



KING EDWARD VI COMMUNITY COLLEGE

FGB Meeting

Tuesday 8 December 2015 17:45 – 19:45 Room: MFL Room 5

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</p> <p>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), Julie Watson (JW – Co-opted Governor), Carole Whitty (CW-Foundation Governor), Kate Wilson (KW – Chair – Co-opted Governor)</p> <p>Apologies: Roger Foord-Evans (RFE - Foundation Governor). This apology was accepted by the GB.</p> <p>Also in attendance: Ben Cotton, (BC – SLT: for item 2) and Kate Shillaker (prospective LA Governor), Lisa Keay, Clerk to Governors.</p> <p>Declaration of Interests</p> <p>PL declared an interest in development of the All Weather Pitch as manager of a local football team. There were no other interests declared.</p>
<p>2.</p> <p>2.1</p> <p>2.2</p>	<p>Monitor and evaluate progress of College Improvement Plan (CIP)</p> <ul style="list-style-type: none"> • Ben Cotton (SLT) outlined the Teaching and Learning Action Plan that underpins the College Improvement Plan (CIP) focusing on the following: <ul style="list-style-type: none"> ○ The different models being used to increase engagement of colleagues with Continuous Professional Learning (CPL) including the use of Google Classroom. ○ Developing Quality First Teaching using toolkits, eg 25 strategies have gone out to all staff through middle leaders, re: differentiation. The aim is to develop a unique KEVICC pedagogy through the course of the year which everyone can subscribe to. ○ Developing Learning Partnerships through open forums with students and staff to further explore the USP around teaching and learning at KEVICC. <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> • How is SLT going to measure the impact of the teaching and learning toolkits on practice? BC explained that a questionnaire would go out to staff for feedback, there would also be no-notice drop in visits to discuss practice which might direct back to these toolkits. • Are cooperative values specifically/explicitly talked about, re: developing this distinct pedagogy? BC noted that reference to cooperative values is made on the formal Appraisal Observation Form, ie observers and appraisers are invited to comment on this, re: showing cooperative values in action. <p>The Principal noted that, at the same time as developing a more reflective and informed view of the quality of teaching, the College had embraced a much broader and more robust evidence base for judging its quality via a multi strand approach including no-notice lesson visits, scrutiny of data and performance, student voice, formal observation, etc.</p> <p>Governors thanked Ben for a very informative presentation and praised its clear connection with the CIP. <i>Ben left the meeting 6.05pm.</i></p> <ul style="list-style-type: none"> • Governors reflected on how monitoring and evaluating the CIP could be linked to a programme of Governor Visits. The Principal noted that the next departmental review programme would be in history and the performing arts and that these would provide a good opportunity for governor visits.

<p>3.</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p>Draft Minutes of the FGB Meeting 10.11.15</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 (completed).</p> <p>Matters Arising from the November FGB meeting and not covered by items below:</p> <ul style="list-style-type: none"> JC submitted an updated annual Declaration of Business Interests form for filing. <p>ACTION: RFE to complete updated form at next FGB meeting that he is able to attend.</p> <ul style="list-style-type: none"> Governors briefly discussed the one remaining co-opted vacancy and approved a GB Protocol for appointing non-elected governors. <p>ACTION: KW to add protocol to the College Website along with an advert specifying the skills currently required by the GB.</p> <p>ACTION: It was agreed that the Christmas concert would be the next opportunity to advertise the co-opted governor vacancy.</p> <p>ACTION: JC to send Clerk new guidance on Associate Members.</p> <ul style="list-style-type: none"> Governors briefly discussed succession planning for JC's Lead Governor roles and agreed that, going forward, the Safeguarding and Inclusion role would be split between two Lead Governors: <p>ACTION: Clerk to split the existing Terms of Reference with one Lead Governor focusing on Safeguarding and one on Inclusion and SEN/D (completed).</p> <p>ACTION: New draft Terms of Reference to be approved at the January FGB meeting.</p> <ul style="list-style-type: none"> The Chair provided a brief verbal update on behalf of the Governor Working Party that had met on 12 November to discuss the Stakeholder Survey Results. <p>ACTION: Next survey to go out in March with the aim to improve response rates from students, parents and staff.</p> <ul style="list-style-type: none"> New Governors are still receiving their induction: all DBS checks have been processed and 'new governor' training has been booked for 28 January 2016. <p>ACTION: New governors to send brief governor profiles to the College for uploading to the website.</p> <ul style="list-style-type: none"> SFVS to be circulated with the January agenda. <p>Action Tracker</p> <ul style="list-style-type: none"> There were no concerns or outstanding actions that needed to be progressed.
<p>4.</p> <p>4.1</p>	<p>Monitor and evaluate progress, re: strategic vision/development of the site</p> <ul style="list-style-type: none"> CW fed back on a two-hour roundtable discussion that took place on 25 November with other groups who are active in developing land in the local area. This included representatives from Totnes and Dartington's Neighbourhood Plans, the Totnes Pavilion Group, DHT, SHDC and Atmos as well as the following governors: CW, KW, AS, TFG and BE. <ul style="list-style-type: none"> All participating organisations shared their individual plans with the aim of identifying how they can work together. KEVICC shared its aspiration for developing a new, refurbished school with a C21 learning environment. SHDC 106 money for refurbishment of the College's All Weather Pitch (AWP) was discussed. CW sought GB permission for KEVICC to work collaboratively with these groups in the future and this was given. CW noted that the next meeting of this group would take place at the end of January/beginning of February and all governors were invited to attend. <p>ACTION: CW to circulate next meeting date to all governors.</p> <ul style="list-style-type: none"> The Chair explained that the previously proposed rotation of the AWP was no longer possible following the findings of a recent bat survey (published in September). Governors unanimously agreed to submit a planning application for a replacement AWP on the current footprint. <p>ACTION: AS to clarify cost and timescale of a planning application, re: AWP and lighting.</p> <p>Governor Comments and Challenge:</p> <ul style="list-style-type: none"> Governors asked whether this decision was separate to any future strategy, re: the College site? Governors agreed that refurbishment of the AWP was urgent and could not be delayed any further, re: developing a wider strategy for the whole College site. It was agreed that this capital work should be cost-neutral for the College, though there would be ongoing costs incurred, re: maintenance, etc.

