

Minutes of South Molton Community College Full Governing Body Annual General Meeting held on Monday, 21 September 2015 at 6pm.

Chaired by: Andy Comerford	Clerked by: Sue Squire	
<p>Present:</p> <p>Andy Comerford Diane Dimond Richard Edgell Andrew Finney (Principal) Rebecca Fowler Philip Govier Georgia Newman Gail Puffitt Oonagh Rowe Arthur Symons David Tucker Ellen Vernon Sheila Wyer</p> <p>Simon Walker – Business and Premises Manager Steve Rogers - SENCO</p>	<p>Agenda: -</p> <p>Welcome to newly elected Parent Governor Pupil Premium overview by Steve Rogers Elections Sanctioned Apologies To receive the Minutes of the Meeting held on 22/06/15 Update Declarations of Interest Forms To receive matters arising from previous Minutes Review of Policies To reaffirm School Vision / Aims To review and celebrate School exam results To decide whether Full Governing Body Meetings and Committee Meetings should be opened or closed For 2015/16 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 and reaffirm the quorum of the Governing Body Review procedures for dealing with complaints, Staff grievances, redundancy and staff appeals Including standing committees Annual Housekeeping Tasks Safeguarding Vacancies on the Governing Body To draw up a plan of Governor visits for 2015/16 To receive confirmation that the Principal's Performance meeting is set Items requested by the Principal Matters brought forward at the discretion of the Chair Part II Confidential (if necessary) Date of next meeting</p>	
	The Items marked * are part of the Annual Cycle and are due to be considered at this Annual General Meeting.	Action:
	A welcome was given to Mrs Georgia Newman as a newly elected Parent Governor.	
	<p>Steve Rogers presented a Pupil Premium overview through slides. Paperwork to accompany the talk was circulated.</p> <p>The key words were 'additional and different' to enable the gap to be closed between students. The slides showed what would be done that is additional and different. Strengths and weaknesses details were shown. What is going to be done that is additional and different. - assertive tutoring</p>	

- 2 stage audit of PP student's individual provision
- analysis of gaps in provision – analysis to see who is being left behind or overlooked
- Data analysis
- New interventions to be implemented (plan do review) continues
- Data is shared with staff after each data drop (good and poor performance is shared)
- Provision mapper is used to map PP interventions across the school – which includes financial costs
- Expectation that all staff use “Mintclass”
- New emphasis on PP in lesson observations (listed as top priority)
- PP performance is listed within the teachers performance management arrangements
- Learning plans for PP pupils are created through Edukey. KS4 followed by KS3.

Examples of good practice in SMCC were given.

Details were shown of how the College will address making the scheme work. Governors were given the opportunity to ask questions.

RE asked how pupils were categorized. It starts with transition and awareness packages. Students are mapped with a colour coded system to raise staff awareness.

Mint Class had been introduced (details shown later to Governors) and the Sistra data package explained by AF.

DD is the Pupil Premium Governor and has seen that it is targeted and specific. When student is categorized as Pupil Premium, this runs for a 6 year period when funding is received.

EV asked how familiar staff are with the package. Answer: Staff have been trained.

RE asked if parents know their child is selected or Pupil Premium and involved in the process and know more specialist sessions are being attended.

Answer: Not all parents think it is a good idea. They are sent letters reminding them of the criteria.

AS: what proportion are being missed?

Answer: Not possible to know, but from Primary School it continues from there. AF said students don't know why they are being targeted, due to the stigma of Free School Meals.

If the same is done for everyone, the gap will never be closed.

The 2015 in-school variation for attainment was -32%.

The 2015 in-school variation for progression in respect of value added was 1012.6 (2015 Pupil Premium Students), an in-school variation of 12.7%.

There was generally a bigger gap with boys.

AF spoke about new Ofsted criteria from 1/9/15 where the wording has slightly changed. SR was confident with measures being brought in the gap will close.

£107K Pupil Premium funding being received. The plan showed where the fund is being allocated, how staffing will work and where the evidence of narrowing the impact will come.

Governors were encouraged to email him with any questions.

The new Hub area had made a big difference in exclusion rates.

The complete document would be emailed to Governors.

SR was thanked for the presentation.

