

# Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 15<sup>th</sup> September 2020, 5.45pm

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



**Present:** Jim Lodge (JL), Alan Salt (AS), Michael Young (MY), Karen Sewell (KS), Andrew Waterman (AW), Louise Darvid (LD), Julian Carnell (JC), James Hartridge (JH – left 6.50pm), Gillian Healey (GH), Laura Hetherington and Helen Beetham (HB).

**In attendance:** Yvette Elliott, Clerk (YE) and Stephen Corline, Business & Finance Director (SC).

Ref.	<b>FOCUS OF THIS FGB MEETING:</b> Ensuring Clarity of Vision, Ethos and Strategic Direction	Actions
1	<b>Welcome &amp; Apologies</b> <ul style="list-style-type: none"> <li>• Apologies, sanctioned by the FGB: Wendy Ormsby (WO)</li> <li>• Absent without apology: Jon Rae (JR)</li> <li>• Declarations of interest: None</li> </ul>	
2	<b>Governor Recruitment</b> <ul style="list-style-type: none"> <li>• A new recruitment process was proposed by JL, with suggested amendment from MY as follows: Chair of FGB, Chair of Committee and Principal to meet with potential Governor and make a recommendation to the Board. <b><i>This was unanimously agreed.</i></b></li> <li>• Andrew Otty's CV and details have been shared with the Board and he is recommended for Co-option. Proposed by JL, Seconded by AS and <b><i>Co-opted by unanimous agreement</i></b> by vote. <b>YE to complete induction paperwork.</b></li> <li>• WO's term of office ends in December, but she is prepared to stand again. Proposed by JL, Seconded by AS and <b><i>Co-opted by unanimous agreement</i></b> by vote.</li> <li>• One Foundation Governor vacancy remains. Qualities required include experience suitable for the Site Development Committee.</li> </ul>	YE
3	<b>Matters Arising (other than those on the agenda)</b> <ul style="list-style-type: none"> <li>• <i>Highlight KEVICCs positive role during Covid-19 to the local community</i> – Dave Irish's role of supplying PPE locally and the pastoral care of students with a focus on positive hygiene were highlighted. Face shields are now being made and distributed to teaching staff in-house. JL congratulated AS and the whole school team. Parents have been supportive of the school's work, particularly on the Facebook page and at AS's Q&amp;A sessions.</li> <li>• <i>Thank the SLT &amp; Canon curators on behalf of Governors</i> – Formal thanks were given and Governors commented positively on the focus on BME text for the Autumn term. AS stated that these have been well received and form a basis for assemblies too.</li> </ul>	
4	<b>Review Draft Minutes of the 14<sup>th</sup> July 2020 FGB Meeting</b> Part 1 and Part 2 minutes were reviewed and approved.	

5	<p><b>Appointing Chairs &amp; Vice-Chairs for 2020-21</b>  Nominations were put forward in advance from all current FGB and Committee Chair to stand again in the same posts and these were uncontested. The FGB unanimously agreed the following appointments for 2020-21:</p> <ul style="list-style-type: none"> <li>• <b>FGB Chair</b> – Jim Lodge</li> <li>• <b>Standards Chair</b> – Karen Sewell</li> <li>• <b>Operations Chair</b> – Michael Young</li> <li>• <b>Site Development Chair</b> – Julian Carnell</li> <li>• <b>FGB Vice Chairs</b> – Karen Sewell, Michael Young &amp; Julian Carnell</li> </ul>	
6	<p><b>Exam Performance 2019 – Initial Analysis</b>  AS reminded Governors of the in-depth and robust process of teacher collaboration and moderation in order to submit centre assessed grades in June. Of the 235 A Level entries submitted, 56 were changed through the Government algorithm (52 marked down, 4 marked up) resulting in an extremely difficult results day, mirroring the national picture of uncertainty and disappointment. The following week, the Government reinstated centre assessed grades for A Levels (&amp; GCSEs) but the University admission system was already causing problems where grades had been changed. 4 students have had to take unplanned, forced gap years and 1 student is still going through the clearing process. There was significant stress for many students. AS has shared this information with our local MP, with a specific request for clarity on the 2021 exam process as a matter of urgency.  <b>Full result data will be brought to the Standards Committee</b>, but as a headline: Value-added was comparable to the previous year at 0.18 and Progress-8 was average.  <i>GH asked if any students challenged their centre assessed results?</i> AS confirmed that some GCSE students did, but staff shared the process with parents to provide justification.  <i>HB asked if Governors need to reflect on any lessons learned in preparation for next year?</i> AS has confidence in the process that was used this year and that was corroborated by JL. The College is already commencing contingency planning for Year 11 &amp; 13 exams, but the DfE are yet to determine plans. It is currently very difficult for teachers to plan their time for the academic year.</p>	Standards agenda
7	<p><b>Governor Annual updates</b></p> <ul style="list-style-type: none"> <li>• Governors updated the pecuniary interests register remotely and will <b>sign forms when next in College</b>.</li> <li>• Governors to read 'Keeping Children Safe in Education 2020' and <b>confirm completion to Clerk</b>.</li> <li>• Governors agreed that FGB meetings can be open to members of the public. Attendance must be requested in writing to the Chair of Governors at least 2 weeks prior to the meeting date. Attendance will be as an observer only and participation in discussions will not be allowed. To avoid a conflict with the Code of Conduct, members of the public may be asked to leave the room during any voting so that <i>how</i> individual Governors vote remains confidential.</li> </ul>	Gov's Gov's
8	<p><b>Review Code of Conduct / Mutual Expectations</b>  NGA model Code of Conduct (Sept 2020) was discussed and agreed unanimously by Governors. <b>JL to sign.</b></p>	JL

