



# KING EDWARD VI COMMUNITY COLLEGE

## FGB Meeting

Tuesday 19 January 2016 17:45 – 19:45 Room: English Room 163

### APPROVED MINUTES

Ref.	<p style="text-align: center;"><b>FOCUS OF THIS FGB MEETING:</b>  <b>HOLDING THE PRINCIPAL TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE COLLEGE AND ITS STUDENTS AND THE PERFORMANCE MANAGEMENT OF STAFF</b></p>
<p>1.</p> <p>1.1</p> <p>1.2</p> <p>1.3</p> <p>1.4</p>	<p><b>Welcome &amp; Apologies</b>            The meeting commenced at 5.50pm.</p> <p><i>Governors agreed to change the order of the agenda to allow staff attendees to leave after their presentations. This meant that items 2.2, 5, 6, 7 and 9.1 were discussed first. The rest of the meeting followed the original order of the agenda.</i></p> <p>The attendance record was completed by the Clerk.</p> <p><b>Present:</b> 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), Tim Friese Greene (TFG – <b>Vice Chair</b> – Parent Governor), Paul Looby (PL – Co-opted Governor), Alan Salt (AS - <b>Principal</b>), Kate Shillaker (KS-LA Governor), Carole Whitty (CW-Foundation Governor), Kate Wilson (KW – <b>Chair</b> – Co-opted Governor).</p> <p><b>Additional attendees:</b> Sarah McGinnis (SM for item 2), Sarah Winstone (SW for items 5,6, 7 and 9.1), Lisa Keay, Clerk to Governors</p> <p><b>Apologies:</b> The Governing Body accepted apologies from Roger Foord-Evans (RFE - Foundation Governor), Jess Foweraker, (JF – Parent Governor) and Julie Watson (JW – Co-opted Governor).</p> <p>There were no declarations of interest relating to items on the agenda</p> <p>The Chair noted the appointment of Kate Shillaker as LA Governor following approval of this nomination by the Local Authority. <b>ACTION: Clerk to process KS's appointment and induction (completed).</b></p>
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p><b>Monitor and evaluate progress of College Improvement Plan (CIP)</b></p> <ul style="list-style-type: none"> <li>• Governors received a RAG (Red/Amber/Green) rated CIP in advance of the meeting and were reminded that this summary outline was underpinned by specific action plans which governors can ask to see in more detail.</li> </ul> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>• Governors noted high use of amber ratings and asked the Principal whether he was confident that sufficient progress was being made in these areas.</li> </ul> <p>The Principal responded that these were not areas of concern and progress was being made.</p> <ul style="list-style-type: none"> <li>• Governors queried the red grading around leadership and community and asked whether this was a time issue.</li> </ul> <p>The Principal responded that this grading was possibly a bit harsh as some progress had been made with community engagement and student voice. However, the College was not where the Principal would ideally like it to be in these particular areas at this stage in the academic year.</p> <ul style="list-style-type: none"> <li>• Governors queried why the Principal's name was against governance and the Principal explained that it was his responsibility to formalise what steps had been taken by the Governing Body to improve its effectiveness. This is particularly important, re: preparing for an external review of the College by Ofsted.</li> </ul> <p><b>ACTION: AS to draft a governance action plan for approval by governors.</b></p> <p><b>SLT Presentation (SM):</b></p> <ul style="list-style-type: none"> <li>• SM presented a comprehensive overview of the self-evaluation processes at KEVICC and explained how each part of the Self Evaluation Framework (SEF) linked to the current Ofsted framework.</li> <li>• SM noted that the current CIP will be re-evaluated in the summer term and adjusted where</li> </ul>

