

**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL  
GOVERNING BOARD HELD ON  
TUESDAY 20th June 2017 IN ROOM 26**

<b>Present:</b>	Kate Wilson - Chair	(KW)
	Bethan Edwards – Parent Governor	(BE)
	Wendy Ormsby – Co-opted Governor	(WO)
	Alan Salt - Principal	(AS)
	Julie Watson – Co-opted Governor	(JW)
	Jill Tomalin – Co-opted Governor	(JT)
	Ian Wren - Staff Governor	(IW)
	Kate Shillaker – LA Governor	(KS)
<b>Apologies:</b>	Roger Foord-Evans – Foundation Governor	
	Rebecca Quantrill – Parent Governor	(RQ)
	Nigel Clark – Parent Governor	(NC)
<b>In attendance:</b>	Alan Neale - Business Manager	(AN)

<b>FOCUS OF MEETING:</b> <b>Ensuring Clarity of Vision, Ethos and Strategic Direction</b>		
<b>Serial</b>	<b>Item</b>	<b>Owner</b>
6.17.1	<p><b>Welcome and Apologies</b> The Chair opened the meeting.</p> <p>Apologies had been received from Roger Foord-Evans, Rebecca Quantrill and Nigel Clark. Roger's health is improving but his future as a governor is uncertain.</p> <p>A resolution was passed to accept the de facto resignation of Donna Hewart due to her non attendance for six meetings. The chair will write to her confirming this.</p> <p>Declaration of interest – nothing to declare.</p>	KW
6.17.2	<p><b>Minutes of FGB Meeting, 23rd May</b> There was one correction: the review meeting referred to in para 5.17.6 took place in April, not May. Subject to this amendment, the minutes were accepted as a true and accurate record of the meeting.</p>	
6.17.3	<p><b>Matters/Actions Arising</b></p> <ul style="list-style-type: none"> <li>Whistle-blowing policy - the amended policy was approved. The policy needs to be formatted and updated. AN to organise in the absence of a clerk.</li> <li>Equality principles - now in place, thanks to the efforts of Keith Price</li> <li>DVLT meeting - this has not happened. A meeting to be arranged.</li> <li>Admissions Policy - this remains outstanding.</li> <li>Finance Policies etc - a review template has been provided. JW pointed out that the Health and Safety Policy was reviewed and approved in March 2017, but it appears Portico has not been updated. It was agreed DCC policies should have KEVICC badging, as per last Ofsted comments.</li> </ul>	<p>AN</p> <p>AS</p> <p>AS</p> <p>AN</p>

	<p>AN to ensure Policies are duly amended over time, alongside his review work.</p> <ul style="list-style-type: none"> <li>• EFC meeting dates - With Bev for imminent circulation.</li> <li>• Data Working Group dates - also still outstanding. Bev is circulating dates.</li> <li>• Keele Survey update: likely to be sent out w/c 3rd July. Governors expressed surprise this had not already occurred, and re-iterated that it is an important tool for governors.</li> </ul>	AS
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#### 6.17.4 Part Two Proceedings

6.17.5a	<p><b>Principles for land use</b></p> <p>JT reported that the draft Neighbourhood Plan will be out to consultation in 4-6 weeks. Currently, the plan seeks substantial affordable housing, a heavy bias towards 1 and 2-bed homes, and carbon neutral development. Governors noted that while every effort should be made to achieve the levels of affordable housing, mix and number of dwellings, and sustainable building methods sought by the Neighbourhood Plan, the decision making sits with the Governing Board which has a duty to ensure that the needs of the College are met. Governors reconfirmed that the Principles for land use document approved in 2015 does not act as a constraint and remains valid.</p> <p>JT proposed that the site development project needs to be scoped, and that this work should be done alongside the DVLt reconstitution. However, she proposed that AS could start things going by preparing a statement of the high level principles of what we want to achieve. This was agreed.</p>	AS
6.17.5b	<p><b>Roundtable Discussions with local primary schools report.</b></p> <p>AS recommended that it was time for governors to gain a shared understanding of the pros and cons of MATS and the models and options available, following on from the discussions with other schools. JW suggested involving a Babcock trainer who was very good on enabling understanding of the ramifications, and also indicated the need to consider what the college would have to offer in any possible link up.</p> <p>Governors debated a single, in-depth session versus an incremental approach. Concern was expressed about the level of work and complexity of doing this work alongside site development and the re-launch of the DVLt. Conversely, governors were concerned that they needed to understand a changing situation and at least maintain a watching brief. It was agreed that WO would arrange a meeting before the end of term.</p>	WO
6.17.6	<p><b>Principal's Report</b></p> <p>In addition to the circulated report, AS discussed the organisation of the timetable for Y7 entry in 2017. Reducing the PAN has been discussed with DCC. AS agreed to provide details of proposed admission numbers to governors for approval at July's meeting</p> <p>BE has questions about the sixth form: in view of time constraints, it was agreed she would circulate these to AS and all governors, and that AS will provide replies circulated to all.</p>	AS BE/AS
6.17.7	<p><b>College Improvement Plan Evaluation Update</b></p> <p>The SLT has been doing comprehensive self evaluation of the CIP in order to</p>	

