

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 20th November 2018



Present: Kate Wilson (KW) (Chair), Alan Salt (AS), Julian Carnell (JC), Julie Watson (JW), Wendy Ormsby (WO), Michael Young (MY), Jim Lodge (JL), Nigel Clark (NC) and Helen Beetham (HB).

In attendance: Yvette Elliott, Clerk (YE), Alan Neale, Business & Finance Director (AN),

Ref.	FOCUS OF THIS FGB MEETING: Holding the Principal to Account for the Educational Performance of the College and its Students and the Performance Management of Staff	Actions
1.11.18.1	Welcome & Apologies <ul style="list-style-type: none"> Apologies, sanctioned by the FGB: Laura Hetherington (LH) and Karen Sewell (KS). Absent without apology: None. KW welcomed HB to the Board as the new Parent Governor. AR has written to KW informing the Board of her immediate resignation. YE to complete paperwork. Declarations of interest – JL has a family member involved in TCDS. KW noted that papers were not received 7 days prior to the meeting and requested that for future meetings, they are received in a more timely manner. 	YE
1.11.18.2	Matters Arising <ul style="list-style-type: none"> Visioning meeting – ethos statement working group to meet on 27th November, 4pm. YE has informed DVLТ of JA's ineligibility as Foundation (DVLТ) Governor. YE has completed Governor Induction paperwork with KS. Keele Survey results and previous Principal's Report to be shared with KS & HB. Updated Skills Audit form shared with all. Completed Skills Audit forms & outstanding biographies to be sent to YE Written summary of actions re: bullying still to be shared by AS. AS requested an agenda item at December FGB to consider anti-bullying actions. Feedback on DVLТ plans following discussion with Secretary - Cooperative College and TTT have been contacted to try and gain new trustees. DVLТ will then meet to formally appoint them at an AGM. Staff Governor recruitment update – JL has had interest from 3 staff members YE to issue a formal invitation for nominations, along with a document from The Key. There is the potential for an Associate Member position, if necessary. EFC meeting to take place at 5.30pm on Wednesday 5th December (Operations Committee) SFVS information shared with all. Governors need to answer the questions regarding financial systems in school before the 31st March deadline and the final version requires Governor approval. Existing protocol for Governor / School contact shared Ratified policies updated and saved to Portico & website as req'd. YE to email pdf minutes to staff. 	YE All AS & YE YE Op. Cttee All YE

	<ul style="list-style-type: none"> Update on recent letter re: state of school buildings – AN reported that a working party, including PTA, met over the summer to help assist around the site. A recent email has highlighted site condition and AN has responded directly, including information about capital funds spent on major refurbishment. <i>NC asked about the specific instances of cleanliness referred to in the letter.</i> AN has the matter in hand and further information has been requested. 	
1.11.18.3	Draft Part 1 Minutes from 16th October FGB Meeting Minutes approved and signed by the Chair	
1.11.18.4	Principal's Report <p><i>WO asked why attendance is lower than last year?</i> AS reported that the school's attendance is below national average, but some areas have shown progress, such as SEND and disadvantaged pupils, although this is still an area of overall concern. <i>WO asked if absences are all day or just individual sessions?</i> AS explained that attendance is very complicated. For example, students who may be not attending at all significantly impact overall attendance. If 2 sessions per fortnight are regularly missed, this counts as persistent absence (90% attendance). It is a strategic priority to focus on areas where college resources can have the greatest impact. <i>HB asked if the difference between Year 7 & other Year group attendance is indicative of wider issues?</i> There is a national picture of declining attendance the further through secondary education students go & a local pattern of poor attendance at some primary schools. <i>JC asked about the college target?</i> Ofsted gave key groups for improvement and the national average sets a benchmark.</p> <p>JC expressed his concern about the declining roll and the risk of this trend continuing. AS highlighted that the Year 7 intake was lower this year and we should be able to benchmark against the LA in December. Year 11 to 12 retention is also lower for 6th Form compared to historic figures. The college is trying to address this with admission work starting early. There were 1,252 pupils on roll in 2014 when AS took up post. Factors could include local school competition and A Level programmes offered at other 6th Forms. AN reported that the impact of lower pupil numbers is on the 2019-20 budget, which is forecasting a deficit position. Our mitigating factor is to increase pupil numbers, but even colleges at capacity still have challenging finances.</p> <p>AS reported that pupil behaviour analysis has been made much easier by using Class Charts, with sustained positive work on behaviour. There have been no permanent exclusions (which is a last resort) since March, but there is the potential for this requirement and this is part of our behaviour policy. <i>KW asked if there is over-reliance on non-teaching Heads of House?</i> AS reported a positive impact, but that responsibility is shared amongst all staff. <i>WO asked what measures are put in place to ensure good practice in managing poor behaviour is shared amongst staff?</i> Class Charts analysis enhances what the college can do, and good behaviour management principles are shared. There are SLT briefings, nominated lessons / hot spots, this half-termly behaviour focus is on mobile phones etc. <i>JC asked how data is inputted into Class Charts and the reliance on teachers?</i> Teachers do input data for behaviour that is concerning or over-and-above expectations, instant notifications are received, and trends over time can be analysed. <i>HB asked if intervention is useful?</i> AS reported on an inset day used for feedback and staff like the system but reflected on some misconceptions of the initial training re: 5 pillars.</p> <p>KW highlighted the SEND Review and KS will be asked to go through this at the December FGB. Lots of improvements and recommendations are outlined. Outcomes are not as good as last year but the latest Autumn data</p>	KS

