

# Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 17<sup>th</sup> September 2019



**Present:** Jim Lodge (JL), Alan Salt (AS), Wendy Ormsby (WO), Michael Young (MY), Jon Rae (JR), Karen Sewell (KS), Julian Carnell (JC), James Hartridge (JH – arrived 7.20pm), Gillian Healey, 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	<p><b>Welcome &amp; Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies, sanctioned by the FGB: None</li> <li>• Absent without apology: None</li> <li>• Declarations of interest: None</li> </ul> <p>JL opened the meeting by informing Governors that Nigel Clark has resigned from the Board today with immediate effect due to time constraints. He was thanked for his work. Stephen Corline was welcomed as Business &amp; Finance Director.</p>	
2	<p><b>Matters Arising (other than those on the agenda)</b></p> <ul style="list-style-type: none"> <li>• <i>Approach Babcock for bespoke training</i> – Ongoing.</li> <li>• <i>Share current SEF with Governors</i> – Will be emailed by AS, but this is a live document and always being updated.</li> <li>• <i>Share Governor training record with FGB</i> – Done &amp; saved on Governor One Drive.</li> <li>• <i>Arrange Governor induction for GH</i> – Babcock training booked &amp; paperwork complete.</li> <li>• <i>Arrange site insurance</i> – AN has made the necessary arrangements and an appropriate policy is in place.</li> </ul>	YE/AS AS
3	<p><b>Review Draft Minutes of the 16<sup>th</sup> July 2019 FGB Meeting</b></p> <p>Part 1 and Part 2 minutes were reviewed and approved.</p>	
4	<p><b>Appointing Chairs &amp; Vice-Chairs for 2019-20</b></p> <p>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 2019-20:</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>	

<p>5</p>	<p><b>Exam Performance 2019 – Initial Analysis</b></p> <p>AS reported that over the next few weeks the Exam Board will be reviewing a few exam paper grades, so some changes may occur to the final data. Faculty reviews are also ongoing to review performance.</p> <p><b>Post -16:</b> There was a significant improvement on 2018 and the previous two years, so this is good news. There were no subject surprises or disappointments and AS is pleased with teaching practice and pupil progress. There was a dip in the Physics results and AS attributed this largely to the loss of a very experienced teacher last year. PE saw the highest progress results. History was below value-added, but had improved on last year. AS praised the Leadership Team and the pastoral support for pupils as well as a focus on tightening assessment.</p> <p><i>JL asked if there is a plan for Physics, following this years results?</i> AS stated that the College currently has a maths specialist who is also able to teach Physics A Level so he will be supporting this subject and the two have a high cross-over. <i>GH asked if another maths teacher will be required as a result?</i> This will not be required, however a maths teaching is being recruited due to the resignation of another teacher who is moving to another school.</p> <p>AS reported that there were only 6 or 7 'U' grades in total. <i>JR asked if we have access to data on those moving to FE / University?</i> <b>AS will report this to Governors in January when this data is available</b>, but a high proportion do move on to FE. <i>GH asked about apprenticeship opportunities.</i> AS confirmed that KEVICC does not offer post-16 apprenticeships but there are local opportunities post-18.</p> <p><b>GCSE:</b> It is expected that positive progress will <i>just</i> be achieved, which means we will have had 4 years of average results. KEVICC is performing as well as many other 'Good' schools and some 'Outstanding' schools in the area. The recent Ofsted inspection highlighted that we have average attainment in and average attainment out, so it is the College aim to move into the top 10% for our region and the Leadership Team already have this as a focus area and will be looking at other secondary providers locally who achieved this in order to support this aim.</p> <p>The College focus will be on core subjects and staff are looking at our current Year 8 and 9 pupils in order to commence a long-term plan, but this will not be at the expense of other year groups. AS reiterated that non-core subjects are typically strong already and a focus on the subjects that every pupil takes can have the biggest impact.</p> <p><i>JR asked when Governors will get details of the action plans?</i> AS intends to <b>present a draft to the Standards Committee in November.</b> AS confirmed that the new system of learning walks has already commenced, but detailed cohort analysis is now required to support the plans. Specialists will be presenting to Middle Leaders later this term.</p> <p><i>MY asked if the low uptake on Computer Science was a surprise?</i> AS stated that this was not because the subject is very niche. <i>HB highlighted the importance of making such subjects attractive to girls as well as boys, through effective championing &amp; requested gender breakdowns for subjects.</i> <b>AS to share data.</b></p> <p>AS discussed confidential shared subject progress scores across the SW Teaching Schools Alliance, which demonstrates that KEVICC is typically central or slightly above average. English, maths &amp; science are all currently average, and that is where we want to see improvement. Teacher predictions for maths &amp; science have been accurate but further work is required in English.</p>	<p>AS</p> <p>Standards Agenda</p> <p>AS</p>
<p>6</p>	<p><b>Governor Annual updates</b></p> <ul style="list-style-type: none"> <li>• Governors updated &amp; signed the pecuniary interests register</li> <li>• Governors read &amp; signed 'Keeping Children Safe in Education 2019'</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.</li> </ul>	

7	<b>Review Code of Conduct / Mutual Expectations</b> NGA model code of Conduct (Sept 2019) was discussed and signed by Governors.																												
8	<b>Agree Terms of Reference (ToRS)</b> <ul style="list-style-type: none"> <li>• Pay Committee – KS to replace NC. <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 amend ‘resources’ to ‘operations’ in reference to other committees and update committee membership. Approved</b></li> <li>• Operations Committee – <b>YE to update committee membership Approved</b></li> <li>• Site Development Committee – <b>YE to update committee membership Approved</b></li> <li>• Safeguarding Lead Governor – JL to remain in post. Review when new Governors have been appointed to fill vacancies. <b>Approved</b></li> <li>• SEND Lead Governors – KS to remain in post. <b>Approved</b></li> </ul>	YE  YE YE																											
9	<b>Appoint Principal’s Appraisal Panel</b> <ul style="list-style-type: none"> <li>• KS, JC and JL on this panel.</li> <li>• Faith Jarett was appointed as the External Advisor. <b>YE to check that she has been booked.</b></li> </ul>	YE																											
10	<b>Review Governor Terms of Office and Vacancies</b> NC’s term was due to end this term, but he has stepped down early. Current vacancies are 2 x Co-opted Governors, 1 x Foundation Governor and 1 x Parent Governor. <b>YE to arrange a Parent Governor election.</b>	YE																											
11	<b>Agree Faculty Link Governors</b> Faculty Link Governors should participate in Department reviews and undertake learning walks to understand individual subject improvement plans. <table border="1" data-bbox="340 1029 1859 1348" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FACULTY</th> <th style="text-align: left;">GOVERNOR</th> <th style="text-align: left;">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 Rangecroft</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>Jonathan Brooks</td> </tr> <tr> <td>Maths &amp; Computing</td> <td>Jon Rae</td> <td>Keith Price</td> </tr> <tr> <td>Science &amp; Technology</td> <td>Jim Lodge</td> <td>Sturt Ruffle</td> </tr> <tr> <td>Performing Arts</td> <td>Laura Hetherington</td> <td>Dawn Shaw</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 Rangecroft	MFL	Wendy Ormsby	Debbie Burman	English / Media	Julian Carnell	Jonathan Brooks	Maths & Computing	Jon Rae	Keith Price	Science & Technology	Jim Lodge	Sturt Ruffle	Performing Arts	Laura Hetherington	Dawn Shaw	
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12	<b>Uniform Update</b> Governors discussed how they can fulfil their statutory duty to review uniform costs and are undertaking this work earlier than scheduled as a result of parent feedback. <b>Governors moved to Part 2 minutes.</b>	
13	<b>Safeguarding</b> Nothing to report.	
14	<b>Policies for approval this meeting</b> <ul style="list-style-type: none"> <li>• Staff Grievance Policy - <b><i>Ratified</i></b></li> <li>• Governor Code of Conduct - <b><i>Ratified</i></b></li> <li>• Governor Visits Policy - <b><i>Ratified</i></b></li> <li>• Scheme of Delegation - <b><i>Ratified</i></b></li> <li>• Protocol for storing &amp; reviewing policies – <b>Further information needs to be added</b> regarding the Equalities Act during the review process.</li> </ul>	YE
14	<b>Policies to be reviewed at next FGB meeting:</b> <ul style="list-style-type: none"> <li>• Privacy Notices (Staff &amp; Pupils)</li> <li>• Provider Access Policy</li> <li>• (Supporting Pupils with) Medical Conditions Policy</li> <li>• Teachers' Pay Policy (<i>to be recommended by Pay Ctte</i>)</li> </ul>	JR KS LH Pay Ctte
15	<b>Meeting closed at 7.35pm.</b> The date of next FGB meeting is Monday 16 <sup>th</sup> December 2019 at 5.45pm.	

Signed.....

Date:.....

**Jim Lodge, Chair of Governors**