



# KING EDWARD VI COMMUNITY COLLEGE

## FGB Meeting

Tuesday 15 September 2015 17:45 – 19:45 Room: Redworth Dining Room

No.	APPROVED MINUTES
1.	<p><b>Welcome &amp; Apologies</b></p> <p>1.1 The attendance record was completed by the Clerk:</p> <p><b>Present:</b> Patrick Bromley (PB), Jane Collings (JC), Bethan Edwards (BE), Rachel Foot (RF), Tim Frieze Greene (TFG), Alan Salt (AS - Principal), Julie Watson (JW), Kate Wilson (KW - Chair)</p> <p><b>Apologies:</b> Richard Dennison (RD), Roger Foord-Evans (RFE), Carole Whitty (CW)</p> <p><b>Also in attendance:</b> Jessica Foweraker (prospective Parent Governor), Lisa Keay, Clerk to Governors.</p> <p>1.2 Apologies were received by Richard Dennison, Roger Foord-Evans and Carole Whitty in advance of the meeting and accepted by the Governing Body.</p> <p>It was noted that JC needed to leave the meeting at 7.30pm.</p> <p>1.3 There were no interests declared relating to items on the agenda.</p> <p>Governors asked the Principal to identify classrooms for future FGB meetings. <b>ACTION: AS</b></p>
2.	<p><b>Draft Minutes of the FGB Meeting 07.07.15</b></p> <p>2.1 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>2.2 <b>Matters Arising from the July FGB meeting and not covered by items below:</b></p> <p>(a) Governors received and approved the College Improvement Plan (CIP) 2015/6.</p> <p>The Principal explained that no substantial changes had been made to the CIP since the draft circulated at the end of the summer term.</p> <p><b>Governors Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>Do the results of the Keele Survey suggest that there needs to be more focus on improving leadership in the CIP?</li> <li>Does clarity of vision need to be explicitly stated in the CIP?</li> <li>Should resources and timescales be included in the CIP?</li> </ul> <p>Governors were satisfied with the Principal's responses to these questions.</p> <p>The Principal encouraged governors to focus at future meetings on how the College delivers on its stated priorities and outcomes. In particular, evidence will be collated in a RAG rated CIP to be presented at the December FGB meeting. Governors will also be able to examine action plans relating to the CIP, re: particular areas of concern. <b>ACTION: All governors led by RD as Lead Governor for the CIP.</b></p> <p>(b) A meeting will be convened to discuss the principles of land use/site development which governors began to look at over the summer holidays.</p> <p><b>ACTION: AS to copy in all governors to the proposed date of this meeting – all invited.</b></p> <p>(c) Update, re: resurfacing decision – this decision has been postponed.</p> <p><b>ACTION: A meeting will take place between AS, KW, TFG and the Business Director to discuss the adoption of a finance protocol. This will be circulated with October FGB agenda.</b></p> <p><b>Governors Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>Is there enough outdoor space during breaktime for students now that the College is on a single site?</li> </ul> <p>The Principal assured governors that the situation was being closely monitored and that, if necessary, access to the Elmhurst site would be re-opened during breaktime.</p> <p>(d) Governors approved the Governing Body's Annual Report/Statement without amendment.</p> <p><b>ACTION: Clerk to put on website. The Chair noted a need to focus on the Governing Body's impact in next year's Annual Report.</b></p> <p><b>Governors Comments and Challenge:</b></p>

