



KING EDWARD VI COMMUNITY COLLEGE

FGB Meeting

Tuesday 23 Feb 2016

17:45 – 19:45

Room: History Room 52 (hut)

APPROVED MINUTES

Ref.	<p style="text-align: center;">FOCUS OF THIS FGB MEETING: ENSURING CLARITY OF VISION, ETHOS AND STRATEGIC DIRECTION</p>
<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p>Welcome & Apologies The attendance record was completed by the Clerk.</p> <p>Present: Nigel Clark (NC – Parent Governor), Jane Collings (JC –Co-opted Governor), Richard Dennison (RD – Parent Governor), Bethan Edwards (BE – Parent Governor), Rachel Foot (RF – Staff 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), Julie Watson (JW – Co-opted Governor), Carole Whitty (CW - Foundation Governor), Kate Wilson (KW – Chair – Co-opted Governor).</p> <p>Additional attendees: Anne Law (AL – for item 2.), Lisa Keay, Clerk to Governors</p> <p>Apologies: The Governing Body accepted apologies from Roger Foord-Evans (RFE - Foundation Governor).</p> <p>Declarations of Interest: RF declared her interest as a member of staff, KW declared her interest as being closely related to a Learning Support Assistant and PL declared an interest as manager of a local football team. There were no other declarations of interest relating to items on the agenda.</p>
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>Pupil Premium (PP) Impact Report/Analysis</p> <ul style="list-style-type: none"> • Governors received a detailed SLT presentation on progress and attainment of PP students from Anne Law (AL). • A report containing this data and summary of interventions was circulated to governors with the agenda. • AL drew attention to the different issues arising in the different year groups and how the College was targeting resources to address these different needs. • AL outlined the wide ranging and effective strategies being used at the College to close the gap between the progress of PP and non-PP students. • These interventions are research based and include quality first teaching, high quality feedback, effective group work and effective setting of homework. Improvements are embedded in 95% of classrooms. • AL noted a strong correlation between attendance and performance and explained that this gap was most pronounced in Y10 with lower levels of attendance resulting in lower levels of progress. Attendance is therefore being closely monitored and addressed. • AL outlined planned interventions for the summer term re: years 10 and 11. <p>Governor Questions and Challenge:</p> <ul style="list-style-type: none"> • Governors asked about specific areas of Pupil Premium spend this academic year. • Governors acknowledged that it was often a challenge to show progress with High Prior Attainment students. <p>AL explained that underachievement could be at any level and that more bespoke input and support was being provided to <i>all</i> underperforming students to ensure all students make progress in line with Key Performance Indicators.</p> <ul style="list-style-type: none"> • Whilst acknowledging the challenges, Governors were keen to hear about the evaluation strategies of new interventions, ie how will the College know what is working? <p>AL noted that the new, intensive mentoring programme for Y11s was being closely monitored to measure its impact, re: progress being made in 'closing the gap'.</p> <ul style="list-style-type: none"> • Governors noted that successful strategies had not been imposed on all departments and queried whether generic strategies, that had proved successful, should be enforced. <p>AL explained that sharing good practice across departments, eg through work scrutiny of marking</p>

