

## KING EDWARD VI COMMUNITY COLLEGE

### FBG Meeting

**Tuesday 27<sup>th</sup> March 2018 17:45 – 19:45    Room: SLT Meeting Room**

Ref.	<b>DRAFT MINUTES</b>
<b>1.3.18.1</b>	<p><b>Welcome &amp; Apologies</b> The Chair welcome the new Clerk (Cat Harris) and the attendance record was completed.</p> <p><b>Present:</b> Alan Salt (AS –Principal), Alan Neale (AN – Business &amp; Finance Director), Kate Wilson (KW – Chair), Julie Watson (JW), Michael Young (MY), Nigel Clark (NC). <b>Also in attendance:</b> Cat Harris, Clerk to Governors.</p> <p>Apologies were received by Jenna Armitage, Wendy Ormsby, Jacqueline Vaughan and Alessandra Ruocco in advance of the meeting and accepted by the Governing Body.</p> <p>There were no declarations of interest relating to items on the agenda.</p>
<b>1.3.18.2</b>	<p><b>Matters Arising (other than those on the agenda)</b></p> <ul style="list-style-type: none"> <li>• Meetings have been arranged on the 16<sup>th</sup> and 23<sup>rd</sup> April to ask the views of staff. These are open sessions and Governor attendance is welcome. AS, AN and KW have met with Dave Chapman regarding the process of information gathering Dave will have the opportunity to feedback at the next FGB on 1<sup>st</sup> May.</li> <li>• All Weather Pitch (AWP) - AN advised DCC have virtually confirmed they do not want any involvement regarding the Community Use Agreement. South Hams are in support but require feedback from DCC. In meantime £300k of funding has been authorised by South Hams and released to KEVICC AN noted the main issue with the AWP was the surface quality and the specifications have been questioned with the contractors A formal meeting has been set up on the 10<sup>th</sup> April to carry out a full assessment. CLS (Contractors) and Notts Sport (Project Managers) to provide feedback. Legal advice has also been sought. Worst case scenario; carpet to be removed and replaced. Best case scenario; remedial works required. NC asked about the issues surrounding the timings of the lighting. AN noted the lighting system should be on a timer and automatically shut off by 9:30. He understood this had not been the case at times and this is being looked into. Also, if an event is cancelled, the lights cannot be switched off remotely. It is essentially a manual process but he was reluctant to give access to site teams to turn off all lights manually as this would be open to human error. However a process needs to be agreed, not only to maintain good relations with neighbors but also to reduce the school's energy consumption.</li> </ul>
<b>1.3.18.3</b>	<p><b>Draft P1 Minutes of the January &amp; February FGB Meetings</b> The draft minutes of the February FGB were approved as a true and accurate record and were signed by the Chair. There are corrections to be made to the January FGB. <b>ACTION: KW to make corrections or pass this to the Clerk for approval at the May 1<sup>st</sup> meeting</b></p>

