



**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL GOVERNING
BOARD HELD ON
TUESDAY 8th NOVEMBER 2016 IN ROOM 26**

Present:	Kate Wilson - Chair	(KW)
	Nigel Clark – Parent Governor	(NC)
	Bethan Edwards – Parent Governor	(BE)
	Tim Friese-Greene – Vice Chair	(TFG)
	Paul Looby – Co-opted Governor	(PL)
	Alan Salt - Principal	(AS)
	Kate Shillaker- LA	(KS)
	Julie Watson	(JW)
	Carole Whitty – Foundation Governor	(CW)
In Attendance:	Alison Davenport (Clerk to GB)	(AD)
	Mrs Jill Tomalin (Prospective Governor)	
	Anne Law	
Apologies:	Roger Foord-Evans	
	Richard Dennison	

FOCUS OF MEETING: ANNUAL REVIEW OF GOVERNING BODY IMPACT		
Serial	Item	Owner
1/1/11/16	<p>Welcome and Apologies</p> <p>The Chair opened the meeting and welcomed all attendees including Anne Law and Jill Tomalin who was a prospective new Governor. Apologies had been received from Roger Foord-Evans and Richard Dennison.</p> <p>Declarations of Interest – PL declared an interest in the item on the All Weather Pitch (AWP) due to his involvement with the Football Club.</p>	
2/1/11/16	<p>Draft Part 1 Minutes of the 11th Oct FGB Meeting</p> <p>The minutes were accepted as a true and accurate record of proceedings.</p>	
3/1/11/16	<p>Update on Data Working Group (DWG)</p> <p>The DWG had met after the October FGB. It had examined the data and members had assured themselves that it was accurate and that the College's interpretation of results was correct. Governors noted that the Fischer Family Trust (FFT) dashboard was now available which gave a comparative analysis of both new and old performance measures and contained a useful summary of exam results. Post 16 data had now been validated and had not changed substantially from what was reported in the summer.</p> <p>The change of GCSE grading and progress measures would affect students</p>	



	<p>across the board, particularly those with High Prior Attainment. Governors recognised that this might require careful management and monitoring</p> <p>There was a need to schedule a meeting of DWG for when unvalidated RAISE data would be published. Action: Clerk to schedule a meeting once the publication date was known.</p> <p>Impact Statement: This item illustrated Governors monitoring the educational performance and standards of the College.</p>	Clerk
4/1/11/16	<p>Update on Expressive Arts Faculty Review (Anne Law) The report on the Expressive Arts Faculty Review had been circulated to Governors. All departments would be subject to a review, starting with the Expressive Arts Faculty. The purpose of the reviews was to establish what was being done well and what needed to be improved. The effectiveness of each faculty area in terms of leadership, teaching and learning and outcomes for students would be reviewed. In terms of outcomes for Expressive Arts, there was particular strength in art and photography at A level and KS 4.</p> <p>Governors were pleased to hear that the Head of Faculty recognised the importance of nurturing community engagement and building on existing partnerships. Furthermore, money donated by Foundation Governors had been put to good use.</p> <p>Governor Challenge and Comment Governors were keen to know how well the transition had been made from two departments to a single departmental structure. They noted that building strong teams was a priority.</p> <p>Governors discussed how the College was planning to support music provision in the College and noted that work was ongoing to build a strong music base at KS3.</p> <p>Impact Statement The entirety of this discussion centred around holding the Principal and staff to account for the academic performance of the School</p>	
5/1/11/16	<p>Consideration of Pupil Premium Report Two reports were required to be published, the first would outline what and been done last year and the second would highlight what the College would be doing this year, in terms of utilising Pupil Premium funding. The first report was already available on the website and Anne Law was in the process of finishing the second.</p> <p>Governor Challenge and Comment:</p>	