5.	5.1	Receive Termly Safeguarding Report <ul style="list-style-type: none"> Governors received a Lead Governor Visit Report for Safeguarding/CiC/SEN(D) on 16 November. Governor discussion concerned the importance of safeguarding and recognising the challenges inherent in safeguarding the site because of its layout. It was noted that visitors to the College need to follow the correct protocols. The Safeguarding and SEN/D Audit, which needs to be submitted to County by 31 December will be circulated with the January FGB agenda. Governors thanked JC for her helpful and informative GB report.
6.	6.1	Receive Termly Curriculum Report <ul style="list-style-type: none"> The Lead Governor's Curriculum Report was circulated to governors with the agenda along with draft curriculum models. CW drew attention to the reduction of curriculum time for PE. This reduction is in line with statutory requirements for secondary pupils. Governors sought assurance that sport would still be actively promoted as an extra-curricular activity. CW was thanked for a comprehensive and helpful GB report.
7.	7.1 7.2	Receive Annual Health and Safety Report <ul style="list-style-type: none"> Governors received the Lead Governor's annual Health and Safety Report with the agenda. This report evidenced that the Lead Governor had monitored and evaluated the College's Health and Safety arrangements and checked that the College complies with its Health and Safety Policy This report also confirmed that systems are in place for risk assessments as and when needed. JW thanked staff for returning requested information promptly so that she could pull this report together and governors thanked JW for a comprehensive report.
8.	8.1 8.2 8.3 8.4	Business carried forward from previous FGB meeting: Personnel (Lead Governor - JC) <ul style="list-style-type: none"> JC reported that the Pay Committee had met and approved the pay recommendations of the Principal. TFG confirmed that the Principal's Appraisal had taken place. The Chair confirmed that the Clerk to Governors' appraisal had taken place and that agreed objectives have been met and set for the coming year. <p><i>The Clerk left the room whilst the Governing Body reviewed the Clerk's annual contractual hours.</i></p> <ul style="list-style-type: none"> The Governing Body agreed to permanently increase the Clerk to Governors hours to 350 hours per annum. The current in-year hours would also increase to 350 hours per annum. <p>ACTION: AS to notify HR of this permanent contractual change and to propose in-year hours increase to staffing meeting.</p>
9.	9.1 9.2 9.3 9.4	Governors approved the following policies: <ul style="list-style-type: none"> JW noted some minor amendments to the Health and Safety Policy and recommended the adoption of this updated policy by the Governing Body. Sex and Relationships (Sex Education) Policy (statutory). CW noted that she had reviewed this policy with SLT and recommended its approval by the Governing Body. Citizenship/PSHE Policy - CW noted that she had reviewed this policy with SLT and recommended its approval by the Governing Body. Governors agreed that the College's Recruitment Policy and Whistleblowing Policy did not need to be on the College website, despite being referred to in the Safeguarding Policy. It was agreed that these policies could be provided on request. <p>ACTION: Clerk to notify staff of this updated policy and add to the staff policy folder (completed).</p> <p>ACTION: Clerk to notify staff of this updated policy and add to the staff policy folder (completed).</p> <p>ACTION: Clerk to notify staff of this updated policy and add to the staff policy folder (completed).</p>
10.	10.1 10.2 10.3	Chair's Business and Housekeeping <ul style="list-style-type: none"> The Chair was not notified of any urgent business (AOB) in advance of the meeting. Governors reviewed the College Prospectus. Governor Comments and Challenge: <ul style="list-style-type: none"> In future the Lead Governor for Parent-Community Relations should be invited to have an input during the final draft stages of writing the College prospectus. ACTION: AS Governor Visit Reports: <ul style="list-style-type: none"> 19 November: Science Review –Governors expressed a desire to look at how Subject Reviews could provide opportunities to monitor the CIP.

