

Minutes of the Full Governing Body of South Molton Community College held on Monday, 23 March 2015 in the A2L (Aspire To Learn) Room at 6pm.

Chaired by: Andy Comerford		Clerked by: Sue Squire
Present: Andy Comerford AC Diane Dimond DD Richard Edgell (from Minute No. 4) RE Andrew Finney (Principal) AF Philip Govier PG Sue Madgwick SM Gail Puffitt GP Sarah Robinson SR Oonagh Rowe OR Julie Snell JS Arthur Symons AS David Tucker DT Sheila Wyer SW Neil Young NY Simon Walker, Business & Premises Manager Dave Lewis, Vice Principal		Agenda: - Welcome to new Governors Election of Vice Chairman Sanctioned Apologies Declarations of Interest Nomination and Co-option of new LA Governor To receive & approve the Minutes of the FGB Meeting on 24/11/14 To receive matters arising from the Minutes Sub Committee Minutes To receive the Principal's Report To approve the final budget To approve LEA services Governing Body Vacancies & Committee Structure Items request by Mr A Finney, Principal Policies To receive Reports on Governor Visits Governors Competency/Skills Matrix Safeguarding To assess Governor training needs Matters brought forward at the discretion of the Chair Part II Confidential Date of next Meeting
	The Chairman welcomed Sarah Robinson, Co-opted Governor and Sheila Wyer, Staff Governor, to their first Full Governing Body Meeting.	<u>Action:</u>
1.	Election of Vice Chairman. Deferred.	
2.	Sanctioned apologies. Ellen Vernon. Working commitments. Rebecca Fowler. Family commitments (hospital visiting) Binnie Pitt.	
3.	Declarations of Interest. Sue Madgwick – Babcock International Richard Edgell – DCC (from Minute No. 4) Diane Dimond - Petroc.	
4.	To approve the nomination and co-option of County Councillor Richard Edgell as a Local Authority Governor to replace County Councillor Jeremy Yabsley who had resigned since the last Full Governing Body Meeting. Devon County Council had approved the nomination. <i>County Councillor Edgell left the Meeting for this item.</i> Proposed by Philip Govier, seconded by Gail Puffitt. Unanimously agreed. <i>Councillor Edgell returned and was handed relevant paperwork and forms by the Clerk.</i>	
5.	To receive and approve the Minutes (Parts I & II) of the Full Governing Body on 24/11/14. (Part I previously circulated to Governors). The Part II Minutes were circulated at the Meeting. Approved and signed as a correct record after it was noted that Ellen Vernon was present.	

6.	<p>To receive matters arising from the Minutes.</p> <p>6.1 AF updated Governors on the progress of the Appraisal Policy being written by Paul Berry which was almost complete and had to be seen by the Unions. The Policy would embrace current staff performance management system and the new development within the school. It would include support staff (professional capital). The new system was expected to be in place by September 2015.</p> <p>6.2 Governors were updated on the progress of the Pay Policy. Governors to be circulated with the updated DCC version to Governors.</p> <p>6.3 Noted that details of Supporting pupils with Medical Conditions had been sent to Arthur Symons, Lead Governor for Personnel on the Resources Committee who had recommended this was approved at the Resources Committee Meeting on 23/02/15.</p> <p>6.4 AC confirmed a letter is being sent to Year 9 parents highlighting Parent Governor vacancies.</p> <p>6.5 AC had approached South Molton Town Council to nominate a Community Governor. An approach letter required from the Governing Body.</p> <p>6.6 Governors Challenge. Covered later in the Meeting. RG asked if the site has been acquired for the junior school. This was confirmed.</p>	<p>Include on June Agenda</p> <p>Clerk June Agenda</p> <p>Clerk Next Agenda</p>
7.	<p>Sub Committee Minutes.</p> <p>7.1 The draft Minutes of the Resources Committee Meeting (Chair PHILIP) on 23/02/15 were noted. (previously circulated to Governors)</p> <p>7.2 The draft Minutes of the Teaching & Learning Committee Meeting (Chair DIANE) on 23/02/14 were noted. (previously circulated to Governors)</p>	
8.	<p>To receive the Principal's Report (previously circulated to Governors) SM thanked AF for including the data on the front of the Report. SM asked about the data of a general interpretation. AF confirmed the ability of current Y11 is 27.1, National is 27.6, so slightly less than average. Last year, it was slightly above KS2 data. AF went through the data.</p> <p>AC asked levels of progression in maths, would they be expected to be the same? Answer: No, different. A letter had gone to parents of Y11 explaining the reward scheme in place which is proving very popular and successful. GCSEpod was also explained which had received over 2000 hits. We have also invested in both maths and English and are expecting improvements (the Sisra data indicates an improvement).</p> <p>AC asked if the GCSE pod can be accessed by Y10? Answer: All year 10 students will have access before half-term.</p> <p>SR asked why the big difference English, and Maths regarding pupil premium?. Answer: Stephen Rogers would have the details. There is a large under achievement with boys. SR would be the best person to ask. The value added is being looked at and if necessary, will go immediately into intervention. Future plans were advised to pick students in lower Year groups. The interventions this year have been focused on boys improvement (as shown in SSDP). Governors felt there would be benefit in Stephen Rogers attending a T&L Meeting.</p> <p>JS asked if it would be the students in A2L which would be focused on in regard to the dyslexia teacher?</p>	<p>Next T&L Meeting</p>

