MINUTES:

BOARD:	**Full Management Committee**	
SCHOOL:	**Foundry College**	
DATE:	**23rd September 2024**	
TIME:	5pm - 6.51pm	
VENUE:	TEAMS and Foundry College	
PRESENT:	Caroline Norris	Chair
	Jim Mathieson	Vice Chair
	George Bell	Staff ~Member
	Jamie Conran	Local Authority Member
	Phil Cunnington	Community Member – H&S
	Sharon Finn	Community Member – Primary representative
	Andy Gardner	Community Member
	Judy Hargreaves	Community Member -Safeguarding
	Nick McSweeney	Community Member – Fed Representative
	Kate Sumner	Co-opted Governor
	Carey Tulloch	Local Authority Member
	Iain Thomas	Head Teacher
APOLOGIES	Jamie Conran	Local Authority Member
ABSENT:	Carey Tulloch	Local Authority Member
ATTENDING:	**Susan Phillips**	**Judicium Governance Professional**
	Kirsty Hodge	Assistant Headteacher
QUORUM:	**5** (half the current membership of the governing body)	

MEETING FOLDER: 2024/09/23

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 2.1 2.2 2.3 2.4 2.5 2.6	**Procedural items:** **Apologies for absence** Apologies for absence as recorded above were accepted by the Members. **Confirmation of Quorum** The meeting was confirmed as quorate. **Declarations of interest for this Meeting:** There were no declarations of interest for this meeting. **Confidentiality Statement:** **Chair** reminded every one of the confidentiality statements below: *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* **PSED** The Chair reminded everyone of the public sector equality duty, and the Clerk agreed to send the guidance on fulfilling this duty to the Chair. **Action: Clerk to send the PSED guidance to chair.**
3	**AOB** There were no other urgent matters tabled.
4 4.1 4.2	**Minutes:** The minutes from the previous meeting on July the 8th 2024 were approved without any amendments all matters arising. A**ction: The minutes of July 8th, 2024, to be signed electronically by chair**
5	**Matters Arising from the Minutes:** There was on review of previous meeting matters arising

Item	Action	By Whom	Status
3.2	Confirm the third member of the HT Performance committee	Chair/AG	Complete
4.2	Sign the approved minutes from 18th March 2024	Chair	Complete
8.3	Confirm the current requirements for school complaints procedure and review in September meeting	HT	Complete
8.5	Change the number of years from three to six years, in the GDPR Policy	HT	Complete
8.8	Send the Policy Tracker and Gov.uk guidance link to Chair	Clerk	Complete
9.5	Change the success criteria for Plans and Key Priorities to green	HT	Complete
9.7	Review some of the red criteria and change to amber where college has made progress	HT	Complete
9.10	Change the wording for the KS4 work experience criteria	HT	Complete
11.12	JC to meet with HT to discuss the writing of a report on the impact of PEX	JC/HT	Complete
11.14	Add the Bullying data to the Summer Term 2024 HT report	HT	Complete
16.3	Add KS to the FMC	Clerk	Complete

6 **Correspondence:**

There was no correspondence to receive.

7 **Governance:**

7.1 ***Chair and Vice Chair***

The current Chair and Vice Chair were nominated. They re-elected for a further year by a majority show of hands.

7.2 ***Governor vacancies :***

The need to address governor vacancies was discussed particularly staff vacancies, and it was agreed that this would be raised at the upcoming staff meeting to encourage participation.

7.3 **Action: Invite applications for staff members of FMC at next staff meeting- HT**

7.4 ***Compliance and confirmations***

The NGA model code of conduct was adopted unanimously.

7.5 All members were instructed to complete their declarations of interests to ensure compliance.

Action: complete compliance actions on GovernorHub – All

7.6 ***Training***

Chair addressed the necessity for the Management Committee members to complete safeguarding training, specifically the Keeping Children Safe training and to document their completion on GovernorHub to ensure compliance.

7.7

	It was **agreed** that members were to share links to relevant training resources, including the DfE
7.8	*Prevent* training, to ensure all members are up to date with safeguarding practices
7.9	**Action: JH to send *Prevent* training link to all members**
	Action: All members to upload training certificates to GovernorHub
7.10	***Link Roles*** The link member roles were confirmed as follows: PC – H&S SF – PPG & SEND JW – Safeguarding and cultural capital JM – Teaching & learning Chair & KS1/KS2 CN- Mental Health and Literacy & Numeracy NMcs – Resources Chair KS – Mental Health/KS3&4
7.11	***Terms of Reference*** It was suggested that these be confirmed at the first committee meeting subcommittee meeting on the 21st of October, and this was **agreed.**
7.12	**Action: Review and agree the terms of reference for teaching and learning and resources sub-committees - Subcommittee members**
8	**Accountability**
8.1	***Headline Analysis*** The 2024.09.16 Headline analysis of results PowerPoint presentation was previously distributed on GovernorHub.
8.2	**KH** provided an in-depth overview of the 2023 to 2024 **Academic Results** which included a yearly comparison, a Foundry College comparison, departmental totals, key headlines, and a reflection on key targets.
8.3	There was a discussion on **data analysis** and the need for a more effective way to report on educational outcomes given the variability in cohorts. It was suggested that the comprehensive referral document implemented in the admissions process could be used as this document provides essential details about students' backgrounds which will be beneficial for tracking their progress in the upcoming year.
8.4	This was **agreed.**
8.5	**Educational programme developments** were highlighted, and it was mentioned that the team is focusing on improving ICT skills, with plans in place to continue discussions across the college this year.
8.6	**The online tracking platform** called *Learn Track* was introduced. This will streamline the tracking of student progress allowing for better planning of interventions based on individual needs. **HT** explained the utility of teaching skills through the school's *Achieve Curriculum.*
8.7	**The multi-agency inclusion clinic** was discussed as a regular meeting where professionals assess the needs of vulnerable pupils and determine appropriate support packages.
8.8	**Q: JM** asked how often the MAIC sit, and how it effects the structure.