9	<p><b>Agree Terms of Reference (ToRS)</b></p> <ul style="list-style-type: none"> <li>• Pay Committee – <b>Approved</b></li> <li>• First / Hearings Committee – <b>Approved</b></li> <li>• Second / Appeals Committee – <b>Approved</b></li> <li>• Principal’s Appraisal Panel – <b>Approved</b></li> <li>• Standards Committee – <b>YE to update committee membership and dates. Approved</b></li> <li>• Operations Committee – <b>YE to update committee membership, dates and the addition of a new section, suggested by MY, to cover marketing and PR. Approved</b> to ensure that focus is not lost on this priority area of work.</li> <li>• Site Development Committee – <b>YE to update committee membership, dates and add a section enabling committee members to have delegated authority to appoint external professionals, within agreed budgets. Approved</b> as Governors were confident that the committee retains a high level of transparency through shared agendas and papers with the FGB as a whole.</li> <li>• Safeguarding Lead Governor – JL to remain in post, with GH as Deputy. <b>Approved</b></li> <li>• SEND Lead Governors – KS to remain in post. <b>Approved</b></li> </ul>	<p>YE</p> <p>YE</p> <p>YE</p>																								
10	<p><b>Appoint Principal’s Appraisal Panel</b></p> <ul style="list-style-type: none"> <li>• KS, JC and JL remain on this panel.</li> <li>• Faith Jarett was appointed as the External Advisor and <b>a meeting is to be booked</b> for Autumn 2, following an interim meeting with the panel only in Autumn 1.</li> </ul>	<p>YE</p>																								
11	<p><b>Agree Faculty Link Governors</b></p> <p>Faculty Link Governors should participate in Department reviews and undertake learning walks to understand individual subject improvement plans. JL will be stepping back from a Link role due to the number of visits already made to College, in his role as Chair. It was agreed that it would be inappropriate for JH to be a departmental Link as a Staff Governor, but a new role could be created, such as Admin or Support Services/IT. LH also suggested the addition of a Pastoral Link, although AS felt there would be overlap with SEND and Safeguarding unless there were ‘spare’ Governors to take on this extra role.</p> <p><i>GH asked what opportunities there are currently for Governor oversight and school visits? AS stated that it is appropriate for visits to be planned, so long as school procedures are followed. Using online platforms and telephone meetings were encouraged where a physical presence is not necessary. JL wants Governors to be better connected with the school and to increase the amount of contact they each have.</i></p> <table border="1" data-bbox="342 1169 1861 1449"> <thead> <tr> <th>FACULTY</th> <th>GOVERNOR</th> <th>STAFF</th> </tr> </thead> <tbody> <tr> <td>PE</td> <td>Gillian Healey</td> <td>Dan Gillard / Nicola Wright</td> </tr> <tr> <td>Humanities</td> <td>Helen Beetham</td> <td>Natalie Clark</td> </tr> <tr> <td>Visual Arts</td> <td>Michael Young</td> <td>Tim Wightman / Nick Rancecroft</td> </tr> <tr> <td>MFL</td> <td>Wendy Ormsby</td> <td>Debbie Burman</td> </tr> <tr> <td>English / Media</td> <td>Julian Carnell</td> <td>Sophie Killock</td> </tr> <tr> <td>Maths &amp; Computing</td> <td>Jon Rae</td> <td>Keith Price</td> </tr> <tr> <td>Science &amp; Technology</td> <td>Andrew Waterman</td> <td>Stuart Ruffle</td> </tr> </tbody> </table>	FACULTY	GOVERNOR	STAFF	PE	Gillian Healey	Dan Gillard / Nicola Wright	Humanities	Helen Beetham	Natalie Clark	Visual Arts	Michael Young	Tim Wightman / Nick Rancecroft	MFL	Wendy Ormsby	Debbie Burman	English / Media	Julian Carnell	Sophie Killock	Maths & Computing	Jon Rae	Keith Price	Science & Technology	Andrew Waterman	Stuart Ruffle	
