

<p><b>Present:</b>  Maureen Sims – Community Governor (Chair)  Jacquie Davies – Headteacher  Judith Fisher - Community Governor (Vice Chair)  Darren King – Community Governor  Emma Dodridge – Teaching Staff Governor (from 6.05pm)  Tim Pritchard – Community Governor  Richard Thompson – Community Governor  Emma Douglas – AHT (Raising Standards) – Associate Member (to 6.29pm)</p>	<p><b>Apologies:</b>  Bridget CooperEastwood – Parent Governor  Harry James – Community Governor  Emma Fearn – Support Staff Governor  Faye Miller – AHT (Safeguarding &amp; Wellbeing) – Associate Member</p> <p><b>Duration of meeting:</b> 6.00 – 8.07pm</p> <p><b>MC members will be referred to as governors</b></p>
<p><b>In attendance:</b>  Jill Hills – Clerk</p>	

1.	Welcome, Apologies and Declarations	Action
1.1	The Chair welcomed those present. Apologies had been received from Harry James, Bridget CooperEastwood, Faye Miller and Emma Fearn.	
2.	<b>Declaration of Business Interests - None</b>	
3.	<b>Any Other Business</b> – The Headteacher had one item for information.	
4.	<b>Teaching and Learning AHT Report</b>	
4.1	The T&L AHT highlighted the following key elements from her AHT Report which had been circulated with the agenda.	<b>Actions</b>
4.2	The academic successes of students last academic year were due to effective planning and robust procedures being put in place. This involved carefully personalisation of timetables, lesson delivery and approaches and determination amongst staff at all levels to engage with learners, none of whom gave up when the going got tough.	
4.3	<p>The focus areas this academic year would be curriculum clarity, consistency and cognitive science.</p> <p><b>Curriculum clarity</b> – having clear rationales behind each scheme of work, per topic and knowing what and why elements are being taught and when. Clarity around learning intentions for each unit of learning. Curriculum intentions are being simplified to allow for greater depth and that they are clear, embedded and communicated to learners.</p> <p><b>Consistency</b> – in delivering the quality of teaching across icollege. Staff are being spread across Secondary units to ensure consistency of teaching at all, including POD+. This includes consistent application of the curriculum, standardised documentation around planning and progress monitoring.</p> <p><b>Cognitive Science</b> – work is continuing to embedd Rosenshine principles through departmental meetings. This had started from the top down, then NQT's and unqualified teachers. The focus will be on embedding knowledge through active practice and retrieval.</p>	
4.4	<b>Governors discussed</b> that in the past there had been discussions around Primary and Secondary expertise which were separate. These have been amalgamated into a whole school approach. The AHT advised that this was being helped with the development of POD+ whereby staff with primary and secondary experience were working together to establish the Unit. These combined skills were then being taken back into the other Units. <b>Governors discussed</b> that recent Link Visits have identified that there is more cross working and sharing of expertise between Units, which is providing a joined up approach across the service.	
4.5	The Headteacher advised that from a wider strategic perspective, Inspiration had previously been insular. Enabling staff to move around has given the feel of the Unit more confidence. They are also seeing different styles of teaching which along with new staff, has led to the development of some fresh ideas. The pandemic had slowed down the ability of staff to move around but the need to set up POD+ ready for September has provided an opportunity to develop working practices. Governors were	

