



KING EDWARD VI COMMUNITY COLLEGE

FGB Meeting

Tuesday 19 April 2016

17:45 – 19:45

Room: Room F - Kennicott

Minutes

Ref.	FOCUS OF THIS FGB MEETING: ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION:
1.	<p>Welcome & Apologies</p> <p>1.1 The attendance record was completed by the Clerk.</p> <p>Present: Nigel Clark (NC – Parent Governor), Richard Dennison (RD – Parent Governor), Bethan Edwards (BE – Parent Governor), Rachel Foot (RF – Co-opted Governor), Jess Foweraker, (JF – Parent Governor), Tim Friese-Greene (TFG – Vice Chair – Parent Governor), Paul Looby (PL – Co-opted Governor), Alan Salt (AS - Principal), Kate Shillaker (KS - LA Governor), Carole Whitty (CW - Foundation Governor), Kate Wilson (KW – Chair – Co-opted Governor).</p> <p>Additional attendees: Lisa Keay, Clerk to Governors</p> <p>1.2 Apologies: The Governing Body accepted apologies from Roger Foord-Evans (RFE - Foundation Governor) and Julie Watson (JW – Co-opted Governor)</p> <p>1.3 Declarations of Interest: There were no declarations of interest relating to items on the agenda.</p>
2.	<p>Draft Minutes of the FGB Meeting 22.03.16</p> <p>2.1 The draft minutes for the March FGB meeting were approved and signed by the Chair as a true and accurate record of the meeting.</p> <p>2.2 Matters Arising from the March FGB meeting and not covered by items below:</p> <ul style="list-style-type: none"> RFE to update Annual Declarations of Business Interests. ACTION: RFE Staff Governor Election – AS noted that the standard DCC nomination letter would be circulated to all staff (teaching and non-teaching) within the next week. ACTION: AS (completed). Co-opted Governor vacancy – The Chair urged all governors to return their skills audits so that the current skills gaps on the Governing Body could be identified and advertised. ACTION: all who haven't completed a skills audit yet. <p>Website – Governors discussed a paper circulated to them in advance of the meeting, outlining three different providers/packages, re: developing a new College website. Governors discussed their different experiences of the different websites on offer and queried the different costings.</p> <p>ACTION: Governors agreed to approve E4 education under Chair's Action once additional info had been received from AS, re: technical concerns with the provider, SchoolCool (completed).</p> <ul style="list-style-type: none"> All Weather Pitch (AWP) update, re: surface (maintenance costs), planning permission and S106 funding – AS noted that following health and safety concerns recently raised by Tone Leisure regarding the existing AWP, a Local Authority consultant has assessed the pitch and confirmed that it is safe for our students to use under supervision. From a liability point of view the pitch needs to be locked after College hours and a sign which clearly states that the pitch is only to be used under College supervision should be erected. A meeting with SHDC is scheduled for tomorrow, re: replacement of the AWP/establishing the process and amount of S106 funding available. This will include greater clarity, re: the planning application process. AS added that the College will need to agree and sign a community use agreement as a condition of receiving S106 funding. <p>ACTION: AS to provide a progress update at the May FGB meeting.</p> <p>Action Tracker</p> <p>2.3 Governors raised no concerns, re: the Action Tracker and did not identify any outstanding actions to be progressed.</p>
3.	<p>Monitor Progress of CIP including premises aspect</p> <p>Governors received a RAG rated College Improvement Plan (CIP) in advance of the meeting. Governors invited the Principal to draw attention to any issues of particular note.</p> <ul style="list-style-type: none"> AS drew attention to the explanatory notes in the left hand column which provide the narrative for

