



# KING EDWARD VI COMMUNITY COLLEGE

## FGB Meeting

Tuesday 7 July 2015 17:45 – 19:45 Room 26

No.	APPROVED MINUTES
<b>1.</b> 1.1      1.2  1.3	<p><b>Welcome, Apologies and Declarations of Interest</b></p> <p>The attendance record was completed by the Clerk:</p> <p><b>Present:</b> Patrick Bromley (PB), Jane Collings (JC), 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> Roger Foord-Evans (RFE)</p> <p><b>Also in attendance:</b> Lisa Keay, Clerk to Governors.</p> <p>Apologies were received by 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>
<b>2.</b> 2.1   2.2	<p><b>Draft Minutes of the FGB Meeting 16.06.2015</b></p> <p>Subject to a small amendment 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.</b></p> <p><b>Matters Arising (from June meeting and not covered by items below)</b></p> <ul style="list-style-type: none"> <li>• EGM – feedback from vision and site meeting (23 June)</li> </ul> <p>The Principal suggested that in order to take forward discussions about the development of the College site, it would be useful to agree:</p> <ul style="list-style-type: none"> <li>a) a deadline for an agreed vision for the site, eg September 2016</li> <li>b) a process for getting agreement about the basic principles of how to use the site to enable discussions with interested parties/agencies</li> </ul> <p>The Principal explained that he had drafted some basic principles for comment by governors, re: how to develop the land using cooperative values. Agreeing these principles would help to give the College a clear steer, re: what direction it is going in from September 2015.</p> <p><b>ACTION: AS to send this 'basic principles' paper to governors (completed).</b></p> <p><b>ACTION: Governors to discuss these 'basic principles' by email.</b></p> <p><b>ACTION: If agreement about these principles cannot be reached by email, Chair to call an EGM in early September (using a doodle poll) so that agreement can be reached.</b></p> <p><b>Governor Comments and Challenge:</b></p> <ul style="list-style-type: none"> <li>○ Some governors expressed concern that September 2016 was an unrealistic deadline for producing a well thought out vision for the site but most agreed that it was useful to have a deadline to encourage focus and momentum whilst accepting that this initial deadline may need to be pushed back due to unanticipated circumstances</li> <li>○ Governors discussed whether a period of consolidation was needed at the College, re: new SLT and it was agreed that this project could be progressed in tandem with this period of consolidation.</li> <li>○ It was agreed that a process would need to be designed and a team of governors would need to take this piece of work forward and put in the extra time needed over the coming year.</li> <li>○ Governors agreed that the Dart Valley Learning Trust should also be involved in looking at site development and engaging the wider community in this process.</li> <li>○ The importance of collaborating and working with other schools, as part of this process, was noted.</li> </ul> <p><b>The Principal outlined three broad phases to meet the proposed deadline of September 2016:</b></p> <ul style="list-style-type: none"> <li>○ A scoping exercise: talking to other agencies, SHDC, etc. and coming back to governors with the different options by Christmas/new Year</li> <li>○ Agreeing a detailed Plan and consulting with stakeholders about it during the spring term</li> </ul>

2.3	<ul style="list-style-type: none"> <li>Amending the Proposed Plan in the light of this consultation feedback and approving an agreed Plan/Vision for the site ready to go from September 2016.</li> </ul> <p><b>ACTION: AS to send governors a detailed outline of this timescale/project plan.</b></p> <ul style="list-style-type: none"> <li>9.5 – Year 6 Induction and publicising Parent Governor Vacancies. This event will take place next Thursday 16 July and governors are invited to attend from 6-7pm.</li> </ul> <p><b>ACTION: Governors to let Clerk know if they plan to attend.</b></p> <p><b>ACTION: CW to speak to parents at this Induction Evening</b></p> <p><b>ACTION: KW to add something to the induction brochure and the College website advertising these vacancies, including skills required (specific and generic).</b></p> <ul style="list-style-type: none"> <li>17.3 – Confirm changes to content of website, re: uniform, to reflect decisions made in May.</li> </ul> <p>The Principal noted that this piece of work still need to be completed and that parents' attention would be drawn to it at the end of this term. <b>ACTION: AS</b></p> <p><b>Action Tracker</b></p> <ul style="list-style-type: none"> <li>Governors identified no concerns or outstanding actions that needed to be progressed.</li> </ul>
3. 3.1	<p><b>Chair's Action</b></p> <p>There was no Chair's Action to report since the last FGB meeting.</p>
4.	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>Governors received the Principal's termly report, including: <ul style="list-style-type: none"> <li>A review of the year's attendance data and attendance targets for the next College year</li> <li>Comparative data, re: staffing sickness/cost of supply</li> <li>A review of off-site visits planned and undertaken</li> <li>A review of the progress the College has made during the past year including an evaluation of the success of the College Improvement Plan 2014/5</li> <li>An update, re: the whole College review/self-evaluation process</li> </ul> </li> </ul> <p><b>Governor Challenge and Comments:</b></p> <ul style="list-style-type: none"> <li>Governors noted their concern, re: Y11 mental health issues and its impact on attendance</li> </ul> <p>The Principal explained that there was little support from CAMHS to address this issue so the College is now working closely with Caring Town Totnes to increase capacity in the College, re: supporting these students.</p> <ul style="list-style-type: none"> <li>Governors challenged the different units/measures being compared at the top of p.3, re: the Pupil Premium (PP) gap.</li> </ul> <p>The Principal explained that this was due to the performance measures being changed to Progress 8 (from 5 GCSEs A*-C). He explained that whilst there was still a PP gap that needed to be addressed, this was reducing.</p> <ul style="list-style-type: none"> <li>Governors asked the Principal to clarify the quality of teaching data.</li> </ul> <p>The Principal explained that this was based on 74 lessons since the Easter holidays across different year groups and subjects and it was agreed that this was a very small percentage of the number of lessons being taught.</p> <ul style="list-style-type: none"> <li>Governors invited the Principal to say a bit more about staff morale.</li> </ul> <p>The Principal explained that this was a challenge due to staff vacancies and changes and was always a challenge for a contracting organisation. The results of the Keele survey are due next week and the Principal is also receiving separate feedback from staff on the impact of his leadership over the past year.</p> <ul style="list-style-type: none"> <li>Governors expressed concern that pupils in 6<sup>th</sup> form were not performing up to expectations (according to Fisher Family Trust (FFT)) and asked whether the College should set higher expectations.</li> </ul> <p>The Principal explained that FFT was not an accurate predictor for post-16 and that there were improving trends in the 6<sup>th</sup> form year on year.</p> <ul style="list-style-type: none"> <li>Governors expressed concern that music is not delivering the high results that it used to.</li> </ul> <p>The Principal explained that this is being addressed and governors were satisfied by this response.</p>
5.	<p><b>Stakeholder Feedback - Results</b></p> <p>5.1</p> <ul style="list-style-type: none"> <li>Results of Stakeholder Feedback: Students, Staff and Parents</li> </ul> <p>The Principal explained that the results for this survey are due next week and a raw report will be sent electronically to governors for discussion at the September FGB meeting. <b>ACTION: AS</b></p> <p>5.2</p> <ul style="list-style-type: none"> <li>At this meeting, governors will decide whether anything needs to be fed into the new CIP.</li> </ul> <p><b>ACTION: AS to recommend proposed changes.</b></p> <p>5.3</p> <ul style="list-style-type: none"> <li>The Principal suggested that, if this proves a useful mechanism for stakeholder feedback, the process should be brought forward to the second half of the spring term. <b>ACTION: AS</b></li> </ul>

