



**PART I MINUTES OF A MEETING OF THE KING EDWARD VI COMMUNITY COLLEGE,  
FULL GOVERNING BODY HELD ON  
TUESDAY 14<sup>th</sup> JUNE 2016 IN SCIENCE ROOM 17**

**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)
Julie Watson – Co-opted Governor	(JW)

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

**Apologies:** Roger Foord-Evans  
Rachel Foot  
Carole Whitty

**FOCUS OF MEETING: STRATEGIC DIRECTION**

Serial	Item	Owner
1/1/6/16	<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 and Carole Whitty. As Roger was currently suffering from ill health, the Chair said that the GB might consider inviting him to be an Associate Governor in Sep 16 to allow him to continue his involvement with the College if he so wishes. She went on to introduce Mrs Davenport, the new Clerk to the Governing Body and asked the Governors and Mrs Davenport to introduce themselves.</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>	
2/1/6/16	<p><b>Draft Part I Minutes of the 17<sup>th</sup> May FGB Meeting</b></p> <p>The minutes were accepted as a true and accurate record with no amendments. The Governing Body wished to record, formally, their thanks to Mrs Lewis for an excellent set of minutes.</p>	
3/1/6/16	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• <b>AWP Update</b></li> </ul> <p>Planning permission for the new AWP had been submitted and there had been no feedback as yet from South Hams District Council. There were three options available in terms of design and these were as follows:</p> <ul style="list-style-type: none"> <li>• Sand Filled at a cost of £444,585,</li> <li>• Sand Dressed at a cost of £456,135,</li> </ul>	



	<ul style="list-style-type: none"> <li>• 3G pitch at a cost of £456,660.</li> </ul> <p><b>Governor Challenge And Comments:</b> Governors felt that it was important to consider the use of LED lighting to reduce power costs. The Chair stated that the College also needed to make sure that there was no nuisance to neighbours from lighting and that this would be a condition of the planning permission. <b>Action:</b> KW agreed to talk to Council with regard to the lighting aspects of the planning application. <b>Clerks Note:</b> A subsequent e-mail has shown that the costs of providing LED lighting are included in the figures outlined above.</p> <p>Governors asked the timescale for the installation of the new pitch. AS said that the original aspiration was for the pitch to be in place in autumn 2016, although this was considered unlikely. The project would, however, be delivered as soon as possible.</p> <p><b>Clerk's Note:</b> Remainder of discussion moved to Pt 2.</p> <ul style="list-style-type: none"> <li>• <b>Site Development Steering Group and Terms of Reference (ToR) for Lead Governor</b> The draft ToRs were agreed subject to inclusion of the additional comments. However before finalising, some clarifications were needed. <b>Action:</b> Clerk to confirm sentence and amend document accordingly and re-circulate to Governors.</li> <li>• <b>Kennicott Garden Proposal</b> – An update meeting would be held on Fri at 10am with Andrew Rothery to take proposal forward. A briefing on the outcome of this meeting would be provided at the July FGB.</li> </ul>	<p>KW</p> <p>AD</p>
4/1/6/16	<b>Staffing Structure Update (moved to Pt 2)</b>	
5/1/6/16	<p><b>College Improvement Plan (CIP) Update</b></p> <p>AS gave a brief update on progress with the CIP. A more detailed presentation would be provided in July.</p> <p>The Senior Leadership Team (SLT) had looked at main CIP headings (Improved Outcomes, Improved Provision, Improved Use of Resources and Improved Leadership) and had conducted a SWOT analysis. Faculty leaders had also been included in the discussions so that they were engaged in the process and so that the outcomes of the analysis could then flow down into Faculty Improvement Plans. Information would be collated from this work which would form the framework for the next version of the CIP.</p> <p>In terms of the new OFSTED inspection programme, the short inspection framework meant that 2 inspectors would come in for a day and would spend as much time as possible talking to people, including middle leaders (to see if they were aware of the CIP and this was reflected in their plans) and students would also be interviewed.</p> <p>The sessions with the SLT and Faculty leaders had been facilitated using the</p>	



