

**Minutes of South Molton Community College Full Governing Body Meeting held on Monday, 22 June 2015 at 6pm in the A2L Room.**

<b>Chaired by: Andy Comerford</b>	<b>Clerked by: Sue Squire</b>	
<b>Present:</b>  <b>Andy Comerford AC</b> <b>Diane Dimond DD</b> <b>Andrew Finney (Principal) AF</b> <b>Richard Edgell RE</b> <b>Philip Govier PG</b> <b>Sue Madgwick SM</b> <b>Binnie Pitt BP</b> <b>Gail Puffitt GP</b> <b>Sarah Robinson SR</b> <b>Oonagh Rowe OR</b> <b>Arthur Symons AS</b> <b>Ellen Vernon EV</b> <b>Sheila Wyer SW</b>  <b>Also present: Simon Walker,</b> <b>Business and Premises Manager</b>  <b>David Lewis, Vice Principal</b>	<b>Agenda: -</b> Sanctioned apologies Declarations of Interest Approval of the Minutes of 23/03/15 Matters Arising from the Minutes Sub Committee Minutes Principal's Report Finance Policies Governing Body Vacancies and Committee Structure Reports Items requested by Mr A Finney, Principal Reports on Governors Visits Governors Competency/Skills Matrix Safeguarding Governor Training Matters brought forward at the discretion of the Chair 2015/16 Academic Year Part II Confidential	
		<b><u>Action:</u></b>
1.	<b>Sanctioned apologies.</b> Rebecca Fowler, Julie Snell, David Tucker.	
2.	<b>Declarations of Interest.</b> <b>Richard Edgell – Councillor at Devon County Council</b> <b>Diane Dimond – Acting Principal, Petroc</b>	
3.	<b>To receive and approve the Minutes of the Full Governing Body on 23/03/15.</b> (previously circulated to Governors) <b>Proposed by AS, seconded by SR to approve and sign as a correct record.</b>	
4.	<b>To receive matters arising from the Minutes:</b> <b>4.1 Vice Chairman.</b> AC was pleased to advise that AS was willing to stand. <b>Proposed by AC, seconded by GP and unanimously agreed.</b>  <b>4.2 Appraisal Policy written by Paul Berry.</b> The document had been forwarded to Governors and was discussed later in the Meeting.  <b>4.3 Pay Policy.</b> The updated DCC version had been forwarded to Governors. <b>Proposed by GP, seconded by AS and unanimously agreed.</b>  <b>4.4 South Molton Town Council</b> had been invited by letter to nominate a Community Governor and a reply was awaited.  <b>4.5 Governors Challenge.</b> This was covered under the Principals Report.  <b>4.6 Schedule of Events</b> for Governors. This was on the website as well as school calendar.  <b>4.7 Attendance of Governor at Senior Leadership Team Meetings.</b> This would not be a regular occurrence but as and when necessary.  <b>4.8 CPD Log of Governors Training.</b> Governors had been circulated with the details, backdated 2 years.	