1.	<p>Elections. At the Full Governing Body Meeting held on 22/9/14, Governors agreed that Andy Comerford was elected as Chairman of the Governing Body for a period of three years. No Election of Chairman is therefore applicable until September 2017.</p> <p>1.1 Election of Vice Chair * The procedure had been circulated to Governors. AC proposed AS to be Vice Chairman. Seconded by GP and unanimously agreed.</p>	Clerk to advise Governor Services by end Sept.
2.	<p>Sanctioned apologies. Binnie Pitt, Sarah Robinson. Julie Snell.</p> <p>AC read a letter of resignation from Sue Madgwick due to her role at Babcock changing resulting in a conflict of interest. She would continue to have a monthly meeting with AF. The Co-operative Trust would need to agree a replacement Foundation Governor.</p>	
3.	<p>To receive the Minutes of the Meeting held on 22/06/15. (previously circulated to Governors) Approved and signed as a correct record.</p> <p>AF spoke about Minute No. 11.4 Excellence for All where there is a Meeting this Thursday at the school.</p>	
4.	<p>Update Declarations of Interest Forms * <i>Governors had completed for the details to be on the website by the deadline date of 1/9/15.</i> RE – DCC DD – Acting Principal and Governor at Petroc.</p>	
5.	<p>To receive matters arising from previous minutes. 5.1 IAG Report. Mrs O Rowe circulated details of the future planning day. The staff member, Mr Ian Jones, had suggested a report is given later when the new curriculum details were operational. OR and EV to meet and discuss RAISE Online destination data with Mr Jones.</p>	Further Report to be given at Sub Cttee Meeting in Oct.
6.	<p>Review of Policies: 6.1 To review the Pay Policy. (Model DCC Policy previously circulated to Governors). AF explained a 1% pay award uplift to the minima of the main pay range and a 2% uplift to the maxima of the main pay range. Most co-op schools are doing 1% and his recommendation was in line with pay and conditions and 2% for above and beyond teachers for MPS6. SW said 1% is factored into the budget. Proposed by AF, seconded by EV and unanimously agreed. The revised policy will be emailed out.</p> <p>6.2 To review the Finance Policy. Lead Governor for Finance Mr P Govier and the Premises & Business Manager Mr S Walker had reviewed this Policy ahead of the Meeting and Mr Govier proposed to the Full Governing Body that the Policy is adopted. SW said it was fit for purpose. Seconded by GP and unanimously agreed.</p> <p>6.3 To review the Performance Management Policy. This Policy is now known as that under 6.4.</p> <p>6.4 To review the Professional Capital Policy (previously circulated to Governors).</p>	Clerk By mid Oct.

	Proposed by AF, seconded by GP and unanimously agreed.	
7.	To reaffirm School Vision / Aims * This was included in the Strategic School Development Plan and Bookmark. Proposed by AC, seconded by AS and unanimously agreed.	
8.	To review and celebrate School exam results. * AF had rewritten the school SEF where there had been a focus to improve Maths. The best ever recorded level of progress, 15% improvement had been recorded. The SEF also focused on History which was up by 27% in the A* - C category. English results had been disappointing and AF expanded on the details. Past history did not indicate there would be a problem and all the exam papers had gone back for re-marking. All other subjects were increased. There is a robust and rigorous action plan for English and Governors were given full details. EV asked various questions about the strategy of getting an English teacher and this was fully explained. S Wyer asked if the interventions for Maths and History will continue and this was confirmed. PG asked how it was felt about next year's results. AF explained all the measures possible were in place. AC said overall the results were a success apart from one critical blip and he was confident AF had the necessary procedures in place to address this. Governors recognized the achievements of the staff and AC would write a letter to them.	AC by end of Sept.
9.	To decide whether Full Governing Body Meetings and Committee Meetings should be opened or closed for 2015/16* AC proposed meetings were open, seconded by PG and unanimously agreed. There is the facility for a confidential element.	
10.	To review Governors Code of Practice (copy attached) * The latest updated version had previously been circulated to Governors. Proposed by AS, seconded by DD and unanimously agreed.	
11.	To review Standing Orders (previously circulated to Governors) * The front page to be updated to be in line with revised in-house paperwork. Proposed by EV, seconded by DD and unanimously agreed.	Clerk to circulate by mid Oct.
12.	Committee Structure. * The 2014/15 list previously circulated to Governors. 12.1 To agree Committee structure for Resources Committee and Teaching & Learning Committee. EV questioned SR, as a member of staff, on the Personnel section and it was suggested she was moved to Finance, Premises and Health and Safety. Simon Walker would update her with the details. New Parent Governor Georgia Newman to be on the Teaching & Learning Committee. 12.2 To agree Lead Governors for Resources Committee and Teaching & Learning Committee. To be done at Committee Meeting.	S Walker by end of Sept. At Cttee Mtgs in October.

