lead Governor.</p>		
3/5.1	<p>GDPR JF reported that parental consent was now in place. Checking photo permissions had been a ‘red’ action on the GDPR report. JF said she was now working through the ‘amber’ actions. JF said there were no GDPR incidents to report.</p>		
3/6.1	<p>Headteacher’s and SLT Report 1a. HEADTEACHER GOVERNORS REPORT FGB 091221 1b. Autumn 2 21-22 SUPPLEMENTARY BEHAVIOUR AND ATTITUDES REPORT 1c. Autumn 2 21-22 indicators Appendix 1 - ELT RAG Rate SIP Nov 21</p>		

<p>Appendix 1b - SLT SIP PROGRESS SUMMARY CALENDAR 2021-22 Appendix 2 - EWO Feedback Nov 21 Appendix 3 - S175 2021 Appendix 3c - Barley Lane 1-12-21 staff survey Appendix 4a - Safeguarding governor visit suggested Questioning Appendix 5 - Combe Pafford feedback Nov 21 Appendix 7 - Training Summary 2021 - 2022</p> <p>DF said the survey results and external feedback are the key [to understanding how BL is doing]. He said the complimentary feedback from the Education Welfare Officer (EWO) and Combe Pafford was very reassuring.</p> <p>DF said there was also the evidence of the independent <u>safeguarding audit</u>. DF stated that safeguarding is always first at BL.</p> <p>DF said there were indications that <u>the curriculum</u> is broadening and opportunities of for pupils are increasing again. The new Science teacher was a good step, and it was good to see art being back on curriculum. He felt both of these were positive signs about curricula development.</p> <p>DF said that recent attendance has been high. He said governors may wish to ask about the 3 fixed-term exclusions.</p> <p>DJ encouraged questions.</p> <p>The Governing Board was informed that HC had asked DJ questions about the report via email. ACTION – HR to ensure HC’s questions and DJ’s answers are shared with the Governing Board</p> <p><i>(Post meeting note: see email HC questions to DF re Headteachers report Dec21 - part 2 sections of replies redacted)</i></p> <p>JMa asked for more information on the narrative around the pandemic and lockdown. He said as [the country] opens up again, there is <u>heightened demand to be aware of safeguarding issues in homes</u>. Is this seen at BL and does it affect behaviour and attendance. DJ said yes. Lockdown was a ‘porn hub’ with pupils having free access on google. DJ felt [this limitless access of porn whilst pupils were locked down at home] would increase porn addiction. DJ informed the governors that BL has contacted all parents about online safety and recommended parents check what their children are accessing. DJ expressed concern that there were so many different social media platforms, where pupils can meet random people and adults from all over world. BL is seeing lots of sexualised language from pupils and have made 2 MASH referrals regarding sexualised behaviour. At the end of each school day there is a PHSE session. Pupils are having trouble forming social relationships. This will be added to BL’s mental health strategy, through talk and role play. Staff share lots of resources. Some of the pupils can’t cope with these discussions so it can be difficult for staff to navigate. Staff need to understand that there are different challenges to when they were children.</p> <p>DF noted that safeguarding issues had been in the national news over the previous few weeks. This brings home the responsibilities of schools. BL is in a good position to <u>spot danger signs and put in early help and escalating to address issues before they get too serious</u>. DJ noted that the thresholds have increased for referrals to be accepted. He informed the Governing Board that PHSE is going to be dealt with as a core subject at BL.</p> <p>RM said with the changing economics, staff are seeing signs of clothing issues, hunger... She said that VS is looking at enabling school to link referring families to food</p>	<p>HR</p>	<p>-</p>
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	<p>banks etc. LS said she helps at a local food hub where packages can be collected by registered children. These can be collected from either Exeter or Torbay.</p> <p>ACTION – LS will send link for the food hub to AL, VS and DJ and forward all the info she received.</p> <p>DJ reported that <u>recruitment</u> had been really good. He said BL <u>needs the right people with the right values</u>. For example, the 2 new learning mentors reintegrated 2 pupils within 6 weeks of starting to work at the school. DJ said it is good to use mentoring to address issues and behaviours away from school, then work on them to allow reintegration. DJ also applauded the new Science teacher, the new Learning Support Assistants (LSAs), new safeguarding officer and the new receptionist. He said that the internal moving of staff had also been successful. The safeguarding audit has affirmed that JF was doing great job. DJ stated that VS was also doing a great job in her new role (as Deputy Headteacher).</p> <p>JMa asked about Lewis and Freddie (L&F multi-sport) and their <u>delivery of the PE curriculum</u>. DJ replied that unfortunately Freddie had been off [for a substantial period of time] due to a serious injury. In the meantime, Lewis had recruited an assistant and was working very hard to still deliver [the PE curriculum] and to take PE to the next level. DJ reported that PE in school was going from strength to strength. Lewis had found a new PE accreditation [for the pupils to work towards] and had worked with the ICT and science staff to roll it out. All without being asked. DJ said he had observed a lesson and found the children engaged. DJ was pleased that Freddie was now back working in school.</p>	LS	ongoing
3/8.1	<p>Safeguarding Appendix 3 - S175 2021 Appendix 3b - S175 Safeguarding Audit Action Plan 2021</p> <p>DF said audit report received. DF reported that he gave feedback on the actions to DJ via email and DJ responded via email. ACTION – HR to ensure DF’s questions regarding the Safeguarding audit and DJ’s answers are shared with the GB. (<i>Post meeting note: see email DF questions to DJ re safeguarding audit and DJ replies</i>)</p> <p>DF informed the Board that he had recently met with JF and DJ. The progress made on improving safeguarding was recognised. He said safeguarding is/has always been central to practice and some issues have been addressed by new staff appointments. PA left 18:14</p> <p><u>Safeguarding Lead Governor and Deputy LG roles</u>. DF sought reassurance from JP that she was able to continue in the key role of Safeguarding LG, as she had had to temporarily step back due to personal circumstances. JP confirmed that she was again able to carry out the role. DF directed JP to resources on The Key. And asked JP to make sure she continued to complete a governor visit once per term and carry out key checks regularly. DF, who is Deputy Safeguarding LG, had made checks whilst JP was unable to and confirmed that the key recording on CPOMS and the Single Central Record (SCR) were in ‘good shape’.</p> <p>DJ said The Key includes in their resources, links to other schools and what they do regards monitoring safeguarding and he again directed governors to the model safeguarding questions he had shared previously. (<i>Post meeting note – these are on GovernorHub – here</i>)</p>	HR	Feb 2022
3/8.2	Safeguarding policy		