1.3.18.4	<p><b>To Appoint a Vice Chair</b></p> <p>KW stressed the importance of having a Vice Chair. Due to Governor absences it was agreed to discuss this at the next FGB in May.</p>
1.3.18.5	<p><b>College Website</b></p> <ul style="list-style-type: none"> <li>• <b>Legal Requirements:</b> KW thinks we are covered in terms on what needs to be on the website except that some of the policies are out of date. Many of the policies have been approved and are correct in the policy folder but there is an issue getting these uploaded on the website.</li> <li>• <b>Updating Content:</b> KW noted that many of the photos were now dated and it would be nice to have some new photos of current students. There are also issues with the Governor pages where profiles and information has been updated on one part of the website but not others. Updating individual Governor profiles has also been an issue – profiles have been updated but not uploaded.</li> </ul> <p><b>ACTION: If Governors have not written a short paragraph about themselves, please do so and email to the Clerk.</b></p> <ul style="list-style-type: none"> <li>• <b>Policy Requirements:</b> It was noted that all of the policies were available on the T drive. KW expressed concern that some staff are still not aware of this. KW also mentioned the numerous finance and personnel policies that need to be looked at by AN. AS said that he was confident the personnel policies were up to date. If some policies are now defunct, these need to be archived.</li> <li>• <b>Version Control &amp; Duplications:</b> Once a policy has been agreed and uploaded, there have been issues with the previous version not being deleted. Currently admin staff have updated the website.</li> </ul> <p>AN suggested the Clerk could receive training in the future so that she could take ownership of the Governors section on the website.</p>
1.3.18.6	<p><b>Pupil Premium (PP)</b></p> <p>The PP Report was circulated after the previous FGB meeting. The school had an external PP review on 9<sup>th</sup> March carried out by an ex head teacher and an HMI Ofsted inspector. AS emphasised the importance of PP both culturally and financially and urged the Governors to read the report carefully. The review provided validation on the things the College is doing well (including how the College receives feedback from students) and helpful feedback regarding areas on improvement. The outside view regarding main areas of improvement were:</p> <ul style="list-style-type: none"> <li>• Improved body of evidence for PP spending regarding certain interventions such as dyslexia support.</li> <li>• Attendance – this is a known issue and can affect PP greatly.</li> <li>• Teaching &amp; Learning – consistency of teaching practice. Also reflection of the number of improvement strategies for PP students. AS noted there have been numerous strands of work regarding PP students, particularly looking at their careers and aspirations. It was suggested that it would be more beneficial to work on one strand at a time and assessing the impact of that one strand before moving onto another.</li> </ul> <p>KW noted that she had attended the Student Voice session where the students discussed poor behaviour and how it affected their learning.</p> <p><b>To Appoint a Pupil Premium Governor</b></p> <p><b>ACTION: KW to approach Jacqueline Vaughan.</b></p>

	<p>JW advised that she has been trying to arrange a meeting regarding attendance but this has been a challenge.</p> <p><b>ACTION: AS to chase so that a meeting time/date can be agreed.</b></p> <p>NC asked about the attendance of PP students and if it was something the College could influence. AS advised that the College was held accountable but that it was difficult to improve. Attendance is particularly poor for certain groups of children, including those on PP which can lead to further disadvantages of academic outcomes. AS added that poor attendance was also seen at many primary schools in the area and although this can be looked at in context, it could not be used as an excuse for poor attendance at the College.</p>
<b>1.3.18.7</b>	<p><b>Keele Survey</b></p> <p>KW reported that the survey had gone out for the last 3 years in a row but the Governors had not publically reported on the findings. It would be useful to report on the previous survey to herald the next with the aim to get as many stakeholdersto complete the survey as possible. KW suggested that a small group of Governors meet to discuss the overall evaluation of the survey and emphasised the importance of the Governor role in commissioning the survey and monitoring the actions made as a result of the responses. JW agreed to meet with AS and KW regarding this.</p> <p><b>ACTION: AS to advise suitable dates to meet with KW and JW, to be agreed via email. (JW noted that early day time and particularly Tuesdays would work better for her)</b></p> <p>The date for the next survey has not yet been agreed but AS advised it was ready to go and would only take a fortnight to arrange. KW noted that is was important to include year 11 and 13 as they have been missed each year. AS suggested that the survey takes place before May half term in order to give these students time to feedback.</p>
<b>1.3.18.8</b>	<p><b>Governor Recruitment Update</b></p> <ul style="list-style-type: none"> <li>• Parent Governor nomination forms have gone out with a deadline to be received by 28<sup>th</sup> March. At the time of this FGB there had been no responses. The deadline will need to be extended.</li> <li>• Staff Governor Update.</li> </ul> <p><b>ACTION: Clerk to email all staff to introduce herself and send the most recent FGB minutes, taking the opportunity to ask if they would like to volunteer themselves as a Staff Governor (advise staff they would be a governor in their own right and not held accountable by the other governors).</b></p> <p>JW asked how Governor vacancies were advertised. KW noted that they should appear on the main page of the website with a link regarding how to apply. AS added that invitations were also sent out via Group Call.</p> <ul style="list-style-type: none"> <li>• Co-opted Governor Update</li> </ul> <p>Process for advertising vacancies are different, however they also need to be advertised on the website. KW has put in a request to a governor recruitment agency.</p>
<b>1.3.18.9</b>	<p><b>Skills Audits</b></p> <p>KW circulated 2 skills audits before the meeting; The NGA skills audit and the one currently used by the College. The current skills audit pre dates the Competency Framework, however the NGA skills audit takes account of this. Various issues with both skills audits were discussed and it was agreed to amalgamate the two. .</p> <p><b>ACTION: KW and JW to meet in person to discuss.</b></p>