	<p>feedback, was raising standards across the College without the need to enforce particular strategies.</p> <ul style="list-style-type: none"> Governors appreciated the focussed interventions on KS4 but expressed concern about whether sufficient interventions were being used in KS3. <p>AL explained that Heads of Year and tutoring monitor this and ensure attendance is good. AL also noted that interventions and expectations, eg in English, are filtering down into KS3. AS added that the recent external review of Y8 had also raised awareness with Heads of Departments, re: the importance of having strategies in place before KS4.</p> <ul style="list-style-type: none"> Governors noted the revision packs for Y11s and asked whether there was a long term strategy for embedding revision in earlier years, to build up confidence etc <p>AL noted that current curriculum planning was looking to develop these skills at KS3 as exams are going to become more challenging and content rich. She also noted that the College was moving towards the increased use of Google Classroom so less need to purchase physical resources (eg revision guides/packs) in the future is anticipated.</p> <p>Governors thanked Anne for a very useful and informative presentation.</p> <p><i>AL left the meeting at 6.25pm</i></p>
3.	<p>Draft Minutes of the FGB Meeting 19.01.16</p> <p>3.1 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. ACTION: Clerk to circulate to all staff and add to the College website (completed).</p> <p>Matters Arising from the January FGB meeting and not covered by items below</p> <p>3.2</p> <ul style="list-style-type: none"> Annual Declarations of Business Interests – ACTION: RFE. <p>The Chair updated governors, re: RFE’s continued engagement with governor business.</p> <ul style="list-style-type: none"> Co-opted Vacancy – The Chair noted that the GB had received an inquiry for this vacancy. It was suggested that the GB next recruit new governors in the summer term to allow time for the four new governors to consolidate their roles within the team. The GB supported this recruitment plan. ACTION: Clerk to withdraw advert from SGOSS (completed). ACTION: KW to send new Governors a skills audit to complete so that any skills gap in the current team can be identified (completed). ACTION: Governors to use local contacts to recruit somebody with strong data analysis skills or a legal background in the summer term. <ul style="list-style-type: none"> Coco’s Nursery – The Chair reported that the outline planning application for this site had been approved so the site is now on the market. <p>Action Tracker</p> <p>3.3</p> <ul style="list-style-type: none"> Governors raised no concerns, re: outstanding actions that need to be progressed from the Action Tracker.
4.	<p>Progress Data</p> <p>4.1</p> <ul style="list-style-type: none"> Current performance data will be reported to the March FGB meeting. ACTION: RD <p>4.2</p> <ul style="list-style-type: none"> Governors requested access codes to the governors’ summary on FFT aspire. ACTION: AS <p>4.3</p> <ul style="list-style-type: none"> Governors were encouraged to notify the Clerk if they desired full governor access to Raiseonline, Currently all members of the Progress Data Working Group have access to this data. <p>4.4</p> <ul style="list-style-type: none"> The Principal noted that Ofsted would want to speak to governors familiar with RAISEonline and it was agreed that members of the Progress Data Working Group would be well placed to do this. It was reiterated that any governor can join or attend the meetings of this Group at any time. ACTION: All governors to consider joining the Progress Data Working Group or attending some of its meetings.
5.	<p>College Premises/Site Development</p> <p>5.1</p> <ul style="list-style-type: none"> Since the January FGB meeting, the Chair noted that she had approved the demolition of the huts on the Elmhirst site under Chair’s Action. This action was approved by the governing body. <p>5.2</p> <ul style="list-style-type: none"> All Weather Pitch (AWP) <p>Three quotes have now been received for this project. The Governing Body appointed PLas Lead Governor for overseeing decisions, re: the AWP. ACTION: AS to forward email about AWP costings to all governors (completed). ACTION: PL to work with CW re: engaging with local community organisations about the preferred surface for the AWP (being progressed).</p> <p>5.3</p> <ul style="list-style-type: none"> Roundtable Discussion (11 Feb) <p>CW reported that 6 governors attended this meeting of community groups connected in some way to developing the local area. The aim of these Roundtable discussions is to link KEVICC into these local</p>

<p>5.4</p> <p>5.5</p>	<p>developments, re: neighbourhood plans, Atmos, etc. CW urged governors not to lose sight of the possibility of investment in new buildings and college facilities.</p> <ul style="list-style-type: none"> • Governors agreed to the College seeking planning permission for an AWP based on current costings. <p>ACTION: KW to contact SHDC for guidance on how to submit this application.</p> <ul style="list-style-type: none"> • CW reiterated the need for a long term site development discussion by the Governing Body that could provide the basis for discussion with the local community. • Sheepfield site – The Business Director has sent AS and KW historical information relating to development of the Sheepfield site and this has been filed in the governors shared folder. <p>ACTION: AS to send Governors a simple summary sheet, re: work done so far and valuation undertaken.</p> <ul style="list-style-type: none"> ○ This summary will form part of a site development discussion around maximising use of this site. ○ It was noted that there were ideas, re: land development at the Roundtable meeting and that it would be important for the College to engage with the wider community, ○ It was agreed that the Governing Body's draft principles for land use should be finalised and used to start making decisions. <p>ACTION: AS and CW to draft a proposal for the March FGB meeting, re: the process for taking forward consideration of the Sheepfield site, including finalising the draft principles for land use.</p> <ul style="list-style-type: none"> • RF noted that the College's connection to Dart Hydro had been successfully completed and extended thanks to Alan Hocking and Chris Box for overseeing this process. Electricity savings are anticipated for the next 40 years as a result of this connection.
<p>6.</p> <p>6.1</p>	<p>Personnel</p> <ul style="list-style-type: none"> • Staff restructure <p>The Principal noted that since circulating his summary report to governors on Friday there had been further representations from staff. No new themes had arisen during this time.</p> <p>The Principal also made governors aware that he had received representations from a number of TUs about JDs and processes and these had been addressed.</p> <p>Governor comments and questions:</p> <ul style="list-style-type: none"> • Governors asked for an overview of the next stage of the process. <p>The Principal clarified, explaining that most positions needed to be appointed to before Easter so as to ensure clarity for all staff.</p> <ul style="list-style-type: none"> • Governors recognised this difficult, but important process for the College. <p><i>Jane Collings left the meeting (7.15pm) due to a prior engagement.</i></p> <p>DECISION: There was unanimous approval, from all those present, to the proposed/revised staffing restructure – with one staff member (RF) unable to vote.</p>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>Finance</p> <ul style="list-style-type: none"> • Governors received the Management Accounts (January) • SFVS – this will be ready for approval at the next FGB meeting.
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p>Health and Safety</p> <ul style="list-style-type: none"> • JW noted that she had received a comprehensive email from the Business Director confirming that an annual Fire Risk Assessment takes place. <p>ACTION: JW to forward this email to the Clerk for circulating to all governors (completed).</p> <ul style="list-style-type: none"> • The Principal verbally reported on road safety.
<p>9.</p> <p>9.1</p> <p>9.2</p>	<p>Curriculum</p> <ul style="list-style-type: none"> • Confirm arrangements are in place to support students with medical conditions/approve Medical Conditions Policy – Governors agreed to carry this item forward to the March FGB meeting. • Review College Session Times – The Principal confirmed the new session times introduced in September appeared to be working well.
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Stakeholder Feedback</p> <ul style="list-style-type: none"> • Governors noted the need to embed the College in the community – this was discussed above, item 5, re: site development. • Agree/review parent consultation arrangements – carry forward to March FGB meeting. • Agree process and timeframe for Keele Survey – AS confirmed that this survey would take place shortly after the Easter holidays and would seek feedback from students, parents and staff. <p>ACTION: AS to report at the May FGB meeting and to identify any actions arising.</p>