5.	<p><b>Sub Committee Minutes.</b></p> <p><b>5.1 The draft Minutes of the Resources Committee Meeting (Chair PHILIP) on 23/05/15 were received and noted.</b> (previously circulated to Governors)</p> <p><b>5.2 The draft Minutes of the Teaching &amp; Learning Committee Meeting (Chair DIANE) on 23/05/14 were received and noted.</b> (previously circulated to Governors)</p>	
6.	<p><b>Principal's Report</b> (previously circulated to Governors). Received and noted by Governors. AF briefly went through the details.</p> <p><b>SR asked with levels of progression, do we know number of those who aren't making 3 – 4 levels of progression.</b></p> <p>AF advised that Heads of Maths are focusing in 3 levels of progression.</p> <p><b>SM asked if the target is in the SDP.</b></p> <p>Answer: The Fisher Family Trust (FFT) is being replaced by FFT Aspire. FFT20, not available previously, is a benchmark figure for school.</p> <p><b>As a group of Governors how do we know if this is good?</b></p> <p><b>Governors asked for the 2014 reference for comparison purposes and this will be addressed.</b></p> <p><b>SM requested the document showing coloured boxes: green box = good, red box = bad.</b></p> <p>The school will not be opting into Progress 8. AF gave more details.</p> <p><b>EV asked about Progress 8 measure data</b> and AF explained how this is based. It will be common across all schools.</p> <p><b>SM why the pupil premium gap is wider in Maths.</b></p> <p>AF explained about intervention carried out.</p> <p>Pupil Premium children do better at SMCC than nationally. The teacher appointed for the specific role is closing the gap.</p> <p>Governors to note the results at the AGM and if more to be done, consideration for a presentation at T&amp;L Committee.</p> <p>AC referred to a very complimentary letter circulated to Governors (received by the Clerk but not from AF) and congratulated to him and staff for a positive letter.</p>	
7.	<p><b>Finance.</b></p> <p><b>7.1 Approval of the final budget.</b></p> <p>PG advised the Resources Sub Committee had met to consider the final budget. The final carry forward was £206,000 and he recommended the budget was adopted.</p> <p><b>Proposed by AC, seconded by EV and unanimously agreed.</b></p> <p>AF expanded on the figures where the school was looking at a 3 year balanced budget.</p> <p><b>7.2 Summary Budget Monitoring.</b> Details submitted to County for this term had been circulated to Governors in the new style. The Financial Reporting Suite was still under construction. There is a predicted £305,000 under-spend, less in future years.</p> <p><b>7.3 Financial Reporting Suite.</b> Simon Walker gave a presentation on this new system.</p> <p><b>Items requested by Simon Walker.</b></p> <p><b>7.4 Whole School Printing Strategy</b> (Philip Govier/Simon Walker).</p> <p>Expenditure had been reviewed and he was looking to reduce equipment. Some equipment was on a lease basis and underused due to other devices (photocopiers). Consumables were expensive and a new contract would include consumables, be better value for money and fit for purpose and means.</p> <p>A new contract, inclusive of maintenance, would cost £16,000 - £16,000 compared to £25,000 based on cost per copy. The new system would replace the out of date structure, reduce waste and a more efficient way to work.</p>	

	<p><b>AC asked how sensitive printing would be done.</b> Answer: ID, swipe card and biometrix means.  <b>AS asked the location of the machines.</b> Answer: Will still be around the building.</p> <p><b>PG proposed to commit expenditure of £11,200 p/a on a 4 year contract to update the printing system, copies at additional cost, subject to the new build with equipment in the present building in the meantime. Seconded by AS and unanimously agreed.</b></p> <p><b>7.5 Cashless Payments/catering</b> (Philip Govier/Simon Walker).  Efficiency had been examined. The procedure was explained and would reduce handling cash with the resources required for this. It would Allow parents to see what children are spending money on. It will be an extension of school communication and messaging procedure.  Linked to this would be cashless catering allowing the canteen to be managed more efficiently and would be more effective, particularly for the FSM (Free School Meals) pupils. Allergy situations can be programmed into the system which has safety features.</p> <p><b>EV asked if parents need internet.</b> Answer: No, can be done by apps through phone.  Using the biometrix is no threat to security - a grid is made of finger to create an identity with no personal data stored. Alternatives of fingerprints cannot be read and it would be an opt in system.</p> <p><b>DD asked if the £12,000 cost is in the budget, being conscious that Governors approved the budget earlier and were now being asked to approve an expenditure.</b>  Answer: Having only just been identified it has not been specifically earmarked. The budget is structured to meet the school's needs. The costs have only recently been known and SW felt the financial risk was acceptable. Confirmation was given it would be possible to transfer it to the new build at no cost.</p> <p><b>PG proposed to advance 12k to cashless system in principal with a view to possibility commencing at the Autumn half term.</b>  This item was deferred to the Resources Meeting with full agreement of Governors.</p>	<p>Oct Resources Meeting</p>
<p>8.</p>	<p><b>Policies: To approve the following:</b></p> <ul style="list-style-type: none"> <li>- <b>Social Networking Policy</b> reviewed and recommended for approval by EV. <b>Agreed.</b></li> <li>- <b>Disciplinary Policy</b> reviewed and recommended for approval by AS. (DCC Policy with a slight update in Policy History). <b>Agreed.</b></li> <li>- <b>Assessment</b> Reviewed and recommended for approval by DD. <b>Agreed.</b></li> </ul> <p>DL explained a working party looked at this and gave further information. DD's comments about pass and good pass had been included and staff will be advised by letter.</p> <p>AF thanked DL for his work on the Curriculum Policy where changes will come into effect in September 2015.</p> <ul style="list-style-type: none"> <li>- <b>Literacy.</b> Reviewed and recommended for approval by AC. <b>Agreed.</b></li> <li>- <b>Race Equality.</b> This is included in the Equal Opportunity and Diversity Policy, already adopted.</li> <li>- <b>Staff Leave and Absence.</b> This DCC Policy sought approval for leave from work of members of staff for 3 days over a year.  Reviewed and recommended for approval. <b>Agreed.</b></li> <li>- <b>The Staff Appraisal Policy</b> had been reviewed by the Unions, reviewed by AC and circulated to Governors.  AF explained the document had been tailored to the school which had been agreed by the Unions, and credited Paul Berry for his work with this.  <b>Proposed by GP, seconded by EV and unanimously agreed.</b></li> <li>- <b>Behaviour Policy.</b> Reviewed and recommended for approval by AC. <b>Agreed.</b></li> </ul>	

