

**Minutes of South Molton Community College Full Governing Body Meeting  
held on Monday, 23 November 2015 at 6pm.**

<b>Chaired by: Andy Comerford</b>	<b>Clerked by: Sue Squire</b>	
<b>Present:</b> <b>Andy Comerford AC</b> <b>Marc Cornelius MC</b> <b>Diane Dimond DD</b> <b>Richard Edgell RE</b> <b>Andrew Finney (Principal) AF</b> <b>Rebecca Fowler RF</b> <b>Philip Govier PG</b> <b>Georgia Newman from Minute No. 4.2 GN</b> <b>Gail Puffitt GP</b> <b>Andrew Redpath AR</b> <b>Wendy Rickard WR</b> <b>Sarah Robinson SR</b> <b>Oonagh Rowe OR</b> <b>Arthur Symons AS</b> <b>David Tucker DT</b> <b>Ellen Vernon EV</b> <b>Sheila Wyer SW</b>  <b>Simon Walker, Business &amp; Premises Manager</b> <b>Dave Lewis, Vice Principal</b>	<b>Agenda: -</b> Welcome to new Parent Governors New Governors Sanctioned apologies Minutes Matters arising from previous Minutes Review of Policies Safeguarding Principal's Report To monitor the progress of the School Improvement Plan & agree programme of Governor visits linked to the Plan To identify Governor / Clerk training needs Items requested by Mr A Finney Consider benchmarking statistics from Resources Committee Chair's Business Part II Confidential Date of next Meeting	
	<b>The Chairman welcomed Mrs Kirstie Miller and Mrs Wendy Rickard as a newly elected Parent Governors.</b>	<b><u>Action:</u></b>
1.	<b>New Governors.</b> <b>1.1 To approve the co-option of Councillor Marc Cornelius as a Co-opted Governor.</b> <b>Proposed by RE, seconded by AS and unanimously agreed.</b>  <b>1.2 To approve the appointment of Tony Strickland, a PE Support Manager at the school, as an Associate Governor.</b> <b>Proposed by SR, seconded by PG and unanimously agreed.</b>  <b>1.3 Approval that Mr Andrew Redpath is appointed as a Foundation Governor.</b> The appointment had been confirmed at an earlier Meeting of the Co-operative Trustees. Mr Redpath was welcomed as the newly elected Foundation Governor. He was invited to give a brief history of his work as a Her Majesty's Inspector, recently retired. Mr Redpath felt it was useful to get involved with a local school with his main interest being in HMI. He had inspected some secondary schools in the past and carried out survey work on SEN review and alternative education provision. He was looking forward to learning a new role.  <b>1.4 To appoint new Governors on to the Resources Committee or Teaching and Learning Committee.</b> <b>Resources:</b> Marc Cornelius, Kirsty Miller, Tony Strickland. <b>Teaching &amp; Learning:</b> Wendy Rickard, Andrew Redpath, Marc Cornelius.	Clerk to advise Babcock