	<p>why the CIP is rated in the way that it is. The following comments were also made:</p> <ul style="list-style-type: none"> ○ The College is generally satisfied with spring 2 data - it is where the College would expect students to be at this time of year. ○ The value added measure for 6th form is being clarified. ○ The floor target of Progress 8 for Maths and English is easiest to compare because it is an A-C measure. ○ Progress looks better than attainment in Y11 due to the cohort. ○ The evidence base for the quality of teaching and learning is far better than this time last year, as there is now the triangulation of different sources: observations, learning walks, progress data, etc. ○ Short term challenges in the SEN team are being addressed and will include some external consultancy support from the Learn to Live Federation. ○ Good progress is being made with the staff restructure. <p><i>Paul Looby arrived, 6.15pm</i></p> <ul style="list-style-type: none"> ○ Student leadership/voice is still not as high profile as it needs to be in the life of the College – governors offered assistance in supporting this piece of work. <p>ACTION: AS to liaise with CW.</p> <ul style="list-style-type: none"> ○ Student Outcomes – Current data for year 10 students indicates that the PP gap will require attention. ○ Governor Action Plan – it was agreed that there was still an urgent need to clarify the role of governors to stakeholders and that CW's and BE's work with the community was important in progressing this piece of work. ACTION: CW and BE. <p>ACTION: Governors were encouraged to send any further questions relating to the CIP, to the Principal, by email.</p>
4.	<p>Review and Reset the Vision for the College</p> <p>Vertical Tutoring The Principal explained how vertical tutoring would be an integral part of the future vision of the College, re: unlocking the leadership potential of students and increasing links with parents. From September, every member of staff will be a Tutor, including Faculty and Senior Leaders, and teaching assistants will have a role as co-tutors. It is anticipated that this should be possible within existing PPA time.</p> <p>Anticipated benefits of this new system include better pastoral support due to a far higher ratio of staff to students and an ever stronger sense of College community reinforced by mixing different ages in each tutor group.</p> <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> • Governors queried how the College was going to manage change with existing tutor groups. The Principal explained that the College would be working with students and parents towards the end of this term, re: outlining the benefits to them and their parents as a result of this change. • Governors asked whether the College was ready to implement this across all year groups from September given the staff restructure that was being implemented at the same time. The Principal responded that he believed it to be achievable from September, but expressed a willingness to adjust the process of change if any serious problems arose, re: implementation. • Governors supported the implementation of vertical tutoring, re: obtaining the benefits outlined above. <p>Proposed Changes to the College Uniform</p> <ul style="list-style-type: none"> • Governors received a paper in advance of the meeting recommending a minor change to College uniform. <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> • Governors asked for more information relating to the rationale for change, student consultation and information about costs and suppliers of uniform items. <p>ACTION: AS to provide.</p> <p>Site Development</p> <p>CW outlined the purpose and content of the Draft Paper, re: agreeing a process for developing the KEVICC site (paper carried forward from March meeting) and noted the following:</p> <ul style="list-style-type: none"> • The importance of not losing momentum with local groups, re: feeding into local neighbourhood

