

**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL  
GOVERNING BOARD HELD ON  
TUESDAY 21<sup>th</sup> FEBRUARY 2017 IN SENIOR LEADERSHIP CONFERENCE ROOM**

**Present:**

Kate Wilson - Chair	(KW)
Tim Friese-Greene – Vice Chair	(TFG)
Bethan Edwards – Parent Governor	(BE)
Wendy Ormsby – Co-opted Governor	(WO)
Alan Salt - Principal	(AS)
Julie Watson – Co-opted Governor	(JW)

**In Attendance:**

Esther Walker (Clerk to GB)	(EW)
Ian Wren - staff member	

**Apologies:**

Nigel Clark – Parent Governor  
 Jill Tomalin – Co-opted Governor  
 Rebecca Quantrill – Parent Governor  
 Kate Shillaker – LA Governor  
 Roger Foord-Evans – Foundation Governor  
 Paul Looby – Co-opted Governor  
 Donna Hewart – Parent Governor  
 Carole Whitty – Foundation Governor

FOCUS OF MEETING: Ensuring Clarity of Vision, Ethos and Strategic Direction		
Serial	Item	Owner
1.1.2.17	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting and welcomed all attendees. The Chair welcomed Esther Walker the new Clerk and Ian Wren (observer and potential Staff Governor).</p> <p>Apologies had been received from Nigel Clark, Jill Tomalin, Rebecca Quantrill, Kate Shillaker, Paul Looby, Donna Hewart, Carole Whitty and Roger Ford-Evans.</p> <p>Due to apologies, the meeting was not quorate so all decisions need to be carried over to March 2017 meeting.</p> <p>Some governors reported difficulties opening password protected documents. KW to research.</p>	KW
2.1.2.17	<p><b>Fay Crellen to talk about English &amp; Media Review</b></p> <p>FC was unable to do this talk at the meeting. This will be rescheduled for the March meeting.</p>	
3.1.2.17	<p><b>Minutes of Meeting of 17<sup>th</sup> Jan 2017</b></p> <p>The minutes of the December meeting need to be approved at the March 2017 meeting in absence of a quorum.</p>	

4.1.2.17	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>Governor recruitment – Staff Governor</b> - Ian Wren attended meeting as an observer as a potential future Staff Governor. Governors were keen to fill this vacant position which has been advertised monthly since the vacancy arose</li> <li>• <b>Website compliance</b> - AS informed Board that the Equality Principles are on the website. Governors suggested they be renamed 'Equality Objectives'.</li> <li>• <b>Progress update on site manager from JW</b> – JW has received H&amp;S report from Gavin Priest. Noting that the report was very well-considered. It was clear that the new site manager had reviewed the report and had identified areas for improvement and training. JW is to meet with him next week. At their next meeting, long term sickness and accidents will be discussed.</li> <li>• <b>Governor comments on the report:</b> Governors raised mini bus use and queried what checks the staff users must carry out and asked whether this should be a role KEVICC take on. AS explained that the staff who use the mini bus must complete a check list prior to using it as there is a statutory obligation on the person taking out the vehicle. However, the site team will also check the buses on a weekly basis.</li> <li>• <b>Pay Policy</b> – AS confirmed that he has passed the policy back to NC. Action: AS to insert the date and name (Principal) in sections currently blank. AS also advised that the school has a statutory duty to inform members of staff that they are eligible to move up a pay grade.</li> <li>• <b>Safeguarding - Safer Recruitment Policy</b> – AS confirmed that he had cross-referenced this policy against the College Recruitment Policy and this was complete.</li> <li>• <b>Exam Policy</b> – this policy is not in the correct format. Clerk is to liaise with Bev to rectify this and then the policy can be stored internally. Noted that this policy does not need to be sent to parents. Further noted this policy needs to be added to the policy list and the annual cycle for 3 yearly reviews. Action: Clerk to update Annual Cycle and save policy.</li> </ul>	<p>AS</p> <p>AS</p> <p>Clerk</p>
	<p><b>Evaluate success/impact of CIP focusing on the three core functions</b></p> <ul style="list-style-type: none"> <li>• AS took Board through report largely looking at the summary page. The CIP had been RAG (Red, Amber ,Green) rated and all areas were green or amber to indicate progress. Action: AS to send to KW to disseminate to Board.</li> <li>• AS explained that he had marked Progress 8 as amber. Progress 8 in this year will be difficult to calculate using the average of this year's cohort. A comparison can only really be drawn from using last year's national Year 11 statistics as Progress 8 is a new means of assessment and it is difficult to predict in year progress. This year a number of year 11 students are being educated in Alternative Provision and this might affect the Progress 8 score. If one student does not attain any exams</li> </ul>	AS

