

**Minutes of South Molton Community College Annual General Meeting of the Full Governing Body held on Monday, 22 September 2014 at 6pm.**

<b>Chaired by:</b> Andy Comerford		<b>Clerked by:</b> Sue Squire	
<b>Present:</b>		<b>Agenda: -</b>	
<b>A Comerford</b>	<b>AC</b>	Welcome to Mr A Finney as the new Principal of South Molton Community College	
<b>Mrs D Dimond</b>	<b>DD</b>	Elections	
<b>Mrs J Easton</b>	<b>JE</b>	Sanctioned apologies	
<b>Andrew Finney</b>	<b>AF</b>	Briefing from the Education Funding Agency regarding the Priority Schools Building Programme	
<b>P Govier</b>	<b>PG</b>	To receive the Minutes of the Meeting held on 23/06/14	
<b>Miss S Madgwick</b>	<b>SM</b>	Update Declarations of Interests Forms	
<b>Mrs B Pitt</b>	<b>BP</b>	To receive matters arising from previous Minutes	
<b>Mrs G Puffitt</b>	<b>GP</b>	Review of Policies	
<b>Miss J Snell</b>	<b>JS</b>	Safeguarding	
<b>D Tucker</b>	<b>DT</b>	Vacancies on the Governing Body	
<b>Mrs E Vernon</b> from Minute No. 1.4	<b>EV</b>	To reaffirm School Vision / Aims	
<b>J Yabsley (County Councillor)</b>	<b>JY</b>	To review and celebrate School exam results	
		To decide whether Full Governing Body Meetings & Committee Meetings should be opened or closed for 2014/15	
		To review Governors Code of Practice	
		To review Standing Orders	
		Committee Structure	
		To decide whether Chairs of Committees are appointed by Governing Body or Committee Members at first Meeting	
		To review Governor areas of special interest	
		To remind Governors of the need to be quorate to make decisions & reaffirm the quorum of the Governing Body	
		Review procedures for dealing with complaints, staff grievances, redundancy & staff appeals including standing committees	
		Annual housekeeping tasks	
		To draw up a plan of Governor visits for 2014/15	
		To receive confirmation that the Head Teacher's performance meeting is set. To confirm governors to undertake Head Teacher's performance & book training as necessary	
		To assess Governor training needs	
		Matters brought forward at the discretion of the Chair	
		Part II Confidential (if necessary)	
		Date of next Meeting	
		<b>The Items with a * are part of the Annual Cycle and due to be considered at this Annual General Meeting</b>	<b>Action:</b>
		<b>Mr Andrew Finney was welcomed to the Meeting as the new Principal of South Molton Community College.</b>	
<b>1.</b>	<b>Elections.</b>		
	<b>1.1 Election of Chair. *</b>		
	1.2 Ahead of the Meeting, the Clerk had contacted all Governors inviting them to submit nominations for the Chair.		

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	<p>Four nominations had been received, all for Andy Comerford to be elected as Chair. AC left the room and did not take part in the discussion, decision or voting thereon. <b>Proposed by JY, seconded by JS and unanimously agreed for AC to be Chair.</b></p> <p><b>1.2 Governors to decide if this is for one year or more.</b> <b>GP proposed this was for a 3 year term, seconded by JY and unanimously agreed.</b></p> <p><b>1.3 Election of Vice Chair.</b> * Ahead of the Meeting, the Clerk had contacted all Governors inviting them to submit nominations for the Vice Chair. Four nominations had been received, all for Jeremy Yabsley to be elected as Vice Chair. JY left the room and did not take part in the discussion, decision or voting thereon. <b>Proposed by AC, seconded by BP and unanimously agreed for JY to be Vice Chair.</b></p> <p><b>1.3 Election of Ellen Vernon as a Co-opted Governor.</b> EV was given the opportunity of giving an overview of herself, both professionally and personal, then left the room while the election took place and did not take part in the discussion, decision or voting thereon. <b>JY proposed co-option of EV, seconded by GP and unanimously agreed.</b> A welcome was extended to new Mrs Vernon as a newly co-opted Governor.</p>	
2.	<p><b>Sanctioned apologies.</b> Rebecca Fowler, Oonagh Rowe, Arthur Symons, Neil Young.</p>	
3.	<p><b>Priority Schools Building Programme.</b> The briefing did not take place and Governors were updated under Part II Confidential.</p>	
4.	<p><b>To receive the Minutes of the Meeting held on 23/06/14.</b> (previously circulated to Governors). <b>Approved and signed as a correct record.</b></p>	
5.	<p><b>Update Register of Business Interests Forms *</b> Governors updated their forms.</p>	
6.	<p><b>To receive matters arising from previous minutes.</b></p> <p><b>6.1 AF advised</b> that the College was in contact with the North Devon Journal regarding coverage of the College and ways to improve communication.</p> <p><b>6.2 Review of the School Improvement Plan.</b> AF advised this had been the same for 2 years in structure and had some concerns. He felt it was too big, not linked to any financial streams and unsure as to whether staff or the Governing Body knew about it. The document is being rewritten, will be in electronic format and ready by Christmas. A short list of key development points were circulated to Governors to be reviewed again at Christmas and later if necessary. Governors asked various questions which were clarified. AF advised that Governors would be able to see improvements within 4 weeks.</p> <p><b>6.2 RAISEonline.</b> The presentation to be given by SM was deferred to the next Governing Body Meeting.</p>	<p>Next FGB Meeting</p>
7.	<p><b>Review of Policies:</b></p> <p><b>7.1 To approve the Appraisal Policy.</b> (previously circulated to Governors) Paul Berry to prepare a revised staff appraisal in College and is re-writing the</p>	<p>Progress</p>

