



The Blue Tangerine Federation

Governing Body Meeting

Held on Monday 23 September 2024 at 7pm on MS Teams

MINUTES

Meeting Attendance 2024/25							
Name	Governor Category	23 Sept	27 Nov	22 Jan	22 Apr	23 May	17 Jun
Chris Constant	Co-opted governor	P					
Ian Dignum	Partnership governor	P					
Julie Foster	Co-opted governor	P					
Nick Griffith	Co-opted governor	P					
Helen Harrison	Co-opted governor	P					
Stephen Houlton-Allen	Executive head	P					
Joshua Jayson	Associate member	A					
Gemma Luke	Parent governor	P					
Chris Parsons	Partnership governor	A					
Christina Self	Staff governor	P					
In attendance							
Jamie Caple	Head of school: St Luke's	P					
Jenny Witter	Head of school: Collett	P					
Manda Sides	Head of Operations	P					
Philip McBeth	DSL	P					
Tracey Norris	Clerk, HLF Education	P					

P	Present
A	Apologies provided
N	Not present

	Item	Action
1.	Welcome and apologies The Chair welcomed all to the meeting and thanked everyone for accommodating a move to MS Teams at short notice (due to flash flooding in the locality). Apologies for absence had been received and were approved for Manda Sides and Chris Parsons. The meeting was quorate with eight governors in attendance. Since the last meeting, Poppy Choudhury had stood down as a governor due to work commitments but hoped to return to the governing body in a year's time and Joshua Jayson had moved to an associate member role as he was unable to attend FGB meetings as these clashed with training commitments. He would continue as PP and wellbeing link governor.	
2.	Update on Farm/Cafe This item was carried forward to the next meeting.	
3.	Appointment of Chair and Vice-Chair a. <u>Chair</u> : ID had offered to stand as chair for the academic year 2024/25. There were no other nominations and ID was unanimously elected. b. <u>Vice-chair</u> : Nick Griffith had offered to stand as vice-chair for the academic year 2024/25. There were no other nominations and ID was unanimously elected.	

	(Helen Harrison joined the meeting) The Chair welcome Helen to her first meeting as a governor and introductions were made.	
4.	Annual Declarations and confirmations Governors were invited to update their annual declarations and confirmations on Governor Hub in relation to the following: <ul style="list-style-type: none"> a. Potential conflicts of interest: <ul style="list-style-type: none"> ▪ SHA’s was a trustee of the Blue Tangerine Charity. ▪ Julie Foster was a governor at Frays Academy Trust. a. That governors would abide by the Governing Body’s code of conduct. b. That governors had read and understood their responsibilities in relation to the latest Keeping Children Safe in Education Guidance (September 2024) c. The governors’ attendance summary from 2023/24 was noted, this would be added to the Federation’s website. The chair highlighted the following statistics: <ul style="list-style-type: none"> ▪ Governor attendance at F&R committees during 2023/24 was 89% which was excellent, FGB attendance was not quite as good at 76%. He hoped that all governors would make every effort to attend meetings in 2024/25, in order to be effective, governors had to be present. ▪ Action: ID and JF to discuss opportunities for hybrid meetings offline. 	JF/ID
5.	Declarations of conflicts of interest for this agenda None raised. See longstanding potential conflicts at agenda item 4.a above.	
6.	Minutes and actions arising The minutes of the meeting held on 17 June 2024 were approved as an accurate record of the meeting, subject to CC’s classification of governor changing from associate to co-opted.	
7.	Actions arising <ul style="list-style-type: none"> a. School to advertise governor vacancies on TeachinHerts, the school website, pew sheets at local churches and the school newsletter. NG/ID to provide text for governor advert: c/f b. F&R committee to review the quality of service from the cleaning contractors: c/f to October meeting. c. Pay committee to review the appraisal process at its meeting in October/November. How effective were line managers in providing positive/motivational feedback: c/f to Pay committee meeting (members to agree date): dates agreed after the meeting. Item closed. d. CS to visit lower school classes at Collett to review EDI vis toys/resources being used: completed and shared with ID. Action: CS to upload visit report to Governor Hub for discussion at the next meeting: e. ID/CS to agree job description for EDI link governor and streamline terms of reference: a meeting had been arranged to discuss this. 	SHA/N G/ID Pay Com CS
8.	Any other business None raised.	
9.	Safeguarding, attendance and behaviour The following documents had been circulated in advance of the meeting: <ul style="list-style-type: none"> ▪ Safeguarding report for governors (autumn 1) ▪ Behaviour and attendance report (updated July 2024) Questions and comments were invited: <u>Safeguarding</u> <ul style="list-style-type: none"> ▪ Q What risk assessments had been undertaken in response to the pupil who attempted to set fire to their family home (was it safe for this pupil to be at school)? Ans: A risk assessment had been carried out by the fire services team who had also delivered 	

