



KING EDWARD VI COMMUNITY COLLEGE

FGB Meeting

Tuesday 22 March 2016

17:45 – 19:45

Room: MFL 6

MINUTES

Ref.	<p style="text-align: center;">FOCUS OF THIS FGB MEETING: OVERSEEING THE FINANCIAL PERFORMANCE OF THE SCHOOL AND MAKING SURE ITS MONEY IS WELL SPENT</p>
<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Welcome & Apologies</p> <p>The attendance record was completed by the Clerk.</p> <p>Present: Nigel Clark (NC – Parent Governor), Jane Collings (JC –Co-opted Governor), Bethan Edwards (BE – Parent 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), Kate Wilson (KW – Chair – Co-opted Governor).</p> <p>Additional attendees: Teresa Lakeman, Business Director (for item 5), Lisa Keay, Clerk to Governors</p> <p>Apologies: The Governing Body accepted apologies from Richard Dennison (RD – Parent Governor), Roger Foord-Evans (RFE - Foundation Governor), Rachel Foot (RF – Staff Governor), Julie Watson (JW – Co-opted Governor) and Carole Whitty (CW - Foundation Governor).</p> <p>Declarations of Interest: There were no declarations of interest relating to items on the agenda.</p>
<p>2.</p> <p>2.1</p> <p>2.2</p> <p>2.3</p>	<p>Draft Minutes of the FGB Meeting 23.02.16</p> <p>The draft minutes for the previous full governing body meeting were approved by governors as a true and accurate record and were signed by the Chair.</p> <p>ACTION: Clerk to circulate to all staff and add to the College website.</p> <p>Matters Arising from the February FGB meeting and not covered by items below:</p> <ul style="list-style-type: none"> • Annual Declarations of Business Interests – ACTION: RFE • CIP Governor Action Plan - ACTION: AS to circulate with April FGB agenda. • Governor Skills Audit and analysis of skills gap on the Governing Body <p>ACTION: Clerk to send governors their existing skills audit for updating by the end of April.</p> <ul style="list-style-type: none"> • Outdoor Visits Policy <p>ACTION: AS to include a review of Trips and Visits in the Principal’s Report (May) including a review of the policy/parental feedback.</p> <p><i>NC arrived, 6pm.</i></p> <ul style="list-style-type: none"> • New Website – AS reported that the College is looking at new providers and will provide a further update at the April FGB meeting. ACTION: AS <p>Action Tracker</p> <ul style="list-style-type: none"> • Governors raised no concerns, re: outstanding actions that need to be progressed from the Action Tracker.
<p>3.</p> <p>3.1</p> <p>3.2</p>	<p>Personnel</p> <ul style="list-style-type: none"> • The Principal provided a verbal report, re: progressing the staff restructure focusing on appointments to the new structure and the redundancy process. He also explained how recent changes to the SEN team were being addressed. <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> • Governors queried how new staff in key roles would be linked to Lead Governors. <p>ACTION: AS to ensure clear links between (a) Lead Governor for Safeguarding (KS) and the new Designation Officer for Safeguarding and (b) Lead Governor for SEND and Inclusion (JF) and the new SENCOs.</p> <ul style="list-style-type: none"> • Lead Governor (NC) monitoring report, re: staff absence (half year monitoring point) <p>NC noted that he could see no long term trends or concerns from the data that he had been sent to him in</p>