9.	<p><b>Governing Body Vacancies and Committee Structure.</b></p> <ul style="list-style-type: none"> <li>- There are three Parent Governor Vacancies. Closing date for nominations was 22/06/15. One nomination had been received from Georgia Newman, who was also a Teacher Governor at Sticklepath Primary School.</li> </ul> <p><b>Proposed by AC, seconded by AS and unanimously agreed.</b></p> <p>Another election to be held in September.  PG, SR, AS, BP and AC would be present at a new student event on 30 June to encourage parents to put their names forward.  Governors ID badges were being progressed.</p>	Clerk
10.	<p><b>Reports.</b></p> <p><b>10.1 Pupil Premium.</b> Diane Dimond (previously circulated to Governors) went through the details. The forecast is predicted to improve but gap decreases and this needed to be monitored. AF confirmed that all staff would be acutely aware of the figures. Attendance would be addressed by the EWO (Educational Welfare Officer) if below 90%.</p> <p><b>SM asked if the school has intervention pack.</b>  Answer: SR had looked at literature and Development Plan follows the resource.</p> <p><b>SW asked if EBACS would have to be looked at</b> and this was confirmed with AF going into further detail.  Pupil Premium is tracked across the board together with smart target Maths and English.  SR to give a presentation to T&amp;L Meeting.</p> <p><b>10.2 SEN.</b> Rebecca Fowler &amp; Julie Snell (previously circulated to Governors &amp; attached to these Minutes.)</p> <p><b>10.3 IAG.</b> Oonagh Rowe advised that after speaking with Ian Jones, he had suggested the report is delayed following the new curriculum details. It was the intention to send a Report by the end of this term.  She attended the Duke of Edinburgh evening which was very challenging.</p>	OR
11.	<p><b>Items requested by Mr A Finney, Principal.</b></p> <p><b>11.1 5+ GCSE inc. English and Maths national picture – 2008, 2012, 2014.</b> Details previously circulated to Governors.  Governors had asked questions ahead of the FGB and had been sent details as a result of Devon being the worse funded in the country.  SMCC is above 57.4% for English and Maths which is not a new pattern.</p> <p><b>SW asked why Cornwall is better than Devon.</b> Governors gave their thoughts with a combination of factors: broadband, seaside resorts.</p> <p>SW spoke about pupils who cannot participate in after school activities who are bussed to and from rural areas.</p> <p><b>RE asked if late buses were available.</b>  Answer: No, but there have been after school classes for boys.  In his capacity as County Councillor, he mentioned the TAP (Town &amp; Parish) Fund which assists with travel facilities.  SR advised the library is open until late.</p> <p><b>11.2 Cooperative Academy Conversion Information.</b>  Governors had been circulated with literature and AF gave further details of meetings which had been / being attended and visiting schools to gain as much research as possible.</p> <p><b>11.3 Ofsted changes from September 2015.</b>  Literature had been circulated to Governors. Strategic school development will be altered to accommodate the new changes.</p>	

