

**Minutes of South Molton Community College Full Governing Body Teaching & Learning Committee Meeting held on Monday, 2 June 2014 at 6.15pm.**

<b>Chaired by:- Andy Comerford</b>		<b>Clerked by:- Sue Squire</b>
<b>Present:-</b> <b>Andy Comerford</b> <b>Diane Dimond</b> <b>Janey Easton</b> <b>Jenny Glover</b> <b>Sue Madgwick</b> <b>Binney Pitt</b> <b>Oonagh Rowe</b> <b>Julie Snell</b> <b>Jeremy Yabsley</b>		<b>Agenda:-</b> Sanctioned Apologies Declarations of Interest Approval of the Minutes of the Meeting held on 10/03/14 Matters Arising To receive Reports from Lead Governors Staffing Update HE Replacement Windows and funding of project Chairman's Business FGB Meeting Date of next Meeting
		<b>Action</b>
1.	<b>Sanctioned Apologies.</b> Rebecca Fowler, Ian McClaughlin.	
2.	<b>Declarations of Interest.</b> Jeremy Yabsley – Bicton College, DCC, NPS South West Sue Madgwick – Babcock LDP	
3.	<b>Approval of the Minutes of the Teaching and Learning Committee Meeting held on 10/03/14.</b> <b>Agreed and signed as a correct record.</b>	
4.	<b>Matters Arising.</b> <b>4.1 Policies.</b> <ul style="list-style-type: none"> <li>▪ It was noted that the Literacy Policy, deferred from the last Meeting, had been reviewed by SM and teacher Bev Turner is recommended for approval. (Governors had been forwarded a copy ahead of the Meeting)</li> <li>▪ It was noted that RF has reviewed the Exclusions Policy, deferred from the last Meeting, and is recommended for approval.</li> <li>▪ It was noted that the Race Equality Policy, deferred from the last Meeting, has been reviewed by BP and is recommended for approval.</li> </ul> <b>Approved by Governors.</b>  <b>4.2 To confirm that the IAG (Information Advice &amp; Guidance) Report has been emailed to Governors.</b> DD confirmed this.	
5.	<b>To receive Reports from Lead Governors:</b> <b>5.1 Curriculum.</b> AC advised he had a Meeting on 10/6/14 and a Report would follow. <b>5.2 SEN/Inclusion.</b> A SEN Report from RF and JS following a Meeting on 6/5/14 had been circulated to Governors and was noted. <b>5.3 Safeguarding/CPR.</b> JY confirmed he had met with JG where the processes had been examined, discussed and recorded. The records were signed up. <b>5.4 School Improvement/Raising Achievement.</b> SM confirmed she had met with JG. <b>5.5 Community/Parental Links.</b> JE regretted she had been unable to attend the Open Days. She was pleased to report of complimentary comments about the pupils on the Community Action Days in South Molton Market where townsfolk had spoken of their politeness and smart appearance.  JG suggested that 4 weeks before the Sub Committee Meetings, the Clerk remind Lead Governors to meet with the Principal or lead person at the College in respect of the topic for which they are	<b>AC</b>

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	<p>responsible and send a follow up Report to the Clerk for circulating with the Minutes to avoid the situation where Lead Governors Reports are not completed and submitted in time for the Governor Committee Meetings. Agreed.</p> <p>JG suggested that Policies should be checked by teachers first and then reviewed by the relevant Lead Governor with a view to approval. This to be an item on the FGB Meeting for 23/6/14.</p> <p><b>5.6 Policies.</b></p> <p><b>Anti Bullying.</b> Recommended for approval.</p> <p><b>Assembly and Collective Worship.</b> JS recommended that the word 'carers' is added to the last paragraph, penultimate sentence: 'Every pupil (with the exception of those withdrawn at the request of parents <b>and carers</b>) attends the regular Year Assemblies and weekly Full School Assemblies led by the Principal'. Recommended for approval subject to this.</p> <p><b>Careers.</b> DD advised she had spoken to Ian Jones who had assisted in updating the Policy and had a meeting with him the following week. She will report further at the FGB Meeting.</p> <p><b>Management of Controlled Assessments.</b> Recommended for approval by BP.</p> <p>The following Policies to be discussed at the FGB Meeting:</p> <ul style="list-style-type: none"> <li>▪ Assessment (Andy Comerford to review)</li> <li>▪ Examinations Appeal (Sue Madgwick to review)</li> <li>▪ Freedom of Information (Janey Easton to review)</li> <li>▪ Homework (Gail Puffitt to review)</li> <li>▪ Transport (Ian McClaughlin to review)</li> <li>▪ Whistleblowing (Oonagh Rowe to review)</li> </ul>	<p>On FGB Agenda</p> <p>Policy to be amended</p> <p>DD to report at FGB Mtg</p>
<p>6.</p>	<p><b>Staffing Update.</b> Andrew Finney would be the Principal from September and David Lewis the Vice Principal.</p> <p>Steven Rogers had been appointed as full time SENCO. He will be taking the SENCO Award, paid for by SMCC.</p> <p>The English teacher was retiring and adverts were out. The Finance and Premises Manager was retiring on 31/10/14.</p> <p>JG advised of other details which were noted. Governors acknowledged that there was a male over balance as a result of recent appointments and every effort would be made to try and address the issue regarding SENCO for females.</p>	
<p>7.</p>	<p><b>HE Replacement Windows and funding of project.</b> The Resources Meeting held earlier had been informed of the situation which was:</p> <p>Governors had been circulated with a project estimate in respect of the Technology block where funding had not been given for the windows. There was a concern over the safety, security and weatherproof aspect and following an inspection, confirmation was given that they were good for up to 2 years.</p> <p>The estimate came in at £65,700. JG voiced her reservations and felt there would be best value for money with a private surveyor and to take the project forward in the next year as it was now too late for the work to be done over the Summer holidays.</p> <p>Governors were advised that it had been proposed and agreed for the matter to be left for the time being for the situation to be monitored.</p>	
<p>8.</p>	<p><b>Chairman's Business.</b> None.</p>	

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9.	<b>The last FGB Meeting of this academic year would be on Monday, 23/06/14 at 6pm.</b>	
10.	<b>Date of next Teaching &amp; Learning Committee Meeting:</b> Meetings for the next academic year will be fixed at the last FGB Meeting of this academic year, date as above.  The Meeting ended at 6.51pm.	
<b>Summary of Decisions: APPROVED BY THE TEACHING &amp; LEARNING COMMITTEE OF SOUTH MOLTON COMMUNITY COLLEGE FULL GOVERNING BODY:</b> <ul style="list-style-type: none"><li>➤ <b>Minutes of the Meeting held on 10/03/14</b></li><li>➤ <b>Policies</b></li></ul>		
<b>These minutes are agreed by those present as being a true record</b>		
Signed: (Chair of the Teaching & Learning Committee of South Molton Community College Full Governing Body)		Date: