

**Minutes of the Full Governing Body Meeting of South Molton Community  
College held on Monday, 24 November 2014 at 6pm.**

<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>Andrew Finney (Principal)</b> <b>Philip Govier</b> <b>Sue Madgwick</b> <b>Gail Puffitt</b> <b>Oonagh Rowe</b> <b>Julie Snell</b> <b>Arthur Symons</b> <b>David Tucker</b> <b>Jeremy Yabsley</b> <b>Neil Young</b>  <b>Simon Walker – Business and Premises  Manager who was introduced to  Governors.</b>		<b>Agenda: -</b> Sanctioned Apologies Declarations of Interest To receive & approve the Minutes (Parts I & II) of the Annual General Meeting of the Full Governing Body on 22/09/14 To receive matters arising from the Minutes Sub Committee Minutes To receive the Principal's Report Presentation Vacancies on the Governing Body Items request by Mr A Finney, Principal To receive Reports on Governor Visits Safeguarding To assess Governor training needs Matters brought forward at the discretion of the Chair Part II Confidential (if necessary) Date of Next Meeting
	It had been hoped to welcome the newly elected Staff Governor but was not possible due to a Staff Governor Election having to be organised due to two nominations.	<b><u>Action:</u></b>
1.	<b>Sanctioned apologies.</b> Binnie Pitt, Rebecca Fowler. When sending her apologies, she wished it to be minuted that she thought the Principal's Report was excellent. Julie Snell had advised she would be late.	
2.	<b>Declarations of Interest.</b> <b>Sue Madgwick.</b> Babcock International <b>Jeremy Yabsley.</b> DCC, Bicton College, NPS SW <b>Diane Dimond</b> Petroc	
3.	<b>To receive and approve the Minutes (Parts I &amp; II) of the Annual General Meeting of the Full Governing Body on 22/09/14.</b> (Part I previously circulated to Governors). The Part II Minutes were circulated at the Meeting. AC stressed the confidentiality of Part II Minutes. <b>Approved and signed as a correct record.</b> Regarding Point 11 of the Part I Minutes a brief discussion took place on Governors having access to data and the security of this.	
4.	<b>To receive matters arising from the Minutes.</b> <b>4.1 To receive a report on the progress of the Appraisal Policy as per Minute No. 7.1.</b> AF advised the Policy was continuing to be worked on and would be sent to staff and Governors to approve.  <b>4.2 To receive a report on the progress of the Pay Policy as per Minute No. 7.2.</b> AF advised DCC had released the new Policy which he would go through and send to Governors with a view to adopting.	<b>AF</b>

2 Minutes of the Full Governing Body Meeting of South Molton Community College 24.11.14

	<p>An issue had been experienced with supply teachers and the Policy did not pick up on this and to ensure this was covered, SW had prepared a short Appendix (circulated to Governors) for DCC HR to approve. SW gave the historic details as to the reason for the Appendix.</p> <p><b>JY asked if it compiled with Unions and the situation was clarified. JY asked that an assurance could be given that contracts will be clear and compliant.</b> SW informed the only variance is the rate.</p> <p><b>4.3 Minutes requested by a parent.</b> AC advised these had not been sent as Minutes were now on the website.</p> <p><b>4.4 Quorate Numbers for Committee Meetings.</b> The Clerk had checked this which was: Resources Committee: 5 including the Principal; Teaching &amp; Learning Committee: 6 including the Principal.</p> <p><b>4.5 Review Dates for procedures for dealing with complaints, staff grievances, redundancy and staff appeals including standing committees.</b> These were as follows:</p> <ul style="list-style-type: none"> <li>▪ Complaints: Next review: May 2015.</li> <li>▪ Staff Grievance: In accordance with County Personnel updates – last reviewed June 2014.</li> <li>▪ Redundancy: Next Review: May 2015.</li> <li>▪ Staff Appeals (Capability). In accordance with County Personnel updates – last reviewed June 2014.</li> </ul> <p><b>4.6 Supporting pupils with medical conditions.</b> Details to be sent to Governors.</p>	Clerk
5.	<p><b>Sub Committee Minutes.</b></p> <p><b>5.1 The draft Minutes of the Resources Committee Meeting (Chair PHILIP) on 13/10/14 were noted.</b> (previously circulated to Governors)</p> <p><b>5.2 The draft Minutes of the Teaching &amp; Learning Committee Meeting (Chair DIANE) on 13/10/14 were noted.</b> (previously circulated to Governors)</p>	
6.	<p><b>To receive the Principal’s Report</b> (previously circulated to Governors) AF informed that since his Report was sent, two new students would be joining the College - a boy and girl in Years 8 and 9 starting in December. .</p> <p>Following a question from EV regarding funding for an aerospace link, this was expanded on by AF.</p> <p>Changes at the College had been welcomed by pupils, staff, Governors and parents/carers and was being proactive in preparation for inspection.</p>	
7.	<p><b>Presentation:</b></p> <p><b>7.1 RAISEonline Presentation by Sue Madgwick (as per Minute No. 6.2)</b> Details were circulated for 2013, figures for 2014 not yet being available. The figures were fully explained and discussed and Governors were given the opportunity to ask questions.</p> <p>AF also explained the figures in-depth and sound reasons why some of the data appeared to be below the national average.</p>	