	Governors asked whether 'literacy and numeracy catch-up' information might need to be part of the PP report and published on the website. They also noted the need to explain acronyms in the PP report.	
6/1/11/16	<p>Matters Arising</p> <ul style="list-style-type: none"> • AWP Update. Planning permission was now in place but was subject to conditions, one of which was that a Community Use/Engagement policy was needed. The remainder of this item was discussed under Part 2 proceedings. • Policy Revision. The following policies still needed to be updated: <ul style="list-style-type: none"> • Attendance Policy – Action: AS to progress • Complaints Procedure: Action: AS to check progress. • Governor Recruitment. Two parent governors were needed and an election process was in progress. The closing date for nominations was the 18th Nov and two candidates had already notified the Clerk and Chair of their intention to stand. There had been no response to the recent advert for a staff Governor and this was felt to be possibly due to the time commitment. • Action: The Clerk to check with Governor Support to establish whether this was a role which could be shared. It was felt that being a governor might be a good CPD opportunity for anyone wishing to progress their career. • Governor Visits Programme. The visits programme had not been received. Action: AS to send to the Clerk who would then check that this was the most current version. 	<p>AS AS</p> <p>Clerk</p> <p>AS</p>
7/1/11/16	<p>Review of Contractual Matters</p> <p>The master maintenance and capital improvement plan had been circulated to Governors.</p> <p>Governor Challenge and Comment:</p> <p>Governors wished to know what impact the maintenance plan would have on the budget for the forthcoming year. AS replied that some areas of the capital plan might not be taken forward but that all key areas of the plan which were to be implemented had been budgeted. Any additional items of capital expenditure would be subject to the usual scrutiny.</p> <p>Review of Security of Premises and Equipment – Security of buildings was currently being managed by the senior caretaker and Simon Hammond managed an inventory of IT equipment.</p>	
8/1/11/16	<p>Schools Financial Value Standard(SFVS) and Benchmarking</p> <p>SFVS was the process by which Governors needed to demonstrate that they understood the financial decisions made by the College and needed to be completed by 31st March 2017. In previous years the Business Manager had taken the lead on this but in the interim, the EFC would need to take responsibility for the questions and report back to the FGB.</p>	



9/1/11/16	Policies <ul style="list-style-type: none"> • Citizenship/PSHE (adopted in principle subject to being circulated to Governors for checking). Action: Clerk to circulate • Sex and Relationships (Sex Education) Policy (adopted in principle subject to being circulated to Governors for checking). Action: Clerk to circulate • Behaviour Policy (inc exclusion procedures and anti-bullying) (adopted in principle subject to being circulated to Governors for checking). Action: Clerk to circulate • Early Warning of Policies for Review at Dec Meeting: • Health and Safety Policy (TFG felt that using the Devon County model policy was advisable). Action: TFG to send template policy to AD, AS and JW • Complaints Procedure - see matters arising above • Staff Capability Policy (NC to check) • Babcock model Pay Policy (AS/NC) 	Clerk Clerk Clerk TFG NC AS/NC
10/1/11/16	Any Safeguarding Matters The Safeguarding audit would take place on Fri 11 th Nov. Feedback would be provided to the Lead Governor for Safeguarding in the event that she could not be present.	
11/1/11/16	Formal Sign off of CIP <ul style="list-style-type: none"> • Decision: CIP approved nem.con. 	
12/1/11/16	Chair's Housekeeping <ul style="list-style-type: none"> • Appointment of Chair and Vice Chair. After a secret ballot both the Chair and Vice-chair were re-appointed for a further year. Decision: Agreed nem.con. • Appointment of Portfolio Holders. All Portfolio holders were reappointed for a further year with the exception of Carole Whitty who stood down as the lead for Curriculum, to be replaced by Paul Looby. • Re-approval of ToRs for Portfolio Holders. ToRs for all portfolios were approved nem.con. subject to the following changes: <ul style="list-style-type: none"> • The Lead Governor ToR for Finance was no longer needed and was to be incorporated in the ToRs for the EFC. • The wording of the ToR for Gifted and Talented needed to be changed to High Attaining and Talented and this also needed to be reflected in the SEN ToR . • The Premises ToR and the Site Development ToR were to be amalgamated. • Pupil premium ToR to be changed to include 'Assistant Principal with responsibility for pupil premium'. Action: Clerk to make changes to ToRs. • Meeting Status. Decision: Governors agreed that FGB meetings should be 'closed' meetings. Agreed nem.con. • Appointment of Jill Tomalin as co-opted Governor. Approved 	Clerk



	<p>nem.con with immediate effect.</p> <ul style="list-style-type: none">• Impact Statement: This item illustrated that Governors were managing their affairs effectively and ensuring that individuals with the appropriate level of skill and experience was recruited to the Board.	
	Pt 2 Proceedings	
13/1/11/16	Date of Next Meeting The date of the next meeting of the Full Governing Body would be the Wed 7 th Dec 16 at 17.45 in Room 26.	All to Note
	The meeting closed at 19.45	