## Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 18<sup>th</sup> September 2018



**Present:** Kate Wilson (KW) (Chair), Alan Salt (AS), Julian Carnell (JC), Wendy Ormsby (WO), Michael Young (MY), Jim Lodge (JL), Alessandra Ruocco (AR), Nigel Clark (NC) and Laura Hetherington (LH).

In attendance: Yvette Elliott, Clerk (YE).

Ref.	FOCUS OF THIS FGB MEETING:	Actions
1.9.18.1	<ul> <li>Welcome &amp; Apologies</li> <li>Apologies: Julie Watson (JW).</li> <li>Absent without apology: Jenna Armitage (JA)</li> <li>There were no declarations of interest.</li> </ul>	
1.9.18.2	<ul> <li>Matters Arising <ul> <li>Skills audit: KW and JW updated the skills audit form. KW to circulate to all.</li> <li>Governor profiles for the website – Governors to complete and send to YE.</li> <li>Principal's Appraisal interim review – KW and AS to arrange date.</li> <li>LA Governor application – JL has completed his application and this has been approved by the LA. Governors voted positively to elect JL as the new LA Governor to the FGB with immediate effect. YE to complete necessary forms with Babcock.</li> <li>Parent Governor election update – YE to work with Admin staff to advertise one parent vacancy.</li> <li>Staff Governor election update – nothing to report. YE to invite staff when sharing minutes &amp; advertise Coopt vacancy if a second staff member is interested in joining. JL offered support in speaking with staff.</li> <li>Keele Survey update – AS has shared these confidential papers with the Board.</li> <li>Attendance figures breakdown – AS shared data on 2017-18 pupil attendance. There were 256,076 'sessions' which could be attended over the year and examples of data include 173 sessions of authorised holiday absence, 482 sessions of unauthorised holiday absence, 6381 sessions with late attendance, 4781 sessions of unauthorised absence with no reason given. AS reported that overall attendance and persistent absence figures remain lower than the national average and are key for Governors to understand and continue to be a priority focus of the school.</li> <li>Governor Action Plan – KW confirmed there is nothing to share.</li> <li>Update skills audit – Governors to complete and return updated form to YE ASAP.</li> <li>Invite new Governors to The Key – YE has done this.</li> </ul> </li> </ul>	KW Gov's KW/AS YE YE YE/JL Gov's
1.9.18.3	Draft Part 1 Minutes from 17 <sup>th</sup> July FGB Meeting Minutes had not been shared in error. Governors to review in October. YE to issue minutes ASAP.	YE