	<p>interventions for this pupil. The event at home had been opportunistic, the pupil had been unsupervised near a lighted candle. These circumstances would never occur at school. Staff ratios in all classrooms were high.</p> <ul style="list-style-type: none"> ▪ Q There had been 65 incidents in the first 10 days of the term (30 at Collett and 35 at St Luke’s); was this above average, if yes what was the cause? Ans: PMB had not yet compared data year on year, but Autumn 2024 had been a struggle so far for the DSL team. There had been a high number of incidents, with some serious (separate) safeguarding issues occurring at each school on the same day as well as the issues with the CPOMS functionality re transfer documents. ▪ Q What contingency plans were in place to address this? Ans: The CPOMS transfer functionality had been deactivated which meant that feeder schools could not automatically transfer CPOMS records about new joiners. This was an issue at St Luke’s only, and the error had now been rectified. Staff had reverted to paper copies which were sent over from feeder schools. ▪ JF noted that at her academy trust, there had been a sharp increase in safeguarding incidents in autumn 1 compared to previous years. ▪ SHA noted the good processes and procedures and excellent teamwork in place. Inevitably, with more new joiners than ever before, many of whom presented with increasing levels of complexity, there would be an increased workload for staff getting to know the pupils at the start of term. PMB had already connected with family support workers for many pupils. ▪ Q With the departure of two deputy DSLs from St Luke’s, was there enough capacity within the DSL team? Ans: Yes. There were five members of staff at St Luke’s trained on the DLS team including PMB. This was more than sufficient. ▪ Action: MS to see if a rebate was possible from CPOMS given the failure of their service had created more work for St Luke’s staff. (PMB left the meeting) <p><u>CLA report</u></p> <ul style="list-style-type: none"> ▪ The CLA report to the virtual school had been submitted. ▪ Action: SHA to share copy at next meeting. <p><u>Behaviour</u></p> <ul style="list-style-type: none"> ▪ The autumn 1 update would be provided at the November meeting. The behaviour team continued to track and analyse data. ▪ Q Some pupils were on roll but had not attended school since 2022, how could these pupils be removed, could new pupils be allocated these spaces? Ans: HCC was the admissions authority not the school. HCC were kept informed of any non-attendees and conversations were held between the school and HCC regarding the delivery and/or funding of bespoke provision which might be required during these prolonged absences. ▪ Q Did this mean that funding might be clawed back or written off? Ans: MS continued to have conversations with HCC regarding these anomalies. ▪ Q What had driven the equality ambition to have every area of the school accessible by 2028, where had the date come from, was this a legal requirement? Ans: The ambition was to have all areas that were accessed by pupils or staff to be wheelchair accessible (corridors, classrooms etc). The equality plan had been written in 2024 and was a four-year plan, hence the target date of 2028. The schools did not receive any funding from HCC/DfE for premises improvements to accommodate wheelchair users. ▪ Q How would areas be prioritised, was there a plan in place? Ans: As there was no separate funding for this, it would be rolled out within other R&M and premises projects where possible. An accessibility audit at St Luke’s had been completed and had been booked in at Collett in the coming weeks. 	<p>MS</p> <p>SHA</p>
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	<ul style="list-style-type: none"> There were two deaf/blind pupils at St Luke’s and their needs would be prioritised. Q Were the numbers of pupils with accessibility needs increasing? Ans: Yes. The difficult slopes at the Collett site had been highlighted to the feasibility team who were working on the satellite provision. Ideally, Collett should be flattened and re-built. Governors noted that H&S discussions would need to factor in the equality plans (re accessibility improvements). The schools had plans to invite the local fire services team in to review class sizes. Q How much had been allocated to develop the new satellite building at Collett? Ans: This was in the region of £3.5m (a new school would typically cost £34m). SLT planned to apply to the new school build programme in 2024/25. Q: The report mentions the need for moderation of behaviour reporting – what were the reasons behind this? Ans: Greater clarity was needed on what staff were recording. For example, if during a period of dysregulation, a pupil breached a number of different areas of the behaviour code, was this being recorded as one incident or several. Governors encouraged the method of reporting to be the same at each school to enable comparisons to be made, while also being mindful of the different cohorts at each school and the small cohort sizes. Provision mapping was a new tool in behaviour management which would be used at both schools in the coming year. Governors noted the low presence of FSM cohort within the top 20 high profile students in terms of behaviour – this was welcomed and was in contrast to the picture in mainstream. The data for suspensions was similarly low for FSM although this was not the case for permanent exclusions - the last two had both been FSM. Q c14% of parents said their child did not feel safe at school, what were the reasons for this? Ans: Some pupils (and parents) were highly anxious and focused on the negative aspects of school. Sometimes, pupils were hurt by other pupils and remembered this for a long time. Both schools’ HIP reports provided positive snap shots of pupil behaviour and behaviour management. Rachel McFarlane, HFL Consultant, had asked to use the Federation’s behaviour reports to governors as an exemplar for other schools. 	
10.	<p>Chair’s Report</p> <p>ID shared the following update:</p> <ul style="list-style-type: none"> He had invited all governors to complete a skills audit and a 360 review on governance and thanked those governors that had completed these forms. Action: Governors to submit skills audit by end of September. Feedback on governance was positive, areas to work on for the whole team were shared: <ul style="list-style-type: none"> Link roles to have more time to express views/feedback from visits. Meetings to run to time. Avoid uploading documents after the 7-day deadline and unrelated to the agenda (without first speaking to chair/clerk as items may be missed or result in meetings over-running). Discussions needed to be focused, pithy, on topic and strategic not operational. There was always an opportunity to raise an item that had been “under-discussed” - see agenda item 17. Feedback from those skills audits that had been received in terms of areas to develop included: <ul style="list-style-type: none"> When/where to seek independent advice. 	All