	<p><u>Babcock LDP - Safeguarding</u> DF recommended adopting the Babcock LDP Safeguarding policy, as recommended in the safeguarding audit report. The Governing Board agreed to adopt the Babcock LDP Safeguarding Policy.</p>		
3/9.1	<p>Governor Visits <u>21.12.02 H&S Visit re Quinquennial report</u> DF asked, if governors cannot visit school in person, can those with a Lead Governor role link up with the staff member responsible for that area. He said there are still areas of the role that can be completed online. Although, he noted that it is not possible to pick up the feel of the school.</p>		
3/9.2	<p>Governor Training DF directed governors to online training and also all the resources available from the Key. He asked that everyone make good use of these.</p>		
3/6.2	<p>Pupil Premium, catch-up funding, covid catch-up funding, sports spending – reports for website <u>Minute 9/7.1</u> – DF asked if the Pupil Premium [and other funding] information was now on the website and asked DJ if the money was being spent to improve the life chances of the pupils. DJ replied that he had sent a draft to HC and was awaiting feedback. DJ reported that Pupil Premium is being spent on visits. For example to Escott and Leap of faith outdoor activities. It was also spent on 1-1 working and welfare checks during lockdowns. DJ stated the funding is largely spent on vocational learning which supplements pupils’ key learning. For example, training in mechanics or construction, which costs £750 per pupil for 2 or 3 a weeks.</p> <p>DF asked if spending is targeted on pupils who qualify for the Pupil Premium [and other types of] funding. DJ replied that the funding is pooled but said it is targeted at those who qualify, Looked After Children (LAC) and those who qualify for Pupil Premium plus. DJ noted that over 50% of BL pupils qualify for Pupil Premium.</p> <p>DF referred to RM’s comment (minute 3/6.1) about <u>pupils coming to school in less than ideal clothing and hungry</u>. DF wants to see BL improving the life chances of children in need. DJ said BL offers <u>pupils a free breakfast club and access to cereal bars fruit and toast throughout the day</u>. DJ said that some of the pupils who are hungry are not identified as qualifying for Pupil Premium. LS said <u>good to help those pupils who fall just below the threshold for Free School Meals</u>.</p> <p>JF said DfE guidelines state that schools don’t have to ring-fence money. They do not have to only spend the funding on the qualifying children. DF agreed but said the Governing Board need to know how it improves the life chances of pupils who attract the money.</p> <p>LS asked <u>VS whether the pupil tracking system tracked Pupil Premium pupils and LAC pupils as individual cohorts</u>. VS replied that it didn’t and said this was something that she was already aware needed addressing. It was flagged up on an Ofsted course she attended a few weeks previously. VS told the governors that individual teachers know what they are doing to help the Pupil Premium children but there was currently no way to record and monitor impact.</p>		
3/7.1	<p>Curriculum <u>Minute 2/7.1</u> ACTION – LS to meeting with VS to ask questions about the curriculum and report back to the next FGB meeting.</p> <p>LS reported that during her last governor visit she carried out a <u>learning walk</u> with DJ. She spoke to pupils in all different classes and found they were all happy to share what they were learning.</p>	LS	Feb 22
3/7.2	<p>Looked after Children (LAC) DJ reported that there are currently 5 LAC. They are all making good academic and social progress. BL carries out a LAC review, placement and ‘PEP’ review, which are 2</p>		