1.9.18.4	Exam Performance 2018 – Initial Analysis	
	AS gave a detailed verbal report for Governors analysing GCSE and Post-16 results for summer 2018. Governors	
	questioned and discussed the results, with particular emphasis on:	
	1- The comparison between predicted and actual results	
	2- The importance of strong Post-16 results to successful student recruitment	
	3- The contextual position of the College results in comparison with other local providers	
	4- How effectively the College communicated to the wider public around key performance indicators	
	The progress and attainment of disadvantaged learners at GCSE level.	
1.9.18.5	Sign off College Improvement Plan (CIP) for 2017-18	
	Approved. YE to share a copy with LH.	YE
1.9.18.6	Approve College Improvement Plan (CIP) for 2018-19	
	Priorities, with costings, were shared. AS reminded Governors that detailed Improvement Plans sit under this.	
	KW requested that the word 'accept' be replaced with 'believe' on the first page. AS to update.	AS
	Governors reviewed College Improvement Plan Priorities for 2018-19 and considered them in light of parental surveys	
	and summer results. In particular, governors questioned and discussed:	
	1- The importance of clear branding and visioning for the College, especially regarding student recruitment	
	<ol><li>The importance of improvements in attendance and behaviour/engagement to the College</li></ol>	
	3- The continued importance of the progress and attainment of disadvantaged students and the crucial role PP	
	funding plays in this	
	4- The evidence base for Governors making judgements regarding the progress towards CIP targets	
	The Governors agreed, within their oversight of the CIP, to give particular focus for 2018-19 to 3 priorities; Site	Agenda
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	Development, Behaviour/Engagement, and Attendance.	item
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	YE to share Chair / Vice-Chair job descriptions.	YE
1.9.18.8	Review Code of Conduct	
	NGA model Code of Conduct was adopted by the FGB and all Governors signed this. YE to chase absent	YE
	Governors.	
1.9.18.9	Agree Annual Cycle of Business and Consider FGB meeting structure Postponed to October FGB.	Agenda item
1.9.18.10	Agree Terms of Reference (TORs)	
	<ul> <li><u>Pay Committee</u> – Babcock model TORs approved by FGB. Committee members will be JL, WO &amp; NC.</li> <li><u>First / Hearing Committee</u> - Babcock model TORs approved by FGB. Committee members will be All Governors to be pooled (with the exception of excluded Governors under the model TORs).</li> </ul>	
	<ul> <li><u>Second / Appeals Committee</u> - Babcock model TORs approved by FGB. Committee members will be All Governors to be pooled (with the exception of excluded Governors under the model TORs).</li> </ul>	
	<u>Principal's Appraisal Panel</u> - Babcock model TORs approved by FGB. Committee members will be JC, KW & JL. <b>YE to book JC and JL onto appropriate training.</b>	YE
	<ul> <li><u>Data &amp; Exam Analysis Working Group and Emergency Finance</u> Committees – These committees are no longer required.</li> </ul>	
	YE to update and share TORs.	YE
1.9.18.11	Appoint Principal's Appraisal Panel KW confirmed that this is in hand and the Appraisal Panel will appoint an external advisor.	KW, JL, JC
1.9.18.12	Review Governor Terms of Office / Vacancies KW and JW terms end in May 2019. NC ends in November 2019.	Agenda item
1.9.18.13	Agree Lead Governors and TORs Safeguarding Governor: AR. SEND Governor: KW All other Lead Governor roles to be agreed at October FGB. Lead Governor TORs to be approved at October FGB.	
1.9.18.14	Agree Faculty Link Governors PE: AR Humanities: WO Visual Arts: MY MFL: NC	
	English / Media: JC Maths & Computing: KW & JW Science & Technology: JL Performing Arts: LH YE to share list with AS so school contact and 'job description' info can be created for FGB.	YE/AS
1.9.18.15	Governor Training KW reminded all Governors to undertake training. YE to support.	Gov's /
1.9.18.16	Website Compliance           KW has looked at the website and is happy that it is compliant.	

1.9.18.17	Safeguarding Issues to Report	Agenda
	None.	item
1.9.18.18	Verbal Report of External SEND Review	
	AS reported that this has been delayed and it will now be reported at October FGB.	
1.9.18.19	Governor Visits and Reports	YE
	MY shared his feedback form following a meeting with Alan Neale. YE to circulate to FGB.	
1.9.18.20	Policies for approval	
	• <u>Grievance Policy</u> - KW has reviewed the updated policy & recommends for approval. Ratified by Governors.	
1.9.18.21	All other policies outstanding – add to October FGB. Policies for Review at Next FGB Meeting	See
1.9.10.21		initials &
	Staff Leave of Absence – NC (Alan Neale)	SLT
	Governors' expenses Policy – JW (Alan Neale)	members
	Governor Visits Policy – JW (Alan Salt / Alan Neale)	member 3
	DBS Disclosure Policy – WO (Alan Neale)	
	Disciplinary Policy – AR (Alan Neale)	
	Support Staff Appraisal Policy – JL (Alan Neale)	
	<ul> <li>Citizenship / PHSE Policy – LH (Sarah Winstone)</li> </ul>	
	<ul> <li>Sex &amp; Relationships Policy – JL (Sarah Winstone)</li> </ul>	
	Behaviour Policy – KW (Fay Crellan)	
	Attendance Policy – JW (Fay Crellan)	
	<ul> <li>Complaints Procedure &amp; Managing Unreasonable Behaviour Policy – NC (Alan Neale / Alan Salt)</li> </ul>	
	<ul> <li>TOIL Policy – NC (Alan Neale)</li> </ul>	
	<ul> <li>Critical Incident Management Plan – JC (Alan Neale)</li> </ul>	
	Home Learning Policy – AR (Sophie Killock)	
	<ul> <li>Literacy &amp; Marking Feedback Policy – MY (Ben Cotton)</li> </ul>	
	YE to share policies with individual Governors so SLT members can update prior to Governor review.	YE
	Meeting closed at 8pm. The date of next FGB meeting is Tuesday 16 <sup>th</sup> October.	

Signed.....

Kate Wilson

Chair of Governors

Date:....