	<ul style="list-style-type: none"> ○ School budgets/finances. ○ Budgets. ▪ Link roles: the following was agreed: <ul style="list-style-type: none"> ○ Safeguarding: Gemma ○ H&S: Julie ○ Wellbeing & PP: Joshua ○ St Luke’s: Nick ○ Finance: Chris P ○ Premises: Chris C ○ Collett: vacant ○ Curriculum: Helen ○ EHT performance management: Ian, Nick and Gemma ○ Pay committee: Chris C, Ian and Nick ▪ Governor effectiveness: ID asked that governors commit to: <ul style="list-style-type: none"> ○ One piece of training per term. ○ One visit per term (the average was 2.1) ○ In-house training: this would be agreed when all skills audits had been returned. 	
11.	<p>Federation-wide strategic matters</p> <p>The following documents had been circulated in advance of the meeting and were noted:</p> <ul style="list-style-type: none"> ▪ Risk register ▪ Exam outcomes and qualifications 2024 ▪ HIP report: Collett – June 2024 ▪ HIP report: St Luke’s - June 2024 ▪ Directed hours: Collett ▪ Directed hours: St Luke’s ▪ Calendar dates for 2024/25: Collett ▪ Calendar dates for 2024/25: St Luke’s <p>a. <u>Risk Register</u>: there was no change to the top four risks facing the federation:</p> <ul style="list-style-type: none"> ▪ Collett expansion ▪ Staffing (recruitment and retention) ▪ Funding at St Luke’s ▪ Increasing number of tribunals ▪ All were serious (ranging from 16-25 on the risk score) and were being mitigated as much as possible by staff. ▪ Q Should there be a new risk relating to extreme weather conditions? Many schools had been forced to close on 23 September due to flooding. Ans: This was agreed. Some classes had been affected at Collett and one classroom at St Luke’s as well as playgrounds being unusable. ▪ Q Was a risk assessment of the potential impact on school and students from the cafe farm development required? When would this take place? Ans: This was not required until planning permission had been approved. At this point, the building work could be incorporated into the school’s risk register. ▪ It would be the responsibility of the Charity’s project manager to ensure all risk assessments were in place and shared with St Luke’s. ▪ Q Could SLT provide clarity on the division of roles and responsibilities of staff who might be working on the cafe/farm project? It was important that there was transparency around any overlap and for the school to be reimbursed for staff time, ie staff employed by the school should not be working on the Charity during school time. Governors reassured SHA that they were fully committed to the aims of the Blue 	