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	<p>appraisal system as it was felt there should be a more consistent approach towards teaching. This would require Union approval and the hope was to have a proposal for staff and Governors by January 2015. <b>The Policy was proposed for approval by SM, seconded by JY and unanimously agreed.</b> For 2015, the Policy to be sent to AF and Lead Governors of the Resources and Teaching &amp; Learning Committees.</p> <p><b>7.2 To review the Pay Policy.</b> (previously circulated to Governors). The same comments applied as for the Appraisal Policy. <b>The Policy was proposed for approval by JY, seconded by JS and unanimously agreed.</b></p>	<p>report at next FGB Meeting</p> <p>Progress report at next FGB Meeting</p>
<p><b>8.</b></p>	<p><b>Safeguarding.</b> <b>8.1 To make a decision to appoint Andrew Finney (new Principal) in place of Jenny Glover (previous Principal)</b> AF advised that the new Vice Principal, David Lewis (DL), is the Safeguarding Officer with Assistant Vice Principal Maureen Gooding being the second Safeguarding Officer. JY advised he and DL had met earlier in the day for a first Meeting. The method of recording filing systems was being reviewed and Governors will be given an update, possibly at the next FGB Meeting. There had been a few issues dealt with by DL since the new term. JY had spoken to the School Nurse who is present each Tuesday and will be talking to her on a regular basis.</p>	
<p><b>9.</b></p>	<p><b>Vacancies on the Governing Body.</b></p> <ul style="list-style-type: none"> <li>▪ <b>2 Co-opted Governors (David Blake and Richard Uffendell's slot to be filled) Ellen Vernon had expressed an interest (now co-opted).</b></li> <li>▪ <b>1 Staff Governor following retirement of Ian McClaughlin (a Staff Governor Election is underway)</b></li> <li>▪ <b>2 Parent Governors.</b> Parent Governor Election is being organized.</li> </ul>	
<p><b>10.</b></p>	<p><b>To reaffirm School Vision / Aims *</b> This to be reviewed when the SIP is addressed.</p>	
<p><b>11.</b></p>	<p><b>To review and celebrate School exam results. *</b> AF explained a new system that had been put in place. The headline statistics were given covering free school meals, most able students, progression in English and Maths. Governors had been circulated with the details. 60% attainment in English and Maths and the levels of progression were excellent, being the third highest in Devon for English. Maths was being looked at for ways of improvement.</p> <p>Some French papers had been returned for remarking. It was acknowledged that the performance was not consistent and was confident of an improvement. German results were good</p> <p>A business studies specialist was working with the business studies teacher to build on improvement.</p> <p>Results for Science, German, PE, RE and Geography were all excellent. There was a concern with History and this was being addressed.</p> <p>Some courses were no longer being offered, being replaced by a Progress 8 system which it was felt would suit students better.</p>	