	<p>prepare draft priorities for 2017/18. While the broad thrust of the plan is not likely to change, amendments are likely in three areas:</p> <p>a) outstanding outcomes –Looking at key stage 3, and with the intent of developing actions to address this.</p> <p>b) Partnerships - there are many partnerships in existence, but the CIP needs to link these more closely to outcomes</p> <p>c) the house system - this is now seen as less of a priority, alongside post-16 value-added, which are now seen as strengths.</p> <p>Faculty leaders have been involved and are developing their own plans: proposals will come forward at the July meeting.</p> <p>Governors expressed concern about whether the community section (under the section on leadership) was robust enough. Governors noted once more that this area will be particularly important in the coming year. A synopsis of the evaluation of this year to inform governors on what has worked (or otherwise) and been effective was requested: AS to provide this by RAG rating and annotating the CIP with an additional column for the July meeting.</p> <p>Governors challenged the impact that staffing reductions for September 2017 would have on delivery of objectives for 2017-18.</p> <p>AST assured Governors of mitigation work around deleted roles and will provide a summary report to FGB in July.</p>	<p>AS</p> <p>AS</p> <p>AS</p>
6.17.8	<p><b>Policies to be Agreed</b></p> <ul style="list-style-type: none"> <li>SEND policy with Accessibility plan - this policy has been on the FGB agenda at least three times previously. Governors agreed this needs to be brought forward. AS to chase.</li> <li>Medical Conditions Policy - this was approved.</li> <li>Online Safety Policy - this has again been deferred.</li> <li>Home Learning - KW queried whether the advice to talk with the Head of department was appropriate. Deferred to July. AS to find out.</li> <li>Home/College Agreement – approved, no change</li> <li>Attendance Policy – approved, no change</li> <li>Marking Policy – approved, no change</li> <li>Teacher Appraisal Policy – approved, no change</li> </ul> <p>These policies need to be appropriately formatted and uploaded.</p>	<p>AS</p> <p>IW</p> <p>AS</p> <p>Clerk!</p>
6.17.9	<p><b>Policies for July</b></p> <p>There are no policies timetabled for July on the annual cycle.</p>	
6.17.10	<p><b>Governor Succession Planning, Self evaluation preparation for July Meeting</b></p> <p>In order to prepare for a review of the skills across the FGB in July, prior to seeking new recruits, governors agreed to</p> <p>a) check the skills audit supplied for any glaring omissions (and notify all if so);</p> <p>b) complete the skills audit and return to JT as quickly as possible for her to collate; and</p> <p>c) consider possible sources/methods for recruiting new governors, particularly in view of national best practice as outlined in the circulated document “Getting the Right People around the Table”</p>	<p>All</p>
6.17.11	<p><b>Clerk Recruitment Update</b></p> <p>There are three candidates, two of whom have previous clerking experience.</p>	<p>KW/AS</p>
6.17.12	<p><b>AWP Update</b></p> <p>AN confirmed the project is behind by approx 1 week, and should finish at the end of July. It remains within budget</p>	

6.17.13	<b>Uniform Update</b> Governors considered the information provided. Costs have risen and price increases would be necessary whether uniform is provided through Lawsons or through school. Governors recognised the benefits of parents being able to source uniform through the summer holidays and to be able to try items on, as well as the time saving for school staff. They approved this change as a cost effective solution, and were pleased to be able to support a local business.	
6.17.14	<b>Safeguarding Matters</b> AS indicated that work is being done with Caring Town Totnes, particularly as regards drugs and alcohol. A community event is being planned for the Autumn to allow information sharing and suggestions from the community about keeping young people safe.  BE attended a separate meeting with Caring Town Totnes on inter-generational work and suggested that further links with the college and with governors would be welcomed. It was agreed that the new clerk could perhaps act as a liaison point.  KS is meeting with Sarah this week to discuss safeguarding and SEND.	
6.17.15	<b>Governors Visits and Reports</b> BE met with Anne Law to discuss Pupil Premium. A report is being circulated.	KW
5.17.16	<b>Chair's Housekeeping</b> Nothing to report.	
18.1.4.17	<b>The meeting closed at 8.00pm.</b> <b>Date of next FGB meeting: Tuesday 11th July 2017, Room 26</b>	

Signed.....

**Kate Wilson**

**Chair of Governors**

Date:.....