	<p>ACTION: AS, KW and RFE to propose a schedule of governor visits focused on monitoring the CIP.</p> <ul style="list-style-type: none"> ○ Pupil Premium Monitoring Visit – BE drew attention to the proposed schedule for monitoring Pupil Premium with a distinct focus for each termly meeting/governor visit. ○ Governors agreed to replace TFG with BE as Lead Governor for Parent-Community Relations to allow TFG to focus on his lead finance role. <p>ACTION: Clerk to send Terms of Reference to BE (completed).</p>
10.4	<p>Governor Training :</p> <ul style="list-style-type: none"> ○ New Governors have been booked onto Babcock's 'New Governor' training on 28 January 2016 ○ TFG will be attending a course on the new curriculum/progress data in February. ○ TFG noted that the current budget for governor expenses/training is much lower than last year. <p>ACTION: TFG to discuss with Business Director and report back the reasons for this at a future FGB meeting.</p> <ul style="list-style-type: none"> ○ Governor Prevent Training – this is not a statutory requirement but is recommended. <p>ACTION: Clerk to circulate training weblink and GEL materials to all governors (completed).</p> <ul style="list-style-type: none"> ○ Governors agreed that all governors should submit 'Impact Reports' to the Clerk following Babcock training. <p>ACTION: All governors who attend Babcock training.</p> <p>ACTION: GB's Annual Report to include a summary of the impact of training on improving the work of the Governing Body.</p>
10.5	<ul style="list-style-type: none"> • Governors received an updated version of the GB's Annual Cycle of Business.
10.6	<ul style="list-style-type: none"> • Governors received an updated version of the GB's Policy Review Cycle. <p>The Clerk noted that there were plans to review/rationalise the College's non-statutory personnel policies in January.</p> <p>ACTION: Clerk to circulate a review cycle for non-statutory personnel policies with the February FGB agenda.</p>
10.7	<ul style="list-style-type: none"> • Governors received an updated version of the GB's Membership of Statutory Committees and Lead Governors (circulated 12 November).
11.	<p>Governors agreed that the following policies should be reviewed and approved at the next FGB meeting:</p> <ul style="list-style-type: none"> • Safeguarding Policy (updated to include Prevent agenda) (JC/SW) • Recruitment Policy (AS/JC/NC) – check consistent with Safeguarding Policy • Online Safety Policy (to ensure consistent with the above) (AS/SW) • Behaviour Policy (to incorporate Anti-Bullying Policy) (AS/KW) • Staff Code of Conduct (AS/KW) • Complaints Procedure (KW) • Review Accessibility Plan (part of SEN/D Policy) - feed into disability equality scheme and report back on action plan (RF/JC/JF) • Medical Conditions Policy (AS/JC/JF) • SEND information (for website – statutory requirement) – (JC/SW/JF) <p>Policies due for review at the February FGB meeting:</p> <ul style="list-style-type: none"> • Non statutory personnel policies.
12.	<p>Date of next FGB meeting: Tuesday 19 January 2015, 5.45-7.45pm, English Room 163.</p> <p>The Chair noted that there would be a 'Governors Social' before the College's Carol concert on 16 December.</p> <p><i>Kate Shillaker left the meeting, 7.15pm.</i></p>
13.	<p>PART TWO PROCEEDINGS</p> <p>The meeting ended at 8.15pm</p>

Papers circulated with the agenda:

- 2.1 Teaching and Learning Action Plan and supporting papers (x4)
- 3.1 Draft Minutes for FGB Meeting (10 Nov)
- 3.2 GB Protocol for appointed non-elected governors
- 3.3 Action Tracker (updated)
- 4.1 AWP Proposal and historical background

- 5.1 Safeguarding Report (circulated to governors on 16 November)
- 6.1 Curriculum Report and draft curriculum models (x3)
- 7.1/7.2 Health and Safety Report
- 9.1 Health and Safety Policy
- 9.2 Sex and Relationships (Sex Education) Policy (statutory)
- 9.3 Citizenship/PSHE Policy
- 10.2 Prospectus – see homepage of College website for content:
<http://www.kingedwardvi.devon.sch.uk/>
- 10.3 Governor Visit Reports:
 - Pupil Premium (BE)
 - Science Review (BE)
- 10.4 Governor Training Record (updated)
- 10.4 Record of Impact (TFG), re: Principal's Appraisal
- 10.5 Annual Cycle of Business (updated)
- 10.6 Policy Review Cycle (updated)
- 13. Part 2 draft minutes, agenda and supporting papers