



Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 1st May 2018

Present: Kate Wilson (KW), Alan Salt (AST), Jacqui Vaughan (JV), Wendy Ormsby (WO), Alessandra Ruocco (AR) Michael Young (arrived 17:53) (MY)

In attendance: Kirsty Matthews (KM), Deputy Principal, Alan Neale, Business Development Manager (AN)

Ref.	FOCUS OF THIS FGB MEETING: Theme: Ensuring Clarity of Vision, Ethos and Strategic Direction
1.5.18.1	<ul style="list-style-type: none">• Apologies: Jenna Armitage, Julie Watson• Kirsty Matthews was introduced and welcomed• There were no declarations of interest
1.5.18.2	<ul style="list-style-type: none">• AWP: DCC confirmed they do not need to be party to the CUA. Document revised and issued to South Hams District council for their signature. AN to issue signed document to DVL T for further signing.• New Governor Induction: meetings with Alessandra, Michael have taken place. Meeting with Jacqui AST to arrange• JW and KW will meet next week to discuss skills audit fit for purpose for KEVICC – KW to feed back at next meeting• SVFS Confirmed as sent• Keele Survey report meeting scheduled for 2nd May AS/JW/KW. Survey w/c 14th May 2018. Focus to be around advertising the next Keele survey linking results to the recent OFSTED report
1.5.18.3	January part 1 minutes and March part 1 minutes were Approved.
1.5.18.4	Governor Vacancies and succession Planning. <ul style="list-style-type: none">• The Chair noted her term of office ends in May 2019 and that she would like to step down as Chair before the end of her term of office and offer support to the new Chair. She noted that succession planning involves offering governors new roles and opportunities to develop. Noted that there are governor vacancies in all categories.• There has been no response to parent governor nominations. Group call covering letter asking for nominations needed to be clearer on purpose of communication. Governors felt the content of the letter may have put potential governors some people off.

	<p>AS stated there needed to be clarity on the responsibilities of Governors. Action: KW to circulate letters to Governors for feedback</p> <ul style="list-style-type: none"> • Staff Governor: noted that there has been a vacancy for some time. The Clerk is going to circulate approved FGB minutes to staff and in her first email will introduce herself, alert staff to the staff governor vacancy and outline the role of staff Governor and continue to ask for volunteer/s until the post is filled. • KW has updated SGOSS about co-opted Governor Vacancies. • Vice Chair appointment. The Chair suggested this role is usually undertaken as a preparation for being the Chair, but the role could be to support the current Chair and provide continuity for a future Chair. Governors to email KW if they are interested in the Vice Chair role. AS stated there would be support for anyone wishing to step up into this or the chair's role during the transition process. • The Chair advised that the Principal's Appraisal is a governor responsibility and a third member of the panel needs to be appointed. The panel meets three times a year: two review meetings and the final appraisal, each supported by an external advisor. It was noted that the current external advisor is unable to continue and a replacement has been suggested and the Chair is waiting for a response from him. Jacqui Vaughan who has appraisal experience was appointed to the panel; Wendy Ormsby will be a back-up and attend Appraisal training. Training is available via Babcock and can be booked through the Clerk to Governors, or direct with Babcock. Action: Clerk to email JV/WO with training details. Dates for the interim appraisal meeting will need to depend on the external adviser's availability. KW to organise. • Subscription to The Key for School Governors: The Current subscription £612 per annum. The Chair finds the resource valuable and noted that much of what she has learned about the role of chair has come from The Key. Governors agreed the resource was potentially very useful and agreed to continue to subscribe to the Key and to use it better and that some support in accessing it would be helpful. Action; arrange training for governors to access to The Key before a FGB for 15 minutes. Noted that internet access is essential for this. Clerk/chair to organise.
1.5.18.5	<ul style="list-style-type: none"> • Governors need to review and check website for compliance, with support of College. A link to what needs to be on the website had been included with the previous agenda. Ensuring statutory policies are compliant is particularly important. Action: Clerk to Governors to review policies online. • Governor profiles on the website need to be updated to include useful information about Governors, who we are, where we come from and background. Action; Governors to submit profiles to Clerk.
1.5.18.6	Jacqui appointed as new Pupil Premium Governor
1.5.18.7	<ul style="list-style-type: none"> • Keele Survey: Date of survey 14th May 2018. The survey needs to be pre advertised to ensure maximum response.
1.5.18.8	<ul style="list-style-type: none"> • CIP monitoring: Proposal to use the paper as a focus for Governors to visit the college to test the CIP. The 2 focus strands are Provisions and Outcomes. Expressions of interests from Governors for visits, feedback initially planned for 22nd May 2018. Timescale is tight and may not be achievable. JV asked that spring data be available prior to meetings. AS advised that once