<p>6.</p> <p>6.1</p>	<p><b>College Improvement Plan (CIP)</b></p> <ul style="list-style-type: none"> <li>The CIP was not quite ready for governor approval.</li> </ul> <p>The Principal explained that there were currently no actions in the draft CIP as this part of the Plan is to be populated with the new Assistant Principals in September.</p> <p><b>ACTION: AS to bring a populated CIP and RAG rated report to the December FGB meeting.</b></p> <p><b>Governor Challenge and Comments:</b></p> <ul style="list-style-type: none"> <li>Governors expressed concern about the language of 4.8 re: 'structure' of student voice and asked for this to be replaced by a more definite statement, re: implementing and embedding student voice in College processes. <b>ACTION: AS to amend CIP to address this.</b></li> <li>Under high quality senior leadership governors noted that 'a consistent line management approach' was not sufficiently ambitious and the outcome should include reference to 'high quality' and consistent line management. <b>ACTION: AS to amend CIP to address this.</b></li> </ul>
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Governors received a verbal safeguarding report from the Principal who explained that the numbers raising concern had come down significantly now that Y11 had left. He added that the College had been engaged in a lot of work around Prevent for Schools, including a focus on extremism and FGM.</li> <li>Governors received a Governor Visit Report focused on safeguarding. The Lead Governor for Safeguarding (JC) explained that the current Designated Safeguarding Lead at the College was to be replaced from September as part of the SLT restructure. Governors extended their thanks to this member of staff for stepping in at short notice this year due to a long term staff absence.</li> </ul>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Learning and Standards</b></p> <ul style="list-style-type: none"> <li>Governors receive a Curriculum Report from the Lead Governor for Curriculum and extended their thanks to CW for a very informative report.</li> <li>The Principal reviewed the impact of the Totnes Learning Community activities and shared the priorities for next year. He noted the value of this local network and explained how it would be funded going forward. The priorities for next year will be developing shared leadership training opportunities and supporting transition arrangements (from primary to secondary).</li> </ul>
<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p><b>Resources: Finance</b></p> <ul style="list-style-type: none"> <li>Governors received the Management Accounts (June 2015) with the agenda. The Lead Governor for Finance explained that he would be meeting with the Business and Development Manager next week to discuss the presentation of this information. Governors were encouraged to send any questions about these accounts prior to this meeting.</li> <li>Virements (tabled item) – the Principal requested FGB approval of the following unplanned expenditure: <ul style="list-style-type: none"> <li>Resurfacing of staff car park for recreational and car parking use. This is necessary because the Elmhurst grounds will no longer be available during break-times</li> <li>Provision of a Skills Force curriculum for a small group of Y10s (a two year contract).</li> </ul> </li> </ul> <p><b>Governor Challenge and Comments:</b></p> <ul style="list-style-type: none"> <li>Governors expressed concern that they had not been given sufficient notice to consider this unplanned expenditure and prompted the Principal to explain the reasons behind this.</li> <li>Governors were unclear where the funding for these additional resources would come from and asked the Principal to reassure everyone that this money was in the budget.</li> </ul> <p><b>ACTION: AS to seek clarification from the Business and Development Manager, copying in the Lead Governor for Finance.</b></p> <ul style="list-style-type: none"> <li>Following a detailed discussion of the options governors voted in favour of resurfacing the staff car park for dual purpose use (recreational and car parking). There were two abstentions.</li> <li>Following clarification, re: the number of students involved and the type and value of the proposed Skill Force provision, governors voted unanimously in favour of supporting this virement as it made both financial and curriculum sense.</li> </ul> <p>Governors received a paper from the Lead Governor for Finance (TFG) reviewing the lines of accountability, re: the Dart Valley Learning Trust.</p> <p><b>ACTION: AS to arrange for this paper to be circulated to Trustees for discussion at the next Board meeting and to ask the Trust to provide feedback to the Governing Body.</b></p>