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
	pleased to see the extent of training which had been completed.	
4.6	<b>Governors asked</b> about the PE and Enrichment activities taking place first thing in the morning and how this was going, especially as they may not be attractive to all learners and whether this meant they were avoiding them and turning up late. The AHT advised that the sessions are based on learner preference as not all do PE anyway. Those learners that don't do PE are taxed in for 10.30am. Previously there had been a similar problem with Outdoor Academy (OA), whereby some learners would avoid coming in on the days they were due to attend OA. The service realised that "one size doesn't fit all". By some learners starting at 10.30am, it was providing a quiet time/small garden for the more quiet learners to do their core lessons first and then do other activities such as gardening or cooking after break. The approach is flexible for example, some learners are currently struggling and some learners have been moved out of the core lessons into the nurture groups, created by the capacity to manage more 1:1 sessions in the morning due to some starting later.	
4.7	The AHT advised that the supply PE teacher icollege had been using had got another job over the summer outside of teaching. There is a PE supply TA who has been working at The POD and they may be able to provide additional hours for PE at the other Units. Year 11 learners are therefore still doing PE but not with a qualified PE Teacher. PE is an additional activity as PE is not offered as a GCSE option.	
4.8	<b>Governors also</b> commented that it was good to see the reports from individual members of staff on each subject area which had been included in the report.	
4.9	<b>Governors asked</b> about the spreadsheet of exam results for the 2020/21 academic year that would usually be included within the T&L AHT report at the start of the Autumn term. The spreadsheet had in previous years provided a clear and informative analysis of how many learners had achieved what grades etc by subject. The AHT advised that it had been agreed with the Headteacher that she would produce the summary to be included in her report and the Headteacher would provide Governors with the data. The AHT clarified that an analysis had been produced in the Summer term as due to learners receiving teacher assessed grades, this information was provided when they had been submitted. Overall, the results had been fair for learners and teacher assessed grades (TAG's) had not been changed after moderation. Assuming that learners are able to sit exams in the Summer of 2022, the usual analysis will be prepared in the Autumn term.	
4.10	For the current Year 11, there are mixed feelings amongst staff. There is an element of relief that the exams should be back on track, but also the knowledge that these students have missed a lot of learning due to the pandemic and are a long way behind and struggling. Emotionally learners have skipped a year and their maturation and confidence has been impacted on. <b>Governors asked</b> if any of the exam boards had advised of any changes in the exam regime for Year 11 and Year 13 and the Summer 2022 exams. The AHT advised that currently only changes to the Art exams have been announced. Exam boards will continue to be assessing solely on portfolio's of work, rather than an exam.	
4.11	In respect of Science, <b>Governors asked</b> about the focus on the use of techniques and terminology and whether this was due to the Rosenshine approach being embedded. The AHT advised that the Head of Science wants to focus on how learners write their evaluations of experiments and processes. The AHT as an English Teacher will be providing some Continuing Professional Development (CPD) to those teaching science to help them to teach learners to write more proficiently. Some learners will answer questions using bullet points so the aim is to get the more able learners to express their work more clearly.	
4.12	<b>Governors asked</b> if at a future meeting they could hear more about how the Science and Maths links are being developed/working. The Headteacher advised that she had recently attended some Ofsted training for staff. One of the key elements had been that staff need to be cognitive across the curriculum as well as in their subject specialisms. Teachers need to be able to teach learners the building blocks of what they need to know and then gradually build on this to enable learners to communicate this effectively. <b>Action: Report on development of Science and Maths links to future MC.</b>	<b>AHT T&amp;L Spring 2022</b>