2.3	<p>necessary in line with the evidence being gathered from a variety of internal and external sources.</p> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>Governors asked whether there was any external moderation of the College's/SLT's assumptions and SM confirmed that external visits and advisors were used, eg evaluation of Y8 by Cooperative Heads in December and a formal review of History last summer.</li> <li>Governors requested a copy of these external reviews to support triangulation of the evidence that they were receiving from SLT.</li> </ul> <p><b>ACTION: AS to send Y8 Cooperative Report (completed) and History review to BE.</b></p> <ul style="list-style-type: none"> <li>Governors queried how stakeholder feedback from the Keele Survey fitted into this self-evaluation process.</li> <li>Governors thanked SM for a helpful overview of the College's self-evaluation processes and for explaining how these underpin College priorities and action planning for improvement.</li> </ul> <p><i>SM left the meeting at 6.15pm</i></p> <p>The Chair re-iterated the need for all Governor Visits to be focused on monitoring the CIP. Those areas that most need monitoring are indicated in the SEF.</p> <p><b>ACTION: All governors to focus on priorities in the CIP when undertaking governor visits.</b></p>
3.	<p><b>Draft Minutes of the FGB Meeting 08.12.15</b></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.</p> <p><b>ACTION: Clerk to circulate to all staff and add to the College website (completed).</b></p> <p>3.2 <b>Matters Arising from the December FGB meeting and not covered by items below</b></p> <ul style="list-style-type: none"> <li>Annual Declarations of Business Interests – <b>ACTION: RFE</b></li> <li>Co-opted Vacancy – The principles for the recruitment and selection of this last remaining vacancy have been added to the College website. This vacancy is still registered with SGOSS but there has not been any expression of interest to date from this source.</li> </ul> <p><b>Action Tracker</b></p> <p>3.3</p> <ul style="list-style-type: none"> <li>AS to clarify cost and timescale of a planning application, re: All Weather Pitch (AWP) and lighting. The Chair reminded the Principal that Governors need an update, re: site and proposals and need to be aware of any proposed meetings for progressing this piece of work.</li> </ul> <p><b>ACTION: AS to present monthly or bi-monthly reports, re: site development and AWP.</b>  <b>ACTION Clerk to add to February FGB agenda (completed).</b></p> <ul style="list-style-type: none"> <li>CW to circulate a meeting date for the next roundtable meeting: Kennicott -11 February, 10 am. This meeting will need an update, re: the AWP.</li> <li>Governors noted the need to know the ongoing maintenance cost of a new AWP.</li> </ul> <p><b>ACTION: AS to circulate an AWP proposal to governors on or before 4 February.</b>  <b>ACTION: CW, AS and KW to meet to sketch out an agreed process, re: who is leading on what.</b></p> <ul style="list-style-type: none"> <li>The Chair noted that some governor information on the College website had recently been lost due to problems with the website but that this information would soon be restored.</li> </ul>
4.	<p><b>Receive Principal's Report</b></p> <p>Governors received the Principal's Report in advance of the meeting.</p> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>Governors praised the good format of the report but noted that one page was missing, re: a table containing behaviour data.</li> </ul> <p><b>ACTION: AS to send this behaviour data to all governors.</b></p> <ul style="list-style-type: none"> <li>Attainment of Groups (p.6) - Governors noted an attainment gap for FSM and non-FSM at KEVICC re: the English Baccalaureate.</li> </ul> <p>The Principal explained that take up of the EBAC was not an urgent priority for the college. The 'gap' was attributed to high attainers undertaking triple science (just under half of students opt for this) and not being required to do history or geography and a foreign language, ie KEVICC students have more choices than in other settings and this means that they do not always opt for all of the subjects needed for the English Baccalaureate.</p> <p><b>ACTION: Governor data analysis group to interrogate RAISE data more closely and report back findings at the next FGB meeting.</b></p> <ul style="list-style-type: none"> <li>Staff absence 2014-5 (annual report). One of the new governors observed that this data seemed very old and asked whether last term's data was available?</li> </ul> <p><b>ACTION: Lead Governor to monitor staff absence and report any concerns at the March FGB</b></p>