<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p> <p>11.8</p> <p>11.9</p> <p>11.10</p> <p>11.11</p> <p>11.12</p>	<p>Policy Approval:</p> <ul style="list-style-type: none"> • Admissions Policy – approved. <p>ACTION: Clerk to upload to staff policy folder and website (completed).</p> <ul style="list-style-type: none"> • Appendix to Complaints Procedure – approved. <p>ACTION: Clerk to add to the Complaints Procedure and upload to staff policy folder and website (completed).</p> <ul style="list-style-type: none"> • Accessibility Plan (part of SEN/D Policy) – approved. <p>ACTION: Clerk to upload to staff policy folder and website once formatted.</p> <ul style="list-style-type: none"> • Behaviour Principles <p>ACTION: TFG and CW to meet and amend these draft principles for circulation with the March agenda (15 March).</p> <ul style="list-style-type: none"> • Charging and Remissions Policy <p>This Policy had not been reviewed in line with the agreed policy protocol.</p> <p>ACTION: AS - Governor comments/amendments to be considered by staff and returned to the lead governor (TFG) in time for circulating with the March agenda (15 March).</p> <ul style="list-style-type: none"> • Online Safety Policy - confirm consistent with the reviewed Safeguarding and Prevent Policy. <p>ACTION: Carry forward to April FGB meeting. Send to Lead Governor (KS) for comment by end of March.</p> <ul style="list-style-type: none"> • Employee Code of Conduct (DCC – updated) – approved. • Recruitment and Selection Policy (DCC – updated) – approved. • TOIL Policy (DCC-updated) – approved. • Redundancy Policy (DCC – updated) – approved • Whistleblowing (DCC – updated) – approved <p>ACTION: Clerk to upload these personnel policies to the staff policy folder (completed).</p> <p>The Outdoor Visits Policy and the importance of parental feedback was noted.</p> <p>Action: AS.</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p> <p>12.7</p> <p>12.8</p> <p>12.9</p>	<p>Chair's Business and Housekeeping</p> <ul style="list-style-type: none"> • The Chair received no notification of any urgent business (AOB) in advance of the meeting. • DVLT Update – The Principal reported plans to regenerate DVLT including the possibility of adopting an 'opt-out' membership scheme for staff, parents and students. • NC has had difficulty finalising the paperwork for his DBS check due to working in Spain for the past decade. <p>ACTION: RF to retrieve relevant form from contacts in Spain so that this issue can be resolved.</p> <ul style="list-style-type: none"> • Review process of recruitment of new governors and their induction/role of governor mentor - new governors were reminded that they had been allocated governor mentors but were also encouraged to contact any member of the Governing Body for support and information. <p>ACTION: Clerk to seek feedback from the four new governors, re: current induction process and identify possible improvements for the next round of governor appointments.</p> <ul style="list-style-type: none"> • The new Terms of Reference for the Vice Chair of Governors were approved. • New governors were formally appointed to the Lead Governors roles that they had been shadowing: Kate Shillaker is now Lead Governor for Safeguarding, Jessica Foweraker is now Lead Governor for SEND and Inclusion and Nigel Clark is now Lead Governor for Personnel. • The Governing Body formally appointed Bethan Edwards and Nigel Clark to support Tim Friese-Greene on the Principal's Appraisal Committee. <p>ACTION: Clerk to notify BE and NC of training opportunities for this role (completed).</p> <p>ACTION: Clerk to update this Committee's Terms of Reference (completed).</p> <p>It was noted that the draft appraisal paperwork from December's appraisal meeting needed to be circulated to the Appraisal Committee to support the termly review of agreed objectives. ACTION: AS.</p> <ul style="list-style-type: none"> • Governors received a new Policy Review Cycle (including personnel policies) <p>ACTION: Clerk to ensure personnel policies in the staff policy folder synchronise with the updated list provided by the HR Manager. This list also to be cross referenced with the list of school personnel policies recommended by HROne (completed).</p> <ul style="list-style-type: none"> • Governor Visit Reports: BE provided a brief verbal report on a visit to the History Department. This particular visit was part of a departmental review. BE drew a distinction between Governor Visits that increased a governor's familiarisation with the College and Visits focused specifically on monitoring progress, re: the CIP. • Governors received an updated Governor Training record and it was noted that a wide range of training had been undertaken by governors in the past month, including online safety, finance and

