

Minutes of South Molton Community College Full Governing Body Teaching and Learning Committee held on Monday, 18 May 2015 in the A2L Room at 6.15pm.

Chaired by: Diane Dimond		Clerked by: Sue Squire
Present: Andy Comerford Diane Dimond Andrew Finney (Principal) Rebecca Fowler Binnie Pitt Gail Puffitt Oonagh Rowe Julie Snell Ellen Vernon Sheila Wyer		Agenda: - Sanctioned apologies Declarations of Interest Verbal Report – Safeguarding Approval of the Minutes of 23/02/15 Matters Arising Lead Governor Reports Policies School Improvement Plan Items raised by Principal not covered during the Meeting Chairman’s Business Date of next Meeting
Also in attendance: Dave Lewis, vice Principal Debbie Williams, Principal’s PA		
		<u>Action:</u>
1.	Sanctioned apologies. Sue Madgwick.	
2.	To receive Declarations of Interest. DD – Vice Principal and Finance Manager. Petroc Governors were reminded of the confidentiality aspect of any Part II items.	
3.	Verbal Report on safeguarding to be given by Dave Lewis, Vice Principal. - It had been a busy time with pupils suffering stress, particularly those in Year 11. - Some safeguarding issues had arisen. - There had been several MASH (Multi Agency Safeguarding Hub), some linked to - - Year 11 and others in lower year groups. - Binnie Pitt was monitoring the situation. - Fortnightly action meetings were taking place attended by himself, Binnie Pitt, the school nurse, CAMS representative and Campbell Orr to identify pupils for an update. - There was concern about pupils leaving and their information being passed to a Further Education College. - A meeting is planned with AC, Chair of Governors. AC asked if it was an unusual bulge in numbers. This was confirmed. AC asked the reason it wasn’t picked up before. DL thought it was an unnatural spike. JS asked if it could it be related to each other. Answer: The issues are right across school from Y7 to 11. RF asked if new tutor groups would have an effect. DL felt a lot of good will come from this. Answer: Staff had been made aware. Teaching assistants are adept at spotting issues and refer at an early stage. AF explained the pressure on DL, the curriculum and timetable. Other work had to be put to one side to deal with issues.	

	<p>JS asked how the file gets closed. Answer: Files go dormant but are still in child protection. They are passed on to the next provider.</p> <p>RF asked if it is part of the SEN watch. Answer: Everything feeds into staff protection. Staff are told to report to 3 child protection staff. BP said many children dealt with are not special needs. DL commented that the hardest issues is when there is no parental help. Much help was down to close working with Selina from CAMS and having a Councillor.</p>	
4.	<p>Approval of the Minutes of the Teaching & Learning Committee Meeting held on 23 February 2015. (previously sent to Governors and copy attached for ease of reference. Approved and signed as a correct record after amendments were noted to the attendance of OR and EV. Proposed by AC, seconded by GP and approved.</p>	
5.	<p>Matters Arising from the Minutes.</p> <p>5.1 Child Protection & Safeguarding Policies. All Governors with the exception of RF have signed the document associated with this. This was done at the Meeting.</p> <p>5.2 The Homework Policy had been signed off.</p> <p>5.3 Equality and Diversity Policy. This was the same one as approved at the Resources Committee.</p>	
6.	<p>To receive Reports from Lead Governors as follows:</p> <ul style="list-style-type: none"> • Curriculum (Sue Madgwick). No Report given. To be asked to provide one for the Full Governing Body Meeting on 23/06/15. • SEN/Inclusion (Rebecca Fowler/Julie Snell) It had not been possible to go into school and arrangements are being made with a view to the Report being sent to note at the Full Governing Body Meeting. One of the things that came up last time was the SEN Policy which had been rewritten by Steve Rodgers. • Safeguarding/CPR (Andy Comerford) Seeing DL and will report at Full Governing Body Meeting on 23/06/15. • School Improvement/Raising Achievement (Sue Madgwick) No report given. • IAG (Information Advice & Guidance) (Oonagh Rowe) No report given. It had not been possible to go into school and arrangements are being made with a view to the Report being sent to note at the Full Governing Body Meeting. Feedback will be obtained from pupils to gauge support from the school and older pupils. AF referred to the destination data on RAISEonline. • Community/Parental Links. (Sue Squire, Clerk to the Governors – in the absence of a Lead Governor). Circulated to Governors ahead of the Meeting. Binnie Pitt volunteered to be the Community/Parental Links Lead Governor. <p>Pupil premium. DD had an appointment to see Steve Rogers the following Friday. This to be included on future Lead Governor Reports.</p>	
7.	<p>Policies to be reviewed: The following Policies have been reviewed by staff and sent to Governors to review and recommend adoption:</p>	

	<ul style="list-style-type: none"> ▪ Assessment. A working draft to be approved at the Full Governing Body Meeting. DL informed assessments were not done in school any more and he had rewritten the Policy. SISRA has released a new data tracking system. Ofsted is expected to give more guidance this Summer. He is meeting with DD. ▪ Behaviour & Discipline. This had been reviewed and restructured by Campbell Orr and is in line with vertical tutoring. Taken by AC to review and include on Full Governing Body Agenda for approval. ▪ Examinations Appeal. AC recommended approval. ▪ Freedom of Information. AC recommended approval. ▪ Literacy Policy. AF advised that staff member Rachael Ward is a Pupil Champion for pupil literacy. She had visited various schools and completely re-written the Policy. Governors recognised the work that had gone into this. ▪ Management of Controlled Assessments. Reviewed by GP and recommended for approval. ▪ Paternity. AC had clarified the issue which had delayed adopting this Policy, which was now recommended for approval. ▪ Progress reporting. Recommended for approval after being reviewed by Campbell Orr. This links with assessment calendar and assessment policy. ▪ Race Equality. Deferred from the February Meeting pending more enquiries being made. It is part of the Equal Opportunity and Diversity Policy. ▪ Special Educational Needs. Reviewed by RF and recommended for approval subject to one small grammatical amendment. ▪ Volunteers in School. Recommended for approval by AC. ▪ Whistle Blowing. Recommended for approval by AC. <p>AF advised the college had a new website and all Policies had been standardised.</p> <p>Proposed by DD, seconded by OR and unanimously agreed to approve the Policies.</p> <p>The Anti-Bullying Policy had previously been approved.</p>	
8.	<p>School Improvement Plan. <i>This is a standing Agenda.</i> Monthly updates are sent to Governorrss. AF advised how updates are done. The SEF has been rewritten by AF.</p> <p>DD felt a summary sheet to show the items which had moved on at Committee Meetings would be useful.</p> <p>GP asked what Mint Class was. Answer: It allows to identify children, e.g. pupil premium, gifted and talented.</p> <p>EV asked about resources re retirements and other changes. This was clarified.</p>	
9.	<p>Items raised by the Principal not covered during the Meeting. Vertical Tutoring. AF had met with Heads of Year.</p>	

	<p>In the first two terms, it concentrated on teaching and learning. This term, the focus has been on pastoral issues.</p> <p>Governors were circulated with document which he went through covering each category in depth.</p> <p>Pupil Conduct Report was circulated. Various models had been considered and the new method will help academically and pastoral.</p>	
10.	Chairman's Business. None.	
11.	Date of next Teaching & Learning Meeting: Meetings for the 2015/16 academic will be agreed at the FGB Meeting on 22/6/15. The Meeting ended at 7.48pm.	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 23/02/15 ➤ Policies 		
<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 Teaching & Learning Committee:</p>		<p>Date:</p>