



**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL GOVERNING  
BOARD HELD ON  
TUESDAY 11<sup>th</sup> OCTOBER 2016 IN ROOM 26**

**Present:**

Kate Wilson - Chair	(KW)
Nigel Clark – Parent Governor	(NC)
Richard Dennison – Parent Governor	(RD)
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 – Co-opted Governor	(JW)
Carole Whitty – Foundation Governor	(CW)

**In Attendance:** Alison Davenport (Clerk to GB) (AD)

**Apologies:** Roger Foord-Evans

FOCUS OF MEETING: ANNUAL REVIEW OF GOVERNING BODY IMPACT		
Serial	Item	Owner
1/1/10/16	<p><b>Welcome and Apologies</b></p> <p>The Chair opened the meeting and welcomed all attendees. Apologies had been received from Roger Foord-Evans.</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>	
2/1/10/16	<p><b>Draft Part 1 Minutes of the 13<sup>th</sup> Sep FGB Meeting</b></p> <p>The minutes were accepted as a true and accurate record of proceedings.</p>	
3/1/10/16	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li><b>AWP Update.</b> Notts Sports had recently conducted a site visit at KEVICC. AS reported that funding was in place for the purchase of the pitch. South Hams District Council had confirmed that the Bat Survey was acceptable for the revised planning application, the outcome of which remained unknown.</li> </ul> <p>England Hockey Foundation had visited the site recently and the Hockey Club had been encouraged to reapply for funding. A key aspect of any future bid would be the availability of the new facilities to the community.</p>	



	<p>Governors also wanted to be reassured that the planning application had actually been submitted as it did not appear on the Planning Portal. CW confirmed that it had been submitted. Governors requested that Notts Sport be asked to ascertain the current position regarding the planning application. <b>Action:</b> AS to contact Notts Sport.</p> <p><b>Impact Statement:</b> This discussion illustrated that Governors were keen to ensure that the project was progressed properly and that accurate costs were ascertained with commensurate funding being in place, prior to the contract finally being awarded.</p> <ul style="list-style-type: none"> <li>• <b>Kennicott Garden Proposal Update.</b> It was reported that there was a lack of clarity about this proposal. <b>Action:</b> BE to follow up and report back at the next meeting.</li> <li>• <b>Policy Revision.</b> The following policies still needed to be updated: <ul style="list-style-type: none"> <li>• Attendance Policy – <b>Action:</b> AS to check with Fay Crellen regarding the wording on persistent absenteeism)</li> <li>• Marking Policy: Action: AS to check progress</li> <li>• Complaints Policy: Action AS to check progress</li> </ul> </li> <li>• <b>Discussion on CIP</b> (moved to Pt 2)</li> <li>• <b>Website Update.</b> The website would ‘go live’ on Monday 17<sup>th</sup> Oct. Governors wanted to thank Keith Price for his efforts in getting the new website up and running. It was agreed that the website launch should be publicised in the Totnes Times. <b>Action:</b> AS to contact Polly Morrow to ensure that it was included in the next appropriate edition.</li> <li>• <b>Governor Recruitment.</b> The advert for Co-opted Governors was being drafted and would be ready shortly. The information on the Staff Governor recruitment process had gone out and the closing date was Monday 24<sup>th</sup> October. The advert for parent governors would go out on the website once the new site was live.</li> <li>• <b>Governor Self-evaluation.</b> Following the SEF meeting in July, governors had sent comments to the Chair who is writing an annual report which would be published in The Courier and on the Website.</li> <li>• <b>Governor Visits Programme.</b> Details of the Faculty Review programme were awaited. <b>Action:</b> AS agreed to ask for details of Faculty Review dates.</li> <li>• <b>Summary of Keele Survey (Moved from Pt 2).</b> KW felt that it would be appropriate to link the survey results with Governor Self-evaluation as it was clear that there were areas for improvement to which the GB could contribute. The Chair urged Governors to consider how the GB might work, alongside the Principal and staff, to address the concerns raised by survey responses.</li> <li>• <b>Governor Comment:</b> <ul style="list-style-type: none"> <li>• Governors noted and appreciated AS’s proactivity in speedily responding to the comments on the Parents’ Association Facebook presence.</li> </ul> </li> </ul>	<p>AS</p> <p>BE</p> <p>AS</p> <p>AS</p> <p>AS</p> <p>AS</p> <p>AS</p>
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4/1/10/16	<p><b>Principal's Report</b></p> <p>The Principal's Report had been circulated and Governors were asked if they had any questions.</p> <p><b>Governor Challenge and Comments</b></p> <p>Governors felt that it was a really good, well-structured report which clearly identified all of necessary salient points.</p> <p>Governors noted the areas highlighted in the report, in particular the data around progress, attainment, attendance and student numbers -for example there were more Year 7s than had originally been anticipated. Governors noted that any changes in numbers would have implications for medium-term financial planning.</p> <p>Governors were keen to know how the new Vertical Tutoring system was working. AS felt that it was going well, with good feedback from mixed- age tutorials. The first week of academic tutorials had taken place and was felt to be working really well. Furthermore, parents were speaking positively about it and were appreciating the ability to spend quality time discussing their children with tutors. Vertical Tutoring also appeared to be having a positive effect on punctuality with early indications that students were arriving at College earlier in the morning.</p> <p>Governors wanted to record their thanks to the Principal and the staff for the work they had put in to making Vertical Tutoring a success.</p> <p><b>Impact Statement</b></p> <p>The entirety of this discussion illustrated that Governors were holding the Principal to account for academic performance.</p>	
	<b>Part 2 Proceedings commenced at 18.25</b>	
	<b>Part 1 Proceedings Recommenced at 19.25</b>	
5/1/10/16	<p><b>Student Related Matters</b></p> <ul style="list-style-type: none"> <li>• <b>Update on Safeguarding Audit.</b> Discussed under Part 2.</li> <li>• <b>Term Dates for 2017/18 Decision:</b> Term dates had been circulated and were formally approved by Governors.</li> </ul>	
6/1/10/16	<p><b>Policies</b></p> <p><b>Pay Policy (Babcock Model).</b> Governors agreed in principle to adopt the Babcock model pay policy. Once tailored to KEVICC, the policy would be tabled at the Dec meeting for final approval. <b>Decision:</b> AS to progress.</p> <p><b>Safeguarding Children in Education – Babcock Model Policy.</b> AS confirmed that</p>	AS



