

**Minutes of the Teaching & Learning Committee of South Molton Community
College held on Monday, 23 February 2015 at 6.15pm.**

<p>Chaired by: Andy Comerford on behalf of Diane Dimond who had sent her apologies.</p>	<p>Clerked by: Sue Squire</p>	
<p>Present:</p> <p>Andy Comeerford (AC) Andrew Finney (Principal) (AF) Binnie Pitt (BP) Gail Puffitt (GP) Oonagh Rowe (OR) Julie Snell (JS) Ellen Vernon (EV)</p> <p>Dave Lewis, Vice Principal</p>	<p>Agenda: - Sanctioned apologies Declarations of Interest Verbal Report by Dave Lewis, Vice Principal Approval of the Minutes of the Meeting held on 13/10/14 Matters Arising from the Minutes To receive Reports from Lead Governors Policies to be reviewed School Improvement Plan Items raised by the Principal not covered during the Meeting Chairman's Business</p>	
	<p>The Chairman of the Governing Body advised that the Vice Chairman and Local Authority Governor, County Councillor Jeremy Yabsley had found it necessary to resign from the Governing Body due to family issues. Because Councillor Yabsley was the Safeguarding Governor, the Chairman will assume this responsibility for the time being and will give a Report at this Meeting.</p> <p>The issue of a Local Authority Governor replacement is being progressed with a view to addressing this at the Full Governing Body Meeting on 23 March 2015, as is the appointment of a Vice Chairman for the remainder of the academic year.</p>	<p>Action:</p>
<p>1.</p>	<p>Sanctioned apologies. Diane Dimond (work commitments, at another Meeting), Rebecca Fowler (away), Sheila Wyer (away).</p>	
<p>2.</p>	<p>To receive Declarations of Interest. None.</p>	
<p>3.</p>	<p>Verbal Report to be given by Dave Lewis, Vice Principal. This would form part of the Safeguarding Report under Minute No. 6, point 3.</p>	
<p>4.</p>	<p>Approval of the Minutes of Teaching & Learning Committee Meeting held on 13 October 2014. (previously sent to Governors and circulated with the Agenda for this Meeting for ease of reference). Approved and signed as a correct record after it was noted that Gail Puffitt was present.</p>	
<p>5.</p>	<p>Matters Arising from the Minutes. 5.1 Terms of Reference for this Committee for 2014/15 had been signed by the Chairman.</p> <p>5.2 Venue of Committee Meetings. To follow up the suggestion for the Aspire to Learn (A2L) room being used. Proposed by AC, seconded by BP and unanimously agreed that this room was used for all Governing Body Meetings (Full Governing Body and Committee Meetings).</p>	<p>Clerk to make arrangements</p>
<p>6.</p>	<p>To receive Reports from Lead Governors as follows:</p> <ul style="list-style-type: none"> • Curriculum (Sue Madgwick) <p>No report received.</p>	

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- **SEN/Inclusion** (Rebecca Fowler/Julie Snell)
circulated with the Agenda and noted

- **Safeguarding/CPR** (Andy Comerford)
AC advised he had taken over the safeguarding role from Jeremy Yabsley who had recently resigned from the Governing Body. Because of this, it had not been possible to have a Meeting with Dave Lewis, Vice Principal and safeguarding officer.
DL advised that in January there had been a change in the Senior Leadership Team in personnel and he had approached two staff, Binnie Pitt and Tracey Evans, a teaching assistant who would be part of the safeguarding team.

As part of the review of the Policy, he had rewritten the Child Protection and Safeguarding Policy and produced a document that everyone associated with the College has to sign and this includes Governors.

The Clerk will circulate details to Governors which states that Governors understand the safeguarding procedures as part of the College and that they are equally concerned with safeguarding and child protection. All staff have been issued with a flyer which was circulated to Governors at the Meeting.

There are also posters in all the classrooms giving details of the three people students can go to with any concerns (DL, BP and TE).

DL has a log book to record any phone calls and one to one referrals from the Police. The details are put in the child's file to give a chronological record.

If the situation is that the child has to be protected regarding safeguarding or child protection, these details are kept in a separate file. With some incidents, he needs to deal with parents and other more serious issues are referred to MASH (Multi Agency Supprt Hub). There have been 6 MASH referrals since he started in September, with one student being referred twice.

There are six students currently with fairly major concerns and some with under lying concerns. The situations vary in year groups.

AC asked about the attitude of staff.

Answer: If they have a concern, they know the procedure.

AC asked if many children are involved.

Answer: The number increases often when holidays are looming.

DL informed it was hoped to set up a group on a fortnightly basis to discuss cases. The School Nurse is at liberty to keep issues confidential from parents and the College. It was noted that she was in College for 2 days and is very busy during this time.

AC questioned if the hours could be increased and the logistics of this were discussed.

DL stressed that all the things which have been dealt with have been worthwhile.

- **School Improvement/Raising Achievement** (Sue Madgwick)
No report received. AF advised Sue had met with him in this regard.