	<p>following questions:</p> <ul style="list-style-type: none"> <li>• What good things are happening?</li> <li>• What needs to be developed?</li> <li>• What needs to be introduced?</li> <li>• What needed to be disgarded?</li> <li>• What needed to be ignored?</li> </ul>	
6/1/6/16	<p><b>Policy Approval</b> The following policies had been reviewed by the Governors:</p> <ul style="list-style-type: none"> <li>• <b>Home/College Agreement</b> Although there was no statutory obligation to have this policy, it was felt that it would be helpful as Ofsted considered it best practice. <b>Decision:</b> The policy was adopted subject to it being amended to take out the statement of 'avoid taking leave during term-time'. <b>Action: AS</b> agreed to consider how to make it a more useful document perhaps by displaying copies in class rooms.</li> <li>• <b>Attendance Policy</b> <b>Action:</b> Chair to circulate to Governors. <b>Decision:</b> The policy was approved unless there were any major issues.</li> <li>• <b>Home Learning Policy</b> There would be a new system of home learning adopted in Sep (a piece of software was being introduced to set homework on-line with parents having direct access to see what homework had been set). The introduction of this new system would be cost neutral. Staff training would take place on 15<sup>th</sup> June at 15.45 and all Governors were invited to attend. Furthermore, if it would be helpful, the software could be demonstrated at a future FGB meeting.  <b>Governor Challenge and Comments:</b> Governors asked what provision would be made for parents who did not have access to internet. At present, the College still had sufficient Planners which could be used in lieu of online access.  Governors were keen to know if there was something available for SEN parents, for example use of an academic diary. AS confirmed that any particular requirements would be covered as part of the induction process. Any changes to the Home Learning Policy brought about by the introduction of the new system would be presented at the July FGB meeting. <b>Action:</b> Clerk to Note.</li> <li>• <b>Marking Policy</b> Deferred to July <b>Action:</b> Clerk to Note.</li> <li>• <b>Teacher's Appraisal Policy</b> -Deferred to July <b>Action:</b> Clerk to Note.</li> <li>• <b>Complaints Procedure</b> - The Chair proposed that the Babcock model</li> </ul>	<p>AS</p> <p>KW</p> <p>AD</p> <p>AD</p> <p>AD</p>



	<p>was adopted. Governors felt that the policy was helpful (although the term 'customer' needed to be removed throughout). Governors were pleased that mediation was being suggested as they felt that this could well prevent situations from becoming more complex and escalating.</p> <p><b>Action: AS</b> agreed to make minor amendments to tailor the policy to KEVICC and discuss with staff. Final sign-off would take place at the July meeting after which it would replace the existing policy on the website.</p> <p><b>Action: KW</b> to ask Babcock to provide the document in Word format.</p> <ul style="list-style-type: none"> <li>• <b>Acceptable Use Agreement</b> – This was currently contained within the Online Safety Policy. Governors felt that it would be helpful if students were made aware of it and asked to sign regularly rather than just once on arrival.</li> </ul> <p><b>Action: AS</b> agreed to confirm that the version in use was the one taken from the Online Safety Policy and to clarify whether students needed to sign regularly.</p>	<p>AS KW</p> <p>AS</p>
7/1/6/16	<p><b>Lead Governor Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Geography Visit.</b> BE related that she had attended KS 3 (Years 8 and 9) Student Voice sessions. Students were positive about the changes they saw happening in the Department and appreciated what they were learning. From a Governors perspective, it was helpful to understand the student view and how the student 'voice' was being managed. NC informed the meeting that he was going on a Modern Foreign Languages (MFL) visit on Friday – this would be a mixture of talking to staff and visiting 3 lessons. AS reminded the meeting that one of the main purposes of governor visits was to see how the CIP was working in practice.</li> <li>• <b>SEN/Safeguarding Update.</b> KS had not yet undertaken a Safeguarding visit but one had been set up. JF had recently met with Sophie Killock (acting SENCO) and reported that Sophie felt well supported and was working closely with Richard Hard and Sarah Winstone to discuss the way forward for the SEN Department in the light of the new staff structure. Sophie was maintaining her teaching hours in addition to taking on the SEN role and so would have a considerable workload. However, she seemed very confident and very able to undertake the task. She would hold the post until Sarah returned from maternity leave.</li> </ul>	
	<b>Part 2 Business</b>	
8/1/6/16	<p><b>Chair's Business and Housekeeping</b></p> <p>The date for the Sep meeting needed to be changed to Tues Sep 13<sup>th</sup>.</p>	All to Note
9/1/6/16	<p><b>Date of Next Meeting</b></p> <p>The date of the next meeting of the Full Governing Body would be the 12<sup>th</sup> July at 17.45. Location confirmed as Redworth Library</p>	
	<b>The meeting closed at 19.45</b>	