

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Monday 14th December 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), Andrew Waterman (AW), Louise Darvid (LD), Andrew Otty (AO), James Hartridge (JH), Gillian Healey (GH), Laura Hetherington (LH) and Helen Beetham (HB).

In attendance: Yvette Elliott, Clerk (YE) 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: Wendy Ormsby (WO), Jon Rae (JR), Julian Carnell (JC) & Karen Sewell (KS) • Absent without apology: None • Declarations of interest: AS – Item 11 	
2	Matters Arising (other than those on the agenda) <ul style="list-style-type: none"> • YE to complete induction paperwork for AO - Done • All Governors to sign pecuniary interests register when in College – Ongoing – YE to chase outstanding • All Governors to confirm KCSiE 2020 has been read – Ongoing – YE to chase outstanding • JL to sign Code of Conduct - Done • YE to update & save committee TORs - Done • YE/JL/AS to confirm Link Governor roles for JH & AO - Done. JH as Non-teaching Support Staff link (Stephen Corline) and AO as Careers Link (Anne Law). • YE to update & save ratified policies - Done. 	YE/Gov's YE/Gov's
3	Review Draft Minutes of the 15th September 2020 FGB Meeting Part 1 minutes were reviewed and approved. JL to sign when next in school.	JL
5	Principal's Report AS's written report was discussed and Governors were reminded that this is brief summary of much wider information, including evidence in section 2 that was covered in depth at Standards Committee. MY asked if the impact of COVID on attendance can be assessed? AS confirmed that any authorised COVID absences are coded X, so it is very clear. AS raised concern that although Devon data looks good relative to the national picture, schools in the North with very poor attendance figure significantly reduce the national average so we still have improvements to be made. GH asked AS to expand on his statement that 'behaviour remains good.' AS stated that key indicators, including FTEs and Class Charts incidents, are in-line with data from last Autumn and these are considered to be at a good level. There are some specific issues, such as a spike in out-of-classroom poor behaviour but this is largely related to do with COVID restrictions, particularly for Year 10 who have the least good facilities in the school for their bubble. Years 7 & 11 are working particularly well.	

	<p>AS highlighted that he is reviewing the current COVID arrangements and consulting with staff around the impact and effectiveness of these. To date, there have been 6 positive COVID cases in the school community, but there has been no evidence of school transmission. If infection rates are low in Devon later in the Spring Term (a post-Christmas spike expected) there is the potential to make changes to the current school arrangements, but concern for the health and safety of staff and students is paramount.</p> <p><i>HB noted the potential impact on standards that the current arrangements could have, particularly in relation to teachers not having fixed classrooms for all their resources, so she expressed her support for the review of current arrangements.</i></p> <p>Governors agreed that they feel well-informed from Committee meetings and minutes and AS's regular COVID updates.</p>	
5	<p>Website review feedback</p> <p>YE confirmed that she has completed an annual review of the school website in her Clerking hours and has shared her findings with SC and JL. There were some updates required in terms of sharing the most up-to-date impact reports on Pupil Premium and Exam results and a few new statutory reporting duties have recently been introduced which need to be included.</p> <p>SC confirmed that Keith Piece and Steve Sherwood/Admin Team are responsible for web updates and they have been given the findings of the review.</p> <p><i>JH asked if Faculty Link Governors should take responsibility for checking their curriculum pages?</i> JL encouraged Governors to do so, but these are not statutory pages.</p> <p>JL proposed that Governors continue to delegate the annual review to YE and to report back to the FGB with her findings. Governors approved this recommendation.</p> <p><i>GH requested a copy of the findings and asked for the website to be included on the next Marketing Team agenda.</i></p>	YE/ Marketing Team
6	<p>Marketing Team update</p> <p>This comprises of GH, SC, Steve Sherwood, Denise Wilson and Ben Cotton. Meetings began in 2019-20 but ceased during COVID at the point of lock-down. Marketing for the Year 7 admissions in 2022 will now be the priority and a meeting is planned for January 2021.</p>	
7	<p>Site Development Committee</p> <p>Governors moved to Part 2 minutes</p>	
8	<p>Operations Committee</p> <p><i>MY asked if there are any further updates on Elmhirst vandalism since October?</i> SC confirmed that there are regular patrols at the weekends and these have picked up trespassers in the past but nothing has occurred recently.</p> <p>Governors moved to Part 2 minutes</p>	