	<p>Tangerine Chairty and the creation of the cafe/farm but their responsibilities were to the financial management of the school/s. Ans: There was some overlap as a member of staff was employed by the school to run the Horse Box Cafe which provided training and work experience opportunities for both St Luke’s and Collett pupils but the profits from these sales went to the charity.</p> <ul style="list-style-type: none"> ▪ Governors accepted there would be some small elements of cross over, they just wanted oversight and for this to be transparent. ▪ Action: SHA to share list of staff with F&R committee who provided support to the Charity and how this was accounted for. ▪ A project manager would be appointed by the Charity as soon as planning permission had been granted and fundraising allowed. This would relieve pressure on MHA and SHA who was working on the project in the evenings/weekends. ▪ St Luke’s were currently 6/8 pupils over PAN and there were still some tribunals to take place. ▪ Q Was St Luke’s cash flow being carefully tracked? Without the £320,000 promised by HCC it was likely that the school would run out of cash at some point within the financial year. SHA reported that MS had removed this income line from the budget so it would be clear from the next monthly monitor (P5) what the impact would be. ▪ There had been no response from HCC as to what funding formula would replace the previously confirmed £320,000. <p>b. <u>EHT report: autumn overview:</u> SHA shared the following verbal update:</p> <ul style="list-style-type: none"> ▪ 80 new pupils had joined in September. ▪ Staff turnover was low; morale was good. ▪ There was one teaching vacancy at St Luke’s. ▪ Outcomes achieved by pupils at both schools were celebrated and SHA was proud of the number of qualifications achieved which demonstrated the depth and breadth of the curriculum. ▪ Performance appraisals had taken place for all staff at Collett w/c 16 September and were due to take place at St Luke’s w/c 30 September. ▪ Action: future EHT reports to be a one-page summary. <p>c. <u>HIP reports:</u> Noted.</p> <p>d. <u>Key dates for autumn term:</u> Noted Action: Future HIP meeting dates to be shared with governors to allow link governors to attend if available.</p> <p>e. <u>GDPR report:</u> Noted. Governors highlighted the falling number of SARs and that there had been no breaches to report to the ICO.</p>	<p>SHA</p> <p>SHA</p> <p>SHA</p>
12.	<p>School Development Plans</p> <p>The SDP for each school had been circulated in advance of the meeting and were noted. ID suggested that:</p> <ul style="list-style-type: none"> ▪ Governors read the section of the SDP which related to their link area and use the actions/plans as set out in the SDP as the basis of a visit. For example, choose an objective and ask to see evidence of this in classroom practice. 	
13.	<p>Policies for ratification</p> <p>The following policies had been circulated during the summer by MS for review and approval. ID reminded all governors that there were required to read all policies. Any comments/feedback made on Governor Hub had been responded to by MS:</p> <ol style="list-style-type: none"> Anti-Fraud policy: approved. Anti-Bribery policy: approved. 	