	<p>plans, forming partnerships to support an AWP and more generally working together with the local community to improve the College provision for the area.</p> <ul style="list-style-type: none"> • The opportunity for KEVICC to be part of the leadership for pulling all sports clubs together and putting together a sports strategy for Totnes. • Roundtable meetings with local community groups have been productive and there have been offers of external support, re: helping KEVICC to think about how to develop its site. CW recommended inviting those interested to talk to governors, re: what is on offer. • The need to create a steering group of governors interested in supporting this work. <p>Decision: Governors appointed CW as Lead Governor for Site Development and agreed that ToR need to be drawn up.</p> <p>ACTION: CW to invite governors to join the proposed steering group. Governors can opt just to be part of the circulation list for this steering group rather than a full member.</p> <p>ACTION: Governors to contact CW directly, re: joining this steering group copying in the Chair and Clerk.</p> <p>ACTION: Clerk to re-circulate approved 'Principles of Land Use' (2.2, November FGB meeting) to all governors.</p> <p>Celebrating the Fiftieth Anniversary of KEVICC</p> <ul style="list-style-type: none"> • CW proposed organising a celebratory day in early July at Totnes Civic Hall on a Saturday to celebrate KEVICC, past, present and future using an image bank and possibly hosting some workshops/linking to the new website/chatroom, post event. <p>ACTION: Clerk to retrieve an electronic proposal from BE, re: this event and circulate to all governors.</p> <p>ACTION: Anyone interested in supporting this event should liaise directly with CW and BE.</p> <p>ACTION: CW to book Civic Hall for 2 July and to approach the Foundation Governors to sponsor this event. The Parent Association should also be actively encouraged to engage with this event.</p> <p>Sheepfield Proposal</p> <p>The Principal noted the urgent need for capital in addition to any LA funding and noted the opportunity the sale of the Sheepfield site, which is not being used to support education at the College, could represent.</p> <ul style="list-style-type: none"> • The College could devise an exemplar consultation process working with the community which could be used for future site development discussions; • Raise capital receipts for funding AWP and other college facilities. <p>ACTION: Development of the Sheepfield site to be worked on by the above mentioned steering group and monitored by the FGB.</p> <p>The Wider Educational Landscape</p> <p>The Principal reported on the current context around school structures, re: federations and academisation and drew attention to the Government's White Paper, 'Educational Excellence Everywhere', re: the plan to academise all schools by 2022.</p> <p>The Principal shared a recent presentation from David Carter, National Schools Commissioner, re: his four priorities which included focusing on existing academies and free schools in special measures.</p> <p>ACTION: AS to send David Carter's presentation to governors (completed).</p> <p>The Principal encouraged governors to think about appropriate timescales and priorities for KEVICC, re: exploring the possibilities going forward:</p> <ul style="list-style-type: none"> • Local MATs re: their values, vision and what they are offering. • Looking at other standalone schools in the area. AS has started informal conversations with local primary schools, such as The Grove, Dartington, St Johns, Berry Pomeroy and Broadhempston and recommended an open conversation with these schools, re: sharing concerns going forward. • The Principal underlined the benefit of continuing to engage with local schools regardless of situations or school structures and identifying shared priorities and concerns going forward. before linking up with existing MATs. <p>ACTION: AS to action further opportunities for the GB to discuss issues going forward.</p> <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> • How do these discussions relate to KEVICC's status as a Cooperative Trust? • What are the benefits to the Totnes community of forming a federation?
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	<ul style="list-style-type: none"> • This is another welcome opportunity to work together with the wider community. • It will be important to forge a clear identity based around values to inform partnership models. • The best rationale for forming a federation/ MAT is its geographical locality. • What could we achieve together? Potential for sharing parent support services, etc. <p>ACTION: AS to send governors a map of local federations and MATs (completed). ACTION: AS to provide a progress update, re: local discussions, at the May FGB meeting.</p>
5.	<p>Lead Governor Reports: Most Able Students, Inclusion and Food Standards</p> <ul style="list-style-type: none"> • BE reported that the College plans to pursue accreditation for the NACE Challenge Award (National Association for Able Children in Education). Once this accreditation visit has taken place, the Most Able Students Policy may need to be reviewed/updated. In the meantime, governors re-adopted the existing policy without change. <p>ACTION: Clerk to upload this reviewed policy to the staff policy folder and College website (completed). ACTION: BE to monitor a future review of this policy.</p> <ul style="list-style-type: none"> • The Principal confirmed that statutory duties are being met in relation to SEND. <p>ACTION: JF and KS to liaise with the Principal's PA, re: a SEND and Safeguarding monitoring visit during May.</p> <ul style="list-style-type: none"> • The Principal confirmed that food standards at the College were in line with statutory duties.
6.	<p>Governor Training and Visits</p> <ul style="list-style-type: none"> • Receive Governor Visit Reports/agree next Visit – the next departmental review will take place in Performing Arts on 5 May, Session 5, 2.20-3.20pm. • Governor Training – KS is about to undertake Babcock Prevent training. The Chair noted that GEL had just re-launched itself and that governors would need to re-register to access these certificated learning modules. Governors were encouraged to undertake GEL training in pairs to support deeper discussion and reflection on the issues being explored. The Chair noted that the Key was easier to use, re: answering specific questions around governance. ACTION: All.
7.	<p>Policies due for review and approval at the May FGB meeting:</p> <ul style="list-style-type: none"> • Behaviour Policy (to incorporate Anti-Bullying Policy) (AS/KW) • Online Safety Policy (AS/KS) • Outdoor Visits Policy (to include governor monitoring of impact of educational visits and residential), re: parental feedback (AS) • Charging and Remissions Policy – needs to be finalised for approval. <p>Policies due for review at the June FGB meeting:</p> <ul style="list-style-type: none"> • Home/College Agreement (CW) – NB no longer a statutory requirement • Attendance Policy (KW) • Home Learning Policy (CW) • Marking Policy (CW) • Teacher's Appraisal Policy (NC) • Complaints Procedure (KW) ACTION: KW to convene a group of governors to look at this.
8.	<p>Chair's Business and Housekeeping</p> <ul style="list-style-type: none"> • The Chair was not notified of any urgent business in advance of the meeting. • There were no suggestions for improvement to the 'new governor' induction process. • An advert for recruiting a new Clerk will be posted by the end of the week. ACTION: AS/KW
9.	<p>Date of next FGB meeting: Tuesday 17 May 2016, 5.45-7.45pm, Religious Studies Room 43 (hut)</p>
10.	<p>PART TWO PROCEEDINGS</p>

Papers received with the agenda:

- 2.1 Draft Minutes for March FGB Meeting
- 2.2 Website Report
- 2.3 Action Tracker (updated)
- 4. Uniform Change Proposal (for info)
- 4. Site Development process paper (CW)
- 5. NACE Challenge Award (for info)
- 5. Most Able Students Policy (no proposed changes)
- 6. Governor Visits Record (updated)
- 6. Governor Training Record (updated)
- 10. Part 2 draft minutes, agenda and supporting papers

Papers received in advance of the meeting:

- 3. RAG rated CIP
- 4. Sheepfield proposal (process and timeline)