12.10	<ul style="list-style-type: none"> curriculum/progress data. Governor Training Impact Reports: Governors were reminded to submit their Impact Reports to the Clerk following Babcock training. NC submitted written impact reports for 'New Governors' and Finance training.
12.11	<p>ACTION: JF and PL to submit an impact report, re: New Governors' training and TFG to submit a report, re: curriculum/progress data training.</p> <ul style="list-style-type: none"> The Chair reported that subscription to The Key had been renewed for governors and urged everyone to actively engage with this useful national resource.
12.12	<p>ACTION: All governors to familiarise themselves with The Key, especially with regards to their Lead Governor roles.</p>
13.	<p>Policies due for review and approval at the next FGB meeting:</p> <ul style="list-style-type: none"> Finance Policy and Appendices (x2) (TFG) Statement of Internal Control (TFG) Best Value Statement (TFG) Behaviour Principles (TFG and CW) Charging and Remissions Policy (TFG) Medical Conditions Policy (AS/JF) <p>Policies due for review at the April FGB meeting:</p> <ul style="list-style-type: none"> Most Able Students (BE) Behaviour Policy (to incorporate Anti-Bullying Policy) (AS/KW) Online Safety Policy (AS/KS)
14.	<p>Date of next FGB meeting: Tuesday 22 March 2016, 5.45-7.45pm, MFL Room 6</p>
15.	<p>PART TWO PROCEEDINGS <i>The meeting ended at 8.05pm.</i></p>

Papers circulated with the agenda:

- 2.1 Pupil Premium Report
- 3.1 Draft Minutes for January FGB Meeting
- 3.3 Action Tracker (updated)
- 5.1 Demolition of Huts Paper
- 7.1 Management Accounts: January with separate narrative
- 7.1 (Finance) System notes
- 11.1 Admission Policy
- 11.2 Appendix to Complaints Policy
- 11.4 Behaviour Principles
- 11.7 Employee Code of Conduct (DCC – updated)
- 11.8 Recruitment and Selection Policy (DCC – updated)
- 11.9 TOIL Policy (DCC – updated)
- 11.10 Redundancy Policy (DCC – updated)
- 11.11 Whistleblowing (DCC – updated)
- 12.5 Draft Terms of Reference for the Vice Chair of Governors
- 12.8 Policy Review Cycle (updated to include non-statutory personnel policies)
- 12.9 Record of Governor Visits and Lead Governor Activities (updated)
- 12.10 Governor Training Record (updated)
- 15. Part 2 draft minutes, agenda and supporting papers

Papers circulated before the meeting but after the agenda was sent:

- 5.2/3 Site Report Update, re: AWP and Sheepfield
- 6.1 Staff Restructure: Response to consultation and final recommendation
- 11.5 Charging and Remissions Policy
- 15. Some part 2 papers – see Part 2 minutes for details

Papers tabled at the meeting:

- 11.3 Accessibility Plan

Papers not received:

- 9.1 Medical Conditions Policy