

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 5th April '22, 5.45pm

The meeting was held remotely via Microsoft Teams



Present: Jim Lodge (JL), Alan Salt (AS), Michael Young (MY – arrived 6.15pm), Julian Carnell (JC), Laura Hetherington (LH) Gillian Healey (GH – left 7.45pm), Jo Cooke (JCK), James Hartridge (JH), Wendy Ormsby (WO) and Antony Power (AP).

In attendance: Stephen Corline, Business Manager (SC) and Yvette Elliott, Clerk (YE)

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: Karen Sewell (KS) Absent without apology: None Declarations of interest: None 	
2	Matters Arising <ul style="list-style-type: none"> <u>YE to update and save ratified policies</u> – Done. 	
3	Review Draft Minutes of the 8th March 2022 FGB Meetings Part 1 and Part 2 minutes were reviewed and approved. JL to sign.	JL
4	Operations Committee Update <u>Budget for 2022-23 - Review and approve</u> MY reported that the 2022/23 forecast shows a £92,000 surplus resulting in a £576,000 carry-forward at the end of the year, which eventually tapers off of the next 5 years. The Budget has not been updated to reflect the decision to join ESW and this will almost certainly result in some changes on academisation. There is currently a waiting list for places at KEVICC, which lends great confidence in filling all 150 places for the new Year 7 intake in September 2022. Income assumptions include a 2% annual pupil increase and a grant for National Insurance increases (this is significant at £140,000). Expenditure assumptions include a 2% salary increase for teachers and 4% rise for non-teaching staff together with utility price rises – the latter is a sensitive area to monitor. SC added that the salary-increase values are based on DfE recommended figures, but some are more than 2% initially. There is a savings target of £50,000 across staffing, but not for any specific or identified roles. Catering in-house has been successful but continues to be an area to monitor. This is an encouraging budget with a healthy carry-forward and is recommended by the Operations Committee for approval. <i>JC asked what happens to our surplus when we join ESW? MY stated that this will be confirmed in negotiations, but reminded Governors the when we join the Trust we will be part of one legal body. AS added that this question was answered during the initial research – ESW stated that surplus sums are retained in individual schools,</i>	