	<p>all staff had familiarised themselves with the new guidance and had been trained to Level 1. It was agreed that a decision on whether to adopt the Babcock model policy would be deferred until after the Safeguarding Audit (which would take place prior to Christmas). In the meantime, the current Safeguarding policy was fit-for-purpose. <b>Decision:</b> Item to be carried forward to Jan agenda. Clerk to note.</p> <p><b>Policies for Review at Nov Meeting</b></p> <ul style="list-style-type: none"> <li>• Citizenship/PHSE Policy (Natalie Clark/NC)</li> <li>• Sex and Relationships (Sex Education) Policy (Natalie Clark/NC)</li> <li>• Behaviour Policy (Faye Crellen)</li> <li>• Online Safety Policy (inc acceptable use agreement) (RD). <b>Decision:</b> Item deferred until Resources Manager in post. Clerk to note.</li> </ul>	<p>Clerk</p> <p>Clerk</p>
7/1/10/16	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>• <b>Personnel Policy Updates.</b> AS would be the link member of staff, responsible for ensuring that Personnel Policies were updated in a timely manner.</li> <li>• <b>Handling of Part 2 Minutes.</b> The Clerk informed Governors that in future, Part 2 minutes would not be circulated by email but would be available at the meeting and that 'reading time' would need to be allowed, so that Governors could read minutes properly and have an opportunity to comment on their accuracy.</li> <li>• <b>H and S.</b> Governors wished to know who was the H and S main point of contact (POC) in the absence of both a Business Manager and a Site Manager. AS replied that in the interim, he would be the POC, although day-to-day H and S and any corrective action would continue to be dealt with by the Site Management team.</li> </ul>	
8/1/10/16	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting of the Full Governing Body would be the 8<sup>th</sup> Nov at 17.45 in Room 26.</p>	All to Note
	<b>The meeting closed at 19.40</b>	