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
4.13	<p><b>Governors thanked</b> the AHT for her informative report and asked her to pass on Governors thanks to the subject leads who had contributed.</p> <p>Emma Douglas left the meeting at 6.29pm.</p>	
5.	<b>Safeguarding and Wellbeing AHT Report – verbal update</b>	
5.1	The AHT S&W had sent apologies as she had been unable to attend at the last minute. <a href="#">Post Meeting Note: A written report was circulated to Governors after the meeting.</a>	
6.	<b>Headteachers Report</b>	
6.1	<p><b>Heads Funding Group Working Party (HFGWP) update</b></p> <p>The Headteacher had circulated with the agenda the accessing icollege document that had been put together in response to a request from the HFGWP. The group had also asked the Headteacher to provide outcome data from 2017 to 2021 and this was included in the document. The outcomes data would become a live document which would include other outcomes than purely exam results. For example, tracking data for Peer on Peer abuse over the last four years. Safeguarding and Behaviours data would be added. The document would be useful for Governors as it clearly summarised where icollege was and what it is doing. It would also be useful should there be an Ofsted Inspection, although their focus is moving away from the review of data.</p>	
6.2	<p><b>Updated Risk Register</b></p> <p>The updated Risk Assessment had been circulated with the agenda. Following a meeting with Harry James (Chair of Finance) it had been suggested that Governors appetite for risk should be added i.e. financial accountability and the Headteacher would be adding this to subsequent versions. <b>Governors discussed</b> that some of the “By When” dates are historic and asked if there was an action plan on how these would be moved forward. The Headteacher advised that some of the data was historic, some of which could be removed from the Risk Register. Some areas need to be reassessed now learners are back in school.</p>	
6.3	There had also been some slight updates to the covid specific Risk Assessment. The main change was the removal of “bubbles”, each Unit having previously being treated as its own bubble. The Local Authority have provided a generic Contingency Plan for schools which details a list of strategies should there be a covid outbreak in schools. For example, for icollege, if there were two positive PCR tests within ten days, then this would be considered to be an outbreak.	
6.4	At one Unit there had been two positive PCR’s (one member of staff and one learner). Bubbles were reformed into one for all Primary Units and one for Secondary units. There were no further cases within the Primary Unit or within the Primary bubble. The Headteacher advised that currently the situation is complicated by a cold virus that is triggering a positive LFT, but the PCR test which follows is negative. Staff are being reassured that there are no more positive PCR cases. Should an LFT give a positive result, then the member of staff cannot come back into a Unit until the PCR test is received (assuming that the PCR is negative). The cold symptoms are very similar to those for covid and if they have symptoms then they are not able to be in a Unit until a negative PCR test has been received. This is making sure that icollege is staffed effectively across all units challenging on a daily basis. It is often not until the morning that it becomes apparent where staffing may be an issue. Should there be a positive PCR, then icollege is required to “warn and inform” both staff and students. Those people who are on the warn and inform list are required to get an immediate PCR test and a second PCR five days later. Staff who have no symptoms are being advised to get a PCR for after the school day so that cover can be managed.	
6.5	The management of the process is demanding and is over and above the day to day requirements. It requires an immediate response which takes up time. The situation is causing anxiety amongst staff where there have been positive LFT’s. In order to try and allay some of the concerns, communication of positive LFT’s is being restricted until a PCR has been received. At that point the warn and inform letter would be issued with clear instructions on how and when to get a PCR test. <a href="#">Post Meeting Note: It subsequently came to light that there had been problems with the processing of PCR tests within the laboratory for the Newbury area, meaning that there were a number of false negative PCR tests leading to a localised spike in covid cases.</a>	

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

7.	Website	Actions
7.1	The website had been a topic of discussion during the Strategy Day in September. The Headteacher advised that they had looked at alternate website companies as the current provider had been asked to come up with a revision/refresh which did not meet requirements. A meeting had taken place with E4Education who had subsequently been engaged to undertake a complete overhaul of the website including rebranding. The Headteacher, Emma Dodridge and Emma Douglas had met with the company to start the process. They had some good ideas about how the website could be more intuitive etc. The aim being to have a more creative, forward looking website. A professional photographer is being commissioned to take photographs for the website and provisional dates of 17 <sup>th</sup> /18 <sup>th</sup> November had been discussed. Governors were invited to come into Units to be part of the process and to have photographs taken of them interacting with learners.	
7.2	The Headteacher advised that there was still some preparatory work to be undertaken around icollege's values. Lead Teachers have been asked to feed back what they feel the values are. These will be looked at with learners and then look at how the values can be incorporated into the website.	
7.3	In terms of rebranding, the best way to do this was being considered to avoid giving the impression that any changes were as a result of failures and an attempt to start afresh, as is often the purpose behind such exercises. The current thought process was to retain the icollege name but reintroduce the previous Unit names i.e. The Porch (Independence), Badgers (Integration), Bridgeway (Intervention) and The Oaks (Inspiration).	
7.4	<b>Governors asked</b> if designs would be shared with them and if learners would be involved as well. The Headteacher advised that they would, however, it is at the early stages, looking at how the home page would look and whether each Unit would have its own home page etc. The company had advised that the process could take up to 14 weeks. <b>Governors discussed</b> that it would be helpful to have a dedicated Link Governor for the website. Richard Thompson volunteered for this role.	
8.	<b>Membership</b>	
8.1	<p>Maureen Sims left the meeting at 6.50pm</p> <p><b>Election of Chair</b></p> <p>The Clerk advised that Maureen Sims was happy to continue as Chair for a further year but was also happy if another Governor wanted to put themselves forward. No other nominations had been received. Judith Fisher proposed and Darren King seconded her re-election. <b>Governors unanimously agreed</b> to re-elect Maureen Sims as Chair for a further year.</p> <p>Maureen Sims rejoined the meeting at 6.53pm Judith Fisher left the meeting at 6.54pm</p>	
8.2	<p><b>Election of Vice Chair</b></p> <p>The Chair advised that Judith Fisher was happy to continue as Vice Chair and asked if there were any other nominations. No other nominations were received. Tim Pritchard proposed and Emma Dodridge seconded her re-election. <b>Governors unanimously agreed</b> to re-elect Judith Fisher as Vice Chair for a further year.</p> <p>Judith Fisher rejoined the meeting at 6.56pm.</p>	
8.3	<p><b>Re-appointment of Faye Miller and Emma Douglas as Associate Members</b></p> <p>The Chair advised that the AHT's term of office as Associate Members also needed to be renewed. The Headteacher confirmed that they were happy to continue in this role. <b>Governors unanimously agreed</b> to appoint Faye Miller and Emma Douglas as Associate Members for a further year.</p>	
8.4	<p><b>Vacancies</b></p> <p>The Chair advised that there remains one Community Governor and two LA Governor vacancies. One of these would hopefully be filled by Annette Priestly who Governors had met at the Strategy Day. She had visited some of the Units, with the remaining visits scheduled for the next two weeks, covid permitting. An application had been received from a member of staff at Park House who is wanting to expand their governance experience. This was being followed up by the Chair. Governors were asked to put forward anyone else they knew who may be interested in the remaining vacancy.</p>	

