



Full Management Committee
Monday 12th September 2022 4.15PM - 6.15PM Venue – Foundry College

	PAPERS	LEAD	COMMENTS / QUERIES / CHALLENGES	ACTION
Present: Louise Brookes(LB), Phil Cunnington(PC), Sharon Finn(SF), Andy Gardner(AG), Jim Mathieson(JM), Nick McSweeny(NM), Iain Thomas(IT), Judy Wheeler(JW) In attendance: Majid Ali(MA), Raj Arava(RA), Carolina Taplin (Clerk)(CT), Nicky Rees(NR), Tom Scantlebury(TS) Apologies: Nicole Jutsum(NJ), Sal Thirlway(ST)				
1.	Welcome and apologies		JM	Apologies received and accepted from ST and NJ (NJ apologies received later in the meeting).
2.	Declaration of interests		JM	None
3.	Elections - Management Committee Appointments: <ul style="list-style-type: none"> Chair Vice-Chair Chair of Resources - NM Chair of Teaching & Learning Staff and Parent Elections Delegation of Functions - Manager Link/Monitoring Area		Clerk/Chair	No nominations received for the position of Chair or Vice-Chair of the MC. JM agreed to act as interim Chair up until the end of September. All agreed in favour of JM as interim Chair. PC and AG were unanimously elected as Community members. Chair of Resources – JM nominated NM for the position. Seconded by SF – unanimous vote in favour of NM. Chair of T&L – SF nominated JM for the position. Seconded by NM – unanimous vote in favour of JM. Unanimous vote for Manager Link positions as follows: <ul style="list-style-type: none"> SEND - SF Safeguarding and Children in Care (CIC) - JW Health & Safety - PC PPG - SF Development – LB

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				<ul style="list-style-type: none">Cultural Capital - JWLiteracy & Numeracy - JMKS1 & KS2 - JM <p>Staff Elections – the following points were agreed unanimously Iain Thomas to be appointed the Returning Office The below election timetable to be followed</p> <table><tr><th>Process</th><th>Date/Time</th></tr><tr><td>Nomination Forms Issued</td><td>Tuesday 13th September</td></tr><tr><td>Last day for returning nominations</td><td>Friday 23rd September – 4.00pm</td></tr><tr><td>Results declared or ballot paper dispatched to staff</td><td>Monday 26th September</td></tr><tr><td>Last day for return of ballot papers</td><td>Friday 30th September – 4.00pm</td></tr><tr><td>Count of ballot papers and results declared</td><td>Monday 3rd October</td></tr></table> <p>The method to ensure secrecy of ballot - the one envelope system. Procedure in the event of a tie - to flip a coin.</p> <p>Parent elections will take place after staff elections and the timetable for holding this to be agreed a the FMC in December.</p>	Process	Date/Time	Nomination Forms Issued	Tuesday 13 th September	Last day for returning nominations	Friday 23 rd September – 4.00pm	Results declared or ballot paper dispatched to staff	Monday 26 th September	Last day for return of ballot papers	Friday 30 th September – 4.00pm	Count of ballot papers and results declared	Monday 3 rd October	
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4.	Terms of Reference	All committee ToRs	Clerk/Chair	<p>Q – In light of the new SLA coming into place from WBC, should the MC ToR include reference to the SLA?</p> <p>All agreed there was a need for a statement referring to the SLA. Discussed at length as to whether the statement should be an objective or a strategic task.</p> <p>The following statement was included under strategic tasks.</p>	<ul style="list-style-type: none">IT to upload signed ToRs to website												