	<p>meeting dates have been confirmed, any available data will be shared beforehand. JV requested previous term's data for benchmarking if more current data isn't available so Governors have a more holistic view in order to ask pertinent questions. . AS agreed this data could be made available. Action: Progress and attainment data, including pupil premium report to be sent to Governors by 2nd May 2018.</p> <p>KW stated, due to other commitments, she will be unable to participate in any of the meetings leading up to the next FGB. WO asked if Governors could commit to a key focus now rather than through email. Future meetings could be better attended if made more in advance. AS to email Governors for expressions of interest for meetings w/c 14th May 2018</p> <p>KW asked how the CIP discussed/presented to Governors. Agreed this should be through FGB meetings, also through Governor focussed visits, if the process works. Action: June agenda to have a CIP focus as an agenda item, Clerk to action</p>
1.5.18.9	<p>JV – outlined the requirements of the new strategy out in January. Governors need to be aware of key elements:</p> <ul style="list-style-type: none"> • Careers Leader needs to be in place Sept 18 • Amendment to regulations on what careers policy looks like – Sept 18. Guidance available. • Allow training/apprentice providers into college (at least 7 encounters for students with employers during time at college) • Ofsted aware of guidance. Benchmarking System Gatsby benchmarking audit tool available. No specific guidance being given by Ofsted but they will look at this through the framework. <p>Action: AS to report progress on meeting requirements at the June GFB.</p>
1.5.18.10	<p>Site: D Chapman/ A Lodge had attended on inset day to meet with support and teaching staff and lead discussions about the school site including what works and what could be improved. DC/AL had also met with students. KW had attended the staff presentations.</p> <p>Online questionnaire issued to staff for them to provide more personal input. Pushing hard to get as many responses as possible. Student being issued survey through show my homework on 2nd May for their input</p> <p>Next steps: Governors will receive feedback from D Chapman at next FGB meeting on the 22nd May. MY asked if there was going to be a SWOT analysis as part of the feedback. AS confirmed this should form part of their feedback and report.</p>
1.5.18.11	<p>AS confirmed the initial letter from OFSTED had been data fact checked and returned for them for review AS and KM made themselves available to parents at a recent parents evening and also planned for 9th May for any questions they may have on the Ofsted process and report.</p>
	Part 2 Agenda- minuted separately
1.5.18.12	There were no non-confidential safeguarding issues to report

1.5.18.13	General Data Protection Regulation (GDPR) compliance: AN advised that a working party has been set up to agree the strategy re GDPR compliance. There are specific requirements of who can and cannot undertake this role. Proposal for Data Protection Officer to be current Admin Manager. The role is more of an auditor and not a data processor. Additional time provided (2 weeks per annum) to undertake duties. This has been included in the draft budget provision. Governors asked to be kept updated.
1.5.18.14	Policies for approval: Pay Policy – this policy was approved following clarification about progression for UPS teachers
1.5.18.15	Polices for approval at the next meeting: <ul style="list-style-type: none"> • High attaining and talented (KW) • Whistleblowing policy approved by Governors (June 2017) (WO) • Personnel Policies The list of these policies (now listed below) was not available so KW to assign specific governors to review) <ul style="list-style-type: none"> • Appraisal Policy – Support Staff (May 2014) (JW) • Carers Policy (May 2014) (NC) • Code of Conduct (Feb 2016) (MY) • DBS Disclosure Policy (Feb 2014) (JA) • Exit Interview Policy (May 2014) (AR) • Grievance Policy (Feb 2014) (KW) • Managing Sickness Absence (Feb 2014) (JW) • Redundancy Policy (Feb 2016) (MY) • Staff Leave of Absence Policy (Apr 2015) (NC) • TOIL Policy (Feb 2016) (AR) • Critical incident Management Plan (WO) • Data protection policy (DEFER)
1.5.18.16	Close. The date of next FGB meeting is Tuesday 22nd May

Signed.....

Kate Wilson

Chair of Governors

Date:.....