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
8.5	<p><b>Action:</b> Governors to let the Chair know if they knew of anyone who would be interested in joining the MC.</p> <p><b>Governors discussed</b> that whilst recruiting a Parent Governor was challenging given the nature of the service, this should be tried again. <b>Governors asked</b> if the Clerk had been able to make any progress about contacting all parents via email. The Clerk advised that she had not had a response from the School Business Manager as yet as to whether this would be possible. The Headteacher advised that each Unit would have email addresses for their parents. <b>Governors discussed</b> and agreed that an "advert" would be included in the Newsletter that would be going out before half term in the first instance. <b>Action:</b> Draft wording about Parent Governor vacancy for Newsletter. <b>Post Meeting Note:</b> Details of the Parent Governor role was included in the Newsletter circulated before half term – but there was no take-up to date.</p>	<p><b>All Governors MC 14.12.21</b></p> <p><b>Chair/Vice Chair asap</b></p>
8.6	<p><b>Governors Skills and Financial Skills Audit</b></p> <p>The Chair advised that in conjunction with the Vice Chair and Clerk work had been undertaken prior to the Strategy Day on a Governors Skills Audit, which had been a hybrid of a number of model documents. A Financial Skills Audit had also been discussed with Harry James as Chair of Finance. The forms would be circulated for Governors to complete and return so that an analysis could be performed to ensure that as a whole the Management Committee had a broad and balanced skill set.</p> <p><b>Action:</b> Clerk to circulate Governor Skills Audit form for completion and return.</p> <p><b>Action:</b> Clerk to circulate Financial Skills Audit once format has been agreed with Chair of Finance.</p>	<p><b>Clerk 15.10.21</b></p> <p><b>Clerk/FC Chair 15.10.21</b></p>
9.	<b>Minutes of the Meeting on 5<sup>th</sup> July 2021 &amp; Matters Arising (Feedback from Committees)</b>	
9.1	The minutes of the MC on 5 <sup>th</sup> July 2021 had been circulated with the agenda. The minutes were agreed as an accurate record and would be signed by the Chair as soon as CV-19 permitted.	
9.2	<p><b>Matters Arising</b></p> <p><b>Governors noted</b> that the majority of matters arising related to preparation for the Strategy Day in September or were included on the agenda for this meeting. There were a number of actions for the AHT S&amp;W which the Chair in capacity as Safeguarding Governor would email to her. The next Safeguarding link visit was booked for 18<sup>th</sup> November and the points would be followed up then, including how physical interventions are reported.</p>	
10.	<b>Strategy Day – feedback and next steps</b>	
10.1	The Chair thanked everyone for attending the Strategy Day. It had been a difficult beginning to the day, but it was good that people felt they could say what they thought and that Governors were able to address those issues. As the day proceeded there had developed a sense of unity and moving forward towards a shared vision. The day had been very worthwhile and the Chair expressed her thanks to staff and Governors who were able to attend for their input.	
10.2	Emerging themes arising from the day had been circulated to those who had attended. Two sets of comments had been received, one from staff and one from Governors. These need to be taken into account and built into solid actions along with how and by when so that icollege can achieve those aims moving forward.	
10.3	One of the comments had been in response to Leadership – To take a proactive and professional lead in the discussion of governance and discussions of the long term future. This was expanded to say look at Multi Academy Trusts (MATs), Partnerships, Federations, Stay as we are etc, but on our own time frame and agenda. This was a really good comment from staff as this had been a cause for concern amongst staff at the start of the day.	
10.4	The second comment had related to icollege becoming known as a hub for subject matter experts in theory and practical application of Therapeutic Thinking (TT). To be the organisation that other	