8.9 8.10 8.11	**A: HT** said they meet every two weeks and explained which agencies were involved, and how it Affects the structure and the number of medical vulnerable (MV) and Permanently Excluded (PEX) students' referrals. ***Pupil Premium*** It was **agreed** that the Pupil Premium strategy statement be postponed to the Teaching and Learning Committee. ***HT performance and pay review/ Staff appraisal arrangements*****:** It was confirmed that HT's performance and pay review have been completed and has been aligned with the college improvement plan. Staff appraisals were planned for 31st October 2024.
9 9.1 9.2 9.3 9.4	**Policies** The following policies were previously distributed on GovernorHub: - *FC 007 GDPR Policy v11* - *FC 039 Complaints Policy V12 DRAFT* The FMC discussed the management of policies, emphasizing that only statutory policies would be presented to the Management Committee, while other policies would be updated and communicated, as necessary. The need for a review timetable was highlighted to ensure compliance and awareness of policy changes among staff. It was suggested that a statement for the rationale for reviewing polices should be written. This was **agreed.** **Action: Prepare a statement outlining the rationale for the ongoing review of policies – HT/Chair**
10 10.1 10.2 10.3 10.4 10.5 10.6	**Financial and resources update** The following documents were previously distributed on GovernorHub: - *Resources Monitoring Report for August '24* - *Resources Commentary Sep'ber 2024* The contents were noted. **RA** reported that the expected funding for pupil places had not yet been received. Concern was raised about this delay. **Q: A member** asked whether it was correct that no funding had been received since April. **A: RA** said that it was correct, and that he will chase it up. It was recommended to hold meetings with the Local Authority to clarify the income projections for the next financial year. This was **agreed**. **RA** provided a financial and funding overview, highlighting that £105,000 from outreach services, with £50k pending, had been raised. The goal remains to earn £250K. **Q: JM** asked for clarification about the £250k and whether it was still a live issue. **A: RA** said it was not, and that £272k had been raised which was over the £250K. The deficit budget and the need to manage reserves was mentioned. **Q: A member** asked whether there was anything that the board should be surprised at.

	A: RA said that they had saved about 72k and provided a thorough explanation about the reserves. **The minutes moved to Part II Confidential Minutes**
11	**Headteacher's update** HT provided an update on staffing and pupil numbers.
12 12.1 12.2 12.3 12.4 12.5 12.6 12.7 12.8 12.9 12.10	**College Improvement Plan** *2024.09.12 FC Improvement Plan 2023-25* was previously distributed on GovernorHub. The key priorities for 2024/25 were discussed. The discussion included the development of support plans and therapeutic plans to meet individual pupil needs. It was **agreed** that further input and comments from the board was needed. There was further discussion about the utilisation of data for student support. **HT** Explained that the aim is to utilise behaviour and attitude data to inform student needs and provision with a key priority on identifying areas for intervention sooner. **Q: J**M asked for clarification on the use of learning technology. **A: KH** explained that smaller development points would be tracked, evidence would be available, allowing for better accountability in student progress. There was a discussion which highlighted the need to engage parents more effectively to support students who have been disengaged from education. **HT** Explained that they were required to write an annual report for WBC at the end of October, ensuring it aligns with the provisions set out by the SLT. **Q: JM** Asked how WBC was going to conduct its annual review. **A: HT** Explain that they had never experienced them before, so he was not sure what they were going to ask and what they were going to look at. However, he could confirm that CT would be leading the meetings. The college improvement plan was further discussed, and **JM** commented that there was a need to include specific reading strategies for key stage 1 and 2 in the plan. **Q: A member** asked for clarification of the priority *ensure the college offer meets the needs of WBC*. **A: HT** provided an explanation and confirmed that it came under Leadership and Management It was noted that more time was needed to review the materials as the College Improvement Plan had only recently been completed and the committee had not had the full 7 days to review it.
13	**Academy Update** there was nothing to read report.
14	**Any Other Urgent Business (AOB):** There was no other business
15	**Identify matters for Confidential Part II minutes** Matters within the resource report were identified for Part 2 confidential minutes
16 16.1	**Meeting Dates** The following meeting dates were **agreed:** **2nd December 2024 – FMC**

16.2	It was **agreed** that the teaching and learning subcommittee meeting be moved from **28th October** to **21st October 2024**
	The meeting was Closed by the Chair at 6:51 pm

Actions arising from the Minutes of the Full Management Committee Foundry College held on 23rd September 2024

Item	Action	By Whom
2.6	Clerk to send the PSED guidance to chair	Clerk
4.2	The minutes of July 8th, 2024, to be signed electronically by chair	HT
7.3	Invite applications for staff members of FMC at next staff meeting- HT	HT
7.5	Invite applications for staff members of FMC at next staff meeting- HT	HT
7.9	JH to send *Prevent* training link to all members	JH
7.10	All members to upload training certificates to GovernorHub	All
7.12	Review and agree the terms of reference for teaching and learning and resources sub-committees	All
9.4	Prepare a statement outlining the rationale for the ongoing review of policies – HT/Chair	HT/Chair