<p>except where short-term recovery plans are needed to support schools in deficit positions, as is right and proper. Schools should not sit on large surpluses – it should be spent on the education of children.</p> <p><i>JC asked why we are maintaining our surplus at this level?</i> SC confirmed that the 5-year Budget is break-even. Money needs to be spent wisely and reserves are prudent, particularly with major site development plans upcoming.</p> <p><i>JC asked why we're trying to save £50,000 on staffing when there is a healthy surplus?</i> SC stated that this is planned for £50k/year for 4 years during which forecast surpluses become depleted.</p> <p><i>JC asked what the impact of site development will be on pupils?</i> SC confirmed that there will be extra capacity in school for pupils after this work and AS added that although 180 pupils could physically be accommodated now, investment in staffing is critical, with a 12-month funding lag and significant expenses at risk.</p> <p><i>JL asked if our current heating is from gas or biomass?</i> SC stated that the biomass boiler needs repair and this will be a focus in the next 6 months. <i>JC suggested this would be an appropriate spend area given volatile energy prices and potential impacts.</i></p> <p><i>LH encouraged involving the students in looking at how to move the school off gas, oil and electricity.</i> SC confirmed that this will be happening.</p> <p><i>JH noted that there are no significant sums set aside for equipment and asked if there are any plans for this over the next 5 years?</i> SC stated that we spent more last year on repairs and maintenance from our extra Covid income. There is an extra £10,000 in the Budget this year for repairs and the capitation budget too – later in the year we will assess our needs and reserves could potentially be used at this point if required. For IT, there is always large expenditure and always more that could be done!</p> <p><i>JCK asked at what point we decide to change our Planned Admission Number (PAN)?</i> AS stated that there is no exact moment, but increases should occur in steps of 30 pupils (a whole class size) as the cost would be an additional teacher and extra employment would need to be in place before student numbers are known. We have never had a waiting list, so this is a great situation to be in, but it is not yet a pattern. We are expecting growth, so families that want to access KEVICC can do so, but this will require careful management.</p> <p><i>GH asked if the waiting list gives priority to Totnes residents?</i> AS confirmed that it does and this is detailed in our Admissions Policy.</p> <p><i>LH asked if there is an argument for extending our catchment area?</i> AS stated that this is determined by DCC, not individual schools.</p> <p><i>JC noted that student numbers are strategically important and could provide very positive momentum as site development proceeds.</i> <i>JL added that #TheSchoolOfChoiceForTotnes is key and being oversubscribed is a positive situation to be in.</i></p> <p>The Budget was proposed by MY, Seconded by GH and Approved unanimously. Carried.</p>	
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	<p>SC to notify DCC. JL thanked MY and SC for their work on the Budget.</p> <p><u>Review and approve SFVS Return</u> MY stated that the SFVS is an annual compliance check and formal approval is required. SC informed Governors that Question 7 is recorded as being completed “in part” because the question has changed and although we have always benchmarked, we haven’t fully used Integrated Curriculum and Financial Planning yet. This data will be completed later in the year when available. The SFVS Return has been recommended by the Operations Committee for approval.</p> <p>The SFVS Return was proposed by MY, Seconded by JCK and Approved unanimously. Carried.</p>	SC
5	<p>Principal’s Report AS apologised for the late sharing of his report. There is a clear focus on recruitment and staffing and the impacts of staff turnover and new staff moving forward over the last 2 terms. There are ongoing staff absences (not all Covid-related) and these are having an impact. <i>GH asked if Dan Gillard is returning to KEVICC?</i> AS confirmed that he was appointed as Assistant Principal during interviews at February half-term following Fay Crellen’s promotion to Deputy Head at Tiverton. Dan will have a phased start over the Summer Term. <i>GH asked if the decision to academise was significant in his decision to return to KEVICC?</i> AS was uncertain, but there will be career progression opportunity in a MAT and we are very pleased to be welcoming him back. <i>WO asked if there is a higher staff turnover than usual and if so, why?</i> AS confirmed that are three dates each academic year by which teachers can give notice – more left at Christmas than usual, which was not ideal. There were various reasons for these departures and some were planned for. Where they were unexpected, we were left with minimal days for recruitment before new appointments would have to give notice at other schools. This has been very challenging to manage and has had a particular impact in the science department. Aspirations for young people remain high and an attempt was made to retain staff for exam year teaching. Where they were moving out of the teaching profession entirely, however, this is not within the school's control. <i>JC asked when the new Head of Science and new science teachers will be starting?</i> AS confirmed that from 4th July the new Head will be with us. Other teachers start in September. <i>JC asked how much teaching the Head of Science will do immediately?</i> AS confirmed that there will not be much in July, but 25 sessions/fortnight from September and he will also be a member of the SLT.</p> <p><i>JCK noted KS’s recommendation to fill the SENCo role as a priority in her recent report to Governors and asked what the plan is?</i> AS stated that Natalie Clark will be taking on this role. <i>JCK raised concerns that our more experienced teachers are moving into more managerial roles and spend less time with students.</i> AS confirmed there will be no increase in management hours. Natalie has managed the role of Acting Head of Science in her own time, with Humanities being backfilled by others. Staff re taking on extra work and pupils are always the priority. This year the impact has been a reduction in management time. <i>JCK raised concerns that this is not a situation that can continue.</i> AS stated that over the last 20 weeks, delivery of the curriculum has been key with temporary staffing and from September the aim is to have permanent staffing</p>	

	<p>in place – there have been extra challenges this term as a result of staff absences. Lots of appointments have now been made and AS is feeling more confident for the next academic year.</p> <p><i>LH raised concerns that there are struggling Year 11s, following lockdown, unsettling exam situations and staff changes and asked what support they will receive for their remaining month of teaching?</i> AS stated that the only KEVICC-specific element in this is in Science and there is an undeniable impact when staff leave. Increased anxiety for Year 11s and Year 13s is being mitigated with consistency and revision sessions since last September (staff were thanked for their dedication). All schools are having issues with exam stress and we await further guidance from the JQC.</p> <p><i>WO asked if she was correct in understanding that there has been no IDSR data for the last 2 years to support Progress 8 scores?</i> AS confirmed that this is based on 2019 exam data. Teacher-assessed grades were nationally higher than a typical exam year and it is very hard to predict how we will compare to other schools.</p> <p><i>JL asked how the Science department is performing currently?</i> AS anticipates lower progress this year due to the temporary teaching situation, but the new Head of Science is already engaging and this confirms a good appointment.</p> <p><i>GH asked if the exam board will take Covid-19 into consideration this year?</i> AS has not received any guidance on this to date. League Table publications this year are also being hugely contested.</p>	
6	<p>MAT Update <u>Review ESW Governance Documents</u> JL reported that YE has researched ESW Governance on his request and it is now time to consider our Local Governing Board (LGB) structure under ESW. These documents have been shared with all.</p> <p><u>Consider LGB Set-up from September 2022</u> JL stated that KEVICC Governors can organise themselves in a way that works best for us, but it was noted that no other school in the Trust has sub-committees for LGBs. Finance and HR responsibilities reduce dramatically on academisation as these are managed centrally. There is opportunity to focus on setting and monitoring strategic objectives. JL shared a potential new structure and he is keen to continue with sub-committees as these work well:</p> <ul style="list-style-type: none"> • LGB meetings • Dissolve the Operations Committee – any items that are not dealt with centrally will come to LGB. • Retain Site Development Committee • Standards could be split into two – Academic and Pastoral. <p><i>GH asked if marketing becomes centralised?</i> SC stated that it will, as ESW have a department for marketing and admissions. <i>GH noted that Denise Wilson is leaving and asked if she will be replaced?</i> SC stated that her role will not be replaced like-for-like, but there will be a short-term Admin appointment to cover specific hours.</p>	

