



**PART 1 MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE, FULL GOVERNING
BODY HELD ON
TUESDAY 12th JULY 2016 IN THE REDWORTH LIBRARY**

Present:

Kate Wilson - Chair	(KW)
Nigel Clark – Parent Governor	(NC)
Richard Dennison – Parent Governor	(RD)
Bethan Edwards – Parent Governor	(BE)
Jess Foweraker – Parent Governor	(JF)
Tim Friese-Greene – Vice Chair	(TFG)
Paul Looby – Co-opted Governor	(PL)
Alan Salt - Principal	(AS)
Kate Shillaker – LA Governor	(KS)
Carole Whitty – Foundation Governor	(CW)

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

Apologies: Roger Foord-Evans
Julie Watson

FOCUS OF MEETING: ANNUAL REVIEW OF GOVERNING BODY IMPACT		
Serial	Item	Owner
1/1/7/16	<p>Welcome and Apologies</p> <p>The Chair opened the meeting and welcomed all attendees. Apologies had been received from Roger Foord-Evans and Julie Watson. The Chair indicated that she was going to suggest to RFE that he takes up a position as an Associate Governor in Sep.</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>	
2/1/7/16	<p>Draft Part 1 Minutes of the 14th June FGB Meeting</p> <p>The minutes were accepted as a true and accurate record subject to a small amendment to item 7/1/6/16: BE attended Student Voice rather than lessons.</p>	
3/1/7/16	<p>Matters Arising</p> <ul style="list-style-type: none"> AWP Update. The maintenance costs for both types of pitch under consideration (sand-dressed and sand-filled) were broadly very similar, and depended on the number of visits required. The level of use rather than the type of sport or type of pitch dictated the number of visits needed. The costs were indicative only and three quotes would be sought before any order was placed. Governors noted that a partnership business plan would be needed for installation and ongoing management of the AWP once a new Business Manager was in place. 	



	<ul style="list-style-type: none"> It was believed that the Planning Application for the AWP had been submitted approximately two weeks previously and CW agreed to find out when the decision was expected. Furthermore, the AWP Users group would be reconvened Sep 16. <p>Governor Challenge and Comment:</p> <ul style="list-style-type: none"> Governors wanted reassurance that playing football on a sand-dressed pitch would not lead to more maintenance visits than if the same number of football matches were played on a sand-filled pitch. AS confirmed that the same amount of wear was incurred by playing either hockey or football on a sand-dressed pitch. Governors also wanted confirmation of the current position regarding confirmed funding. AS confirmed that Foundation Governors had agreed some financial support. It was likely that the outcome of a bid to All England Hockey would be known in the autumn but AS agreed to confirm this. Action: AS agreed to circulate the current position regarding confirmed funding. Governors were keen to know the timescale for installation once an order had been placed. Action: AS agreed to ascertain this from Notts Sport. Site Development Steering Group and Terms of Reference (ToR) for Lead Governor. The ToR was agreed subject to minor amendments as follows: insert "support the development of" in the last two bullet points and remove the bullet point mentioning DCC. Action: Clerk to amend and circulate revised version to Governors. Home College Agreement – How to Make it More Useful. This agreement would be revised when the behaviour policy was reviewed in Sep. Action: Clerk to Note <p>Acceptable Use Agreement - This was contained within the Online Safety Policy which would be reviewed in Sep 16. Action: Clerk to note.</p> <ul style="list-style-type: none"> Kennicott Garden Proposal. Governors were updated on the meeting between AS and Andrew Rothery on the 17th June 16. There was a proposal to invest in the Garden and develop it as an educational space. <p>Remainder of item moved to Pt 2.</p>	<p>AS</p> <p>AS</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
4/1/7/16	<p>College Improvement Plan (CIP)</p> <p>AS updated the meeting on progress with the new version of the CIP. He and senior leaders had been working on self-evaluation for the past 2 months, including a review of the current plan by Faculty Leaders. The structure of the plan remained largely the same in that it continued to focus on:</p> <ul style="list-style-type: none"> Improved outcomes Improved provision Improved use of resources 	