	<p><b>11.4 Excellence for All.</b> Governors had been circulated with the details. This will be how the school is judged by DCC from September.</p> <p><b>DD questioned judgement by DCC as well as Ofsted.</b></p> <p>SM advised said DCC has a statutory obligation to monitor school progress and to give support when necessary.</p> <p><b>DD asked if all schools were involved.</b> It applied to Academies and free schools. SM left the Meeting.</p>	
12.	<b>To receive Reports on Governor Visits.</b> This was covered under safeguarding.	
13.	<b>Governors Competency/Skills Matrix.</b> Paperwork had been sent to Governors for completion and was covered under Minute No. 15.2.	
14.	<p><b>Safeguarding.</b> AC had met with DL. The appointment of a Deputy Vice Principal will be on the FGB AGM Agenda.</p> <p>DL advised Governors he had introduced a document which will form basis of report which was circulated to Governors based on one produced by Babcock which will be expanded.</p> <p>The school was looking to appoint an additional staff member to form part of the safeguarding team in September 2015.</p> <p>Safeguarding update for staff and governors will be included in the document.</p>	
15.	<p><b>Governor training.</b></p> <p><b>15.1</b> Details of training had been sent to Governors via the online version of Devon Governor and the hard copy of the Magazine was available for Governors at the Meeting.</p> <ul style="list-style-type: none"> <li>o Noted that David Tucker attended a Health and Safety Course on 4 June.</li> <li>o Noted that Sue Squire, Clerk to the Governors, had circulated a written Report on her attendance at the Clerk's Update Course in Bideford on 18 May.</li> <li>o Noted that Sarah Robinson and Philip Govier are booked to attend an FMS Financial Reporting Suite - Presentation for School Governors Course on 16 July.</li> <li>o SR asked to be booked on to the Governors Update.</li> </ul> <p><b>15.2 Training Budget. AC proposed a sum of £1,000.00. Seconded by BP and unanimously agreed.</b></p> <p>AF explained about Blue Sky. There was a recommendation to include Governors in the Blue Sky appraisal.</p> <p>SW / SR will analyse and feed into Blue Sky.</p>	Clerk
16.	<p><b>Matters brought forward at the discretion of the Chair.</b></p> <p><b>16.1 North Molton Primary School.</b> Governors had been forwarded with details of a proposal and views have / are being received.</p> <p>AF explained the situation. The head teacher is retiring and the Governing Body had voted to work with SMCC. This continues to be explored with dialogue continuing.</p> <p>AF felt the school has a duty to support feeder schools. Parents had been informed. DD left the Meeting.</p> <p><b>RE asked about Federation</b> and AF responded with his thoughts seeing it as a co-operative trust partnership.</p> <p><b>EV asked about the business case and associated risks.</b></p> <p>Answer: It was too early to say at the present time. The first meeting was informal, the second meeting minuted.</p> <p>BP left the Meeting.</p> <p><b>16.2 How is the FGB going to support staff?</b> To be further discussed when the proposal is known.</p>	
17.	<p><b>2015/16 Academic Year:</b></p> <p><b>17.1 Dates of 2015/16 Meetings agreed as follows:</b></p>	

	<p><b><u>FGB Meetings at 6pm.</u></b>  Monday 21 September 2015 (AGM)  Monday 23 November 2015  Monday 21 March 2016  Monday 20 June 2016</p> <p><b><u>Committees: Resources at 5pm. T&amp;L at 6.15pm.</u></b>  Monday 19 October 2015  Monday 22 February 2016  Monday 23 May 2016</p> <p><b>17.2 The procedure for the election of Chair and Vice Chair at the AGM in September was agreed at the 2014 AGM with AC in post for 3 years.</b></p>	
18.	<p><b>Part II Confidential.</b> The Meeting did not go into Part II Confidential.  The Meeting ended at 8.27pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Minutes of 23/03/15</b></li> <li>➤ <b>AS to be Vice Chairman</b></li> <li>➤ <b>Pay Policy</b></li> <li>➤ <b>Final Budget</b></li> <li>➤ <b>Expenditure on updated new printing arrangements</b></li> <li>➤ <b>Policies</b></li> <li>➤ <b>Georgia Newman as a Parent Governor</b></li> <li>➤ <b>Governors training budget of £1,000</b></li> <li>➤ <b>2015/16 Meetings</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed:  Chair of the Full Governing Body of South Molton  Community College:</p>	<p>Date:</p>	