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				<p><i>Review and monitor the delivery of the SLA in alignment with the college's values and ethos.</i></p> <p>All Terms of Reference unanimously ratified.</p>	
5.	Management Committee vs Governing Board			Discussions took place regarding the creation of the Management Committee not a Governing Board. It was confirmed by VL from WBC that as a PRU, FC and other similar establishments have a Management Committee which holds the same authority as a Governing Board.	
6.	Governance Paperwork <ul style="list-style-type: none"> MC Code of Conduct MC Declaration MC Declaration of Business Interests NGA Skills Audit GIAS School website KCSIE 	Code of Conduct and Declaration forms NGA Skills Audit	Clerk KCSIE-TS	<p>CT presented a summary of the documentation which needs to be returned by all managers as soon as possible.</p> <p>Deadline for the completion of the NGA Skills Audit set as 26th Sept.</p> <p>IT reminded all Managers for the need to complete KCSIE training or to provide a copy of the certificate of training completed at own School.</p>	<ul style="list-style-type: none"> All to return NGA Skills Audit by 26th Sept All to complete KCSIE by 26th Sept. CT and IT to update website with new MC roles and documentation
7.	Committee Meeting Dates	Meeting Dates	Clerk/Chair	<p>Committee Meeting Dates for 2022-2023 academic year were agreed.</p> <p>JM advised of a vacancy on the HTPM. JM was confirmed as Chair, NJ and PC confirmed as panel members.</p> <p>All present agreed the HTPM meeting as 10.00am on Friday 21st Oct.</p> <p><i>17.15 TS joined meeting</i></p>	<ul style="list-style-type: none"> CT to contact NJ regarding HTPM meeting
8.	SLA Update		IT	<p>IT confirmed all FC feedback and updates for SLA were provided to WBC. FC waiting for a response from WBC. SLA still requires realignment with Schools Finance regarding funding.</p> <p>Q – Is anything further required from the FMC to progress SLA? IT confirmed nothing further until response received from Dan Robinson,</p>	<ul style="list-style-type: none"> JM to write a letter as interim Chair requesting an SLA update from WBC. IT to arrange review with selection of Managers when SLA received.

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				Jenny Hooper or Carey Tulloch. The updated SLA should clearly outline the parameters better align with FC remit. All agreed JM to follow up with WBC regarding status of SLA.	
9.	Key Priorities for the year		IT	<p>IT shared the FC key priorities for the year. IT explained the work involved by STL and staff members in agreeing the KPs.</p> <p>Comment – All Committee members need to be familiar with the KPs Committee members fall under the Leadership and Management KP and play a vital role in the “<i>robust quality assurance</i>”.</p> <p>Comment – The role of the MC to perform checks and balances is to ask IT if the KPs have been achieved.</p> <p>Comment – MA advised the Director of Skills at Chiltern Way to work with IT perform peer review to help identify strengths and weaknesses.</p> <p>Comment – Overall the approach of succinct KPs was very good.</p> <p>Q – If specific reference required about COVID pandemic and mental health.</p> <p>Q – If pupils will be consulted regarding the KPs to see if their answers mirror KPs. NR confirmed this would take place under Pupil Voice.</p> <p>Discussions followed regarding wording to clarify actions under KPs.</p> <p>All KPs unanimously agreed by Managers.</p> <p><i>17.40 AG left meeting</i></p>	<ul style="list-style-type: none"> CT to circulate KPs and CIP IT to have peer review with Chiltern Way in Autumn Term and report back.
10.	CIP		IT	Discussed in conjunction with the above Key Priorities. IT confirmed the CIP shared at the meeting was new and aligned to the SLA.	
11.	Monitoring Visits/School Calendar		IT	IT discussed the School Calendar. The beginning of each term has a different focus for a week Term 1 is Nurture, Term 2 is Inspire and Term 3 is Achieve. The second half of each term has a book review week. All managers were invited to arrange and attend a session.	<ul style="list-style-type: none"> All Managers to arrange monitoring visits with IT and IT to provide reminders to all. MA and IT to set review meeting.

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					<ul style="list-style-type: none"> CT to add monitoring visit dates to meeting dates.
12.	A.O.B.		Chair	<p>Q - Where does college sit in relation to Government drive for MATs? It was agreed to discuss in further detail at December FMC. Points were raised by SF, JM, NM and IT whether FC would join an existing trust or form a new trust with other specialist provisions.</p> <p>RA and IT raised a request to use £20,110 from the Capital Funds to improve the playground facilities for primary/secondary students. Three quotations were obtained and the chosen supplier was ESP. RA summarised the 3 quotations, the equipment included and reasons for chosen supplier.</p> <p>JW confirmed a good use of funds and proposed the £20,110 to improve play equipment for primary and secondary be spent. PC seconded the motion. All Managers agreed the expenditure.</p> <p>Further discussions were held regarding the position of Chair and a change to meeting times. All agreed to change the FMC meetings to 5.00pm but to keep T&L and Resources meetings at 4.15pm</p>	<ul style="list-style-type: none"> CT to add Agenda item to December FMC regarding Government drive to join a MATs
13.	Date/Time of Next Meeting		Chair		Monday 5 th Dec – 5.00pm