- **IAG** (Information Advice & Guidance) (Oonagh Rowe)
(circulated with the Agenda)

OR asked for EV to be included who was present for much of the meeting. There is more robust support for students taking part in the Duke of

Clerk

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	<p>Edinburgh Award. On 4 February, there was a Raising Awareness event at the College which was well organised. Time table changes will start in May and there was no necessity that Work Experience would change. It was felt there was a risk that not enough time would allow for children to share experiences.</p> <ul style="list-style-type: none"> • Community/Parental Links (Sue Squire, Clerk to the Governors in the absence of a Lead Governor for this item) (circulated with the Agenda). This was much appreciated by Governors. The Clerk to ask if newly elected Sheila Wyer would like to take on the Lead Governor for this category. 	
7.	<p>Policies to be reviewed: The following Policies had been reviewed by staff and sent to Governors to review and recommend adoption:</p> <ul style="list-style-type: none"> • Anti Bullying – Lead Governor: AC. Recommended for approval. • Assembly & Collective Worship – Lead Governor: AC. Recommended for approval. • Assessment – Lead Governor: AC. This Policy was deferred until the May Committee Meeting to allow time for DL to review this. • Behaviour & Discipline – Lead Governor: AC. This Policy was deferred until the May Committee Meeting to allow time for DL to review this. • Charges & Remissions – Lead Governor: AC (reviewed by Diane) When carrying out the review, Diane had questioned that the midday break did not form part of the school day quoting part of the Policy which state: 'From time to time we may invite a non-school based organisation such as a visiting Drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the Principal to agree to their child being absent for that period'. How does this statement fit with the tightened rules on authorised absence from school? Otherwise I'd recommend this for approval. The following reply had been received from AF: The school day does not include lunch break as students can go home for lunch as required. If parents withdraw their children from a paid activity they will have an alternative lesson in school. Recommended for approval. • Child Protection / Safeguarding – Lead Governor: AC was in the process of reading this. To be included for approval at the Full Governing Body Meeting on 23/3/15 • Continuing Professional Development – Lead Governor: AC. (reviewed by Diane). Recommended for approval. • Drugs Education – Lead Governor: AC. (reviewed by Diane) Standard DCC policy applicable to DCC employees and others on DCC premises. Recommended for approval. • Examinations Appeal – Lead Governor: AC. This Policy was deferred until the May Committee Meeting to allow time for AC to read. 	<p>May Meeting</p> <p>May Meeting</p> <p>FGB Meeting</p> <p>May Meeting</p>

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<ul style="list-style-type: none"> • Exclusions – Lead Governor: AC. Recommended for approval. • Freedom of Information – AC. This Policy was deferred until the May Committee Meeting to allow time for AC to read. • Homework – Lead Governor: Andy (in place of Jeremy). Ahead of AC reading this, member of staff Richard Uffendell (Pupil Champion for Homework) had requested that the Policy was seen by all T&L Members and welcomed feedback. AF informed of a new homework initiative which was being launched on 11 March. • Literacy – Lead Governor: Andy. This Policy continued to be reviewed by the member of staff. Deferred to the May Meeting. • Management of Controlled Assessments – Lead Governor: Rebecca. As she is away, the Policy had also been sent to Ellen for review as a contingency plan. DL advised that there were to be some amendments and the Policy to be reviewed at the May Meeting. • Race Equality – Lead Governor: Andy (reviewed by Diane). She had raised the following questions: Does this reference the most current legislation? It may be covered elsewhere in the Equal Opportunities policy but there is for instance: Equality Act 2010 <i>The Act will simplify, strengthen and harmonise the current legislation to provides a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.</i> <i>The nine main pieces of legislation that have merged are:</i> <ul style="list-style-type: none"> • the Equal Pay Act 1970 • the Sex Discrimination Act 1975 • the Race Relations Act 1976 • the Disability Discrimination Act 1995 • the Employment Equality (Religion or Belief) Regulations 2003 • the Employment Equality (Sexual Orientation) Regulations 2003 • the Employment Equality (Age) Regulations 2006 • the Equality Act 2006, Part 2 • the Equality Act (Sexual Orientation) Regulations 2007 http://www.ed.ac.uk/schools-departments/equality-diversity/legislation-policies/legislation <p>I would appreciate a bit more clarity on this before recommending for approval. The Clerk had tried to obtain more information on the day of the Meeting but was unable to and the questions raised are being addressed and will be clarified at the May meeting.</p> <p>Governors felt the Policy should be called Equality and Diversity Policy. The Clerk to ask AF's PA to check if there is a Policy which covers the above issues and any updated Policy to be re-sent to DD.</p> <ul style="list-style-type: none"> • Sex Education – Lead Governor: Andy (reviewed by Diane). Recommended for approval. • Special Education Needs – Lead Governor: Andy. This Policy continued to be reviewed by the member of staff. Deferred to the May Meeting. • Supporting Students with Medical Conditions – Lead Governor: Julie. Recommended for approval. 	<p>May Meeting</p> <p>Govs to give feed-back</p> <p>May Meeting</p> <p>May Meeting</p> <p>Clerk</p> <p>May Meeting</p>
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	<ul style="list-style-type: none"> • Volunteers in Schools – Lead Governor: Andy * (in place of Jeremy) This Policy was deferred until the May Committee Meeting to allow time for AC to read. • Whistle Blowing – Lead Governor: Andy (in place of Jeremy) This Policy was deferred until the May Committee Meeting to allow time for AC to read. 	<p>May Meeting</p> <p>May Meeting</p>
8.	School Improvement Plan. <i>This will be a standing Agenda item in future.</i> AF gave the historical details and suggested that the FGB needs to discuss it and how it will work in line with governors.	
9.	Items raised by the Principal not covered during the Meeting. None.	
10.	Chairman's Business. None.	
	Date of next Teaching & Learning Committee Meeting: Monday, 18 May 2015 at 6.15pm. The Meeting ended at 7.10pm.	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 13/10/14 ➤ Venue of Meetings (Committee and FGB) ➤ Policies 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of the Teaching & Learning Committee, South Molton Community College.</p>		<p>Date:</p>