

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 14th July 2020, 5.45pm



The meeting was held remotely, due to Coronavirus restrictions and Government advice

Participants - Governors: Jim Lodge (JL), Alan Salt (AS – arrived 5.50pm, left 7.15pm), Michael Young (MY), Jon Rae (JR), Karen Sewell (KS), Julian Carnell (JC), James Hartridge (JH), Gillian Healey (GH), Andrew Waterman (AW), Helen Beetham (HB – arrived 6pm) and Wendy Ormsby (WO).

Participants - Other: Yvette Elliott, Clerk (YE), Kirsty Matthews, Deputy Principal (KM) and Stephen Corline, Business & Finance Director (SC).

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: Laura Hetherington (LH) Absent without apology: Louise Darvid (LD) Declarations of interest: None 	
2	Matters Arising (other than those on the agenda) <ul style="list-style-type: none"> Arrange Governance Review – This has been completed by Chairs and Clerk and shared with Ben Cotton for distribution to parents and staff at the end of term. Update & save ratified policies – Done. 	
3	Review Draft Minutes of the 28th April 2020 FGB Meeting Part 1 and Part 2 minutes were reviewed and approved. JL to sign at earliest opportunity.	JL
4	Covid-19 and September Re-opening Update AS reported that all students are expected back in September (with a final Government confirmation expected on 11 th August). The whole school risk assessment will be updated again for this. There are only 4 staff members who will be returning for the first time in September due to vulnerability. The Government's System of Controls are in place as they have been since the partial re-opening in June, with the addition of the Track & Trace procedures. The priority is to stop any symptomatic persons from entering the school site. The formal staff process for managing sickness absence has been suspended to ensure that no-one attends site if they may be ill. The school must cover any additional costs of re-opening out of existing budgets, e.g. signage, extra cleaning, extra handwashing facilities. Bubbles will be year groups and separate, designated areas of the school are allocated to each bubble for teaching and breaks. Staff are to use social distancing and online meetings. Parents Evenings will be held virtually. <i>GH asked if bathroom facilities will be shared, as Government guidance allows for this?</i> Additional, temporary toilet blocks are being sought to keep bubbles completely separate, AS reported that there are not enough staff to enable staggered break times during the school day for each bubble, hence the segregated areas. <i>JH asked what measures will be in place to keep these bubbles separate at break times?</i> There are designated areas, staff on duty and the importance of separation will be explained to students. No additional staff duties are expected.	

