MINUTES:

BOARD:	**Full Management Committee**
SCHOOL:	**Foundry College**
DATE:	**2nd December 2024**
TIME:	5pm - 6.51pm
VENUE:	TEAMS and Foundry College

PRESENT:

Jim Mathieson	Vice Chair
Jamie Conran	Local Authority Member
Sharon Finn	Community Member – Primary representative
Judy Hargreaves	Community Member -Safeguarding
Nick McSweeney	Community Member – Fed Representative
Siobhan Davis	Staff Member
Lia Mexa	Staff Member
Kate Sumner	Community Member
Iain Thomas	Head Teacher

APOLOGIES

Caroline Norris	Chair
Andy Gardner	Community Member

ABSENT:

Carey Tulloch	Local Authority Member
Phil Cunnington	Community Member – H&S

ATTENDING:

Susan Phillips	Judicium Governance Professional
Kirsty Hodge	Assistant Headteacher
Louise Brookes	xx xx

QUORUM: **6** (half the current membership of the governing body)

MEETING FOLDER: **2024/12/02**

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	**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. .
3	**AOB** - Policies - Staff request for term time leave
4 4.1 4.2	**Minutes:** The minutes from the previous meeting on 23rd September were approved. **Action: 23rd September 2024 minutes 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
2.6	Clerk to send the PSED guidance to chair	Clerk	2/10/2024
4.2	The minutes of July 8th, 2024, to be signed electronically by chair	HT	On going
7.3	Invite applications for staff members of FMC at next staff meeting- HT	HT	Completed
7.5	Complete compliance actions on GovernorHub	All	Ongoing – reminder emails sent to KCSIE
7.9	JH to send *Prevent* training link to all members	JH	Ongoing
7.10	All members to upload training certificates to GovernorHub	All	Ongoing – Training record in Desktop folder
7.12	Review and agree the terms of reference for teaching and learning and resources sub-committees	All	Outstanding
9.4	Prepare a statement outlining the rationale for the ongoing review of policies – HT/Chair	HT/Chair	On agenda

6 **Correspondence:**
There was no correspondence to receive.

7 **Governance:**

7.1 **Vacancies:**
There was a discussion about the difficulties in filling the parent governor vacancy at a PRU. It was suggested that Andy Gardner could stand as a candidate to fill the parent governor vacancy as he is the father of school-age children.

7.2 **Governing board diversity**
The clerk explained how each member could complete the data form on GovernorHub and how an anonymous breakdown of the board's membership personal characteristics would be collated.

7.3 **Skills Audit:**
There was a brief discussion about the importance of prioritizing training according to the skills needed.
It was **agreed** that a skills audit should be done after Christmas.
ACTION: Clerk to send out the NGA skills audit to be reviewed in January 2025

7.4 **Schedule of governor visits:**
There was a brief discussion about the schedule sent out in September and the visits undertaken. It was concluded that the 3-week visit schedule was working well.

8 8.1 8.2	**Accountability:** HT provided an explanation of the funding received and stated that the draft pupil premium statement had been published on the Website. He invited members to review it. **Q: A member** asked whether this should have been brought before the FMC before publishing. **A: HT** said that the Link Governor had reviewed it.
9 9.1 9.2 9.3	**Feedback from Committees** **Resource and Finance:** The minutes from the meeting held **18th November 2024** were summarised. **NMcS** provided an update on the budget and financial health at Foundry. They are expecting to run a deficit this year, but this was within the planned budget-setting process. Confidence that that financial situation is under control was expressed. **Teaching and Learning:** **JM** summarised the minutes from the meeting held on **21/10/2024** The staffing model changes and the positive community feedback regarding pay progression have been acknowledged. An update on the H&S report from WBC has been received and most actions have been completed. Other highlights included the Curriculum Review Report; the Achieve programme update; an update on the pupil progress RAG rated review; the Outreach Report and the Pupil Survey **JM a**sked all managers to read the Curriculum Review Report **ACTION: Read the Curriculum Review Report for information - All**
10 10.1 10.2	**Review and update the school's risk register:** **HT** advised the school risk register has been reviewed and will be updated. He anticipates it will be ready by the end of term. **Q: JM** asked whether it should be taken to the next FMC meeting **A: HT** said it should. **ACTION: Add Schools Risk Register review to March FMC meeting – Clerk**
11 11.1 11.2 11.3 11.4	**Headteacher's update** The *2024/11/20 Autumn Headteachers Report to Management Committee* was previously distributed on GovernorHub and was taken as read. **HT** highlighted the ?? ?? and Outreach report; student attendance challenges; the induction and support for neurodiverse students. **Q: A member** asked whether there was capacity for primary pupils **A: HT** said there was capacity, but they had not received any referrals. **HT** provided further information on the latest support process for pupil transitioning between schools; the modified approach to suspensions aiming to reduce them whilst still addressing behavioural issues. **Q: JM** asked for further information on the education of those suspended. A: HT explained that the children are not at home but educated off site, for example at a library. There was a discussion about safeguarding and child protection which highlighted the ongoing challenges with child protection protocols; the need for ongoing communication and collaboration with social services and police to ensure timely interventions; the monitoring effectiveness of the current safeguarding strategies.