	<p><b>meeting.</b></p> <ul style="list-style-type: none"> <li>• Student absence – governors sought clarity for why no term 6 data was included in the report. The Principal noted that the criterion for ‘persistently absent’ had changed. The general picture of attendance getting worse as students move up their College years had been noted at previous GB meetings and it is anticipated that this issue will be more effectively addressed by the new proposed staffing structure.</li> <li>• Pupil Premium (PP) – Governors queried what was causing this persistent attainment gap. The Principal acknowledged that PP attainment and progress was an issue at the College and whilst it might appear to disappear this year - because of a particular cohort - it is a problem that will return, so efforts are being made to raise staff awareness to avoid any complacency setting in.</li> </ul> <p><b>ACTION: AS to ensure a subject level analysis of PP impact, re: the PP report planned for the next FGB meeting.</b></p> <ul style="list-style-type: none"> <li>• Curriculum Changes: The Principal and Governors acknowledged that changes to Challenge Pathways would need to be clearly communicated to parents. The Principal also noted that a small number of Y9s were studying a course not continuing into Y10 and this needs resolving.</li> <li>• Governors queried the consistency of homelearning across subjects (p.8).</li> </ul> <p>The Principal noted that there had been better setting and marking of homelearning since September but this was still an area for improvement.</p> <ul style="list-style-type: none"> <li>• The Chair noted that any other questions about the Principal’s Report could be emailed directly to the Principal. <b>ACTION: All governors (copying in the Clerk).</b></li> </ul>
<p><b>5.</b></p> <p>5.1</p> <p><b>5.2</b></p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• SW confirmed that the Safeguarding and SEN/D Audit had been returned to County by 31 December 2015.</li> <li>• Governors received an Annual Safeguarding Report with the agenda.</li> </ul> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>• Governors noted a lack of male representation on the safeguarding team.</li> </ul> <p>AS noted that Ben Cotton and himself were to receive safeguarding training in the near future.</p> <p><b>Safeguarding Policy</b></p> <ul style="list-style-type: none"> <li>• SW explained that this reviewed and updated policy now included the Prevent Duty. Governors queried the definition of ‘British’ Values and the Principal explained that the wording in the policy was dictated by DfE guidance. Governors were assured that ‘British’ Values were explored in an open and reflective way at the College with a focus on creating a safe environment for students to discuss and debate.</li> </ul>
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p>	<p><b>SEN/D Report</b></p> <ul style="list-style-type: none"> <li>• Governors receive an annual SEN/D Report with the agenda papers.</li> </ul> <p><b>Governor Comments and Challenge</b></p> <ul style="list-style-type: none"> <li>• Governors noted pockets of inconsistency around intervention and queried how this will be dealt with, re: changing staff roles following the proposed staff restructure.</li> </ul> <p>SW explained that any inconsistencies would be addressed by the strengthened leadership model in the new proposed structure. The Principal added that increased CPL around teaching and learning would ensure SEND was a shared responsibility throughout the College and not just the responsibility of the SEND department.</p> <ul style="list-style-type: none"> <li>• Governors queried how staff would manage these changes to SEND provision.</li> </ul> <p>The Principal responded that staff had been very positive about this change which usually required a slightly different structure to the lessons being taught.</p> <p><b>SEND information (for website – statutory requirement)</b></p> <p>SW drew governor attention to the following:</p> <ul style="list-style-type: none"> <li>• There has been little change to the information this year but there will be substantial changes needed next year following the proposed staff restructure.</li> <li>• Life after levels is coming in so there is a mixed reporting system at the moment.</li> <li>• P.17 – teaching support staff undergo annual SEN training.</li> <li>• Medical training is no longer being offered for free so the College will need to look at how to fund this next year.</li> <li>• LSAs – there is a full schedule of training throughout the year, including whole staff safeguarding training.</li> </ul> <p><b>Governor Comments and Challenge:</b></p>