11.	<p>Governing Body Vacancies and Committee Structure.</p> <p>11.1 There continued to be two Parent Governor Vacancies. A third Parent Governor vacancy would apply from 30/03/15 when Mr N Young's Term of Office comes to an end. A Parent Governor Election was underway in respect of the three vacancies.</p> <p>11.2 The Committee Structure was updated. (previously sent to Governors as at October 2014). In particular, Governors need to appoint a Lead Governor to Community and Parental Links and appoint a Governor on the First Committee to take the place of former Governor County Councillor Jeremy Yabsley. New Governors Sarah Robinson and Sheila Wyer are on the Resources and Teaching & Learning Committees respectively. Members of staff cannot be on the First or Second Committees A schedule of events to be available for the next Meeting.</p> <p>AC proposed, SR seconded, unanimously agreed.</p> <p>11.3 Appointment of a Pupil Premium Governor. DD was willing to do this. AC proposed, JS seconded, unanimously agreed.</p>	For June FGB Meeting
12.	<p>Items requested by Mr A Finney, Principal.</p> <p>11.1 Feedback from Co-operative visit. Governors had been advised of the Co-op Trust visit, part of Greater Devon Schools Co-operative partnership. An HMi, the principal of Holsworthy and other senior leaders from other schools visited over 2 days. The subsequent Report had been circulated.</p> <p>AF had 2 days in Tiverton on a Co-operative visit. This focuses on improving performance and will be embedded in the Development Plan. Governors had feedback policy and learning paperwork sent.</p> <p>SM said about the recommendation to go to T&L. Governors felt it was honest and the process was good giving good insight in the problems and how they would be addressed. DD questioned there was sufficient leadership support for AF and SM echoed this.</p> <p>AF mentioned the staff presentation he held called 'ground truths' (the presentation was sent to all governors). The position of the school was explained and the improvements required to be put in place. The team included an ex HMI who stated that the school was doing exactly the right things and should not shy away from rapid change. There will be a repeat process on a rota basis for all schools in the GDSCP.</p> <p>Sheila Wyer was at the meeting when AF spoke to staff and felt he put it over very well. There were a lot of new things coming in and he explained this in such a way that although it was scary and challenging, it was nothing more than expected and that a lot of the things were creating less work and the workload would not increase. AF was certain of the need to challenge to drive school forward.</p> <p>11.2 SSDP. The original Development Plan had been shelved. AF asked how Governors would support the 5 lines and wanted the Governing Body to recognise the 5 areas and where they would specialise in a certain area.</p> <p>JS asked how AF would want Governors to move forward. Answer: Areas had been identified that are under achieving.</p> <p>SM questioned if the Two Tier Governor structure should continue.</p>	