3 Minutes of the Full Governing Body Meeting of South Molton Community College 24.11.14

	<p>SM stressed that the 2014 figures would see an improvement due to the staff and children working very hard to address certain issues. There were marked trends in the Progress Measures Value Added and well above the national average. Validation takes place in January.</p> <p><b>PG asked if Governors would be expected to know all the details in an Ofsted inspection.</b> Answer: Some Governors would and the rest would be in the minutes.</p> <p>A further Report to be given and actions minuted.</p>	
8.	<p><b>Vacancies on the Governing Body.</b></p> <ul style="list-style-type: none"> <li>- <b>2 Parent Governor Vacancies.</b> No nominations had been received in the recent Parent Governor Election process. EV questioned if Governors could answer possible perceived responsibilities and was advised that Governors attend Parent Evenings in a proactive way. All Year Groups with the exception of Year 9 were represented on the Governing Body. AC to send a letter to Year 9 parents to encourage the vacancies to be filled.</li> <li>- <b>AC proposed that Sarah Robinson be a Co-opted Governor. Seconded by JY and unanimously agreed.</b>  Sarah to be on the Resources Committee. Newly elected Staff Governor Sheila Wyrer to be on Teaching and Learning.</li> <li>- 1 Co-opted Vacancy. One vacancy had been filled at the AGM of the FGB by Ellen Vernon.</li> <li>- 1 Staff Governor Vacancy. Two nominations had been received. Before an Election was organised, the Clerk had sought advice from Governor Services with regard to one of the nominees for the Staff Governor position, who was a Parent Governor, with the thought that this person may be able to fill one of the two parent Governor Vacancies. This however would not be possible as the staff member works more than 500 hours per annum at the College.</li> <li>- It was noted that Janey Easton had tendered her resignation from the end of the Term and she was thanked for her hard work and interest. AC to ask the Town Council if they would nominate a Councillor with a view to starting in March.</li> </ul>	<p>AC</p> <p>Clerk to advise SR and Gov Services</p> <p>AC</p>

4 Minutes of the Full Governing Body Meeting of South Molton Community College 24.11.14

<p>9.</p>	<p><b>Items requested by Mr A Finney, Principal.</b></p> <p><b>9.1 SSDP / SEF.</b> The RAISEonline Report was shown on the screen annotated with AF's thoughts. Governor Challenge. Governors were circulated with Governor Challenge sheets for a choice to be made for twice yearly visits. This would not replace the Lead Governor visit.</p> <p>The staff were all engaged in the development progress.</p> <p><b>JS asked how would it be reassessed and how targets would be met.</b> <b>DD asked the remit for the Governor Challenge.</b></p> <p>Both these items were explained in detail by AF.</p> <p>The School Development plan and SEF would be forwarded to Governors when completed.</p> <p><b>9.2 Term Dates.</b> Circulated to Governors. <b>Proposed by AC to accept the dates, seconded by GP and unanimously agreed.</b></p> <p><b>9.3 Enterprise Application.</b> This was explained. An application had been submitted to DCC for £10,000 to support the staffing line to progress in Years 7 and 8 which had been confirmed.</p> <p><b>9.4 Counselling / Support Room.</b> Interviews were being held for a person to start work in January. AF advised there was a worrying picture in Devon and felt the provision for students would be improved in January.</p> <p><b>EV asked if statistics are worse in this area than Devon as a whole.</b> AF informed he had joined an Emotional Well Being Group where no rural secondary schools had been represented until now. From September 2015 there would be new provision for the whole of Devon based on supporting students emotional health and well being.</p> <p><b>9.5 Pre-Pex Meetings.</b> AF would like one Governor to be present to see the practices that form the protocol of the College and that it is followed. It was pointed out that this Governor would be excluded on a Hearing Committee. JY suggested that AC attended these Meetings and Governors were in agreement with this.</p> <p><b>9.6 Greater Devon Secondary Co-operative Partnership.</b> This item had been covered in the Principal's Report. The College will have a 'Mocksted' Inspector visiting the College and Governors were to be involved.</p> <p><b>9.7 Supply Payments. Overarching Policy on Pay Rates.</b> This had been covered.</p> <p><b>9.8 Examination Appeals Policy.</b> (circulated to Governors.) <b>Proposed by JY, seconded by SM and unanimously agreed to approve.</b> The Clerk had met the Principal's PA and all the Policies were checked.</p>	<p>Govs</p> <p>Clerk to update Policy List</p>
<p>10.</p>	<p><b>To receive Reports on Governor Visits.</b></p>	

5 Minutes of the Full Governing Body Meeting of South Molton Community College 24.11.14

	AC confirmed that a plan had been drawn up.	
11.	<b>Safeguarding.</b> Safeguarding issues have been dealt with correctly but no matters that require being brought to the Governors attention. Vice Principal Dave Lewis was reviewing the various aspects.	
12.	<b>To assess Governor training needs.</b> Details of training had been forwarded to Governors by the Clerk in the form of the online version of Devon Governor. Governors approved the attendance of Rebecca Fowler on a course. EV to be booked on to New Governors Course.	
13.	<b>Matters brought forward at the discretion of the Chair.</b> AF's appraisal would take place before the end of December. AC to organise dates and an external adviser and the panel to comprise DT, and JS. JY would be a stand by. .	
14.	<b>Part II Confidential.</b> The Meeting went into Part II Confidential.	
15.	<b>Date of next Meeting:</b> Monday, 23 March 2015 at 6pm. The Meeting ended at 8.16pm.	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Part I and II Minutes of 22/09/14</b></li> <li>➤ <b>Co-option of Sarah Robinson as a Co-opted Governor</b></li> <li>➤ <b>Term Dates</b></li> <li>➤ <b>Examination Appeals Policy</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of the Governing Body of South Molton Community College.</p>		<p>Date:</p>