	<p>the impact of this statistically is far greater than under the old system of measuring grades A-C. To counter this KEVICC will compile case studies for OFSTED to review on inspection; however, the league tables will remain affected by the results.</p> <ul style="list-style-type: none"> <li>• Post 16 is performing as expected and the Data Working Group (DWG) have been through the RAISE dashboard.</li> <li>• AS is satisfied with the progress of pupil premium students and some good progress has been made.</li> <li>• AS is pleased with the progress made regarding quality of teaching. KEVICC is now seeing far better teaching quality and the processes for monitoring this are good. The role of the Tutor has also been very positive and is working well. There have been no requests by pupils to change tutor groups and the academic mentoring is going well.</li> <li>• Work on enabling the new 'House' system to realise its full potential is in progress. Use of resources is improving, but this will not be changed to green until the BDM is in place. The BDM is due to start on 8 May 2017.</li> <li>• Some initial work on reviewing the curriculum has been done but difficult decisions regarding options will need to be made.</li> <li>• Student Leadership. Two staff (Ann Law and Ben Cotton) are now trained (to a nationally accredited status) to provide training. They will also be able to offer training to other providers. AS is to email this information to KW.</li> <li>• Action: Finalise CIP – there are still some empty boxes in the version the Board have. AS explained that this is the incorrect version. Bev to send out correct final version.</li> </ul> <p>Action: Final version of CIP needs to go be sent to Board.</p> <p>Action: RAG'd – AS to send to Board.</p>	<p>AS</p> <p>AS</p> <p>AS AS</p>
5.1.2.17	<p><b>SEND Report</b></p> <ul style="list-style-type: none"> <li>• No comments save that Sarah Winstone is aware of concerns regarding students being educated in alternative provision and that these could be set out as case studies.</li> <li>• The Medical Conditions Policy is to be reviewed next month</li> <li>• Governors asked about students self-harming. AS explaining that it is frequent (on average one incident per day). The Local Authority has developed a program on mental health. This is not just an issue for KEVICC. Most schools are facing this problem. It frequently appears to start as early as primary school level years 5 and 6.</li> </ul>	Clerk
6.1.2.17	<p><b>Termly Curriculum Report</b></p> <p>This is to be carried over to March 2017.</p>	Clerk
7.1.2.17	<b>Review college session times</b>	

	<ul style="list-style-type: none"> <li>AS has reviewed the college session times. The internal times of the school day were changed in 2015 and AS is happy that they are working effectively. Tutor time is now in a mid-morning slot and this has improved punctuality in the mornings.</li> <li>AS recommends session times stay same.</li> <li>Carry decision over to the next GB meeting.</li> </ul>	
8.1.2.17	<p><b>Review Road Safety</b></p> <ul style="list-style-type: none"> <li>AS explained that road safety issues apply both on and off site as there is a public bus service on site and staff and students can use their own cars on site. Staff are reminded about being careful when driving around the site.</li> <li>There are staff on duty at the start and end of each school day to monitor safety. Students with a mobility needs are collected on the main site and not at Elmhurst.</li> <li>There has been one RTA this year on Ashburton Rd and this was logged in the accident book.</li> </ul>	JW
9.1.2.17	<p><b>Parent community engagement</b></p> <ul style="list-style-type: none"> <li>BE updated the Board. Kennicott 50<sup>th</sup> Anniversary celebrations are to be held on 10<sup>th</sup> and 11<sup>th</sup> March 2017. On the Friday at 7.30pm there is a 60's disco. On Saturday afternoon between 2 and 5pm there is an open house event at KEVICC. There will also be a showing of a film of KEVICC in 1973. At 3pm there will be a showcase of musical talent, an art exhibition and a photo display. Governors were encouraged to publicise as well as attend the event.</li> <li>Kennicott garden. Andrew Rothery (AR) is working on gathering information about the project. £1,000 has been donated to facilitate the planning process regarding what will happen in the garden and there is a collaborative process going on. The garden is a lovely space and could also have a positive impact on any students suffering with mental health issues.</li> <li>AR intends to apply for 'Awards For All' funding and perhaps heritage lottery funding. Governors commented that there would need to be a college link for the 'Awards For All' funding as it can be challenging. Keele survey should take place after Easter but before years 11 and 13 leave.</li> <li>Parent Voice. There are half termly Parent Voice and Parent's Association sessions. Each meeting agenda has a specific discussion item and questions can be put in advance of the meetings as well as issues raised on the day. Boosting attendance at these events is a focus. AS suggested that parents, could be asked to sign up to OFSTED Parent View on parents' evenings.</li> </ul>	