	<p>Work had gone on at SLT and Faculty levels on the detail which underpinned these three broad areas and this would feed through into individual Faculty Improvement Plans which would be finalised once the current round of exam results was known. Governors were keen to have sight of the revised document as soon as possible.</p> <p>AS noted that attendance would need to be a CIP focus.</p> <p>The Governor Visits Programme linked directly with the Departmental Review Programme and therefore would not be able to be decided until Sep 16. Governors had a short discussion on the effectiveness of Governor visits. As these currently happened during the school day, many Governors could not attend. Governors therefore felt that, in addition to the formal programme of visits, alternative ways of getting to know staff and pupils should be considered including:</p> <ul style="list-style-type: none"> • Lead governors meeting with individual members of staff to see how things like departmental reviews went, what they felt about the review and any issues that they wanted to raise. • Governors offered opportunities, if appropriate, to participate in joint training activities. • A possible 'get to know your Governor day'. • Attending concerts and events. • Recruit a staff governor'. • Attending Parents' Evenings and notifying staff and parents of this in advance. <p>Governor Challenge and Comments:</p> <p>Governors queried how progress had been monitored in the current year; what had been achieved and what needed to be improved. They were keen to ensure that the areas which had not been successfully completed would be included in the next version of the CIP. Governors requested a new version of the CIP with the changes highlighted and accompanied by a short explanation of the rationale behind them.</p> <p>Governors also felt it was incumbent on them to sign off the current version of the CIP, to ensure that outcomes had either been met, or carried forward to the new version.</p> <p>Action: AS agreed to circulate a 'ragged' and annotated version of the CIP.</p> <p>Action: Clerk to ensure that this was on the agenda for Sep and included in future versions of the Planning Cycle.</p> <p>Remainder of Item Transferred to Pt 2</p>	AS Clerk
5/1/7/16	<p>Performance and Management of Governing Body</p> <p>A Governor Self-evaluation meeting had taken place on the 11th July which had used the 20 Key Questions for Governing Bodies' produced by the NGA and the APPG on Education, Governance and Leadership (2015) to assess the current position. The notes from this meeting would be circulated to Governors along with the questions used during the session.</p> <p>Action: Clerk to circulate</p>	Clerk



	<p>In order to produce a summary report on Governor performance and involvement over the past year, the Chair intended to write to all governors asking them to identify and successes they had had and to reflect on the outcomes for students, as well as any areas for improvement and any training needs. It was clear from the discussions on the CIP and also from the work in the earlier Governor Self-evaluation meeting that one of the main things that the Governors needed to do was to help the College to articulate its mission and ethos more clearly. A greater Governor presence was also needed in the Courier, ideally with an article in every edition on Governor activities and that an annual review/summary should be produced for public consumption.</p> <p>Governor recruitment and succession planning was also considered. New governors were needed who could attend meetings and visits during the day. Over the summer break, the Clerk would be undertaking an analysis of the skills audits completed by Governors, but it was already clear that there were gaps in the area of programme and project management.</p> <p>Action: Clerk to analyse skills audits</p> <p>Governors also discussed the necessity of succession planning.</p> <p>Action: KW agreed to circulate the process for appointing a new Chair and Vice-chair to all Governors.</p>	<p>Clerk</p> <p>KW</p>
6/1/7/16	<p>Policy Approval</p> <p>The following policies had been reviewed by the Governors:</p> <ul style="list-style-type: none"> • Attendance Policy – This was a DCC model policy. Before it could be approved it needed to be tailored to mention ‘e-parents’ as a means for reporting absence. BE also had some comments and AS needed to check whether these were able to be incorporated. • Action: AS to check and revise policy accordingly. • Home Learning Policy. There were typos on page 2 as follows: <ul style="list-style-type: none"> • Line 3 – ‘help’ to read ‘helps’ • Why Do We Set Home Learning – final bullet to read ‘Allows parents and carers to be involved with their child’s education by providing them with insights into what is being taught and the progress that their child is making’ <p>The policy was approved subject to these typos being corrected.</p> • Marking Policy – Page 2, Principles, put first bullet ‘Be manageable for teachers’ lower down list. The policy was approved subject to this change • Admissions Policy – This was a DCC model policy and was therefore approved without amendment. • Teacher’s Appraisal Policy – Page 10 Insert ‘(Sarah McGinnis)’ after Deputy Principal. • Complaints Procedure – Policy approved subject to it being tailored to KEVICC. Note: The Complaints Coordinator will be the new Business Manager <p>Action: KW and AS to work on this together.</p>	<p>AS</p> <p>AS/KW</p>

