

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 28th April 2020, 5.45pm



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

Participants - Governors: Jim Lodge (JL), Alan Salt (AS), Michael Young (MY), Jon Rae (JR – joined at 6.30pm), Karen Sewell (KS), Julian Carnell (JC), James Hartridge (JH), Gillian Healey (GH), Laura Hetherington (LH – joined at 5.55pm), Louise Darvid (LD), Andrew Waterman (AW) and Helen Beetham (HB).

Participants - Other: 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) • Absent without apology: None • Declarations of interest: None 	
2	Matters Arising (other than those on the agenda) <ul style="list-style-type: none"> • Investigate alternative email access/alerts for Governors – Governors agreed that the new WhatsApp group removes the need for alternative email arrangements as reminders can be sent if urgent secure emails need accessing. • Arrange Governance Review survey questions - Ongoing • Arrange induction paperwork for AW - Completed • Update & save ratified policies – Completed • Agree contingency plan in the event that JL cannot Chair – Governors agreed that in the event that JL is absent due to illness the three Vice-Chairs and YE should convene to make decisions and arrangements, and that KS should be prioritised as the Lead in such circumstances. 	JL
3	Review Draft Minutes of the 16th December 2019 FGB Meeting Part 1 and Part 2 minutes were reviewed and approved. JL to sign at earliest opportunity.	JL
4	Approve new Virtual Attendance Meeting Protocol A new Babcock model protocol, which JL has personalised for KEVICC, was shared and Governors ratified this for immediate use.	
5	Covid-19 School Update SC had circulated a new Summary document to all ahead of the meeting. Governors gave their thanks to AS, SC and all staff for their handling of the current situation and AS agreed to pass this on to staff. HB thanked staff for their Safeguarding updates in particular. <i>MY asked if finances remain as predicted at the last FGB meeting?</i> SC stated that the small forecast deficit looks as though it could now be a small carry forward, which is very positive. <i>GH asked if KEVICC has met the conditions to apply for the Government grant of up to £50,000 on top of FSM vouchers?</i> SC confirmed that we will be eligible to apply for our additional cost as a result of the Covid-19 situation,	AS

but our FSM vouchers costs will also come out of this as we set up our own system ahead of the Government's introduction of a voucher system and as it is working well the school is not keen to change this currently.

KS asked if we can access the Government' laptop scheme? AS confirmed that Anne Law has already responded to Deon County's request for data on eligible pupils, but as DCC make the claims on our behalf and their numbers are limited we do not yet know how many we will get.

GH asked if the schools has had to furlough any staff? SC confirmed that no KEVICC staff have been furloughed, but Aspens have furloughed some of their direct employees in the catering team.

HB asked if demand for FSM has increased as more families become eligible? SC stated that only a few new families have registered so far, but there can be a delay in the process so we might expect to see more in the coming weeks. HB reminded Governors that the Covid Help Hub is advertising this entitlement.

Regarding Teaching & Learning, AS reported that prior to Easter, every year group was using Classcharts and Google Classroom. After Easter, the limitations of Classcharts had been identified and all online learning should have moved to Google Classrooms by 14th May as a result. This enables questions & answers, with student feedback online and video conferencing opportunities as an option for staff. General training has been provided to teachers and safeguarding protocols have also been covered. There is a clear understanding from staff that many students will struggle to access learning for a multitude of reasons, so KEVICC is trying to balance the provision of appropriate quantities of work for able & willing pupils with those who are less able, anxious or vulnerable to stop anyone from feeling overwhelmed. *JC noted that this system is working well and flexibly, but asked if it is known how many students don't have online access?* AS confirmed that the college is starting to map pupil access to Google Classrooms, so a picture is building and laptops are being delivered to those known to be in need. Some telephone conversations are being held to ascertain the reasons behind lack of access to learning.

HB stated that Governors are keen to communicate, support and reinforce school messages to minimise parent and pupil anxiety and asked how best to do this? AS confirmed that his weekly updates should form the basis of information sharing and school contact should be encouraged as required.

KS asked what support is being given for Year 11-12 transition to A Levels as these students will not have had GCSE exam experience? AS stated that Year 11s usually have transition work set over the summer holidays and Amy Withers is working on this and will be contacting pupils in the coming weeks. Pastoral support from the college extends to 6th Form pupils too.

JL asked if it would be possible to start an EPQ at Year 11? AS stated that KEVICC will try to keep this to Year 12.

GH asked if there are Year 6-7 transition plans? AS stated that Fay Crellin has written to prospective Year 6 parents to reassure them and contact will be maintained.

KS asked if supported results days are planned as normal? AS confirmed that this will be the case, and the previously published results dates have not changed.

HB asked if there are plans for face to face Google learning? AS stated that there are no plans for this at present, but as it is likely that education will be disrupted for a long time, Ben Cotton is ensuring that staff expertise is being shared with all.

LD gave thanks for the amount of regular contact with parents to keep everyone updated. AS confirmed that Heads of House, Pastoral staff, SLT and School Council have been working hard to ensure that every single pupil will have been personally contacted by May half-term.