	<p>DD suggested a visit is done on the Two Tier structure attached to specific priorities.</p> <p>AF said the Development Plan is available to all. It is a weekly item at the SLT (Senior Leadership Team) meeting and AF rewrites it every month it being a working document.</p> <p>AF wanted to see Governor challenge in various subjects.</p> <p>GP asked in terms of the development team, presume they will meet together. Answer: The idea is that these teams will go and meet in regular meeting in the 2015-16 academic year.</p> <p>GP asked of a Governor could attend a meeting and this was confirmed. There will be a structure in place from September. Meetings happen once a term and would be open meetings where a Governor could ask questions.</p> <p>AC felt it was important to have a Governor attend the next Meeting. SM suggested Governors are given a schedule of meetings.</p> <p>11.3 Academy Conversation. AF felt as a Governing Body, we are not 100% convinced that we know whether we should or should not become an Academy as the pros and cons are not known and the benefits and advantages should be ascertained. It is possible to become a Co-operative Academy and have the Co-op values. AF would like to hold the school's destination. SM felt Governors should have conversation but not sure if this was the right time due to other pressing priorities. To be an item on the September Agenda.</p> <p>11.4 Governor Support for Staff Concerns. AF would like a system in place involving a structured meeting with staff if any conduct or capability issues that involved a governor. OR asked if any other schools do this and it was confirmed. Governors agreed to proceed.</p> <p>11.4 Keele Survey. This positive document had been emailed to Governors. There were two areas of concern (1) healthy food options where AF had met with the Kitchen Manager resulting in a questionnaire to all parents together with various improvements and (2) assessment data which had been redesigned how assessments carried out and parents will have more information from the Summer.</p>	<p>June FGB Meeting</p> <p>Sept FGB Meeting</p>
<p>13.</p>	<p>Policies.</p> <p>1.1 Admissions. The 2016 version previously circulated to Governors for studying ahead of the Meeting. Governors had been asked for their thoughts on the Fair Access Protocol Section 2. Please study the document in order to be able to comment.</p> <p>AS proposed, SM seconded and unanimously agreed to adopt.</p> <p>12.2 Child Protection and Safeguarding. The paperwork had been circulated to Governors for studying ahead of the Meeting. A sign up system had been introduced in January for staff and as of today, all have signed up to safeguarding and child protection policies confirming they understood it and will use the information. All Governors were asked to sign, which was done. All who comes to work in school or who are regular visitors are asked to sign. The flyer in all classrooms and staff room was shown advising who the Child Protection Officer is. All policies are in the staff room, as are referral slips to complete if necessary.</p>	

	<p>DL had prepared the Policies in line with Devon and National Policies, tailored to the school. DL explained how busy his day could be in this area which does vary, following a question from AC. As well as safeguarding, it comes under the child protection umbrella. DL was thanked for his work on this.</p> <p>AC proposed, DD seconded, unanimously agreed to adopt the Policies.</p> <p><i>The Principal had requested the following two Policies were added to the Agenda after it had been prepared and sent which had been circulated to Governors.</i></p> <p>12.3 Home Learning Policy (March 2015) coming into force after Easter. For pupils who do not have access to the internet, at lunchtime they can download information and use memory sticks. The school will remain open for them to use the facilities. S Wyer asked where pupils would record homework which was previously done in school planners. AC to ask R Uffendell about this. He was not convinced the student planner was the right book.</p> <p>DD felt the school should make sure there is equality of opportunity. She was advised that parents will be emailed and Show my Homework will be presented after Easter. R Uffendell wants to make sure all students have the details. AC said there needs to be work on the recording of homework and make sure all are treated fairly.</p> <p>Proposed by DD, seconded by SR and agreed by Governors to adopt with those provisions.</p> <p>12.3 Marking and Feedback Policy (March 2015). In force after Easter. AF advised the current Policy was not being used and marking has moved on a long way since the last Policy. Every half term staff are writing feedback on a piece of work and the student replies. It is about dialogue with a member of staff. Expectations are what is considered to be a minimum requirement.</p> <p>SM proposed, AS seconded and unanimously agreed to adopt.</p>	
14.	<p>To receive Reports on Governor Visits. 14.1 An Achievement Report from SM had been circulated to Governors and was noted. SM challenged AF on the RAISEonline report where new feedback had been received. She welcomed AF's openness and honesty, finding it easy to have a discussion.</p> <p>JS commented that other visits by Governors were reported at Committee Meetings. It was felt these should be included on the FGB Agenda. The Clerk to circulate Governor Monitoring Forms</p> <p>14.2 Sarah Robinson had attended a Chair's Briefing and went through the details. More questioning by Governors was highlighted.</p>	Govs visits on all FGB Agendas. Clerk
15.	<p>Governors Competency/Skills Matrix. AC explained this was necessary. S Walker had to make an annual submission to County which assessed financial practice. The Clerk to circulate the details to Governors who need to complete by the June FGB Meeting. S Walker will collate and assess based on an action plan which he will do.</p>	Clerk Govs
16.	<p>Safeguarding. This had been covered by DL.</p>	

