

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 17th July 2018



Present: Julian Carnell (JC) (Acting Chair), Alan Salt (AS), Wendy Ormsby (WO), Julie Watson (JW), Michael Young (MY), Jim Lodge (JL) and Laura Hetherington (LH).

In attendance: Yvette Elliott, Clerk (YE) and Kirsty Matthews, Deputy Principal (KM).

Ref.	FOCUS OF THIS FGB MEETING:	Actions
1.7.18.1	<p>Welcome & Apologies</p> <ul style="list-style-type: none"> • Apologies: Kate Wilson (KW), Alessandra Ruocco (AR), Nigel Clark (NC) and Alan Neale, Business Development Manager (AN). • There were no declarations of interest. • LH was introduced and welcomed to the meeting as a new Parent Governor. 	
1.7.18.2	<p>Matters Arising</p> <ul style="list-style-type: none"> • Skills audit: KW and JW meeting to be rescheduled. • Governor profiles for the website – AS to provide a format. Governors to complete and send to YE. • Principal's Appraisal interim review unlikely to happen before the end of term, but by end September. • Parent Governor election update – LH welcomed as a new Parent Governor, elected unopposed. JL confirmed he was happy to apply for the LA Governor role. YE to share application forms. • Staff Governor election update – nothing to report. JL suggested inviting two staff members to join together – one as Co-opted – to encourage participation if this feel more supportive. YE to invite staff when sharing minutes. • Keele Survey update – some staff data still awaited. Governors will receive all data for benchmarking as a summery paper for Sept or Oct FGB meeting. • YE's induction has taken place. • AS has not yet completed a breakdown of attendance figures into authorised Vs unauthorised. AS reported that Ofsted and the LEA will look at the number of authorised holiday absences, so the school has a strict policy. <i>WO asked if parents still take leave even if it is not approved?</i> AS confirmed this is usually the case, but penalties commence after 10 unauthorised sessions • AS has shared Leadership roles as a proposed organisational diagram. 	<p>KW/JW AS/Gov's KW/AS</p> <p>YE/JL</p> <p>YE</p> <p>AS</p> <p>AS</p>
1.7.18.3	<p>Draft Part 1 Minutes from 28th June FGB Meeting Minutes were approved and will be signed by the Chair.</p>	<p>KW</p>

<p>1.7.18.4</p>	<p>College Improvement Plan (CIP) These priorities inform the CIP, which is much more detailed document, followed-up by individual action plans with specific timescales. <i>JC asked if Governors have sight of these?</i> Governors feed into this at a higher level – testing priorities and seeking evidence. The CIP helps Governors to set agendas and monitor the work of the school. KW had shared her comments on the updated CIP priorities in advance of the meeting. AS confirmed that her suggested wording will be changed and costings in the form of an overview budget position will be added where there is a distinct provision, but many priorities will not work in this way. AS and AN to share figures in advance of September FGB. AS reminded Governors that the majority of school resources are tied up in staffing, so discretionary spend is minimal and new priorities will emerge throughout the year. <i>JW asked what is different this year about the Marketing Strategy?</i> The school is finding as many ways as possible to spread its positive news and reputation. Strategically, there is a focus on targeting the right audience, following conversations with primary schools Heads and parents at Open Days to understand what parents want. KM confirmed that a marketing group has been set up and a draft strategy created. <i>JL asked if there is a Governor action plan?</i> KW to confirm. This provides an opportunity to develop and evaluate governance and raise our profile. Governors need to evidence a focus on key priorities through visits to school and report this back to FGB. Governors approved the CIP priorities, pending the agreed amendments.</p>	<p>AS/AN</p> <p>KW</p>
<p>1.7.18.5</p>	<p>Review of the impact of governance over the year Lead Governor roles will be revisited in September due to new Governors joining. JW reported that it is a difficult job being a Governor of busy college, but the improvements in school finances are much improved. In terms of impact, she hoped that AS felt supported by the Governors in his role but felt it hard to quantify personal impact. AS confirmed that there has been a positive impact, with well-directed Lead Governor roles which are closely related to College impact and match the needs of the school. It was agreed that there are areas for further impact, such as site development. MY raised concerns that FGB agendas are too full of routine items, which does not allow for discussions at a greater depth and advocated the introduction of sub-committees to deal with this issue. JW and AS explained that different meeting models have previously been explored but this can be revisited. <i>JC asked how site development work has been moved forward so far?</i> It was agreed that this has been slow and even when sub-committees have been set-up, they have been short-lived and all substantive decisions still need to come to FGB for approval. WO suggested that the current structure has resulted in minimal meaningful progress on some fronts, which indicates a change is needed. It was agreed that Governors should share their own ideas and suggestions about meeting structures in advance of the next FGB meeting (send to YE prior to 11th September) so a decision can be taken in at that meeting about the structure moving forward. <i>LH asked what is happening to fill Governor vacancies?</i> There is active recruitment for staff and co-opted positions and another parent election will be held in September. YE to update skills audit to identify current gaps.</p>	<p>Gov's</p> <p>YE</p>

1.7.18.6	College Annual Cycle AS confirmed that the SLT feed into the draft cycle. There is still concern over the quantity of items for discussion at each meeting. The outcome of Section 5 above will determine if changes are made to meeting structures in September.	
1.7.18.7	Governor Induction process Responsibility for the Governor induction process could be clearer and it was agreed that AS will meet with the 3 new Governors and YE to tailor an induction to their existing knowledge of governance and provide oversight on the current school position. YE will be more involved in future inductions. JL feels well supported so far; JC less so. WO reminded Governors that 'The Key' is an excellent resource. YE to ensure new Governors have been invited. The proposed Induction Process was approved as a guideline. Governors were reminded that KW and JW's term of office ends in May 2019 and both are likely to be stepping down at this point. Nominations for Chair and Vice-Chair positions should be submitted to YE in advance of the September FGB meeting.	YE Gov's
2.7.18	Part 2 Agenda minuted separately	
1.7.18.8	Dart Valley Learning Trust (DVLТ) The school website includes much information about DVLТ and AS summarised the Trust for new Governors. New trustees are currently being sought. As the owner of the land on which the school sits, DVLТ is instrumental in site development work, particularly in engaging stakeholders as a co-operative, separate from the FGB. Concern was raised that the articles may not be being fulfilled in its current form, but it will provide a forum for sharing an FGB proposal with stakeholders, facilitating consultation and gaining feedback. JW reminded the Board that they need to be clear that the FGB is an elected group that will make the decisions and DVLТ can be asked to help move that forward. A Sub-committee to move forward site development proposals was suggested. Agreement (including membership) required at September FGB.	Agenda item
1.7.18.9	To receive a verbal report of the external SEND review Postponed to September FGB.	Agenda item
1.7.18.10	To receive any governor visits or reports An Achievement Evening was reported as being a very positive event by JC. YE to share potential Babcock Governor Induction training dates with new Governors.	YE
1.7.18.11	Safeguarding Nothing non-confidential to report.	
1.7.18.12	Policies for approval KW recommended the Grievance Policy for approval. Ratified by Governors. All other policies ongoing. YE to reallocate and share policies as required ready for September FGB. YE to support the streamlining and improvement to the policy review process. It was agreed that the Governors visits and protocol should be a separate agenda point in September to help determine new Lead Governor roles and an appropriate way of working in 2018-19.	YE YE
	Meeting closed at 7.50pm. The date of next FGB meeting is Tuesday 18th September.	

Signed.....

Kate Wilson

Chair of Governors

Date:.....