	<p>c. Behaviour for learning policy and governor principles: approved.</p> <p>d. Children with health needs who cannot attend school: approved.</p> <p>e. Commercial cards policy: approved.</p> <p>f. Grievance policy: approved.</p> <p>g. NJC pay policy: approved.</p> <p>h. SEND policy – Collett: approved.</p> <p>i. SEND policy - St Luke’s: approved.</p> <p>j. Safeguarding and child protection: approved.</p> <p>k. Teachers’ Pay Policy: approved.</p> <p>l. Whistleblowing policy: approved.</p>	
14.	<p>F&R Committee update</p> <p>NG provided the following update:</p> <ul style="list-style-type: none"> ▪ The minutes from the meeting held on 15 July had been shared in advance of the meeting. ▪ The next meeting was due to take place on Wednesday 23 October. ▪ The main area of focus would be on St Luke’s budget and the withdrawal of additional funds from HCC which had been previously agreed (£320,000). 	
15.	<p>Any other business</p> <p>No items raised.</p>	
16.	<p>New risks identified during the meeting:</p> <p>Extreme weather events resulting in school closure. Where possible the schools would endeavour to stay open and if a closure was necessary, they would give as much notice to parents as possible. There was good mitigation in place for a known closure as both school’s had a effective remote learning policy.</p>	
17.	<p>Items for further discussion</p> <p>Governors were invited to post any items for further discussion on Governor Hub by Friday 27 September and these would be captured in the minutes: none raised.</p>	
18.	<p>Meeting dates for 2024/25</p> <p><u>FGB meetings</u></p> <ul style="list-style-type: none"> ▪ Meeting 1: Monday 23 September ▪ Meeting 2: Monday 25 November ▪ Meeting 3: Monday 20 January ▪ Meeting 4: Monday 17 March ▪ Meeting 5: Thursday 22 May ▪ Meeting 6: Monday 30 June <p><u>Finance & Resources Committee meetings:</u></p> <ul style="list-style-type: none"> ▪ Meeting 1: Wednesday 23 October ▪ Meeting 2: Tuesday 10 December ▪ Meeting 3: Monday 24 February ▪ Meeting 4: Thursday 24 April ▪ Meeting 5: Tuesday 13 May ▪ Meeting 6: Monday 7 July 	

Actions Agreed			
	Action	Who	Status
1	School to advertise governor vacancies on TeachinHerts, the school website, pew sheets at local churches and the school newsletter.NG/ID to provide text for governor advert	Donna Abel NG/ID	c/f

“Our Vision is a world where people with learning disabilities thrive”

2	F&R committee to review the quality of service from the cleaning contractors	F&R	c/f to F&R committee in October
3	Pay committee to review the appraisal process at its meeting in October/November. How effective were line managers in providing postitive/motivational feedback	Pay com	Meeting booked
4	CS to upload visit report to Governor Hub for discussion at the next meeting	CS	
5	MS to check if a rebate was possible from CPOMS due to the failures at St Luke's at the start of term and the increased workload this had created.	MS	
6	SHA to upload copy of the CLA report to Governor Hub	SHA	
7	Governors to submit skills audit by end of September.	All	
8	SHA to share list of staff with F&R committee who provided support to the Charity and how this was accounted for	SHA	
9	Future HIP meeting dates to be shared with governors to allow link governors to attend if available.	SHA	