	<ul style="list-style-type: none"> <li>How will you ensure specialist support staff are retained post re-structure?</li> </ul> <p>SW responded that the College was unlikely to lose expertise but if this did happen training would be put into the schedule for next year.</p> <p>SW noted that the Accessibility Plan, which needs to be reviewed annually and is part of the SEND Policy, will be updated to reflect the Elmhirst move/staff restructuring.</p> <p><b>ACTION: Clerk to carry forward to February FGB agenda (completed).</b></p>
7. 7.1	<p><b>Children in Care (CiC)</b></p> <ul style="list-style-type: none"> <li>Governors receive an Annual Report from the designated teacher for look after children – including progress data.</li> </ul> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>Governors asked SW whether numbers of CiC had increased in the past year?</li> </ul> <p>SW explained that numbers had fluctuated since September but were now at a more normal level. The Principal noted that the College had received very good support from the LA, re: CiC.</p> <p><i>SW left the meeting at 6.40pm.</i></p>
8. 8.0a 8.0b 8.1 8.2 8.3	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Governors approved a decision – taken under Chair’s Action - to go back into the central payment system.</li> <li>Management Accounts: <i>The Governing Body meeting moved to Part 2.</i></li> <li>SFVS – The Lead Governor for Finance (TFG) circulated a draft version to governors in advance of the meeting and explained that this was still work in progress.</li> </ul> <p><b>ACTION: Final draft to be circulated with the February FGB agenda (for approval).</b></p> <ul style="list-style-type: none"> <li>TFG explained that the reduction in the GB training/expenses budget for this financial year from £4K to £1300 was due to the GB only spending £1289 in the previous financial year. The GB has exceeded its training/expenses budget for this year and will need to review ‘The Key’ contract. Ongoing costs for Babcock support and The Key have been requested and will be reviewed in due course.</li> <li>As part of managing the GB training/expenses budget it was proposed that TFG should become Lead Governor for Training as part of the Vice Chair role. Governors approved this proposal.</li> </ul> <p><b>ACTION: Clerk to draft some Terms of Reference for the Vice Chair role.</b></p> <ul style="list-style-type: none"> <li>Governors approved a new Grounds Maintenance Contract for three years and noted the following: <ul style="list-style-type: none"> <li>Initially governors did not receive adequate information about this contract yet it was above the delegated limit. This had wasted a considerable amount of governor time.</li> <li>The contract had ended in December so governors should have received information in November or at least been warned that it was coming up for renewal.</li> <li>Governor thanks were extended to the Site Manager for getting best value via three quotes.</li> </ul> </li> </ul>
9. 9.1 9.2 9.3 9.4 9.5 9.6	<p><b>Policy Approval:</b></p> <ul style="list-style-type: none"> <li>Safeguarding Policy (updated to include Prevent Duty) – Governors approved this policy. Kate Shillaker replaces Jane Collings as the named Governor for Safeguarding.</li> </ul> <p><b>ACTION: Clerk to update Staff Policy Folder and Website (completed).</b></p> <ul style="list-style-type: none"> <li>Recruitment and Selection Policy</li> </ul> <p><b>ACTION: The College (AS) still needs to check that this policy is consistent with the updated Safeguarding and Prevent Policy.</b></p> <ul style="list-style-type: none"> <li>Online Safety Policy</li> </ul> <p><b>ACTION: The College (AS) still needs to check that this policy is consistent with the updated Safeguarding and Prevent Policy.</b></p> <ul style="list-style-type: none"> <li>Staff Code of Conduct</li> </ul> <p><b>ACTION: This needs to be circulated to all governors pending approval.</b></p> <ul style="list-style-type: none"> <li>Review Accessibility Plan (part of SEN/D Policy) - feed into disability equality scheme and report back on action plan</li> </ul> <p><b>ACTION: Clerk to carry forward to February FGB meeting (completed).</b></p> <ul style="list-style-type: none"> <li>Medical Conditions Policy</li> </ul> <p><b>ACTION: Clerk to carry forward to February FGB meeting (completed).</b></p>
10. 10.1 10.2	<p><b>Chair’s Business and Housekeeping</b></p> <ul style="list-style-type: none"> <li>The Chair received no notification of any urgent business (AOB) in advance of the meeting.</li> <li>Governors approve the new Terms of Reference for the following (split) Lead Roles: <ul style="list-style-type: none"> <li>Safeguarding and Online Safety</li> </ul> </li> </ul>