1.3.18.1 0	<b>No Item 10</b>
1.3.18.1 1	<p><b>SFVS Update</b></p> <p>MY noted the need to update Q1 regarding how to assess financial skills. He also noted the section regarding the business interests of staff has been narrowed down to budget holders, and that the assessment form referred to best practice rather than legal requirements. AN has asked for an audit of financial processes from the local authority as the previous one is dated 2016.</p> <p><b>ACTION: SFVS to be agreed and signed off by the 31<sup>st</sup> March.</b></p> <p>3 action points from last years SFVS. <b>ACTION: AN to update and send out to all Governors.</b></p>
1.3.18.1 2	<p><b>CIP Monitoring</b></p> <p>Discussions have been previously had regarding ways that the GB can monitor the CIP – rag rating, evaluations of Governor visits. KS and AS have discussed an initial draft and AS has drawn up a draft programme of activities for governor consideration. Improved outcomes and provisions will be the first focus with the aim of Governors being able to provide input that can sit along side AS's opinions of the CIP and its progress, as well as the plans in place for next year.</p> <p><b>ACTION: AS to put together a concise program where Governors can be involved with different areas of provisions (e.g. literacy and numeracy, quality of teaching, SEN etc.), with a view for 2 Governors to be involved with each provision, attending 2 or 3 short meetings in the space of a morning or afternoon and circulate to governors before the May 1<sup>st</sup> FGB. With the expectation that</b> Governors could carry out visits and report back at the FGB on 22<sup>nd</sup> May. JW noted that it would be helpful to see a draft report of how the meetings should be reported by Governors, and that forward planning was essential.</p>
1.3.18.1 3	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Annual Safeguarding and Annual Children in Care report circulated and noted.</li> <li>• Safeguarding for Governors – level 1 training to be provided by Sarah.</li> <li>• Form S175 has been submitted to DCC.</li> <li>• No known safeguarding issues to report.</li> <li>• It was noted the SEND information report has been circulated.</li> </ul>
1.3.18.1 4	<p><b>Policies for Approval</b></p> <ul style="list-style-type: none"> <li>• Pay Policy – NC noted that he hasn't received this. KW advised it was sent out in October. AN advised that the policy needs to be agreed before mid term reviews in April/May.</li> </ul> <p><b>ACTION: AN to forward the policy to NC to approve.</b></p> <ul style="list-style-type: none"> <li>• Capability Policy – approved.</li> <li>• Admissions Policy – approved.</li> <li>• SEND Policy –approved.</li> <li>• Safeguarding Policy –Approved.</li> <li>• Examination Access Arrangements Policy – approved.</li> </ul>
1.3.18.1 5	<p>The meeting finished at 20:00</p> <p><b>Date of Next FGB: Tuesday 1<sup>st</sup> May 2018, 17:45 – 19:45</b></p>

**Papers circulated with the agenda:**

Examination Access Arrangements 2018-19

Child Protection and Safeguarding Policy

SEN Information Report January 2018

SEND Policy 2017-18

Safeguarding Position Statement

SEN Position Statement

Part 1 Minutes (Draft) 27<sup>th</sup> February 2018

Part 2 Minutes (Draft) 27<sup>th</sup> February 2018

Pay Policy 2017

Vice Chair – Terms of Reference

Capability Policy 2017

NGA Skills Audit

Current Skills Audit

Signed.....

**Kate Wilson**

**Chair of Governors**

Date:.....