	<p><i>JL asked if students will have to bring packed lunches?</i> Aspens will be catering and discussions are ongoing about delivering meals to each bubble to give hot food opportunities to all.</p> <p>All subjects will be running, but there will be an impact on the curriculum, as practical learning rooms will not always be available. Some spaces are not being allocated to specific bubbles, so they will be available to all (1 science lab, 1 art room, 1 IT suite). PE should continue unaffected. Government concessions have been made for some subject content for exams. SEND will be able to run small, cross-age interventions. Tutor groups will temporarily change back to year-based groups, but will remain in normal Houses and the tutor group reading strategy will go ahead.</p> <p><i>GH asked if indoor sports will be allowed?</i> AS confirmed that it will, but stationary equipment will need cleaning between bubble use. The plan is for as much outdoor sport as possible.</p> <p><i>JC asked if Elmhirst could be used to free up science labs?</i> There are too many logistical challenges with this, along with additional cleaning requirements.</p> <p><i>HB highlighted that the message of social distancing and hygiene needs to remain the priority.</i> AS agreed and added that staff will be modelling best responsible behaviours.</p> <p><i>GH asked if staff spaces will change?</i> Teachers will move between classrooms so pupils stay put and additional storage spaces for staff resources will be created around the site.</p> <p><i>GH suggested some positive PR on KEVICC's role and responsibility to ease community & parental concerns. AS to follow this up.</i></p> <p><i>JH asked when staff will be informed of their new tutor groups?</i> This may be before the end of term, but possible over the summer. Governors thanked Anne Law & Sophie Killock for their work on setting up the Canon. AS to pass on.</p> <p>DCC are responsible for school transport and this won't be 'bubbled.' Staff will meet students off the busses and there will be clear signage. Some extra-curricular trips can go ahead. Face coverings are not required in school, but will be allowed for staff and students and this will be monitored. <i>HB was pleased to note that personal preferences will be supported by the school.</i></p> <p>AS informed Governors of a staggered start to the Autumn Term, with Year 7, Year 11 and Sixth Form students returning on Monday 7th September and all others on Tuesday 8th. This will allow Year 7s to settle after a lack of normal induction. <i>KS commented positively on the transition work that has been undertaken by the College.</i></p> <p>There is an online learning contingency for any localised lockdowns</p> <p><i>GH asked if all Admin staff will be back on site from September?</i> AS confirmed that they will.</p> <p><i>JH asked how any staff concerns regarding behaviour and learning needs have been addressed?</i> The Behaviour policy addendum has been shared with all and the school will be attentive to additional needs, with the SL available to support teachers where catch-up is required.</p> <p><i>HB asked if there are any Teaching Union concerns that have not yet been covered?</i> AS confirmed there are not.</p> <p>Governors thanked AS for his clarity and the SLT as a whole for their preparation for September. AS to pass on.</p>	<p>AS</p> <p>AS</p> <p>AS</p>
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5	<p>Review of the Year Governors considered the impact of the Board over the last year, with regard to the 3 core functions of Governance, and identified areas where further work could be done:</p> <table><tr><th>Positive Impact the FGB has had in 2019-20</th><th>Areas for further work in 2020-21</th></tr><tr><td colspan="2"><i>1. Ensuring clarity of vision, ethos and strategic direction</i></td></tr><tr><td>The Site Development contribution to KEVICC's strategic direction is well led and moving forwards positively.</td><td>More induction training for new Governors, to include checklists and timescales.</td></tr><tr><td>The Vision Statement is well communicated and Governors were involved in the creation of this.</td><td>Vision work needs further Governor engagement and clarity & this could be better profiled in the local community.</td></tr><tr><td>The FGB is well attended and settled in membership, with enthusiastic and skilled people.</td><td>Agendas are always full, and the role of Governor is different to other corporate Trustee / Governance roles – further clarity to new Governors of this required.</td></tr><tr><td>The COVID-19 situation has been well managed by the school with effective Governor oversight.</td><td>Deepening Governor engagement with the Foundation Governors.</td></tr><tr><td>Successful implementation of a committee structure to focus expertise and enable better scrutiny.</td><td>Clarity on the role, and necessity of, the DVLT.</td></tr><tr><td>Governor panels and committees work well and have a positive impact in decision making.</td><td></td></tr><tr><td>Excellent Chairs and a conscientious Clerk enable effective meetings.</td><td></td></tr><tr><td>Profiling of committee and FGB Chairs in the Courier to better engage with parents/carers and staff.</td><td></td></tr><tr><td colspan="2"><i>2. Holding school leaders to account for the educational performance of the school, its pupils and staff</i></td></tr><tr><td>Learning walks to triangulate evidence as provided by SLT at Committee meetings, specifically regarding consistent teaching practice.</td><td>More learning walks, particularly in the company of SLT.</td></tr><tr><td>Holding SLT, including Heads of Faculty, to account in meeting the aspirations of the College Improvement Plan. A good balance of support and challenge.</td><td>Enhance the process to facilitate Governors' visits to the College.</td></tr><tr><td>Scrutiny of disadvantaged and SEND spending and pupil outcomes.</td><td></td></tr><tr><td>Engagement in the development of a new reading strategy.</td><td></td></tr><tr><td>Regular scrutiny of school data – familiarity with KEVICC's strengths, weaknesses, opportunities & threats, along with comparison with other settings.</td><td></td></tr></table>	Positive Impact the FGB has had in 2019-20	Areas for further work in 2020-21	<i>1. Ensuring clarity of vision, ethos and strategic direction</i>		The Site Development contribution to KEVICC's strategic direction is well led and moving forwards positively.	More induction training for new Governors, to include checklists and timescales.	The Vision Statement is well communicated and Governors were involved in the creation of this.	Vision work needs further Governor engagement and clarity & this could be better profiled in the local community.	The FGB is well attended and settled in membership, with enthusiastic and skilled people.	Agendas are always full, and the role of Governor is different to other corporate Trustee / Governance roles – further clarity to new Governors of this required.	The COVID-19 situation has been well managed by the school with effective Governor oversight.	Deepening Governor engagement with the Foundation Governors.	Successful implementation of a committee structure to focus expertise and enable better scrutiny.	Clarity on the role, and necessity of, the DVLT.	Governor panels and committees work well and have a positive impact in decision making.		Excellent Chairs and a conscientious Clerk enable effective meetings.		Profiling of committee and FGB Chairs in the Courier to better engage with parents/carers and staff.		<i>2. Holding school leaders to account for the educational performance of the school, its pupils and staff</i>		Learning walks to triangulate evidence as provided by SLT at Committee meetings, specifically regarding consistent teaching practice.	More learning walks, particularly in the company of SLT.	Holding SLT, including Heads of Faculty, to account in meeting the aspirations of the College Improvement Plan. A good balance of support and challenge.	Enhance the process to facilitate Governors' visits to the College.	Scrutiny of disadvantaged and SEND spending and pupil outcomes.		Engagement in the development of a new reading strategy.		Regular scrutiny of school data – familiarity with KEVICC's strengths, weaknesses, opportunities & threats, along with comparison with other settings.		
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	<div>Engagement during Ofsted inspection and follow-up meetings with SLT to dissect and feed lessons learnt into the College Improvement Plan.</div> <div>Encouraged the Principal to realign termly reports with the priorities of the College Improvement Plan to better track progress.</div> <div>There is regular contact between Governors and their staff counterparts.</div> <div>Governors are contributing well as a 'critical friend' regarding behaviour, attendance, SEND and safeguarding.</div> <div>Best practice work, such as Rosenshine Principles, are shared with Governors to scrutinise.</div> <div>Governor knowledge of what is going on in school, with relevant skills, gives the FGB the ability to scrutinise the work of the College and the committee structure has supported this.</div> <div>Positive working relationships between Governors and SLT.</div> <div>Perceptive questions from Parent Governors from insight into own children's experiences.</div> <div>3. Overseeing the financial performance of the school & making sure it is money well spent</div> <div>Finance is well managed, with good support and challenge afforded by Governors.</div> <div>Collaboration with BFD in producing SFVS for the College</div> <div>Assessing DCC audit outcomes and responses</div> <div>Reviewing benchmark data</div>		
6	<div>Site Development Committee Report</div> <div>Governors moved to Part 2 minutes.</div>		
7	<div>Operations Committee Report</div> <div>MY shared his report with Governors.</div> <div>SC added that the extra costs to the school regarding COVID-19 will be clarified over the summer holidays for inclusion in the Budget and the Operations Committee can review these in the Autumn.</div> <div>MY asked for details of the Year 7 Catch-up funding and PE funding. SC stated that no money is directly received for PE (this is for primary schools) and the loss of Year 7 catch-up funding is being replaced this year by a Covid catch-up fund, which will hopefully be a higher sum.</div>		Operations Agenda