	distinct assessments. Transitions between key stages are going well. The children are safe and happy. DJ said he would share more in part 2 at the end of the meeting.		
3/7.3	<p>Benchmarking LS said she had not yet had an opportunity to but would look at benchmarking.</p> <p>ACTION – LS to meet with VS and DJ termly to discuss the curriculum, progress and benchmarking</p> <p>VS suggested LS was given access the new curriculum tracker. ACTION – VS to give LS access to the curriculum tracker</p>	<p>LS, VS & DJ</p> <p>VS</p>	<p>Ongoing</p> <p>ASAP</p>
3/7.4	<p>Work Scrutiny/Learning Walk This item was not discussed.</p>		
3/10.1	<p>Capability Policy Capability Policy There was a decision required re: #30 delegated responsibilities HC recommended adopting this policy with no delegation to the headteacher (as it was for the previous headteacher) The Governing Board agreed to adopt the DCC model Capability Policy and follow HC's recommendation, changing #30 so there was no delegation to the headteacher.</p>		
3/10.2	<p>Staff Leave Policy Model Staff Leave and Absence Policy There was a decision required on: #2 days HT can approve before request made to governors #7 limit on number of paid days off HC said re deciding how much time teachers can have for interviews. It is recommended that we allow between 3 days to 6 days. HC recommended 6 days because most teachers selection processed will be two days, so for someone looking for career development, this would probably allow 3 applications. (She said the number decided needs to be put in page 2 and page 9.) The Governing Board agreed to adopt the DCC model Staff Leave and Absence Policy with the number of days teachers can have off to do interviews, in section #7, being 6 days.</p>		
3/10.3	<p>Disciplinary Policy Disciplinary Policy Dec 2020 version HC recommended to adopt this model DCC policy but said section #33 needed finalising – does BL purchase EAP (Employee Assistance Programme)? JF said BL purchased EAP from IMASS. The Governing Board agreed to adopt the DCC model Disciplinary Policy ACTION – Section 33 of the Disciplinary Policy to be made setting specific</p>	JF	ASAP
3/10.4	<p>Drugs and Alcohol Misuse DCC Drugs and Alcohol Misuse Policy DF felt that the world of drugs and alcohol has changed since 2006 when this policy was last updated by DCC. HC recommended continuing to use the latest version of the DCC model Drugs and Alcohol misuse policy. The Governing Board agreed to continue to use the DCC model Drugs and Alcohol Misuse Policy ACTION – DF/HR to contact DCC regarding concerns the Governing Board has that the world of drugs and alcohol has changed since the policy was last updated by DCC</p>	DF/HR	Feb 22
3/10.5	<p>Teachers Appraisal Policy BL Teachers Appraisal downloaded Jan21 HC recommended adopting this policy The Governing Board agreed to adopt the DCC model Teachers Appraisal Policy</p>		
3/10.6	<p>Equality Policy The Governing Board was informed by HR that there was an Equality and diversity 2021-22 policy on the school website but this has not yet been approved by the Governing Board .They were reminded that historically the Governing Board has chosen to adopt the DCC approved model-which Babcock LDP has developed guidance</p>		