	<p>12.3 To appoint Governors on First, Second Committees and other Committees. (2014/15 list circulated to Governors, or to decide, as suggested at the 2015 Clerk's Update that no specific Governors are on Committees which can cause problems in attendance and conflict, and ask when necessary, if Governors are available) As proposed a pool of Governors, seconded by GP and unanimously agreed to trial this for a year.</p> <p>12.4 To agree Terms of Reference for Committees (previously circulated to Governors). Pupil Premium Lead Governor to be added to the T&L Terms of Reference and Georgia Newman. The Terms of Reference would also be agreed at the first Committee Meeting. Proposed by AC, seconded by AS and unanimously agreed.</p>	At Cttee Meetings in October
13.	<p>To decide whether Chairs of Committees are appointed by Governing Body or Committee Members at first Meeting * AC proposed at first Meeting, seconded by GP and unanimously agreed.</p>	Oct Cttee Meetings
14.	<p>To review Governor areas of special interest * Defer to Committees.</p>	Pct Cttee Meetings
15.	<p>To remind Governors of the need to be quorate to make decisions and reaffirm the quorum of the Governing Body * . Noted.</p>	
16.	<p>Review procedures for dealing with complaints, staff grievances, redundancy and staff appeals including standing committees * Procedures were in place.</p>	
17.	<p>Annual housekeeping tasks – Governors were reminded of the procedure for putting items on the Agenda.</p> <p>Governors were reminded of Part II procedure and confidentiality.</p> <p>Governors were reminded of the procedure for dealing with apologies and sanctioning of apologies.</p> <p>Governors were reminded of the procedure for dealing with Correspondence.</p>	
18.	<p>Safeguarding. Governors had been asked to note the following Courses: Understanding Safeguarding + Child Protection Responsibilities for new Governors – Tuesday 20/10/15: Barnstaple Hotel, Barnstaple, 6pm – 8pm. There is also a similar course in Exeter on 24/09/15.</p> <p>Responsibilities of the Safeguarding Governor. Tuesday, 10/11/15, Lavender House, Ashburton. 4pm – 7pm.</p> <p>AF confirmed that a member of the Senior Leadership Team trained in safeguarding is present at recruitment interviews. S Walker and B Pitt had undertaken safer recruitment.</p>	
19.	<p>Vacancies on the Governing Body. The following vacancies currently exist: 2 x Parent Governors. Parent Governor Elections are in progress. 1 x Co-opted Governor. In this connection, a further letter had been sent to South</p>	

	<p>Molton Town Council inviting a Councillor to be nominated. The next Town Council Meeting is on 22/9/15.</p> <p>Mr A Finney is noted as an ex-officio Governor. If Mr Finney is agreeable, Governors to decide that he should be noted as the Principal. Proposed by AC, seconded by AS and unanimously agreed.</p> <p>Since the Agenda was prepared, a letter of resignation had been received from Sue Madgwick. This results in a Foundation Governor vacancy.</p> <p>SR to be advised regarding Foundation Governor process in her capacity on the Co-operative Trust.</p> <p>No Terms of Office are expiring in this academic year.</p>	<p>Clerk to advise Gov Services by end Sept.</p> <p>Clerk to advise SR by end Sept.</p>
20.	<p>To draw up a plan of Governor visits for 2015/16. AF had emailed Governors regarding the first SSDP meeting on 20 October which would look at the Development Plan.</p>	
21.	<p>To receive confirmation that the Head Teacher's performance meeting is set. To confirm governors to undertake Head Teacher's performance management and book training as necessary. There are two training courses for this: Thursday, 8/10/15: Tiverton Hotel, Tiverton. 5.30pm – 8.30pm. Thursday, 22/10/15: Great Moor House, Exeter. 5.30pm – 8.30pm. Governors are encouraged to attend so that there is a good pool of Governor experience to call on.</p> <p>AC to make the necessary arrangements. 3 Governors have attended training.</p>	<p>AC to book by Cttee Meetings</p>
22.	<p>Items requested by Mr A Finney, Principal. 22.1 Ofsted questions for Governors. Leadership of school is for everyone. On 18 November, Pauline Robbins will be visiting school to work with various teams and the Governing Body. She is well qualified and would be able to assist in this subject. The purpose of the visit is to challenge and ask the questions Ofsted would ask.</p> <p>22.2 Academy Conversion. All schools will become Academies. AF felt the school should be in control of its own destiny and after speaking with the Regional Schools Commissioner, he wanted to progress a Multi Academy Trust (MAT) involving feeder schools and one other secondary school with co-operative values with a view to conversion in the near future. The school had already been approached by North Molton Primary School where there had been discussions with them to join with SMCC and AC advised there had been expressions of interest from three Primaries and three Secondaries who would like to link. An email from North Molton Primary School advised of a visit from Governor Services officer Julie Stuchbery-Ullah to speak to our Governing Body on Thursday 1st October at 7pm about Federations, Co-Operative Trust Status, Academies and MATs to enable our Governors to make informed decisions about the future direction of our school. An invitation was extended for SMCC Governors to attend.</p> <p>AC felt there should be a separate meeting to fully discuss and take an informed decision.</p>	<p>Govs invited to attend</p> <p>Govs invited to attend</p>