	<ul style="list-style-type: none"> <li>It was confirmed that the College is registered with the Information Commissioner's Office.</li> </ul>
<b>10.</b>	<b>Resources: Personnel</b> <ul style="list-style-type: none"> <li>The Principal explained that a staff working group had been reviewing and updating the College's performance management system. This will result in some amendments to the current Appraisal Policy, re: introducing a broader evidence base. These proposed amendments will need to be taken to TUs for consultation and the policy needs to be adopted by the Governing Body by the 1 November so that it can support the next performance management cycle.</li> </ul> <p><b>ACTION: AS to send the Clerk a reviewed Appraisal Policy by 5 October for circulation with the October FGB agenda.</b></p>
10.1	
10.2	<ul style="list-style-type: none"> <li>Governors confirmed that the Principal's 6 month Appraisal Review had taken place.</li> </ul>
<b>11.</b>	<b>Housekeeping and Governing Body Self-Review</b> <ul style="list-style-type: none"> <li>Annual Report 2014/5 (including impact of GB on student outcomes)</li> </ul> <p><b>ACTION: Governors to forward comments to KW for finalising and approving at the September housekeeping meeting.</b></p>
11.1	
11.2	<ul style="list-style-type: none"> <li>Governors approved the Calendar of Meetings 2015/6 (to fit agreed GB structure and annual cycle) and discussed the location of future meetings. It was agreed that the September meeting would take place in the Redwood dining room and thereafter meetings would rotate around the classrooms.</li> </ul> <p><b>ACTION: AS to notify Clerk of room arrangements two weeks before each meeting.</b></p>
11.3	<ul style="list-style-type: none"> <li>Recruitment to the Governing Body - it was agreed that the key skills/interests needed were SEN, safeguarding and finance, and/or generic skills such as a willingness to be trained and time to attend meetings/make governor visits/serve on statutory committees (eg disciplinary).</li> </ul>
11.4	<ul style="list-style-type: none"> <li>Governors approved the process for electing a Chair and Vice Chair in September.</li> </ul>
11.5	<ul style="list-style-type: none"> <li>Governors approved the amended Terms of Reference for the Lead Governor for Curriculum.</li> </ul>
11.6	<ul style="list-style-type: none"> <li>Governors approved the Terms of Reference for the Lead Governor for College Improvement and appointed Richard Dennison to this role.</li> </ul>
11.7	<ul style="list-style-type: none"> <li>Governors confirmed their willingness to continue in their current Lead Governor roles from September.</li> </ul>
11.8	<ul style="list-style-type: none"> <li>Governors postponed a discussion of termly pre-FGB governor training sessions to their September housekeeping meeting.</li> </ul>
11.9	<ul style="list-style-type: none"> <li>Governors discussed the draft protocol for storing and reviewing College policies and queried whether parents and students should feed into the policy review process to reflect the cooperative values of the College. It was agreed that this possibility should be explored over the coming year. Subject to this amendment, the protocol was approved.</li> </ul> <p><b>ACTION: AS to share Policy Protocol with staff to ensure ownership by the College.</b></p>
<b>12.</b>	<b>Policy Approval:</b>
12.1	<ul style="list-style-type: none"> <li><b>Teaching and Learning Policies</b> <ul style="list-style-type: none"> <li>Home Learning Policy – the Principal explained that the finalising of this policy had been delayed to allow time for middle leadership feedback.</li> </ul> <p><b>ACTION: AS to send to Clerk by 7 September for circulation with the September FGB agenda (completed).</b></p></li> <li>Learning Agreement</li> </ul> <p><b>ACTION: AS to add KEVICC branding and include a reference to cooperative values – to be sent to Clerk by 7 September for circulation with the September FGB agenda.</b></p> <ul style="list-style-type: none"> <li>E-Safety Policy – approved.</li> </ul> <p><b>ACTION: AS to send 'finalised' E-Safety Policy to Clerk for storing.</b></p> <ul style="list-style-type: none"> <li>More Able Students Policy – BE reported that this policy had been amended to better reflect current practice and recommended its approval. Governors approved without further amendment.</li> <li>Governor Visit Policy</li> </ul> <p><b>ACTION: RFE to send a reviewed policy to the Clerk by 7 September for circulation with the September FGB agenda.</b></p>