	<ul style="list-style-type: none"> <li>Out of date information on the website needs to be removed urgently. TFG sent the Principal a comprehensive list to support this piece of work. <b>ACTION: AS.</b></li> <li>The Principal confirmed the website was compliant with statutory regulations but agreed that its content needed rationalising.</li> <li>Governors encouraged the College to use data analytics, re: existing use of its website before rationalising.</li> </ul> <p>(e) Governor Recruitment – progress update  <b>ACTION: Clerk to register the co-opted governor vacancies with SGOSS to aid recruitment</b>  <b>ACTION: AS to arrange a groupcall to alert parents to Parent Governor nomination letter</b></p> <p>(f) Home Learning Policy (for website) – Governors approved this policy but noted that there was reference in the policy to material which could not be found on the website.  <b>ACTION: AS to ensure policy is consistent with practice/website content.</b>  <b>ACTION: Clerk to update staff policy folder/add policy to website.</b></p> <p>(g) Literacy and Marking Policy (for website) – Governors approved this policy but queried why there was no frequency of marking stipulated. Governors were satisfied with the Principal's explanation.  <b>ACTION: Clerk to update staff policy folder/add policy to website.</b></p> <p>(h) Governors received the Equality Policy with the agenda (with College branding).  <b>ACTION: Clerk to update staff policy folder/add policy to website.</b></p> <p>(i) Governors received the Learning Agreement with the agenda (with College branding).  <b>ACTION: Clerk to update staff policy folder/add policy to website.</b></p> <p>(j) Governors supported embedding the new Policy Protocol at the College.  <b>ACTION: AS to circulate Policy Protocol to staff with policies due for review.</b>  <b>ACTION: Clerk to check governors can access policies via RM Portico.</b></p> <p>(k) Progress Data Governor Working Group – update.  <b>ACTION: This Governor Working Group will meet after 6 October, ie after an in college analysis of exam results has taken place. RD to circulate dates to governors via a doodle poll – all invited.</b></p> <p>2.3 <b>Action Tracker</b>  <b>ACTION: KW and Clerk to agree which actions to carry forward to the new academic year.</b></p>
3.	<p><b>Principal's Verbal Report to Governors</b></p> <p>3.1 <i>Jessica Foweraker was asked to temporarily leave the room whilst the meeting moved to Part 2.</i></p> <p>3.2</p> <p>3.3 <ul style="list-style-type: none"> <li>Self-Evaluation of Performance: summer exam results</li> </ul> The Principal circulated summaries of these exam results to governors by email on Wednesday 26 August. The Principal explained to governors the process by which middle leaders are involved in exam analysis and meetings with senior leaders to identify lessons learned from this year's results.</p> <p>3.4 <ul style="list-style-type: none"> <li>The Principal discussed these results in the context of the South West Teaching School Alliance KS4 Data (circulated to governors by email on 4 September).</li> </ul> </p> <p>3.5 <ul style="list-style-type: none"> <li>The Principal reported that the uniform pages have been updated on the website but the Website Manager resigned during the summer and this had delayed the process of updating the website.</li> </ul> </p> <p>3.6 <ul style="list-style-type: none"> <li>The Principal emailed the Keele Stakeholder Survey Results with commentary to governors on the 23 July. Governors agreed that next year the survey would take place in March (ie half way through the College year).</li> </ul> <b>ACTION: Governors to contact KW and/or the Clerk if they would like a Working Group to discuss these results in more detail.</b>  <b>ACTION: AS to arrange for the next stakeholder survey to take place in March 2016.</b></p>
4.	<p><b>Annual Housekeeping</b></p> <p>4.1 Governors updated and re-signed their annual declarations, re: the Business/Pecuniary Interests Register.</p> <p>4.2 Governors reviewed the Governor Code of Conduct/Mutual Expectations.  <b>ACTION: Clerk to amend to include an expectation to declare business/pecuniary interests for publication on the College website and to recirculate to all governors (completed).</b></p> <p>4.3 Governors receive the Governing Body's Annual Cycle of Business (agendas/priorities) which was approved in June 2015. This cycle focuses FGB agendas around the three core functions of governance as set out in the DfE Governor Handbook.</p> <p>4.4 Governors received a Calendar of Governing Body Meetings based on a Single Committee Structure. These meeting dates were approved in July 2015 and no changes were proposed.</p>