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	Performing Arts	Laura Hetherington	Dawn Shaw	<b>JL/AS/YE to confirm</b>
	Behaviour	Louise Darvid	Kirsty Matthews	
	<b>To be Confirmed</b>	James Hartridge		
	<b>To be Confirmed</b>	Andrew Otty		
<b>12</b>	<p><b>Governors' Vision for the next 5 years</b>  <i>JH left the meeting</i>  Following Governor feedback in the Sumer term, it was apparent that a clearer long-term Vision for the school was necessary. The College ethos is agreed, well established and being widely used throughout the school. Governors need to focus on the next 5 years and what we're working towards. JL highlighted a priority as being <b>#TheschoolforTotnes</b></p> <p>Proposed Vision:</p> <ol style="list-style-type: none"> <li>1) <b>The school of choice</b> – not there yet, but working towards it as a priority.</li> <li>2) <b>Investing in first class facilities</b> – to enable best possible learning and education opportunities.</li> <li>3) <b>Excellent and always improving provision</b> – OFSTED 2019 Report states “relentless in their pursuit of better outcomes for pupils.”</li> </ol> <p>Governors agreed these points, but HB suggested that a 4<sup>th</sup> be considered to ‘Locate the school in our community.’</p> <p>JL will write about our Vision in the Autumn Courier and GH is keen for this information to be published outside of school too – <b>Marketing Team to assist with publication and inclusion in College social media.</b></p>			<b>Marketing</b>
<b>13</b>	<p><b>Safeguarding</b>  Kirsty Matthews is the new Designated Safeguarding Lead (DSL). Nothing to report.</p>			
<b>14</b>	<p><b>Policies for approval this meeting</b></p> <ul style="list-style-type: none"> <li>• Child Protection &amp; Safeguarding Policy - <b>Ratified</b></li> <li>• FGB Scheme of Delegation – <b>Ratified, following the inclusion of amendments to the Site Development TORs</b></li> <li>• Outdoor Education, Visits and Off-site Activities - <b>Ratified</b></li> <li>• Staff Grievance Policy – <b>Ratified, subject to DCC agreeing an additional line as proposed by AW.</b></li> <li>• Governor Visits Policy - <b>Ratified</b></li> <li>• Fire Policy – <b>Ratified</b></li> </ul> <p><b>YE to update and save all ratified policies.</b>  <i>MY asked if there are any additional requirements regarding Covid-19? AS confirmed that all DCC guidance is being followed.</i></p>			<b>YE</b>

14	<b>Policies to be reviewed at next FGB meeting:</b> <ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Privacy Notices (Staff &amp; Pupils)</li> <li>• Whistleblowing Policy</li> <li>• Teachers' Pay Policy (<i>to be recommended by Pay Ctte</i>)</li> <li>• Protocol for Policy Review</li> </ul>	<b>GH</b> <b>HB</b> <b>JL</b> <b>Pay Ctte</b> <b>LD</b>
15	<p><i>GH asked if attendance figures have reduced? AS confirmed that the first week was 95.7%, which was higher than the same week in 2019, however, more families are now having to self-isolate which will impact on the attendance figures of further weeks.</i></p> <p><b>Meeting closed at 7.20pm.</b>  The date of next FGB meeting is Monday 14<sup>th</sup> December 2020 at 5.45pm.</p>	

Signed.....

Date:.....

**Jim Lodge, Chair of Governors**