	There are now no vacancies on the Governing Body.	
2.	<b>Sanctioned apologies.</b> Julie Snell, Binnie Pitt (training), Kirsty Miller (childcare issues).	
3.	<b>Declarations of Interest.</b> Richard Edgell. Representative of the Education Authority on DCC. Diane Dimond. Acting Principal, Petroc. Marc Cornelius. South Molton Town Council. Andrew Redpath. School Improvement Partner for two Devon Schools.	
4.	<p><b>Minutes:</b></p> <p><b>4.1 To receive the Minutes of the Meeting held on 21/09/15.</b> (circulated previously to Governors). <b>Proposed by EV, seconded by GP and unanimously approved and signed as a correct record. A Summary of decisions to be included on the last page.</b></p> <p><b>4.2 To receive and note only the Minutes of the Resources Committee (CHAIR Philip) and Teaching and Learning Committee (CHAIR Diane) held on 19/10/15.</b> These were being checked for accuracy having been taken by Simon Walker due to the Clerk's sick leave.</p> <p>At this point in the Meeting, Governors were advised by the Principal regarding the Ofsted Inspection which had recently taken place. This was the third school in Devon to undergo the new Ofsted framework from September 2015. Initially, it was to be a short inspection by two well qualified and experienced Inspectors who concentrated on the 2010/13 data following which a full Inspection was carried out by an additional team the following day. When the team left on the Thursday evening, they were very impressed with what is being done in school and the official Report was expected in 14 days where it was expected that some items will require addressing. They were of the opinion that the school was an exciting place to be on the back of the Report and the new build. The students had been appraised of the situation. The staff had pulled together well ensure that all details were available.</p> <p>The lead inspector had spoken to the Principal regarding converting to an Academy or a Multi Academy Trust.</p> <p>AC considered it was the most challenging and most satisfying Ofsted Inspection in which he had been involved, and paid tribute to the dedication of the staff.</p> <p>When the Report is received there will be a separate Full Governing Body Meeting to go through the details and start the foundation work for the Grade to be Outstanding next time.</p>	Clerk
5.	<p><b>To receive matters arising from previous minutes.</b></p> <p><b>5.1 School Exam Results.</b> AC advised it had not been possible for him to send a letter of thanks and appreciation to staff and this would be combined within a letter also thanking staff for all their hard work in connection with Ofsted.</p> <p><b>5.2 North Molton Primary School.</b> RE attended a Meeting on 1/10/15 regarding Federation which was covered under Minute No. 9.</p>	AC

<p>6.</p>	<p><b>Review of Policies.</b></p> <p><b>6.1 Governors Visits.</b> This was being reviewed by a staff member then by Andy Comerford.</p> <p>He asked the Clerk to check if the Governing Body could adopt a Code of Conduct prepared by the National Governors Association. To be an item on the March 2016 Agenda.</p> <p><b>6.2 Governors Allowances.</b> This had been reviewed by a staff member who was satisfied with the details. PR proposed adoption. To be ratified at the next Resources Committee Meeting.</p> <p><b>6.3 ICT:</b></p> <ul style="list-style-type: none"> <li>a) ICT</li> <li>b) ICT Acceptable Use</li> <li>c) VLE Acceptable Usage</li> <li>d) Disaster Recovery Plan</li> </ul> <p>The above ICT Policies were due for review and currently being looked at by the Simon Walker and David Lewis before passing on to Safeguarding Officer, Andy Comerford to review.</p> <p><b>6.4 Children in Care.</b> <b>Proposed by AC to recommend approval. Agreed by Governors.</b></p> <p><b>6.5 DCC Safeguarding Policy.</b> This was adopted in February 2015 and is appearing on the website. The document is to be tailored to the school. The document had been reviewed vigorously twice during the Safeguarding Audit and Ofsted, the latter saying it was good and appreciation given to David Lewis. Simon Walker advised it was looked at during the financial audit and nothing was flagged up. To receive a further report on the updated version at the next Meeting with very little change expected.</p>	<p>FGB Agenda</p> <p>Resources Meeting</p> <p>AC</p> <p>Next Meeting</p>
<p>7.</p>	<p><b>Safeguarding.</b></p> <p><b>7.1 To receive a Report</b> from the Safeguarding Officer, Mr A Comerford. This had to be postponed due to the Ofsted Inspection. David Lewis gave a report which was circulated to Governors. Exclusion figures were not noted but included on the Principal's Report.</p> <p>SR advised that on a training event, it was suggested that Governors should sign to confirm they had seen the report to which AC replied that he sees the report. David Lewis went through the details.</p> <p>There is a single point of contact and the Assistant Vice Principal, Campbell Orr will be the designated safeguarding officer who is experienced.</p> <p>David Lewis explained the DAF (Devon Assessment Framework). This was a huge clerical commitment.</p> <p>Students see it as an important lifeline providing support from the school.</p> <p>SR and BP were attending online counselling training in Braunton with virtual online counselling paid for by DCC and rolled out to all schools.</p>	

