



# KING EDWARD VI COMMUNITY COLLEGE

## FGB Meeting

Tuesday 13 October 2015 17:45 – 19:45 Room: 62 (English Block)

## APPROVED MINUTES

Ref.	<p><b>FOCUS OF THIS FGB MEETING: HOLDING THE PRINCIPAL TO ACCOUNT FOR THE EDUCATIONAL PERFORMANCE OF THE COLLEGE AND ITS STUDENTS AND THE PERFORMANCE MANAGEMENT OF STAFF</b></p>
<p><b>1.</b></p> <p>1.1</p> <p>1.2</p> <p>1.3</p>	<p><b>Welcome &amp; Apologies</b></p> <p>The attendance record was completed by the Clerk:</p> <p><b>Present:</b> Richard Dennison (RD), Bethan Edwards (BE), Rachel Foot (RF), Tim Friese Greene (TFG), Alan Salt (AS - Principal), Julie Watson (JW), Carole Whitty (CW), Kate Wilson (KW - Chair)</p> <p><b>Apologies:</b> Patrick Bromley (PB), Jane Collings (JC), Roger Foord-Evans (RFE)</p> <p><b>Also in attendance:</b> Fay Crellen (SLT for items 1 and 2 only), Lisa Keay, Clerk to Governors.</p> <p>Apologies were received by Patrick Bromley, Jane Collings and Roger Foord-Evans in advance of the meeting and accepted by the Governing Body.</p> <p>There were no interests declared relating to items on the agenda.</p>
<p><b>2.</b></p>	<p><b>SLT Report (Fay Crellen - FC): Student Attendance</b></p> <p>FC explained that attendance would be a whole college priority over the next year and outlined new systems that had been put in place to address this issue, including:</p> <ul style="list-style-type: none"> <li>• Giving each Head of Year an individual target to work towards based on current trends and predictions. All targets will be above 95.5% but some will be more stretching. Current attendance for this academic year is 94.2%.</li> <li>• KS4 is a priority area as it has persistently lower attendance figures, especially in Y10. Mental health and anxiety issues also need to be looked at in Y11.</li> <li>• Improved and regular communication including more face-to-face meetings. Letters home have been changed to be more positive and supportive in tone.</li> <li>• More effective use of the Education Welfare Officer's time(12 hours) to raise attendance</li> <li>• Increased consistency through different year groups, re: punctuality and accurate recording of student attendance.</li> <li>• More robust monitoring systems.</li> </ul> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>• A Parent Governor expressed frustration with the college communication systems via groupcall. This communication often suggested inaccurate recording of attendance.</li> </ul> <p>FC responded that the Attendance Officer collates information daily and identifies when members of staff have not taken a register. This information is being passed back to middle leaders so that it can be urgently addressed: registers are a legal requirement and are important for safeguarding students. There is now an expectation that a Groupcall, re: absence goes out to parents by 9.30am.</p> <ul style="list-style-type: none"> <li>• How much of a difference will more accurate recording make to attendance figures?</li> </ul> <p>FC responded that this could potentially increase attendance figures by up to 1%.</p> <ul style="list-style-type: none"> <li>• The Lead Governor for Pupil Premium students noted a sharp disparity, re: attendance in Y10 and Y11, especially amongst Y10 girls last year who are now in Y11.</li> </ul> <p>FC explained that this disparity was usually due to late arrival and an action plan was in place for these girls to ensure they are in College and on time. Improved and more frequent communication is helping with this.</p> <ul style="list-style-type: none"> <li>• Governors asked whether strategies, put in place last year to address mental health and anxiety issues, were successful.</li> </ul> <p>FC confirmed that the College was better at supporting such issues, eg early identification where mindfulness courses may be needed and the College continues to work with external agencies. However, these are not such big issues for the current Y11 cohort.</p>