4.5	<p>Governors reviewed Membership of the Statutory Committees/Lead Governor Roles and asked for the following amendments:</p> <ul style="list-style-type: none"> <li>• Remove Principal's Induction as this is no longer necessary</li> <li>• Amend Finance Terms of Reference to state that Lead Governor will meet with Business Director bi-termly.</li> <li>• TFG to meet with Faye Crellan to monitor parent-community relations. <b>ACTION: TFG</b></li> <li>• Working Groups to be created as and when needed.</li> </ul> <p><b>ACTION: Clerk to amend paperwork to reflect these changes.</b>  <b>ACTION: Chair to contact RFE re: end of term of office on 11 November 2015.</b></p>
4.6	Governors received an updated policy checklist/review cycle.
4.7	<p>Governors agreed Terms of Reference and delegated authority.</p> <p><b>ACTION: Clerk to update paper file.</b></p>
4.8	<p>Governors appointed PB, JC and TFG as the Principal's Appraisal Governors. These governors received new Babcock Terms of Reference for this role. Appraisal training will take place on 9 October in Exeter.</p> <p><b>ACTION: TFG</b>  <b>ACTION: Discussion of succession planning for the Principal's Appraisal Panel to be carried forward to the October FGB meeting (Clerk).</b></p>
4.9	<p>Governors asked the Principal to approach the existing External Advisor to check his capacity for the coming year pending his re-appointment at the next FGB meeting. <b>ACTION: AS</b></p>
4.10	<p>Governors re-appointed PB, JC, CW and TFG to the Pay Committee and approved its terms of reference.</p> <p><b>ACTION: Membership to be reviewed at the next FGB meeting.</b>  It was noted that GEL training is available to support this process.</p>
4.11	<p>Governors agreed Principles of Appointment to the First (Hearings) and Second (Appeals Committees) and approved their terms of reference.</p>
4.12	<p>Governors approved Terms of Reference and appointed Lead Governors for: Safeguarding (JC), Health &amp; Safety (JW), Curriculum (CW), Finance (TFG), Personnel (PB), SEN (JC), LAC (JC), CIP (RD), Governor Visits (RFE), Pupil Premium (BE), E-Safety (RD), More Able Students (BB), Premises (RF), Parent-Community Links (TFG).</p>
4.13	<p>Governors reviewed and approved the Lead Governor Protocol and Guidelines for Partnership Working.</p> <p><b>ACTION: Governors to feedback to the FGB any issues arising from this protocol and guidelines.</b></p>
4.14	<p>Governors agreed to create Working Parties/Task and Finish Groups as and when necessary, depending on the needs of the Governing Body at any particular moment in time.</p>
4.15	<p>Governor Training:</p> <ul style="list-style-type: none"> <li>• Governors confirmed the value of termly pre-FGB governor training sessions, re: induction of new governors/reflecting on the content of the Governor Handbook, etc.</li> </ul> <p><b>ACTION: Chair and Clerk to discuss and plan.</b></p> <ul style="list-style-type: none"> <li>• Governors were reminded that the next Governors' Update in Ashburton was on 7 October at Dartmoor Lodge, 6-8.30pm</li> <li>• It was noted that 'UK Governors' is a useful free website for advice and discussion:  <a href="http://www.ukgovernors.org.uk/">http://www.ukgovernors.org.uk/</a></li> </ul>
4.16	<p>Governors approved the new Governors' Visits Policy which includes guidance on how governors should report back visits to the FGB. <b>ACTION: Clerk to update staff policy folder (completed).</b></p>
4.17	<p>Governors reviewed and approved the Governors' Expenses Policy without change.</p>
4.18	<p>Governors reviewed the 'new governors' induction pack and training needs and agreed that a checklist for a new governor was useful along with a governor mentor and the shadowing of lead governors, re: succession planning.</p> <p><b>ACTION: Chair and Clerk to ensure all new governors are well supported during their induction.</b></p>
4.19	<p>Governors discussed the vacancies on the Governing Body (x4)</p> <p><b>ACTION: Clerk to commence the nomination process for parent governor vacancies to include a website link to the skills currently needed by the Governing Body (completed).</b></p>
4.20	<p>The Principal confirmed that the College website complies with statutory requirements</p>