	<p><i>JC asked which meeting would receive reports for practical issues, such as catering? AS stated that this would likely come to Standards or LGB, but there are no specific reports currently.</i></p> <p><i>WO asked if we will have the same number of Governors on the LGB as currently? JL stated that this is for us to decide. There are variable LGB sizes across other ESW schools but JL is personally happy with our current size. Existing LA and Foundation Governors could potentially convert to Co-opted roles. JL asked that anyone who might be considering leaving should make this known to him or he will assume everyone is continuing.</i></p> <p><i>JC asked if there is a process to appoint Governors afresh or if everyone transitions to the new LGB? AS confirmed it is via automatic transfer.</i></p> <p><i>JCK asked what the mechanism will be for approving the Budget from next year? AS confirmed that the LGB has sight of the Budget, but setting and formally approving is no longer an LGB role, although it is still reported to LGB. The Chair of the LGB has responsibility to feed back to the Trust Board.</i></p> <p><i>WO asked if there will be KEVICC representation on the ESW Trust Board? JL confirmed there is none and ESW deliberately chose not to have school representation on the Trust Board to ensure it is run for all pupils in all schools. Chair's meetings are the appropriate place to raise issues.</i></p> <p><i>JC asked if the recent government announcement of intention to move all schools to academy trusts has any bearing on our decision to join ESW? JL stated that this decision is being made at a time of our choosing, not as a result of political agenda. AS added that the government focus is on financially unsustainable Trusts, rather than aimed at the likes of ESW, although this is likely to continue to change over time.</i></p> <p>JL to draft Terms of Reference (ToRs) for the new sub-committees and JL/YE to consider timescales.</p>	JL/YE
7	<p>Standards Committee Update</p> <p>KS's report was shared. No questions.</p>	
8	<p>Site Development Committee Update</p> <p>SC reported that he has had a meeting with our Case Officer at the DfE and our application is being processed. The DVLIT is holding its AGM soon to discuss academisation and land disposal.</p> <p>Governors moved to Part 2 minutes.</p> <p><i>GH left the meeting at 7.45pm</i></p>	
9	<p>Governor Visits / Training Updates</p> <p>KS shared her SEND Visit Report with all.</p> <p>A Permanent Exclusion (PEX) Training webinar is now available for all Governors – YE to share details.</p>	YE
10	<p>Safeguarding</p> <p>Nothing to report</p>	

11	Policies for approval this meeting <ul style="list-style-type: none"> • Privacy Notices – Pupils, Staff, Governors – <i>Ratified</i> • (Supporting Pupils with) Medical Conditions Policy – <i>Ratified</i> • Managing Unreasonable Behaviour Policy – <i>Ratified</i> • YE to update and save all ratified policies 	YE
12	Policies to be reviewed at next FGB meeting: <ul style="list-style-type: none"> • Complaints Policy • Equality Policy • Equality Objectives • Health & Safety Policy (<i>Rec. by Operations</i>) • Managing Serial & Unreasonable Complaints • Volunteers Policy • Virtual Meeting Attendance Protocol 	JCK AP AP WO LH JL
13	Meeting closed at 8pm. Date of next meeting – Tuesday 12 th July 2022 to be held in person in the KEVICC Staffroom.	

Signed.....

Date:.....

Jim Lodge, Chair of Governors