	<p>advance of this meeting and invited the Principal to comment further.</p> <p>The Principal advised that due to changes in HR function at the College, processes will be introduced for managing staff absence to ensure that staff are supported and that the College's needs are met.</p> <p>Governors Comments and Challenge:</p> <ul style="list-style-type: none"> Governors queried whether the staff restructuring process had had an impact on staff absence.
4.	<p>College Premises/Site Development</p> <p>Monitor and evaluate progress, re: strategic vision/development of the site:</p> <p>4.1</p> <ul style="list-style-type: none"> All Weather Pitch (AWP) – planning permission and local consultation/surface update. PL, AS and CW attended a positive meeting last night with local sporting groups - there was unanimous support in favour of establishing a new AWP as soon as possible. <p>ACTION: Figures for maintenance costs for the different surfaces needs to be clarified before a final decision is made, re: preferred surface.</p> <p>ACTION: AS and KW to meet with SHDC to clarify the processes, re: obtaining planning permission and S106 funding.</p> <p>It was noted that LED flood lighting should be part of the funding bid to ensure that ongoing running costs are kept to a minimum for the College.</p> <p>4.2</p> <ul style="list-style-type: none"> Sheepfield Proposal <p>ACTION: AS to outline a proposed process and timeline to governors with the April FGB agenda.</p> <ul style="list-style-type: none"> A draft paper outlining the process for developing the College site was prepared by CW and circulated to governors with the agenda. <p>ACTION: Clerk to carry forward for discussion at the April FGB meeting.</p>
5.	<p>Finance</p> <p>5.1 School Financial Value Standard (SFVS)</p> <ul style="list-style-type: none"> The Lead Governor for Finance (TFG) explained that the purpose of this self-evaluation document was to demonstrate to County that financial probity and systems were working as they should be. It is undertaken annually and is an opportunity for governors to ask searching questions of the College. TFG explained that this had been an ongoing piece of work for several months and had been through several drafts. AS confirmed that the circulated content was an accurate representation of the current systems at the College. <p><i>TL arrived, 6.30pm</i></p> <ul style="list-style-type: none"> TFG expressed concern with how the Pay Policy had been implemented for UPS staff and it was agreed that this should be noted in the SFVS return to County. Subject to this amendment, governors approved the content of the SFVS for submission to County. ACTION: AS. <p>5.2 Updates:</p> <ul style="list-style-type: none"> Student numbers and implications – the Principal reported that there is likely to be an increase in student numbers in September with 6th Form numbers remaining steady. Contracts – the Principal confirmed that work was continuing, re: reviewing existing contracts. Governors reviewed buyback of services and agreed providers at the previous meeting. TL requested that governors confirm continued use of Devon Services and this was approved. Review Insurance (link to staff absence) – ACTION: Finance Committee Governors received an update, re: the College's 3 year Budget Plan. <p>Draft Budget 2016/7</p> <p>5.3</p> <ul style="list-style-type: none"> Governors examined, discussed and approved the draft budget for submission to County. <p><i>TL left the meeting, 7.10pm.</i></p>
6.	<p>Progress Data</p> <p>6.1</p> <ul style="list-style-type: none"> The Principal reported that there were no concerns, re: the current performance of students against benchmarking data. Spring 2 data has just been collated and will be presented in the Principal's Report in May. <p>6.2 ACTION: AS to add Spring 2 progress data to Principal Report (May).</p> <p>ACTION: TFG to sort access codes to the governors' summary on FFT for PL and BE.</p>
7.	<p>Curriculum</p> <p>7.1</p> <p>Governors received the Lead Governor's Termly Curriculum Report (CW) in advance of the meeting.</p> <ul style="list-style-type: none"> Monitor curriculum options to be offered for KS4 and post 16 – The Principal outlined some small

<p>7.2</p> <p>7.3</p>	<p>changes but concluded that in broad terms the curriculum offer had not changed.</p> <ul style="list-style-type: none"> • Monitor provision of careers advice – this is being reviewed due to the staff restructure. <p>ACTION: CW to revisit the provision of careers advice in the summer term Curriculum Report.</p> <p>Medical Conditions Policy</p> <p>The Principal confirmed that arrangements were in place to support students with medical conditions. Governors approved the reviewed Medical Conditions Policy.</p> <p>ACTION: Clerk to add to the staff policy folder and website (completed).</p> <p>It was noted that the font currently being used in policies may not be the agreed College standard font.</p> <p>ACTION: Clerk to amend 'Policy Protocol' to ensure the use of a font that is accessible to all.</p> <p>ACTION: AS to ensure KEVICC branding is standardised in the future, re: website and policies.</p> <p>Agree/review parent consultation arrangements (carried forward from February meeting)</p> <p>The Principal noted that if vertical tutoring is adopted by the College then this will affect the reporting and data cycle and possibly parent consultation meetings. ACTION: Revisit at the May FGB meeting.</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Governor Training and Visits</p> <ul style="list-style-type: none"> • Governors received Governor Visit Reports for Safeguarding/SEND and Curriculum. <p>ACTION: AS to send departmental review cycle to the Clerk for circulating to governors (completed).</p> <p>ACTION: Clerk to create a programme of governor visits based on this review cycle, re monitoring the implementation of the College Improvement Plan (CIP).</p> <p>A Learning Walk and Site Visit is being organised for new governors early in the summer term.</p> <ul style="list-style-type: none"> • Governor Training – the Chair actively encouraged governors to access The Key and GEL to support their Lead Governor roles. ACTION: Lead Governors • Governors received the following Governor Training Impact Reports with the agenda: New Governors' training, Finance (x2), Curriculum/Progress Data. The following actions for the Governing Body were identified from these reports: <ul style="list-style-type: none"> ○ What % of students are taking EBacc options and does this meet government aspirations? <p>ACTION: AS to include a curriculum report as part of May's Principal's Report.</p> <ul style="list-style-type: none"> ○ Maths is double weighted – is it given sufficient learning hours? <p>The Principal confirmed that the teaching time for Maths had been increased this academic year.</p> <ul style="list-style-type: none"> ○ It was noted that the finance courses had been extremely useful in helping to understand the wider context of school finance.
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p>Policy Approval:</p> <ul style="list-style-type: none"> • Behaviour Principles – approved. <p>ACTION: Clerk to add to the staff policy folder and website (completed).</p> <ul style="list-style-type: none"> • Finance Policy and Appendices (x2) – approved, subject to an amendment to the delegation limit. • Best Value Statement – approved <p>ACTION: Clerk to add the above to the staff policy folder (completed).</p> <ul style="list-style-type: none"> • Personnel Policies – after seeking advice from the HR Manager the following personnel policies are to be withdrawn from operation at the College: <ul style="list-style-type: none"> ○ Career Break Scheme (Feb 2015) ○ Flexible Retirement Policy (Nov 2014) ○ Ill Health Redeployment (Dec 2014) ○ Parental Leave Policy (Feb 2015) ○ Smoking at Work Policy (March 2015) <p>Going forward, it was agreed that all personnel policies should be administered by the Clerk.</p>
<p>10.</p>	<p>Policies due for review and approval at the April FGB meeting:</p> <ul style="list-style-type: none"> • Charging and Remissions Policy (TFG) • Most Able Students (BE) • Online Safety Policy (AS/KS) <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) • Outdoor Visits Policy (to include governor monitoring of impact of educational visits and residential) (AS) <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

