

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Monday 16th December 2019



Present: Jim Lodge (JL), Alan Salt (AS), Wendy Ormsby (WO – arrived 6pm), Michael Young (MY), Jon Rae (JR), Karen Sewell (KS), Julian Carnell (JC – left 8pm), James Hartridge (JH), Gillian Healey, Laura Hetherington, Louise Darvid (LD) and Helen Beetham (HB).

In attendance: Yvette Elliott, Clerk (YE), Stephen Corline, Business & Finance Director (SC), Steve Sherwood, Administration Manager (SS – left 6.10pm) and Andrew Waterman, prospective governor (AW – left 7pm).

Ref.	FOCUS OF THIS FGB MEETING: Ensuring Clarity of Vision, Ethos and Strategic Direction	Actions
1	Welcome & Apologies <ul style="list-style-type: none"> Apologies, sanctioned by the FGB: None Absent without apology: None Declarations of interest: JL reminded Governors of his family links to a senior TCDS member 	
2	Matters Arising (other than those on the agenda) <ul style="list-style-type: none"> Approach Babcock for bespoke training – YE reported that this was investigated but the costs were prohibitive and Governors should book individually onto the scheduled training as they are able. Share current SEF with Governors – AS to share in the Spring Term as this is being updated. Share data on gender breakdown for subjects – AS to bring GCSE & A Level breakdowns to the next Standards Committee meeting. Amend 3 x Committee TORs as agreed at September FGB & save – Completed. Confirm HT Appraisal complete – JL confirmed that this has been completed and objectives have been set. Arrange a Parent Governor election – This has taken place and LD was welcomed to the Board. Update & save ratified policies – Completed. 	AS Standards
3	Review Draft Minutes of the 17th September 2019 FGB Meeting Part 1 and Part 2 minutes were reviewed and approved.	
4	Data Protection Officer (DPO) Report SS gave a presentation to the FGB covering the following: Since 25 th May 2018 and the introduction of the new GDPR Regulations the College has considered all locations of data coming into and going out of the school. Privacy notices have been created, staff briefings take place, data audits have been set-up, a data protection policy and data retention schedule have been created and a new procedure for reporting breaches has been introduced. SS noted that parents are now better informed about GDPR. There have been 9 breaches (near misses) at KEVICC to date and these have all been resolved satisfactorily. These issues are now used for training purposes and there is an open & honest culture among staff. <i>JR asked about data security on laptops.</i> SS confirmed that all College laptops are encrypted and password accessed. The external organisations that we deal with have been audited and we have software to record this information. Polices can be accessed from our website and a training video is available for new staff and GDPR will be introduced into the staff induction process.	