	<p>shows some improvement on disadvantaged students, building on improvement from summer 2018 GCSE results. The data in the Principals Report shows improvement in SEND outcomes at GCSE will be a continued focus. <i>JC asked why improvements have been seen?</i> AS identified bespoke revision sessions, such as My Tutor. Governors were reminded of the potential overlap in cohorts – some SEND pupils may also be disadvantaged, for example. JL attended the recent DAG conference and this highlighted required access to ASP data. YE has requested passwords for all staff & AS will chase this up.</p> <p><i>KW asked if current staff absences are a concern?</i> AN explained that the current policy has been embedded and a more consistent approach is now being taken by the college in implementing it. Absence is higher than the national average, but he is confident that this can be managed better now and highlighted that 3 long-term sickness absences are impacting the data. Triggers for absence meetings were explained and JW was pleased to see a consistent message to staff and pupils about the effects of absence on the college.</p> <p>JW commented positively on the Faculty Reviews that have been shared with Governors and how informative they are.</p>	AS																		
1.11.18.5	<p>FGB & Committee Structure</p> <p>JL confirmed that it is intended to have the new structure up-and-running for January 2019. This is a new step for Governors, but we should not shy away from making new decisions and there is a need for pragmatism and ‘learning as we go’. Differences of opinions were noted regarding levels of delegated authority for committees. KW suggested that all Governors should receive agendas, papers and minutes from each committee meeting and Chair’s must report to the FGB on all decisions made. Governors all have to hold each other to account but take a collective responsibility. JW raised the potential problem of committee membership size and quoracy. It was agreed that committees can always choose to make recommendations instead of decisions if required. KW highlighted a particular line in the Site Development TOR for removal, regarding reconstitution and rebuilding of DVLT trustee and stakeholder groups. This was a to be outside of the FGB’s remit. JL agreed to draft an accountability process for transparency and clarity, to include membership and attendance expectations. Committee members and Chairs were formally agreed (with 4 vacancies still to fill):</p> <table border="1"> <thead> <tr> <th>Standards</th><th>Operations</th><th>Site Development</th></tr> </thead> <tbody> <tr> <td>KS – JL to invite her to stand as Chair in her absence</td><td>MY – Chair</td><td>JC – Chair</td></tr> <tr> <td>JL</td><td>NC</td><td>WO</td></tr> <tr> <td>LH</td><td>KW</td><td>LH</td></tr> <tr> <td>AS</td><td>AS</td><td>JW</td></tr> <tr> <td>HB</td><td>JW</td><td>AS</td></tr> </tbody> </table> <p>KW highlighted that Governors sitting only on the Site Development Committee would not be fulfilling their strategic functions and suggested that sitting on this committee should be in addition to Standards or Operations if possible. Committee Chairs were asked to go through TORs and talk to committee members regarding proposed amendments in readiness for the December FGB.</p> <p>Principles of Delegation also need formally agreeing in December – agenda item.</p>	Standards	Operations	Site Development	KS – JL to invite her to stand as Chair in her absence	MY – Chair	JC – Chair	JL	NC	WO	LH	KW	LH	AS	AS	JW	HB	JW	AS	<p>JC JL</p> <p>KS, MY, JC YE</p>
Standards	Operations	Site Development																		
KS – JL to invite her to stand as Chair in her absence	MY – Chair	JC – Chair																		
JL	NC	WO																		
LH	KW	LH																		
AS	AS	JW																		
HB	JW	AS																		