3.	<p><b>Draft Minutes of the FGB Meeting 15.09.15</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.  <b>ACTION: Clerk to circulate to all staff and add to the College website (completed).</b></p> <p><b>Matters Arising from the September FGB meeting and not covered by items below</b></p> <p>3.2</p> <ul style="list-style-type: none"> <li>All governors present completed the new annual Declarations of Business Interests form.  <b>ACTION: PB, JC and RFE to complete and return to the Clerk to Governors at the next FGB meeting.</b></li> <li>Letters, re: Parent Governor nominations have been circulated to all parents and the closing date for returning these is Thursday 22 October. If more than two nominations are submitted an election will take place after October half term.</li> <li>Governors discussed the urgent need to fill the Co-opted Governor Vacancies. To date, no interest has been received by advertising through SGOSS.  <b>ACTION: AS to ensure this vacancy is mentioned via the regular College article in the Totnes Times.</b>  <b>ACTION: KW to circulate to governors a draft protocol/process for appointing co-opted governors, re: skills (to include building, land use or legal experience?), interviews and possibly references.</b>  <b>ACTION: KW to post co-opted vacancies and process of appointment on college website asap.</b>  <b>ACTION: CW to circulate this information via the transition network.</b>  <b>ACTION: Clerk to ask the College to tweet and Facebook the co-opted governor vacancies once the parent governor appointments have been made.</b>  <b>ACTION: Clerk to ensure parent governor vacancies are tweeted and put on the College Facebook page (completed).</b></li> <li>Stakeholder Survey Results – the date of this meeting is to be rescheduled and circulated to everyone. <b>ACTION: AS</b></li> <li>Principles of Land Use/Site Development – a meeting to agree some draft principles will take place this coming Friday at 4.30pm – all invited.  <b>ACTION: Draft principles to be agreed and circulated with the November FGB agenda.</b></li> <li>Governors approved a new Finance Protocol to support carefully considered decision making.  <b>ACTION: Clerk to add as an appendix to the Finance Policy and the Lead Governor's Terms of Reference</b></li> <li>The Principal was unable to confirm the appointment of an External Advisor.  <b>ACTION: AS to check appraisal date with preferred advisor and confirm appointment and date of appraisal (and the External Advisor) at the November FGB meeting.</b></li> <li>Governors discussed succession planning for the Principal's Appraisal Panel and agreed that its membership should be different to that of the Pay Committee.  <b>ACTION: Membership of the Appraisal Panel to be confirmed at the November FGB meeting.</b></li> <li>Governors reviewed Membership of the Pay Committee (to ensure that its membership was different to the Principal's Appraisal Panel) and agreed that from December 2015, PB, TFG and JW would sit on this Committee.  <b>ACTION: Clerk to amend the standing order for the Pay Committee in December.</b></li> <li>Monitoring of the College Improvement Plan (CIP) - Governor visits will commence soon after the half term break. The first visit will focus on a review of science provision at the College. After the science visit the Governing Body will focus on themes in the CIP rather than visit specific departments.  <b>ACTION: AS to notify RFE of some possible dates for the planned Science visit.</b>  <b>ACTION: Clerk to add a discussion of the focus of future visits to the December FGB agenda.</b></li> <li>The Principal explained that, following the recent resignation of the website manager, a number of admin staff have been trained to upload and take information down from the website. TFG's list of outdated information has been used to direct this work pending a more permanent solution to the layout and design of the website. It is likely that the College will buy in a standard website company with support in the near future.  <b>ACTION: Clerk to add update to March (finance) FGB agenda.</b></li> <li>The Principal confirmed that the content of the homelearning policy is now consistent with practice/website content.</li> </ul> <p>3.3 <b>Action Tracker</b></p> <ul style="list-style-type: none"> <li>It was noted that Actions arising from Part 2 minutes would now be collated and circulated in a separate document to ensure Part 2 actions aren't 'lost'.</li> </ul>
----	--