<p>10.3</p> <p>10.4</p> <p>10.5</p>	<ul style="list-style-type: none"> <li>○ SEN(D) and Inclusion</li> </ul> <p>These Terms of Reference replace the previous Terms of Reference for these roles.</p> <ul style="list-style-type: none"> <li>• Governors received an updated summary of the GB's Membership of Statutory Committees and Lead Roles.</li> <li>• The next Governor Visit will be undertaken by BE in the History Department on 28 January and this will be linked to the CIP.</li> </ul> <p><b>ACTION: AS to send BE last year's external review of history.</b>  <b>ACTION: New Governors were encouraged to liaise with RFE, re: departmental (subject) visits and were reminded that whilst visits could be used to increase familiarity with the College, ideally they should also be used to monitor the implementation of the CIP/formally report back to governors</b>  <b>ACTION: Clerk to send new governors the governor visit protocol (completed).</b>  <b>ACTION: JC to arrange a visit with new Lead Governors, re: SEND and Safeguarding.</b></p> <ul style="list-style-type: none"> <li>• Governor Training – new governors (NC, JF, PL, KS) will be attending Babcock's 'New Governors' training next week and TFG will be attending training, re: secondary progress data on 4 February.</li> </ul> <p><b>ACTION: Any other governor who would like to attend the secondary progress data training should notify the Clerk asap.</b></p>
<p>11.</p>	<p><b>Policies due for review and approval at the February FGB meeting:</b></p> <ul style="list-style-type: none"> <li>• Behaviour Policy (to incorporate Anti-Bullying Policy) (KW)</li> </ul> <p><b>ACTION: This policy needs to be in accessible language. The Governing Body's Behaviour Principles also need to be reviewed (AS/KW).</b></p> <ul style="list-style-type: none"> <li>• Complaints Procedure (KW)</li> <li>• Admissions Policy (KW)</li> <li>• Charging and Remissions Policy (TFG)</li> <li>• Non-statutory personnel policies (following review and rationalisation on 26 January)</li> </ul> <p><b>Policies due for review at the March FGB meeting:</b></p> <ul style="list-style-type: none"> <li>• Finance Policy and Appendices (x2)</li> <li>• Statement of Internal Control</li> <li>• Best Value Statement</li> </ul>
<p>12.</p>	<p><b>Date of next FGB meeting:</b> Tuesday 23 February 2015, 5.45-7.45pm, History, Room 52 (hut)</p>
<p>13.</p>	<p><b>PART TWO PROCEEDINGS</b></p>

The meeting ended at 8.15pm

**Papers circulated with the agenda:**

- 2.2 SEF Report
- 3.1 Draft Minutes for FGB Meeting (8 Dec)
- 3.3 Action Tracker (updated)
- 5.2 Annual Safeguarding Report
- 6.1 Annual SEN/D Report
- 6.2 SEND information (for website)
- 7.1 Annual CIC Report
- 9.1 Safeguarding and Prevent Policy
- 10.2 Draft Terms of Reference for Lead Governor for Safeguarding
- 10.2 Draft Terms of Reference for Lead Governor for Inclusion
- 10.3 Membership of Statutory Committees and Lead Roles (updated)
- 10.4 Governor Visit Record (updated)
- 10.5 Governor Training Record (updated)
- Part 2 draft minutes (x2) to be circulated at the meeting

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

- 2.1 RAG rated CIP
- 4. Principal's Report
- 8.0b. Management Accounts and Commentary