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
	individuals and schools approach for advice. This was an area where all would like to see the professionalism of staff develop. There had been a detailed and thought through contribution from a governor.	
10.5	The next step was to thrash out some actions and timescales. It would however, be difficult to hold a creative work session via zoom. The proposal was therefore to go for a face to face meeting, with covid precautions taken including social distancing, LFT's for those attending etc, but also have a zoom facility. <b>Governors agreed</b> that an in person meeting was the best option. <b>Governors discussed</b> who would attend and felt that SLT and senior members of staff should be invited and that they didn't necessarily have to have attended the Strategy Day to be involved moving forward. The possibility of groups working on a specific theme to develop actions was discussed. The possibility of inviting those who were interested in a particular theme to form a small working group and then report back was considered. This could provide a more detailed input but ideas/actions would need to be pulled back together to move forward, as the themes and impact on other aspects of the service would overlap. <b>Governors discussed</b> whether the themes of Leadership, Culture and Identity could be grouped together and then have another group focusing on Collaboration and Finance. Alternatively have five groups looking at an individual theme and then drawing the outcomes into two groups based on the above combinations. <b>Governors agreed</b> that it was important not to lose the energy and enthusiasm that had been generated during the Strategy Day and that collaboration with staff needed to be maintained moving forward. There had been a lot of similarity in the feedback given by groups at the end of each session. <b>Governors discussed</b> whether it would be possible to circulate the themes to all staff and involve them in the discussion, not just those who attended the Strategy Day but acknowledged the practicalities of doing so. Governors attending a meeting in each Unit was suggested as an alternative approach. Governors need to lead the process and the possibility of a smaller group of Governors to discuss the themes in more detail and how best to move forward was suggested. <b>Governors agreed</b> that an overarching theme was needed first which individual Units could look at in terms of how it applied to them and what they needed. This would lead to a combined collaboration of an agreed strategic direction. This would then flow into the School Development Plan (SDP). <b>It was agreed</b> to form a working group of eight made up of four staff and Governors.	
10.6	The Headteacher advised that in order to get SLT and senior staff together, on a practical basis, the meetings would need to be held after the school day or on an Inset day. It could be possible to hold groups between 4 and 6pm before half term, however the next available Inset day was 4 <sup>th</sup> January which seemed too late. The Chair requested that the Headteacher identify a suitable space and time slot that would be practical for Governors and staff for as soon as possible, so as not to lose momentum.  Jacquie Davies left the meeting at 7.28pm.	
10.7	<b>Governors discussed</b> how to determine which Governors should be involved in the working group as everyone was keen. <b>It was agreed</b> that Governors on the working group would need to be fully briefed so that a collective perspective formed part of the input and direction of discussion. A joint memo to Governors and Staff asking for volunteers was discussed. The need for an additional MC to discuss the outcomes from the working group was discussed for mid to end of November.  Jacquie Davies rejoined the meeting at 7.32pm.	
10.8	<b>Governors discussed</b> that this was still leaving a significant gap between the Strategy Day and the next steps. <b>Governors discussed</b> whether it was possible to give positive feedback to staff on an area such as how the website could be developed to maintain momentum. Another suggestion was to ask Units to identify in staff meetings what they felt icolleges unique selling point is. This would involve staff at all levels. It was also important to manage expectations of staff as not everything identified could be achieved at once but they could be reassured that progress was being made in areas such as the website. <b>Governors discussed</b> that the key focus of the SDP for 2021/22 needed to be on ensuring the strategy was right.	
10.9	It was agreed that a joint memo from Governors and SLT should go out to all staff before half term, giving feedback on the themes emerging from the Strategy Day. This would include asking for	