	<p>It was difficult to get an officer from MASH (Multi Agency Safeguarding Hub). Self harm, alcohol and domestic violence is high in Devon.</p> <p>AR was pleased to hear there is a good relationship with CAMs.</p> <p><b>7.2 Children in Care Policy.</b> A new Policy (circulated to Governors) had been written by Mr S Rogers, SENDCO.</p> <p><b>Proposed by SR, seconded by DT and unanimously agreed that AC should be the designated Governor whose name would appear on the Policy.</b></p> <p><b>7.3 New DCC Safeguarding Policy.</b> (Clerk's Alert dated 8/10/15 refers). This Policy had been adopted. The Clerk to send to Governors after AC's name had been included.</p> <p><b>7.4 Safeguarding Training</b> had been undertaken by Arthur Symons and Ellen Vernon and a Report circulated to Governors. Mr D Lewis (Vice Principal) was present to respond to the points raised in the Report. EV asked about training and enquired if there was a process. The Clerk to check if there is a form to complete.</p> <p>David Lewis gave details of the response. An in-depth response was given regarding dress code for staff which was being put through the Union. MC enquired if there was no Policy and a problem is identified, how could this be followed up? AF replied that the issue would be referred to teaching standards.</p> <p>AR spoke about the appropriateness of staff as a role model and felt Governors should be invited to compile a document. EV offered to do this. WR noted that conventional dress is worn on non pupil days.</p> <p>Culture. There are posters in every room. Safeguarding and radicalization details were outside David Lewis's room and in the staff room. There is one page update for staff and Governors to receive this also. All staff are asked to complete two online courses and Governors are asked to do the same.</p> <p>Governors to be sent the links regarding radicalization and FGM (female genital mutilation).</p> <p>All documentation is on a link accessible to Governors through access to VLE. There is still GEL online training. Staff are aware of safeguarding and Ofsted had spoken to staff which verified that David Lewis had told them.</p> <p>Governors can upload Blue Sky training as a record.</p> <p>AF gave details of the VLE password and user name which is subject to data protection. Loss of data was discussed. The Data Protection Policy was being looked at by David Lewis and Simon Walker.</p> <p>MC was surprised that the VLE had a tab showing names feeling that personnel issues and contracts could be an issue.</p>	<p>Clerk</p> <p>Clerk</p>
<p>8.</p>	<p><b>To receive the Principal's Report.</b> Circulated to Governors. SR asked regarding exclusions and permanent exclusions, querying what was</p>	

	<p>general attendance. She was advised that Campbell Orr would have this information.</p> <p>Pupil Premium students have a 94% attendance and students with a 90% or below attendance are followed up. There is a section on attendance on the VLE. Attendance is tracked through SIMs and goes on safeguarding details.</p> <p>DD spoke about contractors recalling at the last Meeting Governors approved that the Chair signed a back to back letter, and asked if the new build proceeds had been approved. She was advised that the school has no control over this as it is between DCC and the Department for Education.</p> <p>MC asked about what the contractors are allowed to do during school day and also in relation to the noise impact. Simon Walker informed he had a pre-contract meeting which discussed delivery times, to be before 9.30am, and also included health and safety and safeguarding. The main contracts had agreed method statements and all relating working practices with the Planning Department so that the community and school are not impacted. He had previously worked with them and professional contractors. A gate man is on site who can be contacted regarding issues. There has been a health and safety meeting following which the health and safety of pupils are being reviewed.</p>	
9.	<p><b>To monitor the progress of the School Improvement Plan and agree programme of Governor visits linked to the Plan.</b> It was acknowledged that this is still to be addressed and will be an item on the next FGB Agenda.</p>	Next Agenda
10.	<p><b>To identify Governor / Clerk training needs.</b> The Clerk is booked on to the following Courses:</p> <ul style="list-style-type: none"> <li>• The Clerk as an Administrator</li> <li>• The Clerk as an Adviser</li> <li>• The Clerk as a Facilitator</li> </ul> <p>Governors have attended the following training this Term.</p> <ul style="list-style-type: none"> <li>▪ Binnie Pitt. Safer Recruitment &amp; Allegations Management INITIAL Training. This was in fact attended by Steve Rogers.</li> <li>▪ Gail Puffitt. Secondary Curriculum – Data &amp; Pupil Progress (for Governors)</li> <li>▪ Sheila Wyer. Secondary Curriculum – Data &amp; Pupil Progress (for Governors)</li> <li>▪ Arthur Symons. Understanding Safeguarding + Children Protection responsibilities for New Governors on 20/10/15</li> <li>▪ Sarah Robinson. Governors Update on 3/11/15</li> <li>▪ Gail Puffitt. Governors Update on 3/11/15</li> <li>▪ Ellen Vernon Secondary curriculum</li> <li>▪ Ellen Vernon Safeguarding</li> <li>▪ Ellen Vernon Governors update.</li> </ul>	
11.	<p><b>Items requested by Mr A Finney.</b> <b>11.1 New Build.</b> The up to date details were given on all aspects, including the estimated completion and arrangements for when the school would be available to use, with the transfer of furniture and other equipment being organized. It had been necessary for parts of the present school to be out of bounds in</p>	

connection with the demolition of some buildings.