	<p>and the model policy for Devon maintained schools dcc equality policy and guidance model download 10Nov21 Equality and diversity 2021-22</p> <p>HC recommended adopting the DCC approved model equality policy. DF said he would like to see BL's vision inserted into the model and reference made within the policy to 'Stonewall'. DF requested that before it was adopted, work was carried out to make the model equality policy setting specific. ACTION – HC to look at what is required to make the Equality Policy setting specific and bring recommendations back to the Governing Board</p>	HC	Feb 22
3/10.7	<p>Complaints policy 1. Part One guidance for boards on handling complaints 2. Model Complaints Policy One maintained and SATs 3. Part 3 guidance for schools on managing unreasonable behaviour 4. Part 4 model policy on managing unreasonable behaviour 5. Part 5 model letters</p> <p>Babcock LDP - Complaints guidance and toolkit HC recommended adopting the DCC model complaints policy. DF said that after dealing with recent complaints he found the previous in-house policy was not ideal as it was not clear on timescales and there was no clear route for complainants to take. There should be a sequence to follow, starting with the Headteacher initially trying to resolve complaints and only going to the Chair of Governors if the complainant is not still not satisfied after speaking with the Headteacher (unless the complaint is about the Headteacher). DF said it would have been better if he could have followed the DCC model policy.</p> <p>HR said The model needs making setting specific with decisions made by the HT/SLT ACTION – HC and DJ and SLT to look at making the model complaints policy setting specific</p> <p>The Governing Board adopted the DCC model Complaints policy, with the caveat that HC and DJ and the SLT look at making the policy setting specific.</p>	HC, DJ & SLT	Feb 22
3/10.8	<p>DCC Fire Safety Policy DCC Fire Safety Policy fire risk ass 2021 ready</p> <p>The Governors were asked to decide whether to adopt the BL setting specific policy (created by JMCC based on the DCC template) and decide whether it should continue to be updated annually or return to the 3 year review recorded in the policy review cycle. The Governing Board agreed to adopt fire risk ass 2021, but continue with an annual 'light touch' review</p>		
3/10.9	<p>Supporting Pupils with Medical Conditions https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3 The Governing Board agreed to adopt the DfE Supporting Pupils with Medical Conditions policy but asked that it was made setting specific by DJ. ACTION – DJ to check the DfE guidelines regarding making the Supporting pupils with medical conditions policy setting specific ACTION – DJ to share the Supporting Pupils with Medical Conditions policy once setting specific</p>	DJ DJ	Feb 22 When ready
3/11.1	<p>Items brought forward by the Chair none</p>		
3/12.1	<p>Impact Statement The Governing Board considered the question; "What Have We Done Today That Has</p>		

	Further Improved the Quality of Our Children's Education?" The Governors felt that throughout the meeting they were keeping to the theme of life changes and outcomes for the pupils The Governing Board had 'Made a difference', which could be seen in the – safeguarding audit and developments in curriculum and PHSE and online safety, pupil premium discussion will make a difference to the experience of the children in the school.		
	RM and VS were asked to leave – 18:51 A Part 2 item had been requested by DJ during the meeting. Meeting went into part 2 18:51		
	DJ thanked the governors for all they do, on behalf of staff.		
	Meeting end 19:05		

Next Meeting:			
Date / Time:	17 th February 2022	Location:	Microsoft teams

Agreed as a true record	Date
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KEY

Challenges and queries from Governors

Decisions made

Recommendations

(name of documents referred to)