



**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL GOVERNING
BOARD HELD ON
TUESDAY 13th SEPTEMBER 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)
Julie Watson – Co-opted Governor	(JW)
Carole Whitty – Foundation Governor	(CW)

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

Apologies: Roger Foord-Evans
Kate Shillaker

FOCUS OF MEETING: ANNUAL REVIEW OF GOVERNING BODY IMPACT		
Serial	Item	Owner
1/1/9/16	<p>Welcome and Apologies</p> <p>The Chair opened the meeting and welcomed all attendees. Apologies had been received from Roger Foord-Evans and Kate Shillaker. Jess Foweraker had resigned the previous day due to family circumstances.</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>	
2/1/9/16	<p>Draft Part 1 Minutes of the 12th July FGB Meeting</p> <p>The minutes were accepted as a true and accurate record of proceedings.</p>	
3/1/9/16	<p>Matters Arising</p> <ul style="list-style-type: none"> • AWP Update. A virtual meeting had been scheduled on the forthcoming Friday with Notts Sport to discuss progress and the procurement strategy. AS suggested that in the light of the lack of a Business Manager and in order to make progress, professional project management would be required and he was exploring the options in this respect. Given the current rate of progress, although it was hoped that the AWP would be in place in the current academic year, this might be a challenge. Remainder of Item moved to Pt 2. • Site Development Steering Group and Terms of Reference (ToR) for Lead Governor. Governors approved the ToR nem.con. • Kennicott Garden Proposal Update. There was little to report on the 	



	<p>Kennicott Garden proposal but Bethan Edwards would be meeting with Andrew Rothery in the next couple of days and would report back at the next meeting.</p> <ul style="list-style-type: none"> • Policy Revision. The following policies had already been approved subject to minor changes (identified at the last meeting) being made: <ul style="list-style-type: none"> • Attendance Policy • Home learning policy • Marking Policy • Teachers' Appraisal Policy • Complaints <p>Action: Clerk to send the Word version of the model Complaints Policy to AS for update (Clerk's note: action complete)</p> <p>Action: AS to ensure that policies were updated and revised versions sent on to the Clerk for upload to Portico and the website as appropriate.</p>	<p>BE</p> <p>AS</p>
4/1/9/16	<p>Verbal Briefing on College Exam Results</p> <p>AS briefed Governors on the recent exam results. Generally, the College had achieved an acceptable set of results with no real surprises either at GCSE or A level with the exception of GCSE science, which had been below expectations. Taken in the context of the organisational changes which had taken place over the year, the headline figures of 0.28 Progress 8 score was acceptable and in line with being a 'good' school. The 'Basics measurement' (English and Maths A*-C) results were strong and A level results were good overall with exceptional results in maths. Pupil Premium attainment was improved and compared favourably regionally. Pupil Premium progress was mixed and remains a major area of focus for the College. Furthermore, the College compared well with other organisations with good or outstanding Ofsted judgements regionally. Remainder of Item moved to Pt 2.</p> <p>A Data Analysis Group now needed to be convened to analyse the exam results. AS Reminded Governors that detailed data was confidential and not to be shared at this stage.</p> <p>Governors asked AS to pass on their thanks and appreciation to both staff and students for all their hard work in achieving this year's results.</p> <p>Impact Statement</p> <p>This discussion ensured that the GB was holding the Principal to account for the educational performance of the school and its pupils.</p>	AS
5/1/9/16	<p>College Improvement Plan (CIP)</p> <p>Sign off of the CIP for 2016/2017 was deferred until the Oct meeting as Governors had not been provided with the document. The CIP that they would be asked to sign off would reflect the priorities tabled at the July meeting but with an additional layer of detail including underpinning action plans.</p> <p>Governor Challenge and Comment: Governors discussed the self-evaluation</p>	