**11.2 Academy Conversion.**

AF had been approached by three groups of schools asking if he was prepared to form at MAT (Multi Academy Trust) including two secondary schools.

He is meeting with two heads of local schools who want to work alongside South Molton Community College.

This school is in a clearer position now as a Governing Body for direction as Ofsted had given a strength of destination.

AF felt Governors should think more seriously about the school and would like a breakaway group of the Governing Body to concentrate on forming a MAT or Academy.

AF felt it would help sharing good practice to have another secondary school working in partnership and his opinion was that we should link with one secondary school and some feeder schools.

RE asked at what point did it get unmanageable. AF had looked at the Okehampton and Tiverton model, and Chulmleigh has a model. It is still at the early stages and a small Committee could progress this.

SR advised we can register our interest in becoming an Academy and funding can be drawn down which does not have to be paid back.

AR said the key would be what the school gets out of it. Secondary schools gain a lot from staff development but over a certain distance this becomes difficult. With primary schools involved, it would help pupils who need additional help, where the needs are and what would help and work.

SW asked if it could be a Co-operative MAT and this was confirming, adding that one of the secondary schools who had approached us as a Co-operative school. She felt our co-operative values were important.

RE asked about economies of scale. AF replies that the priority is learning in the classroom.

A Committee was formed comprising PG, SR, S Wyer, AS, AR, AC and Simon Walker.

PG asked if an Academy can take a carry forward with into academy status. This point would have to be checked and it was thought it could.

MC felt care should be exercised about what benefits would accrue to the school and did not think the Academy model is the best one as services would have to be paid for.

AF thought benefits would be for teaching and learning. AR suggested bullet points showing the advantages which SR offered to do.

**11.3 Cooperative Visit 18 November 2015.**

This had been cancelled due to the Ofsted Inspection.

**11.4 Presentation Evening.** This had been very successful with BBC Spotlight reporter Simon Hall, Crime News Reporter in attendance, who had visited three times and was very supportive of the school. There had been good feedback on his visits.

Govs  
noted in  
Minutes

SR

	<p><b>11.5 Code of Conduct for School governing Boards from the National Governors' Association.</b> (circulated to Governors). This had been covered earlier in the Meeting.</p> <p><b>11.6</b> Benchmarking statistics to be looked at when figures arrived. Passwords to be circulated to show the details. Governors to be asked if there are any points they wish to raise.</p>	Govs
12.	<p><b>Chair's Business.</b></p> <p><b>12.1 Clerk's Appraisal.</b> This had to be postponed due to other events at school and would now take place on Thursday, 26/11/15.</p> <p><b>12.2 Governance Healthcheck.</b> Pencilled in for 13/1/16.</p> <p><b>12.3 Governors Contact List.</b> The Clerk to prepare and circulate.</p>	AC/Clerk  Clerk
13.	<p><b>Part II Confidential.</b> <b>Proposed by RE, seconded by EV and unanimously agreed to go into Part II Confidential.</b> AC reminded Governors of confidentiality of this item.</p>	
14.	<p><b>Date of next Meeting:</b> Monday, 21 March 2016 at 6pm. The Meeting ended at 8.20pm.</p>	
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Marc Cornelius as a co-opted Governor, Tony Strickland as an Associate Governor</b></li> <li>➤ <b>Minutes of 21/09/15</b></li> <li>➤ <b>AC to be designated Governor shown on Children in Care Policy</b></li> <li>➤ <b>The Meeting to go into Part II Confidential</b></li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		
<p>Signed: Chair of South Molton Community College Full Governing Body:</p>		<p>Date:</p>