12.2	<ul style="list-style-type: none"> <li><b>Resources Policies</b> <ul style="list-style-type: none"> <li>Pay Policy – Governors approved changes to the KEVICC Pay Policy and suggested that pay scales be added as an appendix so that these could be changed each year without needing to come back to governors as a policy change.</li> </ul> <p><b>ACTION: Governors to monitor that the KEVICC Pay Policy continues to be in line with any changes to the DCC model Pay Policy.</b></p> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Appraisal Policy – as agreed above, this will be circulated with the September FGB agenda.</li> <li>○ Fire Safety Policy – This policy was approved by governors subject to the following amendments: <ul style="list-style-type: none"> <li>▪ All staff must sign out when leaving the College site</li> <li>▪ Personal names should be removed and replaced with job roles/titles</li> </ul> </li> </ul> <p><b>ACTION: AS to send to Business and Development Manager for amending. Finalised policy to be returned to Clerk for filing/notifying staff of changes.</b></p>
13.	<p><b>Policies due for approval at the October FGB meeting:</b></p> <ul style="list-style-type: none"> <li>• Sex and Relationships (Sex Education) Policy (statutory) – <b>ACTION: AS to send draft to CW by mid-September</b></li> <li>• Citizenship/PSHE Policy – <b>ACTION: AS to send draft to CW by mid-September</b></li> <li>• Behaviour Policy – <b>ACTION: AS to send to KW by mid-September</b></li> <li>• Anti-Bullying Policy – <b>ACTION: AS to integrate content into Behaviour Policy</b></li> <li>• Safeguarding Policy – <b>ACTION: Clerk to send current version to JC (completed)</b></li> <li>• Marking Policy – <b>ACTION: AS to send draft to CW by mid-September (completed)</b></li> </ul>
14. 14.1 14.2	<p><b>Governor Visits and Training</b></p> <ul style="list-style-type: none"> <li>• There were no further updates to add to the governor visits and governor training records.</li> <li>• The next Governor Visit will take place in the History Department on 13 July. Suggested questions focused on the CIP have been drafted by AS and KW and will be circulated to governors. <b>ACTION: KW (completed).</b></li> <li>• Babcock FMS financial reporting suite course on July 13 - 1.30 to 3.30pm at Dartmoor Lodge</li> </ul> <p><b>ACTION: Clerk to send details to PB as KW can no longer attend (completed).</b>  <i>JC left the meeting at 7.55pm</i></p>
15. 15.1	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>• The Chair noted new networking opportunities for governors, re: embedding cooperative values in schools and a research project on this issue by SW Cooperative Schools Society. It was agreed that, at present, the GB did not have the capacity to take up these opportunities.</li> </ul>
16.	<b>Date of next FGB meeting:</b> Tuesday 15 September 2015, 5.45-7.45pm
17.	<p><b>PART TWO PROCEEDINGS</b></p> <p>Governors received and approved the draft minutes of the previous meeting without amendment. These were signed by the Chair as a true and accurate record.</p>

**The meeting ended at 8pm.**

**Papers received with the agenda:**

- Draft Minutes for FGB Meeting (16 June) - amended
- Action Tracker (updated)
- Curriculum Report (CW)
- Management Accounts (June 2015)
- DVLT Report, re: clarifying lines of accountability (x2 papers)
- Annual Report (to stakeholders) – original version (March 2015)
- Proposed calendar of GB Meetings 2015/6
- Process for Electing Chair and Vice Chair
- Draft Terms of Reference for Lead Governor of Curriculum
- Draft (Babcock) Terms of Reference for the Lead Governor for College Improvement
- Draft Policy Protocol for Staff and Governors
- More Able Students Policy
- Governor Visit Policy (current policy)
- Fire Safety Policy
- Governor Training Record (updated)
- Governor Visits (updated)
- Part 2 FGB minutes will be circulated at the meeting to protect their confidential content

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

- Principal's Report
- 'Final' CIP 2015/6