	<p>RE asked for a nutshell guide and AF will send out. DD asked about the assets and this was explained.</p> <p>22.3 SEF for 2015/16. Circulated to Governors on 1/9/15. Governors were asked to read through it.</p> <p>22.4 SSDP, written in line with the new Ofsted criteria from September 2015. Circulated to Governors on 1/9/15. The document was updated on 10/09/15 and circulated Governors. There is a meeting on 20/10/15 to further discuss this as mentioned in Minute No. 20.</p> <p>22.5 iGCSE English ‘special’ document. Circulated to Governors on 1/9/15.</p> <p>22.6 SSDP bookmark. Circulated to Governors on 1/9/15.</p> <p>22.7 Times of the School Day. Revised timings were in the Principal’s Report. The beginning and end of school day unchanged. Proposed by AC, seconded by As and unanimously agreed.</p>	<p>AF to send by 2/10/15</p>
<p>23</p>	<p>To assess Governor training needs. Governors were booked onto the following courses:</p> <ul style="list-style-type: none"> ▪ Gail Puffitt. Secondary Curriculum – Data & Pupil Progress (for Governors) ▪ Sheila Wyer. Secondary Curriculum – Data & Pupil Progress (for Governors) ▪ Arthur Symons. Understanding Safeguarding + Children Protection responsibilities for New Governors on 20/10/15 ▪ Sarah Robinson. Governors Update on 3/11/15 ▪ Gail Puffitt. Governors Update on 3/11/15 ▪ Ellen Vernon Secondary Curriculum and Pupil Progress ▪ Ellen Vernon Safeguarding for new Governors ▪ Ellen Vernon Governor Updates New Ofsted Framework <p>Simon Walker asked Governors to submit travel claims promptly.</p>	
<p>24.</p>	<p>Matters brought forward at the discretion of the Chair. 24.1 Principal’s Report had been circulated and was noted.</p> <p>25.2 New Build. The final meeting had taken place on the morning of this Meeting. Ac felt in a position to support the new built by the Governing Body following an additional six figure sum taking the amount over £10 million. The best possible deal for the school had been made involving many meetings and negotiations.</p> <p>AC asked for permission to sign the back to back letter. The next stage was the final contract and drawings. The planners had no objections. Proposed by AC, seconded by OR and unanimously agreed.</p> <p>25.3 2016/17 School Calendar. AF went through the details where some dates would take into account of the expectation of moving into the new school after Christmas 2016. Proposed by AC, seconded by GP and unanimously agreed.</p> <p>25.4 Preventing Radicalization Policy. Previously circulated to Governors showing one minor amendment on page 3. Proposed by AC, seconded by AS and unanimously agreed.</p>	

	<p>25.5 High Achievers & Talented Students Policy. Proposed by AS, seconded by EV and unanimously agreed.</p> <p>25.6 In one Year. A condensed version of all that had happened over the last year had been circulated to Governors.</p>	
25.	<p>Part II Confidential. Proposed by AS to go into Part II Confidential. Seconded by PG and unanimously agreed.</p>	
26.	<p>Date of next Meeting: Monday, 23 November 2015 at 6pm. The Meeting ended at 9.10pm.</p>	
<p>Summary of Decisions:</p> <p>➤</p>		
<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>

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