<p>4.</p> <p>4.1</p> <p>4.2</p>	<p><b>Principal's Report to Governors</b></p> <p>In response to recent advice from Babcock, governors will now receive the Principal's Report at the beginning rather than at the end of a College term. This will aid action planning for the term. It was agreed that the July Principal's Report contained all of the relevant information for this beginning of term report.</p> <ul style="list-style-type: none"> <li>The Principal provided a verbal review of national developments in curriculum and its impact on the existing staffing structure which included the following: <ul style="list-style-type: none"> <li>The post-16 offer needs to be tweaked to retain more students</li> <li>A decision needs to be made this autumn about Challenge Pathways as the rationale for creating them may no longer exist. They continue to be valued by students and parents in Y7 and Y8 because they involve working across year groups but the system does not work for all students.</li> <li>The place of PSHE in the curriculum needs to be reviewed</li> <li>The balance of maths, English and science in Y10 and Y11 needs to be reviewed with possibly more time dedicated to maths.</li> <li>The College needs to ensure a balanced curriculum at KS3 to ensure good outcomes at KS4.</li> </ul> </li> </ul> <p><b>Questions and comments from Governors:</b></p> <ul style="list-style-type: none"> <li>Governors asked the Principal to clarify the timescales for this curriculum review</li> </ul> <p>The Principal explained that this would be taking place over the next couple of months as it will affect staff restructuring decisions.</p> <ul style="list-style-type: none"> <li>Governors received a review of the College reporting systems</li> </ul> <p>The Principal confirmed that, in line with statutory requirements, the College formally reported to parents once a year. Parents also receive a report, re: predicted grades, progress and behaviour to learning every half term and this reporting system hasn't changed over the past year.</p>
<p>5.</p>	<p><b>College and Student Performance</b></p> <ul style="list-style-type: none"> <li>The Exam Data Governor Working Party will meet at 5.30pm on Monday 19 October and report back to governors at the November FGB meeting.</li> </ul> <p><b>ACTION: RD to recirculate the time of this meeting (completed).</b></p> <p>It was agreed that since the meeting time was after College hours SLT would not be expected to attend and present to governors.</p> <p><b>ACTION: Governors were encouraged to put forward questions to the Principal in advance of this meeting (completed).</b></p> <p><b>ACTION: AS to send this Working Party exams analysis reports (17 documents) and one side of A4 outlining key areas of concern and planned actions by the end of this week (completed).</b></p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p><b>Safeguarding/SEN/LAC Verbal Report (Lead Governor – JC)</b></p> <p>JC was unable to attend this meeting due to work commitments but confirmed by email that the following responsibilities were in hand:</p> <ul style="list-style-type: none"> <li>Plan Safeguarding audit with designated teacher (JC)</li> <li>Maintain oversight of Inclusion issues in conjunction with the Principal and teaching staff (JC)</li> </ul> <p>JC is planning to resign from the Governing Body at the end of this term so succession planning for these roles is urgently needed. JC's last monitoring visit will take place after the half term break and it would be useful for somebody to shadow this visit.</p> <p><b>ACTION: Everyone to consider their capacity to fulfil these roles and to notify the Clerk if they are able to shadow JC's next governor visit.</b></p>
<p>7.</p>	<p><b>Approve Term Dates 2016-7</b></p> <ul style="list-style-type: none"> <li>Governors approved the proposed term dates for 2016-7.</li> </ul>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Personnel (Lead Governor - PB)</b></p> <ul style="list-style-type: none"> <li>The Pay Committee will meet on 3 November to consider the pay recommendations of the Principal.</li> </ul> <p><b>ACTION: AS to circulate supporting papers to this Committee (PB, TFG and JC) one week before it meets.</b></p> <ul style="list-style-type: none"> <li>Confirm date of Principal's Annual Appraisal meeting (make sure external adviser has been booked). <b>ACTION: AS.</b></li> <li>Check appraisal arrangements are in place for all staff and implemented effectively – PB to report back at November FGB meeting.</li> </ul> <p><b>ACTION: Clerk to add to November FGB agenda (completed).</b></p>