9	<p>Standards Committee</p> <p>JL reported that school data was covered in depth at the Autumn committee meeting and shared the Standards Committee's satisfaction that there is progress on attendance data, quality of teaching and behaviour, despite COVID. Governors recognise that staff are working exceptionally hard and Governors expressed their gratitude and respect for the extra efforts being put in under the current COVID restrictions.</p> <p>The gap for disadvantaged pupils' attainment has not closed and this is a continued focus area, along with consistency of staff teaching and behaviour management.</p> <p>Online learning is becoming much more structured and monitoring is improving.</p> <p>The new KS3 curriculum is in place.</p>	
10	<p>Performance & Pay Committee Feedback</p> <p>JL confirmed that a pay review meeting has taken place and Governors were satisfied that the Pay Policy is being implemented, after offering appropriate challenge on the appraisal process.</p>	
11	<p>Principal's Appraisal Panel Feedback</p> <p>JL confirmed that this panel has met, along with an external advisor. The good communication between AS and Governors was evident as similar objectives were proposed by both parties. Governors noted that the Pay Policy requires an amendment to Appendix 2A, which incorrectly lists the school as Group 7, when it should be Group 6. Pay progression has been recommended, irrespective of the school's pay grouping.</p> <p><i>Governors unanimously approved the Pay Policy amendments and Panel recommendations.</i></p>	
12	<p>Governor Training, Visits & Reports</p> <p>School visits by Governors are currently suspended, with essential visits only being permitted, but Governors were reminded that other communication forms with staff counterparts is encouraged.</p> <p>AS stated that Spring Term visits could resume if they are well planned and safety measures are put in places as per the school Risk Assessment.</p> <p>JL shared the details of two potential new Governors, but we only have 1 Foundation Governor vacancy at present. Governors will aim to make an appointment at the Spring FGB meeting if appropriate and are invited to make their comments on the applicants to JL beforehand. JL to notify applicants of proposed timescales.</p>	Gov's JL
13	<p>Safeguarding</p> <p>AS stated that there is nothing new to report, but COVID-related safeguarding is ongoing.</p> <p>JL and GH have been invited to undertake Level 3 Safeguarding training by Kirsty and JL is arranging to view the SCR in January.</p> <p>A new entry in KCSiE (Para 114) was discussed: <i>"Governing boards should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems."</i> AS confirmed that there are clear procedures in place for pupils around mental health issues, including a counselling service, CAHMS, Devon Strategy (including staff training) and skilled First Aiders in post. The school also buys into an Employee Assistance Scheme, which offers 24/7 support for staff.</p> <p><i>HB asked if there is/has been extra provision available for pre-critical mental health support during COVID?</i> AS stated that we have been lucky to secure funding from the Foundation Governors over the last 3 years for an extended counselling service and this is ongoing this year.</p>	

14	<p>Policies for approval this meeting</p> <ul style="list-style-type: none"> • Data Protection Policy <i>(to be recommended by Operations Ctte) - Ratified</i> • Outdoor Education & Off-site Visits Policy - Ratified • Protocol for storing & reviewing policies - Ratified • Privacy Notices (Staff & Pupils) – Not received. Re-visit at next FGB meeting. • SRE Policy - Ratified • Teachers’ Pay Policy <i>(to be recommended by Pay Ctte) – Ratified, with the pre-approved amendment to Appendix 2A, as detailed in section 11 above.</i> • Whistleblowing Policy – Ratified, with appendix amendments to include contact details. <p>YE to update and save all ratified policies.</p>	HB YE
14	<p>Policies to be reviewed at next FGB meeting:</p> <ul style="list-style-type: none"> • SEND Information Report <i>(to be rec. by Standards Ctte)</i> • SEND Policy <i>(to be rec. by Standards Ctte)</i> • Finance Policy <i>(to be rec. by Operations Ctte)</i> • (Supporting pupils at school with) Medical Conditions Policy • Managing Unreasonable Behaviour Policy • Virtual Meeting Attendance Protocol for Governors • COVID Safeguarding Policy addendum 	LD JL AO GH
15	<p>JL thanked Governors, Clerk, AS and SC for their ongoing work. AS thanked Governors for their great support and challenge.</p> <p>Meeting closed at 7.25pm. The date of next FGB meeting is Tuesday 17th March 2021 at 5.45pm.</p>	

Signed.....

Date:.....

Jim Lodge, Chair of Governors