1.11.18.6	CIP AS has now included an evidence column, as requested, and has indicated areas specific to each of the three committees.	
1.11.18.7	Report on status of Safeguarding Audit In AR's absence, AS reported that this report is not yet complete, with a deadline of 30 th November. New SEND and Safeguarding Lead Governors to be appointed at December FGB – agenda item.	YE
1.11.18.8	Agree Term Dates 2019-20 Governors agreed the proposed dates. These can now be shared by the college.	
1.11.18.9	Agreement of voting records during meetings It was agreed that for any Governor vote from now on, the Clerk will record the number of positive votes, negative votes and abstentions.	
1.11.18.10	Discuss Totnes Learning Community (TLC) Activities Planned for the Year Not yet available.	
1.11.18.11	Appraisal <ul style="list-style-type: none"> Date of Principal's Annual Appraisal meeting still to be confirmed. Governors agreed to appoint Faith Jarrett, external adviser to support this work. As KW's term of office ends during the school year, JL suggested that the Appraisal Panel should appoint a new member to take her place and the meeting be split into two, with review of previous year to include KW and setting of new objectives to include the new panel member. Following a discussion, <i>KW proposed that the current Appraisal Panel move forward without change. 6 votes in favour (carried), 1 against, 2 abstentions.</i> 	
1.11.18.12	Safeguarding issues to report None.	
1.11.18.13	Governor Visits and Reports JL's Science report was shared with all.	
1.11.18.14	Policies for approval this meeting <ul style="list-style-type: none"> Accessibility Plan (Sarah Winstone) – not yet updated. Move to December. Charging & Remissions Policy (Alan Neale) – amendments proposed. Bring back to December. Citizenship / PHSE Policy (Sarah Winstone) – not yet updated. Move to December. E-safety Strategies / Online Safety Policy (Sarah Winstone) – not yet updated. Move to December. Disciplinary Policy – Needs allocating to new Governor. Move to December. Freedom of Information Publication (Steve Sherwood) – not yet updated. Move to December. Home Learning Policy – Needs allocating to new Governor. Move to December. Managing Unreasonable Behaviour Policy (Alan Neale) – no longer required. Outdoor Education & Off-site Visits Policy (Kirsty Matthews) – <i>recommended & ratified.</i> Pay Policy (Alan Neale) – <i>recommended & ratified.</i> Privacy Notices (Steve Sherwood) – not yet updated. Move to December. 	

	<ul style="list-style-type: none"> • Provider Access Policy (Anne Law) – recommended & ratified. • Sex & Relationships Policy (Sarah Winstone) – recommended & ratified. • (Supporting Pupils at School with) Medical Conditions Policy (Sarah Winstone) – not yet updated. Move to December. • Teachers' Appraisal Policy (Ben Cotton) – requires Governor review. Move to December. • Whistleblowing Policy (Sarah Winstone) – not yet updated. Move to December. <p>YE to ensure ratified policies are finalised and saved to the staff resource folder and website where applicable.</p>	YE
1.11.18.20	<p>Policies for Review at Next FGB Meeting</p> <ul style="list-style-type: none"> • Accessibility Plan (Sarah Winstone) - WO • Charging & Remissions Policy (Alan Neale) - MY • Citizenship / PHSE Policy (Sarah Winstone) - LH • Disciplinary Policy (Alan Neale) - JL • Education of Children in Care Policy (Sarah Winstone) - LH • E-safety Strategies / Online Safety Policy (Sarah Winstone) - JL • Exclusion procedures – this already sits within the Behaviour Policy, so is not required additionally. • Finance Policy (Alan Neale) - MY • Fire Safety Policy (Alan Neale) - JC • Flexible Working Policy (Alan Neale) - JW • Freedom of Information Publication (Steve Sherwood) - MY • Home Learning Policy (Sophie Killock) - JW • Lettings Policy (Alan Neale) - JC • Managing Information Disclosed During Employment (Alan Neale) - JL • Privacy Notices (Steve Sherwood) - MY • Probationary Policy (Alan Neale) - WO • Staff Capability Policy (Alan Neale) - NC • (Supporting Pupils at School with) Medical Conditions Policy (Sarah Winstone) - JW • Teachers' Appraisal Policy (Ben Cotton) – WO • Whistleblowing Policy (Sarah Winstone) – JW 	Gov's as listed
	<p>Meeting closed at 8.05pm.</p> <p>The date of next FGB meeting is Monday 17th December. Governors are invited to arrive at 5pm for a training session on Shared Drive access with Ian Wren.</p>	

Signed.....

Kate Wilson

Chair of Governors

Date:.....