	<p><b>ACTION: Clerk to add Governor Business/Pecuniary interests to the College website (completed).</b>  <b>ACTION: Clerk to send statutory website list to AS for checking (sent 21 September 2015).</b></p> <p><i>JC departed: 7.40pm</i></p>
5.	<p><b>Chair's Business</b>  There was no Chair's Business to bring forward at this meeting.</p>
6.	<p><b>Policies due for approval at the next FGB meeting:</b></p> <ul style="list-style-type: none"> <li>• Sex and Relationships (Sex Education) Policy (statutory) – <b>ACTION: AS/CW</b></li> <li>• Citizenship/PSHE Policy – <b>ACTION: AS/CW</b></li> <li>• Behaviour Policy – <b>ACTION: AS/KW</b></li> <li>• Anti-Bullying Policy (to combine with Behaviour Policy) – <b>ACTION: AS/KW</b></li> <li>• Safeguarding Policy – <b>ACTION: AS to ensure personnel details are updated.</b></li> <li>• Appraisal Policy – <b>ACTION: AS/PB</b></li> <li>• CPD Policy – <b>ACTION: Delete from policy cycle as covered by new Appraisal Policy</b></li> </ul>
7.	<p><b>Election of Chair and Vice Chair</b></p> <ul style="list-style-type: none"> <li>• It was noted that, in line with the requirements of the existing protocol, the election for the Chair and Vice Chair positions will take place at the October FGB meeting.</li> <li>• Governors were encouraged to submit nominations to the Clerk before the next meeting.</li> </ul> <p><b>ACTION: All Governors</b></p> <ul style="list-style-type: none"> <li>• Governors requested that the protocol be amended to state that there will be one Vice Chair elected rather than two. <b>ACTION: Clerk (completed)</b></li> <li>• It was noted that the Vice Chair position would be best filled by someone willing to support succession planning for the Chair's position.</li> <li>• It was noted that model templates had been developed in Devon for 'shared Chairs' to make the Chair's role more manageable.</li> </ul>
8.	<p><b>Date of next FGB meeting:</b> Tuesday 13 October 2015, 5.45-7.45pm</p> <p><b>Governors' Summary Review of the Meeting:</b></p> <ul style="list-style-type: none"> <li>• The meeting finished on time and governors confirmed that they were in a good position, for the coming academic year, to carry out their core strategic tasks.</li> <li>• Governors thanked the Clerk for ensuring that their delegated functions were clearly understood by everyone.</li> <li>• Governors were satisfied that they had challenged the Principal on a number of key matters.</li> </ul>
9.	<p><b>PART TWO PROCEEDINGS</b></p>

### Papers circulated with the agenda:

Draft Minutes for FGB Meeting (7 July)  
CIP 2015-6 (for approval)  
GB Annual Statement/Report  
Home Learning Policy  
Literacy and Marking Policy  
Equality Policy (with branding)  
Learning Agreement (with branding)  
Action Tracker (updated)  
Annual Declaration of Business Interests (these will be brought to the meeting for signing)  
Code of Conduct (please read, sign and bring to the meeting)  
Annual Cycle of Business/Meeting planner for a single committee structure  
Calendar of meetings  
Membership of Statutory Committees and Lead Governors  
Policy Checklist/Review Cycle  
Delegation Decision Document  
Terms of Reference for Pay Committee  
Terms of Reference for First (Hearings) Committee  
Terms of Reference for Second (Appeals) Committee  
Terms of Reference for Lead Governor Roles (x 12)  
Lead Governor Protocol  
Guidelines for Partnership Working  
Governor Training Record (updated)  
Governor Visits Policy

Governor Visits Record (updated)  
Governor Expenses Policy  
Induction Pack for New Governors (info circulated by the Chair on 8 September)  
Statutory Info for Website, re: pecuniary interests (x2)  
Procedure for Election the Chair and Vice Chair

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