17.	<p>To assess Governor training needs. Details of training had been circulated to Governors by the Clerk in the form of the online version of Devon Governor. The latest hard copy was circulated to Governors at the Meeting.</p> <ul style="list-style-type: none"> ○ Noted that Ellen Vernon had attended a New Governors Course. ○ Update from Sarah Robinson on a Chair's Briefing (Report previously circulated to Governors). ○ Noted that David Tucker was unable to attend the Health and Safety Course due to illness and had been re-booked to attend on 4 June. ○ Noted that Sue Squire, Clerk to the Governors, is booked on to the Clerk's Update Course in Bideford on 18 May. ○ Noted that Sheila Wyer is booked on to a New Governors Course on 13/5/15. <p>The Clerk to prepare a CPD log backdated 2 years.</p>	Clerk
18.	<p>Matters brought forward at the discretion of the Chair.</p> <p>18.1 Simon Walker, SMCC Monitor. This followed on from the summary report provided at the Resources Committee. He went through the items. Currently the carry forward forecast is £360,000. This would help set the budget for the next 3 years. The document would be provided to Governors ahead of each Meeting.</p> <p>S Walker spoke about the new system in the new financial year, the Financial Reporting Suite. He would provide a brief run through and a synopsis report at the next FGB Meeting.</p> <p>Governors were encouraged to contact him with any questions. The Clerk to be advised for record keeping purposes.</p> <p>PG asked about the Local Area Partnership figure and this was explained by SW and AF.</p> <p>The Monitor to be part of general agenda.</p> <p>18.2 Sarah Robinson advised that the Culture Trust had former Governor Jeremy Yabsley as Chair. The proposal is that AC proposed SR to be Chair, S Walker to be Company Secretary in her place.</p> <p>AF expanded on the details and reason for this.</p> <p>PG asked if AC would not be part of the Trust and was advised he could be an Associate. The Articles of Association could be changed to incorporate this.</p> <p>AC proposed SR as Chair and Trustee, seconded by GP, unanimously agreed.</p>	S Walker Monitor on Agendas
19.	<p>Part II Confidential. The Meeting did not go into Part II Confidential.</p>	
	<p>Date of next Meeting: Monday, 22 June 2015 at 6pm. The Meeting ended at 8.44pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Nomination and Co-option of Richard Edgell as an Local Authority Governor ➤ Minutes of 24/11/14 (Parts I & II) ➤ Resources Committee to agree the budget. Ratified by FGB in June 2015. ➤ LEA Services ➤ Two Tier Committee Structure ➤ Diane Dimond as Pupil Premium Governor ➤ Governor support for staff concerns ➤ Admissions Policy ➤ Child Protection and Safeguarding Policies ➤ Home Learning Policy ➤ Marking and Feedback Policy 		

➤ **Culture Trust, Chair and Trustee to be Sarah Robinson**

These Minutes are agreed by those present as being a true record.

Signed:
Chair of South Molton Community
College Full Governing Body:

Date: