

**Minutes of South Molton Community College Full Governing Body Meeting
held on Monday, 23 June 2014 at 6pm.**

Chaired by:- County Councillor Jeremy Yabsley		Clerked by:- Sue Squire
Present:- Andy Comerford Diane Dimond Janey Easton Rebecca Fowler Jenny Glover (Principal) Philip Govier Sue Madgwick Ian McClaughlin Binney Pitt Gail Puffitt Oonagh Rowe Arthur Symons David Tucker Jeremy Yabsley		Agenda:- Sanctioned Apologies Declarations of Interest Matters arising from the Minutes To receive and note the Minutes of the Sub Committees Matters arising from Sub Committee Meeting Minutes To receive Principal's Report To review the School Improvement Plan To approve the Final Budget Review admission arrangements RAISEonline Policies for Review Governor Vacancies Safeguarding Review progress the College has made during the year To receive Governor Visit Reports Consider term dates 2014/15 Governor / Clerk Training To consider Meeting dates for the 2014.15 academic year Chairman's Business
		<u>Action</u>
1.	Sanctioned Apologies. David Blake. Julie Snell, Neil Young.	
2.	Declarations of Interest. Jeremy Yabsley: Devon County Councillor Governor - Bicton College Board Member – NPS South West Sue Madgwick: Babcock LDP	
3.	Approval of the Minutes of the last FGB Meeting held on 17/3/14. (previously circulated to Governors). Approved and signed as a correct record.	
4.	Matters Arising from the Minutes. 4.1 Vice Principal Interview. JG advised that an appointment was made, the details being included in her Report. Mr David Lewis, the successful candidate would be visiting on 4 July for a preliminary visit. 4.1 Report in the ND Journal. JG had taken up the inaccuracies in a Report with the paper and there had been acknowledgement that the editing and picture was poor. In addition, the strap line was pink whereas SMCC's colour was green. The details are being run again although the paper has the last say. JY would also speak to one of his contacts at the paper. 4.2 Annual Cycle. Item regarding approval of services has been removed.	JY
5.	To receive and note the Minutes of the following Sub Committees: (previously circulated to Governors)	

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	<p>5.1 Resources Meeting (CHAIR Philip) held on 02/06/14; Quorate Meeting to approve the Budget on 24/04/14. Noted by Governors. The Quorate Meeting Minutes of 24/4/14 were noted, having been signed at the Resources Meeting on 2/6/14.</p> <p>5.2 Teaching & Learning Meeting (CHAIR Andy) held on 02/06/14. (previously circulated to Governors). To note that Gail Puffitt had sent her apologies. A Safeguarding Report had been circulated since the Meeting. A Curriculum Report will be presented at the T&L Meeting in the Autumn Term.</p> <p>RF asked if Andrew Finney's Report, mentioned under Item 13 had been circulated. This was confirmed.</p>	<p>Next T&L Agenda</p>
<p>6.</p>	<p>Matters Arising from the Sub Committee Meeting Minutes. JG asked for it to be minuted that Lead Governor Reports were not ready for Committee Meetings. The Clerk to remind a month before. RF felt it was helpful to be paired with another Governor. JG pointed out the visits have been happening but the Reports not being sent.</p> <p>PG asked why the windows in the Technology block were mentioned at the T&L Meeting and was advised this was for information.</p>	<p>Clerk to remind a month before</p>
<p>7.</p>	<p>To receive Principal's Report. (previously circulated to Governors). Noted by Governors together with a late item regarding literacy leaders. JG spoke about the interview for English teacher on a temporary basis following the resignation of Bev Turner. It was known there were English teachers who would have liked to apply but did not have sufficient time to apply. The position may possibly be re-advertised in September.</p> <p>Mrs C Huckle, the Finance and Premises Manager was retiring 24/10. Applications were being received with interviews being held on 15 July. There would be a minimum 2 weeks transition period. The vacant position was discussed at a recent Co-Op Meeting and it was noted that the applicant did not have to come from an educational background.</p> <p>Agenda Item for the next FGB meeting: South Molton Co-Operative Trust Report. DCC is progressing ownership of campus by the Co-op Trust which is currently going through the legal process.</p> <p>The Mural painted by the pupils in South Molton Market had been attended to which had originally been done in poor weather conditions.</p> <p>300 Year 1 and 2 primary school children had visited SMCC for a sporting event. The staff member leaving SMCC will run similar sporting events in the future not as an employee.</p> <p>MFL (Modern Foreign Language) support is being offered to Primary Schools of the South Molton Learning Community. Transport details were discussed. The advantage is that future Year 7 children will all be on the same level when they arrive at SMCC.</p> <p>IM asked if there were plans to expand the amount of languages, e.g. Spanish. JG said it depended on the curriculum.</p> <p>Sporting events. JY advised that young people had been supported by DCC.</p> <p>At the Carnegie Book Award at West Buckland School, SMCC were the most represented. Some schools did not participate.</p>	

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8.	<p>To review the School Improvement Plan. JG had spoken to AF and SLT (Senior Leadership Team). AF preferred to do this in September. Still being worked on and reviewed when a new SLT is in place.</p>	Sept FGB Meeting
9.	<p>To approve the Final Budget. <i>Although this was done on 24/04/14 under a quorate Meeting of the Resources Committee, the FGB needs to approve it.</i> PG felt there would be significant changes with a new Principal. The budget is in a healthy condition and this was expanded on by JG. PG proposed approval, seconded by JY and agreed by Governors. JY thanked PG and Resources Committee for challenging in such a structured way.</p>	
10.	<p>Review admission arrangements. These are linked to the County Council's admission arrangements. A suggested amended had been received and passed to AF. The website will confirm that the Admission Policy is in line with DCC.</p>	
11.	<p>RAISEonline. Item requested as a result of training by DD. SM offered to do a presentation at the September Meeting. AF had prepared a prediction for Year 11 and Year 10 which was circulated to Governors and this was expanded on by JG.</p>	Sept FGB Meeting
12.	<p>Policies for Review. 12.1 In the first instance, Policies are to be sent to teachers for review so that recommendations can be made, and then back to the Lead Governor for recommendation at the Resources or Teaching & Learning Committee Meeting. 12.2 Careers Policy. DD had reviewed this Policy following her meeting with Ian Jones who has made some updates and recommends approval. Agreed by Governors. 12.3 The following Policies were deferred at the Teaching & Learning Committee Meeting with a view to the review Governor to recommend approval at this Meeting.</p> <ul style="list-style-type: none"> ▪ Assessment (Andy Comerford to review) To go back into school ▪ Examinations Appeal (Sue Madgwick to review) As above ▪ Freedom of Information (Janey Easton to review) To be reviewed by Data network manager ▪ Homework (Gail Puffitt to review) Curriculum ▪ Transport (Ian McCloughlin to review) To be reviewed by IM's equivalent following his retirement. ▪ Whistleblowing (Oonagh Rowe to review) To go to the Principal 	Clerk / Principal's PA
13.	<p>Governor Vacancies:</p> <ul style="list-style-type: none"> ▪ There are two Parent Governor vacancies. ▪ There is one co-opted Governor vacancy. (now 2 - see last bullet point) ▪ From 1/9/14 there will be one Staff Governor vacancy due to Ian McCloughlin's retirement for which the Clerk to organise a Staff Governor Election. ▪ In the 2014/15 academic year there is one Parent Governor term of office expiring on 30/03/2015 - Neil Young. ▪ As a result of David Blake's resignation, there is a Co-opted Governor vacancy. JY read his letter to the Meeting and advised he had written to him briefly and would be writing again at length. <p>JY asked Governors to attend the intake evening on 1 July to encourage parents to nominate themselves.</p>	JY

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	<p>Future Parent Governors to be contacted by email. The suggestion of a constant request for Parent Governors to be on the School Newsletter.</p> <p>For co-opted governors, people with relevant skills to be selected.</p>	
14.	<p>Safeguarding. JY's Report had been circulated. JY and JG had met previously and went through cases separately.</p>	
15.	<p>Review progress the College has made during the year - recognise and celebrate.</p> <ul style="list-style-type: none"> ❖ It had been another busy year with maintenance, environment and staff changes. Examination and qualification awards were spoken about. ❖ It had been an unexpected year due to government changes. ❖ The children and staff were a pleasure to work with. ❖ Control of assets was being progressed. A movement for a second primary school was expected. ❖ The Junior School would have no head teacher in September and no appointment had been made following the interviews. Deputy Head, Kevin O'Donnell to be acting head. ❖ Changes made for the school to go forward in September. ❖ The Junior school will not have a refurbishment site, only funding to refurbish the present school. JY gave further details. The suggestion is for the three Principals meet with the Governing Bodies. 	
16.	<p>To receive Governor Visit Reports. AS circulated an English visit on 18/3/14 which was discussed and noted.</p> <p>JG informed extra interventions had been put in place.</p>	
17.	<p>Consider term dates 2014/15. These had been approved and agreed with Primary Schools.</p>	
18.	<p>Governor / Clerk Training.</p> <p>It was noted that the Clerk to Governors attended a Clerk's Update in Torrington on 10/6/14 and a follow up Report had been circulated to Governors.</p>	
19.	<p>To consider Meeting dates for the 2014/15 Academic Year. The following was agreed. Timing of Committee Meetings were questioned.</p> <p>FGB (AGM) Monday, 22 September 2014 6pm.</p> <p>Sub Committees. Monday, 13 October 2014. Resources 5pm. Teaching and Learning 6.15pm.</p> <p>FGB Monday, 24 November 2014 6pm</p> <p>Sub Committees. Monday, 23 February 2015. Resources 5pm. Teaching & Learning 6.15pm. This was subsequently amended to Monday 16 February due to half term.</p> <p>FGB Monday, 23 March 2015, 6pm.</p> <p>Sub Committees. Monday, 18 May 2015. Resources 5pm. Teaching & Learning 6.15pm.</p> <p>FGB Monday 22 June 2015. 6pm.</p>	<p>Clerk to arrange for these to go on the website</p>

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20.	<p>Chairman's Business. JY presented retirement gifts to JG and IM who were thanked for their many years of loyal devotion and service.</p>	
	<p>Date of Next Meeting: Monday, 22 September 2014 at 6pm. The Meeting ended at 7.41pm.</p>	
<p>Summary of Decisions: APPROVED BY SOUTH MOLTON COMMUNITY COLLEGE FULL GOVERNING BODY:</p> <ul style="list-style-type: none"> ➤ Minutes of 17/3/14 ➤ Final Budget ➤ Careers Policy ➤ Meeting Dates for 2014/15 		
<p>These minutes are agreed by those present as being a true record</p>		
<p>Signed: (Chair of South Molton Community College Full Governing Body)</p>	<p>Date:</p>	