	<ul style="list-style-type: none"> • Attendance Policy (KW) • Home Learning Policy (CW) • Marking Policy (CW) • Teacher's Appraisal Policy (AS/NC) • Complaints Procedure (KW) <p>Policies due for review in September:</p> <ul style="list-style-type: none"> • Pay Policy (AS/NC)
11.	Chair's Business and Housekeeping
11.1	<ul style="list-style-type: none"> • The Chair received no notification of any urgent business (AOB) in advance of the meeting.
11.2	<ul style="list-style-type: none"> • The Clerk has submitted her resignation following her appointment as Clerk to Governors at South Devon College. <p>ACTION: Clerk to send AS and KW new JD for discussion and succession planning (completed).</p>
11.3	<ul style="list-style-type: none"> • Jane Collings tendered her resignation as of 31 March 2016 and was sincerely thanked for her long years of service to KEVICC, including 20 years as a governor.
11.4	<ul style="list-style-type: none"> • Governors appointed Rachel Foot as a Co-opted Governor from 11 April 2016 which is when she ceases to be a Staff Governor
11.5	<ul style="list-style-type: none"> • The Clerk has sent a suggested timeline for the staff governor elections to the Chair and Principal.
11.6	<ul style="list-style-type: none"> • Governors approved the new Terms of Reference for the Principal's Appraisal Committee.
11.7	<ul style="list-style-type: none"> • Governors noted that succession planning (and training) for the Pay Committee (currently NC, JW, TFG) was needed. All governors to consider volunteering for this role; membership to be reviewed and agreed at the September 'housekeeping' meeting. <p>ACTION: Agree membership of Pay Committee at September 'housekeeping' meeting.</p>
11.8	<ul style="list-style-type: none"> • A draft calendar of meetings for 2016/7 was approved.
11.9	<p>Governors requested the Principal to report on the current context around school structures.</p> <p>ACTION: Clerk to add to the April FGB agenda (completed).</p>
12.	Date of next FGB meeting: Tuesday 19 April 2016, 5.45-7.45pm, Room F: Kennicott
13.	PART TWO PROCEEDINGS

Papers circulated with the agenda:

- 2.1 Draft Minutes for February FGB Meeting
- 2.3 Action Tracker (updated)
- 3. Staff absence data (including historical data)
- 4. Site Report Update – process for developing the site (CW)
- 5.1 SFVS
- 7.1 Lead Governor Curriculum Reports (x3) – sent 13 March
- 7.2 Medical Conditions Policy
- 8.1 SEND/Safeguarding Governor Visit Report
- 8.3 Governor Training Impact Reports (x4)
- 9.1 Behaviour Principles
- 9.2 Finance Policy and Appendices (x2)
- 9.3 Best Value Statement
- 9.4 KEVICC's definitive list of personnel policies
- 11.4 Terms of Reference for the Principal's Appraisal Committee
- 11.6 Draft Calendar of Meetings 2016/7
- 13. Part 2 draft minutes, agenda and supporting papers