	<p>process that informed/underpinned the CIP. Governors noted that self-evaluation ran throughout the year. Results in the summer term are scrutinised against the CIP for the year to ascertain whether the priorities need adjusting. College priorities would be amended as a result of self-evaluation, for example attendance, the role of the tutor, the house system and in-school variation had been added. Remainder of Item moved to Pt 2.</p> <p>Governors also wanted to know if there was anything that the Principal wanted to highlight, from either a positive or negative perspective over the last academic year. AS replied that progress on student leadership and managing resources remained key priorities. On a positive note, the organisational restructure had taken place and the exam results were good.</p>	
	Part 2 Business	
6/1/9/16	<p>Website</p> <p>Website Development Update. The new website was currently under production and would be rolled out prior to Oct half-term. The Clerk had seen the prototype and was impressed with the quality of the work that had gone into it and the new structure which was much more user-friendly. Furthermore, it included new functionality which would allow Governors to access a secure area of the site remotely where confidential documents could be stored. In order to make the site look as professional as possible, all Governors were asked to update their personal profiles which should ideally be around 5 lines long and send them to the Clerk. In addition, new photographs were needed of all Governors and these would be taken, prior to the next GB meeting in Oct. Governors were therefore asked to attend at 17.30, rather than 17.45 in Room 26.</p> <p>Confirmation of Statutory Requirements. Anne Law was in the process of producing the pupil premium report and this would be available for the launch of the new site in Oct. The Clerk was working with Keith Price to ensure that all policies and statutory information from a governance perspective were updated and uploaded to the new site.</p>	All to note
7/1/9/16	<p>GB Housekeeping</p> <ul style="list-style-type: none"> • Skills Audit. The Clerk had undertaken an audit of skills resident in the Governing Board over the summer and had identified that there were skills gaps in Health and Safety and Safeguarding. The GB skills audit identified needs in the areas of organisational change and programme and project management, particularly for capital works projects. She highlighted that courses were available in both Safeguarding and Health and Safety and encouraged Governors to sign up for them. • Impact Statement – The Governing body is keen to ensure that they have the right blend of skills and experience to support the College effectively and discharge their statutory responsibilities. • Governor Recruitment Pack. This needed urgent work, in the light of the need for 5 new governors. Action: Clerk to work with Chair to update the 	Clerk/ Chair



	<p>pack</p> <ul style="list-style-type: none"> • Pecuniary Interests. All Governors apart from those who were absent updated their pecuniary/business interest declarations. • Adoption of KEVICC Governor Code of Conduct. This document was formally adopted nem.con. <p>Impact Statement The impact of this item illustrates that Governors are managing their affairs correctly and ensuring that all statutory requirements are met.</p>	
8/1/9/16	<p>Meeting Administration and Support</p> <ul style="list-style-type: none"> • Meeting Cycle for Academic Year 16/17. The meeting cycle for the academic year was agreed. • Governance Planning Cycle. The governance planning cycle for the year was approved and governors were in favour of the new format. • Appointment of New Lead Governors <ul style="list-style-type: none"> ○ Premises – given Carole Whitty’s remit as Lead Governor for Site Development, it was felt that this also included premises and so there was no need for an additional lead governor. ○ Exclusions – it was decided that there was no need for a lead governor in this area as these are addressed and reported termly in the Principal’s report. ○ SEN – with the retirement of Jess Foweraker, TFG agreed to take on the role of Lead Governor for SEN. <p>Action: Clerk to update the record of Governor responsibilities and upload to website/Portico.</p> <p>Impact Statement The impact of this item illustrates that Governors are managing their affairs correctly and ensuring that all statutory requirements are met.</p>	
9/1/9/16	<p>Policy Approval</p> <ul style="list-style-type: none"> • Governor Expenses Policy. Approved nem.con. • Governor Visits Policy. Approved nem.con. 	Clerk
10/1/9/16	<p>Chair’s Business</p> <ul style="list-style-type: none"> • Governor Self-evaluation – the Chair had not yet received input from all Governors on their individual impact on the College and asked that they be forwarded as soon as possible to allow her to complete her annual report. • Nathan Wood. Governors expressed their sympathy to the family, students and staff at Nathan’s tragic death on the 5th Aug. <p>Governors were updated on the College’s ongoing response to the situation. AS said that Nathan had been remembered at College assemblies during the first week of term and that a memorial book had been opened for all students and staff to record their reflections and memories of Nathan. Nathan’s death had also been a specific focus of PSHE lessons for years 10 and 11. The College had been in contact with Nathan’s family, and staff were offering support to those pupils who were directly affected by his death.</p> <p>Governor Challenge and Comment: Governors were keen to be kept up-</p>	All to note



	<p>to-date with the College's response and efforts with the community to help to prevent such an event happening again. AS suggested additional training for young people and peer mentoring could be possible ways forward.</p> <ul style="list-style-type: none"> • Inclusion of Impact Statements in Minutes. The Clerk briefed Governors that best practice now suggested that the inclusion of Impact Statements within sets of minutes was advisable. These would be designed to show the impact of the Governing Board in setting the direction of the College, monitoring the CIP and the Principal's performance and ensuring that the College's finances were managed properly. All future minutes would therefor include Impact Statements where appropriate. 	
11/1/9/16	<p>Date of Next Meeting The date of the next meeting of the Full Governing Body would be the 11th Oct at 17.30 (note the earlier start for photographs to be taken for website) for a 17.45 meeting start in Room 26.</p>	All to Note
	The meeting closed at 19.55	