**INSPIRATIONKS1& 2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
	volunteers to participate in a smaller working group consisting of 4 Governors and 4 staff. <b>Action:</b> Chair and Headteacher to draft joint email to all staff and Governors providing feedback on outcomes from Strategy Day and to ask for volunteers to form a working group.  <b>Action:</b> Headteacher to provide location and suggested time slot, ideally before or just after half term, for further discussion of themes/actions etc.	<b>Chair &amp; Headteacher</b> <b>21.10.21</b>  <b>Headteacher</b> <b>asap</b>
<b>11.</b>	<b>Feedback from Committees</b>	
<b>11.1</b>	<b>Finance Committee</b> The Chair advised that the meeting on 10 <sup>th</sup> September 2021 had focused on the Heads Funding Group Working Party review of icollege. There had been a number of actions agreed around information that the Headteacher needed to produce including the SWOT, updated Risk Assessment, Outcome data for the LA. These had been included within the Headteachers Report. Draft Terms of Reference had been discussed for the icollege internal financial review and these had been circulated to all Governors. Draft minutes would be circulated as soon as possible.	
<b>11.2</b>	<b>Personnel Committee</b> The Committee had met on 8 <sup>th</sup> June 2021. There had been a detailed discussion around staff absences. Further discussion would take place under Part II. Training activities for both Teachers and Support staff had been discussed and reflected in the AHT T&L report earlier in the meeting.	
<b>12.</b>	<b>Link Visits</b>	
<b>12.1</b>	<b>Safeguarding Governor reports</b> <b>Governors were advised</b> that there was a new Audit tool being used for this academic year. The responses would be looked at in more detail during the planned visit on 18 <sup>th</sup> November.	
<b>12.2</b>	<b>Careers</b> – A report from the Careers Link Governor had been circulated with the agenda. The Chair thanked Tim Pritchard for his comprehensive report and his work in this area. TP advised that there was an exciting opportunity for icollege to engage with the Careers and Enterprise Company and the Enterprise Co-ordinator and the opportunities this would provide.	
<b>12.3</b>	<b>Integration and Inspiration</b> – Judith Fisher had produced a report following her virtual visit to Integration which had been circulated with the agenda. A visit to Inspiration had taken place more recently and this report would follow. JF advised that the focus had been on how learners were getting on and the bespoke learning they receive. Team work was also very evident in both Units.	
<b>12.4</b>	<b>Focus of 2021/22 visits</b> – The Chair advised that these would need to build on the themes and strands identified from the Strategy Day and in due course from the working group discussed under Item 10. There had been feedback from staff that they wanted to see more of Governors but this had been made difficult due to covid restrictions and the need to maintain bubbles etc. In particular, it would be good for new Governors to visit units as soon as is practical.	
<b>13.</b>	<b>Policies</b>	
<b>13.1</b>	<b>Child Protection and Safeguarding Policy incorporating changes to KCSIE.</b> This had been reviewed and updated in accordance with the changes made by WBC to the model policy, to reflect changes to national guidelines introduced from September 2021. The Headteacher advised that icollege follows the WBC model so that there would be support from the LA in the event of an incident. The main change had been the inclusion of low level concerns, which involves staff being incumbent on themselves to come forward with anything which may be indicative of a potential problem. This was a change for staff and includes concerns arising both inside and outside of school. The Safeguarding Governor and the AHT S&W had looked at the wording on the forms required and the policy in relation to this requirement.	
<b>13.2</b>	<b>Pay Policy Update</b> – The Clerk advised that WBC have not yet circulated their model policy for 2021/22. The Headteacher advised that this would not be available until the national Teachers Pay and Conditions had been agreed. <b>Action:</b> Include Pay Policy on agenda for December MC.	<b>Clerk</b> <b>MC 07.12.21</b>