	<p>SS reminded Governors to be mindful of the confidential data and documents they are privy to. <i>MY asked about the security of RM Unify emails that Governors use.</i> SS confirmed that college emails are secure and internally encrypted and these should be used instead of personal email accounts. There is also a simple option to encrypt emails in outlook where they are being sent externally. Governors discussed their use of personal laptops and tablets for accessing Governor files and were minded to be particularly careful. SS and college staff will investigate alternative alerts / access arrangements for RM emails to make it easier for Governors to use. <i>MY asked when Egress should be used?</i> AS confirmed that staff use this regularly for sharing sensitive data externally. <i>Steve Sherwood left the meeting.</i></p>	SS/YE
5	<p>Principal's Report AS & JL have been looking at a new format for the Principal's Report so that it's an informative, evaluation statement but not repeating the content of committee meetings. They will include a dashboard of information and history of data changes where appropriate. AS will bring this to the March FGB meeting.</p>	AS
6	<p>Vision AS discussed the draft Vision document, which focuses on the next 3-4 years and has so far been developed with the SLT, largely with staff and teachers in mind. This has been based around the Governor vision statement and Ofsted outcomes. It will need to be shared with parents for their feedback too before it is finalised. The physical environment is part of our visions, to provide context for educational outcomes. There is a focus on consistency and the core subjects, with a drive to achieve above national averages and FFT data sets are used to support our results targets. The vision also provides recognition of the richer, more holistic elements that comprehensive education provides. AS stated that the college improvement plan will be driven by the Vision. <i>KS suggested that parental involvement needs to be included in the Vision ahead of engaging with them and she highlighted the data which confirms that, on average, pupils with actively participating parents do better.</i> AS was clear that we need to enable all pupils to do their best and there are already examples of classes where they achieve better than FFT 5%, but the focus is on maximising value for each pupil. <i>HB was pleased to see SMART objectives and she would like to see this turned into a marketing style '2-minute video' to make it really accessible and offered to support this.</i> <i>JC wants to ensure that clear communication occurs with all parents to ensure effective joint working.</i> AS plans to review the Vision with parental voice and wants transparency about what pupils are learning and when this happens across all year groups. <i>LH asked, in terms of ensuring learning is meaningful, what plans are there for linking subjects across topics etc?</i> AS confirmed that there is currently a focus on a vertical curriculum, then there will be an opportunity to identify cross-curricula links horizontally. AS will provide a progress report on the Vision at March FGB and Governors are invited to make any comments ahead of this. JR thanked AS and the SLT for their comprehensive work on the Vision.</p>	AS & Gov's
7	<p>Agree Term Dates (as recommended by Standards Committee)</p> <ul style="list-style-type: none"> • 2020-21 – approved by Governors. • 2021-22 – approved by Governors. 	

8	Governor Training, Visits & Reports <ul style="list-style-type: none"> Receive updates – GH reported that she has undertaken a school visit and learning walk and her written reports will follow. KS's report shared with all and she encouraged others to undertake their visits. AS confirmed that there are benefits of this to staff too. JH suggested a Governor Day to meet and work with Link Staff, but the consensus was to continue with the current way of working with individuals arranging their own visits. AS suggested that arranging a visit to coincide with one of the 3-weekly learning walks would be positive. Clerk training feedback – YE has completed The Professional Clerk training this term and would like to help Governors with keeping a timetable of visits in order to support an evaluation of governance across the school. JL has also met with Alice McShane (Babcock School Improvement Partner) and she will support and FGB effectiveness review now that we have operated for a year with the new committee structure. JL to arrange survey questions. 	JL
9	Recruitment of New Governors <ul style="list-style-type: none"> Review current vacancies – There are 2 Co-opted Governor and 1 Foundation Governor vacancies at present. JL has met with two prospective governors & Andrew Waterman has been present this evening (CV previously shared with the FGB). He introduced himself and confirmed that he is very enthusiastic about joining the Board and has previous experience of school governance. <p>c</p> <ul style="list-style-type: none"> Discussion and decisions – Governors unanimously co-opted AW onto the FGB. YE to arrange induction. 	YE
10	Site Development Committee Recommendations Governors moved to Part 2 minutes.	
11	Operations Committee Recommendations MY reported that the Operations Committee has approved a teacher pay increase (at an annualised cost of approximately £39,000 over and above the Government's base-line directive). A marketing committee has been set up in the college. Governors moved to Part 2 minutes.	
12	Standards Committee Report KS reported that the core subjects remain a focus and the message from subject leaders is on consistency. The college is making (relatively slow) progress, but systems and processes for improvement are in place. The 3-weekly visits are having a positive impact. <i>JC left the meeting.</i>	
13	Performance & Pay Committee Feedback JL confirmed that this committee has met and pay progression recommendations were approved.	
14	Uniform Sub-committee Update AS confirmed that cost saving for parents remain a priority. Governors moved to Part 2 minutes.	
15	Safeguarding <ul style="list-style-type: none"> Appoint Deputy Safeguarding Governor – to be considered at March FGB. JL will be undertaking Level 3 Safeguarding training in the new year & the cost of this will need to be covered by KEVICC. Termly Safeguarding report – nothing to report. 	Agenda

