

Minutes of KEVICC Operations Committee Meeting Monday 4th March 2019



Present: Michael Young (MY) (Chair), Kate Wilson (KW) and Alan Salt (AS)

In attendance: Yvette Elliott, Clerk (YE) and Alan Neale, Business & Finance Director (AN) and Julian Carnell, Parent Governor (JC)

Ref.	FOCUS OF MEETING Overseeing the financial performance of the school and ensuring its money is well spent	Actions
1	Welcome & Apologies <ul style="list-style-type: none"> Apologies, sanctioned by the Committee: NC Absent without apology: None. Declarations of interest: None. 	
2	Budget for 2019/20 The College had budgeted for 151 pupils starting in Year 7 in September 2019, but 131 have been confirmed. Not as many second choice places came through as expected. The committee moved to Part 2 minutes.	
3	Keele Survey or equivalent The cost of an external survey was considered versus the time the College would spend conducting their own version. <i>KW asked what the staff cost would be to KEVICC?</i> AN anticipated this to be a couple of hours creating the survey, but significantly more to extract the data and create executive summaries. Governors agreed that the Keele Survey represents good value for conducting the work, but it is not useful if nothing further is done with this data. KW stated that historically the Survey was done so Governors could gather information in direct response to poor community feedback and communication. <i>MY asked if the data is used by SLT or to impact strategic decisions?</i> AS stated that Governors have reviewed data and this has fed back into the Behaviour Policy, for example. It was agreed that the length of the survey may reduce the response rate. <i>JC asked AS & AN if they recommend continuing?</i> AN stated that he hasn't seen enough positive benefits, which means it's money wasted. AS felt that changes were made to school policy recently, so it would be possible to manage without it this year. Governors agreed to postpone the Survey this year and revisit it later in 2019 as it can be conducted at any point in the year.	
4	Policies for Approval <ol style="list-style-type: none"> Finance Policy (Alan Neale) – An confirmed that this policy is based on Bristol City Council's model policy. Some small changes were agreed at the meeting – AN to update. Authority levels in Table 2 were discussed. Governors agreed to recommend this policy, following agreed amendments, for approval to FGB. 	AN

5	Policies for Review at June Meeting <ol style="list-style-type: none"> 1. Maternity (Alan Neale) – NC 2. Paternity (Alan Neale) – MY 3. Shared Parental Leave (Alan Neale) – NC 4. Adoption (Alan Neale) – MY 5. Accessibility Plan (Sarah Winstone) – NC 6. Recruitment & Selection (Alan Neale) - NC 	Gov's
6	Minutes from this and the previous January Operations Committee meeting to be brought for approval to the next meeting. Meeting closed at 8.05pm. The date of the next meeting is Tuesday 25 th June, 5.45pm.	

Signed.....

Michael Young

Chair of Operations Committee

Date:.....