D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		Actions
13.3	<b>Careers Policy</b> – This had been circulated with the agenda and was <b>unanimously approved</b> .	
13.4	<b>Continuing Professional Development (CPD) Policy</b> – Comments had been received from Emma Fearn which the Chair read to the meeting. With reference to the costing of courses, where were the prices included in the policy from. Different providers charge different prices e.g. attending in person cost more than those courses completed on line and tend to go up each year. Can it be confirmed that the prices quoted are a rough guide and not a price cap and whether staff would be expected to “top up” the price. The Headteacher confirmed that they were a rough guide based on whats available currently and that there was no expectation that staff would be required to top up the cost.	
13.5	The second comment had been as to whether the inclusion of a pay back clause for example, if the course is not completed or the staff member leaves shortly after its completion. The Headteacher confirmed that such a clause is not currently included in the policy, but it should be, however, it does depend on the level of the course. For example, if it was the Level 7 Inclusion Managers course, where in the past icollege has advised that the member of staff needs to commit to working with icollege for two/three years after completion. However, complying with this sort of clause is reliant on goodwill as it is not enforceable. <b>Action: Headteacher to check whether a repayment clause should be included in the policy.</b>	<b>Headteacher MC 07.12.21</b>
13.6	The Headteacher advised that further work was needed to provide clear distinction within the policy around training which enabled staff to do their job better and that which related to career progression. The wording currently implies that icollege would support training for career progression, but would not necessarily fund it, but the wording requires further clarification. For example, the staff member may want to train in a subject that icollege was not proposing to offer as part of its curriculum. <b>Governors discussed</b> that the policy prioritised training that was in line with icollege strategies/development areas and that the wording needed to include the enhancement of the culture or vision for icollege. In light of the above, the approval of the policy was deferred. <b>Action: Include CPD Policy on agenda for December MC.</b>	<b>Clerk MC 07.12.21</b>
14.	<b>Governance – Statutory Tasks</b>	
14.1	The documents listed below had been circulated with the agenda. In the main changes had been limited to a change of dates, or names of individual Governors etc.  Instrument of Government Standing Orders Committee Terms of Reference:- Finance, Personnel, HT Performance Management Panel Governor Roles and Responsibilities 2021/22 Meeting Schedule Governor Allowances Policy  The Clerk advised that there had been no changes to the Instrument of Government, but it was good practice to review it from time to time and this hadn't happened since icollege was formed.	
14.2	<b>Governors noted</b> that there had been an amendment within the Standing Orders reducing the number of MC meetings a year from six to five which was a better fit. <b>Governors asked</b> in relation to 11.5 which states “Members who work for the icollege alternative education service cannot stand for election as Chair or Vice Chair” whether this should be extended to include anyone working for the LA or another education provider as this may present a conflict of interests, if for example they were seeking placements for learners with icollege. <b>Governors discussed</b> that should this situation occur, they would be expected to declare an interest in an agenda item and then leave the meeting for that item depending on the extent of their interest, in the usual way. Governors discussed whether a current member of staff for the LA could be a Governor. <b>Action: Clerk to check with Governor Services.</b>	<b>Clerk MC 07.12.21</b>
14.3	<b>Governors unanimously approved each of the documents listed in 14.1.</b>	
14.4	Committee membership would be as per the table at the end of the Meeting Schedule. The Chair asked if there were any nominations for Chair of Finance. None were made. <b>Governors</b>	



D2 03.12.21 Part 1 Minutes Full Management Committee (MC) 5<sup>th</sup> October 2021 at 6pm (Virtual Meeting)

		<b>Actions</b>
	<b>unanimously agreed</b> to elect Harry James as Chair of Finance for a further year, subject to him confirming he was happy to do so. <b>Action: Chair to confirm with HJ.</b>	<b>Chair FC 02.11.21</b>
<b>14.5</b>	All Governors were asked to update all annual declarations via Governor Hub including business/pecuniary interests, code of conduct, KCSIE and eligibility. <b>Action: All Governors to update annual declarations.</b>	<b>All Governors 31.10.21</b>
<b>15.</b>	<b>Any Other Urgent Business</b>	
<b>15.1</b>	The Headteacher advised that they are working on the PPA and Working Time guidance. This was because of the way the icollege day is structured which means that Teaching Staff work through their lunch breaks. The service was looking at Flexible Working and how this could be incorporated into icollege. Prompted in part by covid, there was discussion around whether staff needed to be in school to do their PPA or whether this could be done offsite.	
<b>16.1</b>	<b>Focus of Next Meeting:- 7<sup>th</sup> December 2021 at 6pm</b> T&L & S&W AHT / Headteachers Reports inc Development of Maths & Science Links Covid 19 - Pupil and Staff Mental Health and Wellbeing / Annual Safeguarding Audit Visits reports Policies, FC Minutes inc H&S Website Skills Audit	

There being no further business, the meeting closed at 8.07pm.