8.4	<ul style="list-style-type: none"> <li>Receive Verbal Report on Appraisal Cycle (including Clerk to Governors) and Appraisal Review</li> </ul> <p>The Chair confirmed that the Clerk's annual appraisal would take place after the October half term break. The Principal explained that teacher appraisal objectives were now more closely aligned to departmental priorities with clear line management in place. Appropriate themed targets have been set based on action plans, the CIP and CPD needs. These targets are then quality assured by the Senior Leadership Team.</p>
8.5	<ul style="list-style-type: none"> <li>Governors received a verbal report from the Principal on the impact of staff trends in absence, satisfaction, recruitment, retention and action plans being developed for any issues.</li> </ul> <p>The Principal reported that long term absence had been an issue over the past year and this was being reviewed with HR, re: robust conversations with colleagues. The College has also introduced a more objective way of looking at shorter term absence (the Bradford factor): data is robust and is being monitored and the College will need to review actions being put in place in response to this data.</p> <p><b>ACTION: Governors to receive a progress update in the January Principal's Report</b></p>
8.6	<ul style="list-style-type: none"> <li>Governors received a verbal review of the training requirements of the College workforce from the Principal.</li> </ul> <p>The Principal explained that due to recent changes to the College day there were now 19 more hours of directed time devoted to professional learning for teachers. The first couple of training sessions have been facilitated by the Principal and have focused on appraisal and exams data analysis. Future training sessions will focus on staff reflection and planned activities that will entail sharing a product at the end. There are also useful staff briefings taking place on Monday mornings.</p>
9.	<b>Chair's Business</b>
9.1	<ul style="list-style-type: none"> <li>Governors received two Governor Visit Reports from BE: one focused on Pupil Premium and one following a visit to the history department in the summer term. Governors were reminded that Ofsted will also want to see evidence of the <i>impact</i> of governor monitoring visits, re: College improvement.</li> </ul>
9.2	<ul style="list-style-type: none"> <li>Governor Training – TFG and RF recently attended Babcock's 'Governors' Update' and confirmed that it was very useful. An impact report of the training will be submitted to the Clerk. TFG is also due to receive Babcock training, re: the Principal's Appraisal. <b>ACTION: TFG/RF</b></li> </ul>
9.3	<ul style="list-style-type: none"> <li>Governors received an updated Annual Cycle of Governing Body business. The Clerk explained that this was still a live, evolving document but should be fairly fixed from September 2016.</li> </ul>
9.4	<ul style="list-style-type: none"> <li>Governors agreed that their meetings should take place in different classrooms so that they could experience the different learning environments for students at the College.</li> </ul> <p><b>ACTION: Clerk to liaise with the College (completed).</b></p>
9.5	<ul style="list-style-type: none"> <li>A vacancy has arisen on the Governors' Complaints Panel. BE agreed to serve.</li> </ul> <p><b>ACTION: Clerk to confirm the date and membership of the rescheduled hearing to the complainant (completed).</b></p>
10.	<b>Policy Approval:</b>
10.1	<ul style="list-style-type: none"> <li>Appraisal Policy – the governing body approved this revised and updated Appraisal Policy.</li> </ul> <p><b>ACTION: Clerk to upload to staff policy folder and notify staff of this update.</b></p>
10.2	<ul style="list-style-type: none"> <li>Pay Policy– the governing body approved this updated policy subject to some minor amendments.</li> </ul> <p><b>ACTION: Clerk to return to HR, re: bracketed information. Once this has been addressed Clerk to upload to staff policy folder and notify staff of this update (completed).</b></p>
10.3	<ul style="list-style-type: none"> <li>DCC Disciplinary Policy (updated) – Governors agreed delegated powers, re: hearings that could lead to staff dismissal. They also agreed that the Clerk to Governors rather than the HR Manager should clerk these formal proceedings. Subject to these amendments the governing body approved this updated policy.</li> </ul> <p><b>ACTION: Clerk to upload to staff policy folder and notify staff of this update (completed).</b></p>
10.4	<ul style="list-style-type: none"> <li>Safeguarding Policy – this updated policy was provisionally approved but it was noted that a new model policy has just been developed by the Babcock LDP safeguarding team.</li> </ul> <p><b>ACTION: AS to review the KEVICC policy in the light of this new model policy.</b>  <b>ACTION: Clerk to upload updated policy to staff policy folder and notify staff of this update (completed).</b></p>
11.	<p><b>Policies due for review and approval at the next FGB meeting:</b></p> <ul style="list-style-type: none"> <li>Safeguarding Policy – to be reviewed alongside (Online) E-Safety Policy (AS/RD)</li> <li>Citizenship/PSHE Policy (AS/CW)</li> <li>Sex and Relationships (Sex Education) Policy (statutory – AS/CW)</li> <li>Behaviour Policy (statutory - AS/KW)</li> <li>Lettings Policy (TL/TFG/RF)</li> </ul> <p><b>Policies due for review and approval at the December FGB meeting:</b></p>