	<p>Regarding safeguarding, AS stated that a very low number of vulnerable children are currently attending school, but this appears to be typical across secondary settings. Lots of phone contact is being made with pupils and families and home visits have also taken place in cases of significant risk. AS noted a huge downturn in the number of MASH referrals across Devon currently, presumably as a result reduced contact.</p> <p><i>MY asked if attendance at virtual lessons can be monitored?</i> AS confirmed that staff are able to see who is accessing each subject. Very few are not accessing anything, but many are selectively accessing certain subjects.</p> <p><i>HB asked if there is the potential for a video to parents for communication?</i> AS stated that there is a light-hearted staff video compilation being edited currently to engage with pupils. AS to share when complete.</p>	AS
6	<p>Principal's Report</p> <p>AS's report had been shared in advance. Governors raised for following questions and comments:</p> <p><i>MY: The report provides focus for action. We need to be consistently "above average" across the board - but we have already recognised that. Encouraging success for 6th form, though. Well done to those involved.</i></p> <p><i>GH: Positive news on the A-Levels results. I would like to understand more about why the hand-over from one Assistant Principal to another would impact attendance levels?</i> AS stated it's largely around the timescales needed for the AP to get up to speed on the issue. There is a complex set of systems behind attendance and if these aren't understood and acted on immediately it can lead to issues. When Dan Gillard took this role on from Fay in Autumn 2018 we had an overlap between Dan's appointment and Fay going on maternity leave which enabled a really comprehensive handover. Unfortunately, we didn't have the capacity to do this when Sarah returned and took over from Dan in Jan 2020.</p> <p><i>JL: How do we know that Behaviour is good? Can we have an indicator in the Evidence section of your Principal's report? Exclusion data (FT & PEX)? Class Charts negatives?</i> AS confirmed that there will be a full analysis for next Standards Committee on behaviour data, but in summary FTE is comparable with last year, PEX is reduced, and classcharts shows how embedded first recognition of best conduct has become, as well as reduction in overall negatives. Two sets of charts were shared (Sept 18 to March 19 and Sept 19 to March 20). AS invited Governors to note the amount of positive praise being given as well as the reduction in the proportion of negative logs.</p> <p><i>JL: Similarly, what is the basis for the Quality? Are lessons rated in the 3 weekly walks? Is there some other indicator?</i> AS stated that we don't grade lessons and haven't since he came into post - the quality of teaching judgement is made by looking holistically at all the available evidence- this is collected in the 3 weekly walk throughs, but also reflects faculty data (both in year and historic), student voice, work scrutiny and faculty review meetings with teachers and faculty leads. This broad evidence base enables us to make ongoing judgements that are a true qualitative measure of what the learning experience is typically.</p> <p><i>JL asked who is the new Pastoral Lead coordinator? What does this involve?</i> The Pastoral Lead for KS4 was appointed on 27 March following video interviews - it is Jess Vickery, who teaches Religion & Philosophy. The job description was shared with Governors.</p> <p>AS outlined the assessment process for GCSE and A Level grades in brief: Data sets (e.g. mock exams, moderated assessments, teacher predictions already made) are used to rank students initially, then these are discussed student-by-student by all staff teaching that subject, at least twice. Then these grades are checked by SLT for further</p>	

	<p>scrutiny and finally signed off by AS for June 1st. Governors acknowledged the robust & thorough process for assessment and staff were thanked for the speed at which these processes have been put in place.</p> <p><i>GH asked if there is Ofsted guidance? AS confirmed that there is not, but he has every confidence in the quality assurance process that KEVICC has adopted.</i></p>	
7	<p>Chair's Review feedback</p> <p>JL gave thanks to everyone who completed the review questions and to KS for compiling the responses. Focus areas are: an improved focus on the split between strategic and operational work; the requirement to play a more active role in Governor induction; the requirement to give greater opportunities for all to speak during meetings; 3-5 year Vision elaboration to be more explicit.</p>	
8	<p>Site Development Committee Report</p> <p>Governors moved to Part 2 minutes.</p>	
9	<p>Operations Committee Report</p> <p><u>Confirm completion of SFVS Return and approve submission</u> – Recommended by the Operations Committee and <i>approved unanimously by Governors.</i></p> <p><u>2020-21 Budget</u> – The Operations Committee have recommended the Budget for approval and Governors had an opportunity to raise questions ahead of the meeting:</p> <p><i>Why do staffing costs (total) go up almost £half mill over the four years while pupil numbers decline? Even allowing for 2.5% salary increase this seems a lot. The 2.5% covers about 90% of this. Using Teachers as an example the 2.5% increase covers all but £60,000 of this but on top of this teachers will be going up through pay scales during their time that accounts for this £60,000.</i></p> <p><i>What are the assumptions behind total premises costs and lease costs continuing to rise, when the other proposals (ITEM 6) are in front of us that should significantly reduce the estate and its costs? Have building improvements been factored in or out (noting that maintenance and improvement costs are predicted to decline)?</i> In general, I've assumed we continue to spend in the same way except where particular increases are known (or almost certain – for example with utilities). The main factors in the premises costs rising are utility increases and putting aside money for Site Development costs that we expect to incur. There is no allowance for what difference the building improvements will make as even if this goes to plan it will not impact the budget until probably the last year of this budget prediction at best so better not to assume any reduction in costs for now (realistically we'd still have parts of the 'old' site that we'd want to improve at that point so it would be good to keep the R+M spend at a similar level for a couple of years at least to try and rectify these issues.</p> <p><i>Does the budget include the package of £25k arts funding and capital allowance for schools announced in the budget?</i> No - at the time of budget setting very little was known about this scheme (and still isn't). I'm assuming for now that this will have very little impact on our spending levels as if it is ring-fenced and works in a similar way to the primary school PE grant we will only be able to spend it on specific 'extra' items so we'll end up with £25,000 more in income but this will be spent on these items (that we probably wouldn't have been able to do without the grant.</p> <p>MY noted that the budget has been prepared on the basis that neither the responses by Government, businesses and wider society to COVID-19, nor the impact of the virus itself on the ability of pupils and staff to attend the College</p>	

	<p>premises, will materially affect the budgeted income and expenses of the College in 2020-21. If we receive any different instruction from the LEA, we might, then, need to re-cast the Budget. SC confirmed that as we will be eligible to apply for new Government funding, we will be reimbursed for additional costs incurred as a result of the closure (so net zero impact on the budget). At the moment, the main thing we'll need to claim back is the cost of FSM vouchers (approx. £2,000 per week). There will probably be other items as well but we're not expecting them to be significant. At present we are unaware of what impact Covid-19 will have on future school budgets, and there is likely to be an impact, but this is impossible to forecast, however, in-year figures do always change under normal circumstances. SC to keep Governors updated.</p> <p>Following a discussion and vote, the Budget was approved unanimously by Governors. Thanks were given to SC.</p>	SC
10	<p>Standards Committee Report KS shared her report with Governors. KS did not feel that the GCSE grading process would have a negative impact on KEVICC's results this year. No questions.</p>	
11	<p>Governor Training, Visits and Reports All scheduled Babcock training has now been cancelled. JL has now completed half of the Safeguarding Level 3 training – hoping to complete in June, Covid-19 permitting. JC has completed his Headteacher Appraisal training. Online learning opportunities exist and YE can support Governors to access these. More learning walks would be appreciated by the SLT and teaching staff when schools re-open.</p>	
12	<p>Agree Governor meeting dates for 2020-21 Provisional dates were shared, but follow the pattern of the current year, which has worked well. Governors approved these dates unanimously.</p>	
13	<p>Governor Recruitment JL is in conversations with two very good potential Governors to fill the remaining two vacancies on the Board, however, Governors were reminded that that are always welcome to introduce any potential candidates that they are aware of.</p>	
14	<p>Safeguarding</p> <ul style="list-style-type: none"> • Appoint Deputy Safeguarding Governor – GH was unanimously appointed. • Termly Safeguarding report – JL reported that a recent check (just before school closures) on the Single Central Record showed that it is being maintained well and is up to date. His training will result in a several questions for Sarah Winstone (Designated Safeguarding Lead), and he will be visiting to look at the CPOMS record of incidents/events involving students - another important system supporting safeguarding. • Sarah Winstone has reported to Governors that the safeguarding team (including the voluntary counsellors from Space to talk) have been keeping in contact with over 80 students who are vulnerable (have a social worker or an EHCP), or we have identified as being vulnerable due to safeguarding or mental health concerns. Over the Easter break, they have made almost 200 communications with students via email and phone which have been very positively received by students and parents/carers alike. CPOMS is being used to record a running commentary of these contacts, and staff have created a new category so that specific reports can be run on the COVID communications, or excluding them from 'normal practice.' 	

15	Policies for approval this meeting <ul style="list-style-type: none"> • (Supporting Pupils with) Medical Conditions Policy – <i>Ratified with minor amendments.</i> • SEND Information Report – <i>Ratified.</i> • SEND Policy – <i>Ratified.</i> • Finance Policy – <i>Ratified.</i> • Managing Unreasonable Behaviour Policy – <i>Ratified.</i> • Pay Policy – No changes to the existing policy were required. • Child Protection & Safeguarding Policy addendum (Sarah Winstone) – <i>Ratified.</i> YE to save all ratified policies.	YE
16	Policies to be reviewed in July: <ul style="list-style-type: none"> • Data Protection Policy <i>(to be rec. by Operations Ctte)</i> • Health & Safety Policy <i>(to be rec. by Operations Ctte)</i> 	Operations Operations
17	Meeting closed at 7.10pm JL and YE were thanked for an effective and well managed virtual meeting. The date of next FGB meeting is Tuesday 14 th July 2020 at 5.45pm.	

Signed.....

Date:.....

Jim Lodge, Chair of Governors