11.5	**Q: A member** asked how successful the working partnership with those involved in child in need and child protection plans. **A: HT** said that since the appointment of the new strategic person, ex-police, it was better than before,
11.6	There was further discussion about the mapping of serious crimes, the students' location, and their known associates and how this would be effective in gathering intelligence about the situation these students are faced with.
11.7	**JH left the meeting at 18:00**
11.8	**HT** highlighted the significant progress made by Medical Vulnerable students, and student engagement and attendance. The need to investigate the reasons behind the decrease in attendance for certain provisions was mentioned. It was suggested that the provision could be RAG rated every half term to regularly assess and report on the effectiveness of the programmes. This was **agreed.**
11.9	**ACTION: RAG rate provision every half term - HT** There was discussion about the learning environment and the importance of character education and the role of education in shaping societal values and individual capacities.
11.10	**Staffing and outreach responsibilities:** An update on the change of role of the outreach administrator was highlighted **LB** highlighted the urgency of addressing the increasing number of permanent exclusions and the need for working with the LA and educational partnerships to manage this issue effectively.
11.11	**MV Capacity** Capacity challenges in supporting the MV pupils were discussed and the decision to cap the number of MV pupils was explained. The need to assess the current capacity and explore options for increasing support for MV was mentioned. A visit to *The Grove* to assess whether it served as a suitable model for Foundry was discussed.
11.12	**Outreach Report:** The *Outreach Annual Report 2023-2024 Final* was previously distributed on GovernorHub and was taken as read.
11.13	Content included the outreach Team staffing structure; a graph showing the number of referrals received by academic year from 2020/21 to 2023/24; a table showing referrals demographic for the current academic year; demographic key findings; primary and secondary outreach data showing the number of cases; details of the outreach training and CPD; a summary of the outreach financial data and analysis; a summary of the quality assurance; stakeholder survey information; and a list of next steps to improve the outreach offer.
11.14	**KS left at 18:32** **The meeting was no longer quorate**
12 12.1	**Website and GIAS** HT provided an update on the new website, new platform and fresh look adding that the suggestions of the web audit conducted by the clerk would be implemented.

13 13.1 13.2	**Any Other Urgent Business (AOB):** **Policies:** The FMC agreed to adopt the proposed policies. They had been thoroughly reviewed by KS and HT. **Staff Request for Term-time Leave:** The meeting moved to Confidential Part II Minutes and all staff members left the meeting.
14	**Identify matters for Confidential Part II minutes** Staff request for term-time leave were identified for Part 2 confidential minutes
15 16.1	**Meeting Dates** The following meeting date was **agreed:** **17th March 2025– FMC**
	The meeting was closed by the Chair 18:51

Actions arising from the Minutes of the Full Management Committee Foundry College held on 2nd December 2024

Item	Action	By Whom
14.2	23rd September 2024 minutes to be signed electronically by chair	Chair
7.3	Clerk to send out the NGA skills audit to be reviewed in January 2025	Clerk
9.3	Read the Curriculum Review Report for information	All
10.2	Add Schools Risk Register review to March FMC meeting	Clerk
11.9	RAG rate provision every half term	HT

Outstanding items:

Complete compliance actions on GovernorHub – All	All
All members to upload training certificates to GovernorHub	All
Review and agree the terms of reference for teaching and learning and resources sub-committees	All