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	<p>There was concern about the large gap between students eligible for pupil premium and those without this.</p> <p>A letter had been received from DCC regarding more able students where the value added figure put SMCC as the fifth highest in Devon, which is impressive. There were 24 students last year.</p> <p>AF wanted Governors to have access to an analytic package although JS was concerned about confidentiality in a small group.</p> <p>SM spoke about an Ofsted inspection where Governors would need to be up to speed about the work in all subjects.</p> <p>Raise on a page, to be the first page of the School Improvement Plan.</p> <p>JS commented that all Governors needed a better overall picture and Lead Governors would need to have a complete understanding of the subject. Steve Rogers (new SENCO and ex Ofsted Inspector) and Dave Lewis are dealing with this.</p> <p>There would be a 'Raise a Page' Presentation at next FGB Meeting by DL. In this connection, there would be a Worskhop straddling Committee Meetings on 13 October.</p> <p>Thanks and congratulations were expressed to staff for the work done.</p>	<p>Next FGB Meeting</p>
<p>12.</p>	<p><b>To decide whether Full Governing Body Meetings and Committee Meetings should be opened or closed for 2014/15*</b>  <b>JY proposed all Meetings were open, seconded by JS and unanimously agreed.</b></p> <p>A parent had requested a copy of the Minutes but had received no reply. The Clerk to ensure that approved Minutes are sent for inclusion on the website.</p>	<p>AC to deal Clerk</p>
<p>13.</p>	<p><b>To review Governors Code of Practice</b> (previously circulated to Governor) *  <b>Proposed by AC, seconded by DD and unanimously agreed.</b></p>	
<p>14.</p>	<p><b>To review Standing Orders</b> (previously circulated to Governors) *  <b>Proposed by JY, seconded by AC and unanimously agreed.</b></p>	
<p>15.</p>	<p><b>Committee Structure. *</b>  <b>15.1 To agree Committee structure for Resources Committee and Teaching &amp; Learning Committee.</b> (2013/14 previously circulated to Governors for ease of reference).  Resources: AC, PG, DD, AF, AS, DT, EV, JY, NY.  T&amp;L: AC, DD, JE, AF, RF, SM, BP, GP, OR, JS, EV, JY,</p> <p><b>15.2 To agree Lead Governors for Resources Committee and Teaching &amp; Learning Committee.</b> (2013/14 list previously circulated to Governors for ease of reference per Item 15.1)  <b>Resources:</b>  ❖ Curriculum: SM  ❖ SEN/Inclusion: RF  ❖ Safeguarding/CPR: JY  ❖ School Improvement/Raising Achievement: SM  ❖ Community/Parental Links: JE</p> <p><b>T&amp;L:</b>  ❖ Finance: PG  ❖ Personnel: AS</p>	<p>Clerk to check quorate numbers for Committee Meetings</p>

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	<p>❖ Premises/Health &amp; Safety: DT</p> <p><b>15.3 To appoint Governors on First, Second Committees and other Committees.</b> (as per Item 15.1) <b>First Committee:</b> DT, JY, RF, GP, PG, NY <b>Second Committee:</b> SM, JE, AS, JS, OR &amp; one vacancy to be filled by new Governor.</p> <p><b>15.4 To agree Terms of Reference for Committees</b> (previously circulated to Governors) <b>Proposed by AC, seconded by JY and unanimously agreed these should be agreed at the first Committee Meeting of the new academic year.</b></p>	
16.	<b>To decide whether Chairs of Committees are appointed by Governing Body or Committee Members at first Meeting.</b> * At Committee.	
17.	<b>To review Governor areas of special interest.</b> * Covered under Minute Nos. 15.1 and 15.2.	
18.	<b>To remind Governors of the need to be quorate to make decisions and reaffirm the quorum of the Governing Body.</b> * This was discussed and understood.	
19.	<b>Review procedures for dealing with complaints, staff grievances, redundancy and staff appeals including standing committees *</b> Policies are in place. The review date to be checked.	Clerk
20.	<b>Annual housekeeping tasks –</b> remind Governors of the procedure for putting items on the Agenda remind Governors of Part II procedure and confidentiality remind Governors of procedure for dealing with apologies and sanctioning of apologies remind governors of the procedure for dealing with correspondence In the latter connection, Governors were advised they could acknowledge the letter but a reply should be dealt with and from the Principal or Chair.	
21.	<b>To draw up a plan of Governor visits for 2014/15.</b> A SEN visit by RF & JS would take place on 30/09/14.	AC to organise a plan
22.	<b>To receive confirmation that the Head Teacher's performance meeting is set.</b> Confirmed. <b>To confirm governors to undertake Head Teacher's performance management and book training as necessary.</b> This would be JY and AC. JS to be as stand by. David Birch's services to be asked. Principal's PA to organize.	
23.	<b>To assess Governor training needs.</b> The Autumn edition of Devon Governor had not yet been published. It was noted that a Governor had applied for a course which was expensive and the question was raised about a training budget. AC will liaise with the Clerk in the first instance and then contact RF regarding the course she has requested to go on.	
24.	<b>Matters brought forward at the discretion of the Chair.</b> <b>24.1 Supporting pupils with medical conditions.</b> Some Governors were aware of the details. AC to resend the details.  The Meeting then went into Part II Confidential.	AC

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<b>25.</b>	<b>Date of next Meeting:</b> Monday, 24 November 2014 at 6pm. The Meeting ended at 8.07pm.	
<b>Summary of Decisions: APPROVED BY THE FULL GOVERNING BODY OF SOUTH MOLTON COMMUNITY COLLEGE:</b> <ul style="list-style-type: none"><li>➤ Election of Chair, Vice Chair and Co-opted Governor</li><li>➤ Minutes of 23/06/14</li><li>➤ Appraisal &amp; Pay Policies</li><li>➤ All Meetings to be open to the public</li><li>➤ Governors Code of Practice</li><li>➤ Standing Orders</li><li>➤ Terms of Reference to be agreed at the first Committee Meeting of the new academic year</li></ul>		
<b>These Minutes are agreed by those present as being a true record.</b>		
Signed: Chair of the Full Governing Body of South Molton Community College.	Date:	