	<ul style="list-style-type: none"> <li>College Password Security - Governors agreed that this policy only needs to be reviewed once every three years.</li> </ul> <p><b>ACTION: Clerk to amend the annual cycle and policy review cycle (completed).</b></p> <ul style="list-style-type: none"> <li>Health and Safety Policy (TL/JW)</li> <li>Equality Objectives (JC)</li> <li>Complaints Procedure (KW)</li> </ul> <p><b>ACTION: TFG to send comments, re: procedure on website to AS (completed).</b></p> <ul style="list-style-type: none"> <li>Freedom of Information Publication Scheme - Governors agreed that this policy only needs to be reviewed every three years.</li> </ul> <p><b>ACTION: Clerk to amend the annual cycle and policy review cycle (completed).</b></p> <p>The Chair reminded governors that they can all access the staff policy folder, ie where the master copies of all policies are stored, via RM Portico on the College Website.</p>
12.	<p><b>Election of Chair and Vice Chair of the Governing Body</b></p> <ul style="list-style-type: none"> <li>In line with the agreed protocol, nominations were received in advance of the meeting.</li> <li>KW was nominated as Chair and TFG was nominated as Vice Chair.</li> <li>Both candidates were asked to leave the room whilst a vote took place.</li> <li>Governors elected KW as Chair and TFG as Vice Chair for a one year term of office.</li> </ul>
13.	<b>Date of next FGB meeting:</b> Tuesday 10 November 2015, 5.45-7.45pm
14.	<p><b>PART TWO PROCEEDINGS</b></p> <p>The meeting ended at 8pm.</p>

#### **Papers circulated with the agenda:**

Student Attendance Report (extract from Principal's Report – July 2015)  
 Draft Minutes for FGB Meeting (15 Sept)  
 Action Tracker (updated)  
 Annual Declaration of Business Interests (new form to be completed and filed)  
 Principal's Report (July)  
 Curriculum Report (extract from Principal's Report – July 2015)  
 Term Dates 2016-7  
 Staff Absence Report (extract from Principal's Report – July 2015)  
 Governor Visit Reports (x2)  
 Governor Training Record - updated  
 Annual Cycle of Governing Body - updated  
 Appraisal Policy – revised and updated  
 Pay Policy - updated  
 Disciplinary Policy (DCC) - updated  
 Safeguarding Policy - updated  
 Procedure for Election the Chair and Vice Chair (circulated to governors on 2 October)  
 Part 2 agenda, action tracker and supporting paper (x2)

**Part 2 minutes were circulated at the meeting to protect their confidential content.**