	<p><i>HB asked if the risk assessment will now be more rapidly reviewed?</i> The whole school risk assessment is being reviewed for September and a Health & Safety Governor can join this discussion. More, specific risk assessments will also be required for certain vulnerable staff returning to work etc.</p> <p><i>WO asked about pupil numbers for September.</i> There are roughly 150 new Year 7s, which is lower than historic levels, but stable over the last 3 years.</p>	
8	<p>Standards Committee Report</p> <p>KS shared her report with Governors.</p> <p><i>KS asked staff to look again at the new reading list in light of the Black Lives Matter movement.</i> HB confirmed that a thorough revision has already been undertaken and AS added that Anne Law and Sophie Killock have accessed expert guidance from Cotham School to support this and this has resulted in some great additions to the Canon.</p>	
9	<p>Governor Training, Visits and Reports</p> <p>Online learning opportunities exist and YE can support Governors to access these.</p> <p>No school visits have taken place during lockdown.</p>	
10	<p>Agree process for appointing Chairs and Vice-Chairs 2020-21</p> <ul style="list-style-type: none"> • Nomination process – anyone wishing to stand as a Chair or Vice-Chair should inform the Clerk before 8th September, when the next FGB agenda is issued. Voting will then take place at the meeting. • Term of office – one year. • Succession planning - WO's term of office as a Co-opted Governor ends in December 2020. WO to inform FGB of decision to stand again or step-down before the September FGB meeting. JL informed the Board that AS is meeting with a potential new Governor before the end of term and their details will be shared with all ahead of the next meeting for consideration. <p><i>Governors approved these processes unanimously.</i></p>	WO
11	<p>Safeguarding</p> <p>GH was thanked for taking on the role of Deputy Safeguarding Governor and to KM as the College DSL. Lockdown has been tough for many families and there has been an increased safeguarding workload, but school standards around safeguarding are high. KM highlighted her concerns over the lack of perimeter fencing and this will be considered by the Site Development Committee. KM added that there is an effective Level 3 trained safeguarding team, but emergency case orders have escalated and it is exceptionally busy. Babcock are booked for an Autumn Term safeguarding review and Governor questions and challenge have been welcomed.</p>	Site Dev. agenda
12	<p>Policies for approval this meeting</p> <ul style="list-style-type: none"> • Health & Safety Policy – <i>Ratified.</i> • Volunteers Policy – <i>Ratified.</i> <p>YE to save all ratified policies.</p>	YE
13	<p>Policies to be reviewed in July:</p> <ul style="list-style-type: none"> • Child Protection & Safeguarding Policy • FGB Scheme of Delegation • Outdoor Education, Visits and Off-site Activities Policy • Staff Grievance Policy • Governor Visits Policy 	JL WO JC AW JR

14	Meeting closed at 7.45pm Thanks were given to AS and all staff for keeping children as the priority throughout the Summer Term. The date of next FGB meeting is Tuesday 15 th September 2020 at 5.45pm.	
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Signed.....

Date:.....

Jim Lodge, Chair of Governors