

**Minutes of South Molton Community College Full Governing Body Meeting
held on Monday, 21 March 2016 at 6pm.**

<p>Chaired by: Andy Comerford</p>	<p>Clerked by: Sue Squire</p>
<p>Present:</p> <p>Andy Comerford Marc Cornelius Richard Edgell Andrew Finney (Principal) Philip Govier Georgia Newman Gail Puffitt Andrew Redpath Wendy Rickard Sarah Robinson Julie Snell Tony Strickland late Arthur Symons Ellen Vernon Sheila Wyer</p> <p>Simon Walker, Business & Premises Manager</p> <p>Dave Lewis, Vice Principal Campbell Orr, Assistant Vice Principal</p>	<p>Agenda: -</p> <p>Procedural Items Sanctioned apologies Register of Interests Correspondence Structure of the Governing Body Minutes of Meetings Matters Arising from the Meeting on 23/11/15 Governance Review</p> <p>Strategic Items Annual Cycle Governor Visits Approve final budget</p> <p>Monitoring and Accountability Reports</p> <p>Governing Body Training Items brought forward at the discretion of the Chairman</p>

		Action:
1.	<p>Procedural Items.</p> <p>1.1 Sanctioned Apologies. Diane Dimond. Tony Strickland would be late. Governors attendance at FGB Meetings will appear on the website shortly on the same document as Declarations of Interest.</p> <p>1.2 Declarations of Interest. Richard Edgell, Devon County Councillor. Ellen Vernon – North Devon Council employee. Register of Interests are now appearing on the website as mandatory.</p> <p>1.3 Correspondence. Resignations since the last FGB Meeting: Rebecca Fowler (Co-opted Governor); Binnie Pitt (Co-opted Governor); Kirsty Miller (Parent Governor); Philip Govier (Parent Governor).</p> <p>1.4 Structure of the Governing Body. To elect the following Co-opted Governors: Philip Govier as a Co-opted Governor (replacing Rebecca). Tony Strickland (at present an Associate Governor) as a Co-opted Governor (replacing Binnie). Proposed by AS, seconded by RE, all agreed.</p> <p>Parent Governor Elections to be held to fill the current 4 vacancies following the resignations of Oonagh Rowe, David Tucker, Philip Govier and Kirsty Miller.</p> <p>1.5 Minutes of Meetings. Governors approved:</p> <ul style="list-style-type: none"> ▪ The Part I and Part II Minutes of the FGB Meeting on 23/11/15. ▪ The Part I and Part II Minutes of the Extraordinary Meeting on 18/01/16. 	<p>Clerk to advise Babcock</p>

- The MAT Meeting on 24/02/16.

Governors received and noted the Minutes of the Resources Meetings of 22/02/16 and Teaching and Learning Meeting on 22/02/16.

1.6 Matters Arising from the Meeting on 23/11/15.

- ❖ Babcock had been advised of the co-option of Marc Cornelius.
- ❖ A summary of decisions has been included on the Minutes of 21/09/15.
- ❖ AC confirmed a letter of thanks and appreciation had been sent to staff.
- ❖ National Governors Association Code of Conduct. Confirmation has been given that this can be adopted. Clerk to circulate.
- ❖ Fixed term exclusions ratification is an item on the next Resources Agenda.
- ❖ AC recommended adoption of the first two Policies. Work was ongoing in respect of the other two.
 - ICT; ICT Acceptable Use; VLE Acceptable Usage & Disaster Recovery Plan.

- ❖ Campbell Orr, designated Safeguarding Officer, circulated paperwork regarding the updated Safeguarding Policy. There had been two meetings with Governor Wendy Rickard.

SR asked if the figures were good, bad or indifferent historically.

Answer: It was hard to compare with last year and when there is something to compare it to, the situation would be clearer.

Ofsted had picked up on the chronology. Regular training was taking place and there was more information on prevent with good ideas.

GP noted that we were the second lowest in the County for fixed term exclusions.

The numbers were clarified after a question from AR and the actual number to be clarified.

MC asked if repeat offenders are tracked.

Answer: Yes and the various provisions in place were explained. AR thought an impact initiative would be helpful to see and this could be included in a Lead Governor Report (next time).

- ❖ Safeguarding Policy has been amended to include AC as designated Governor and circulated to Governors.

This required amendment as a Chair of Governors cannot be a designated Safeguarding Governor.

PG proposed the appointment of Wendy Rickard as Safeguarding Officer, seconded by AS and agreed.

MC advised Sophie Morrison was the new community police constable appointed for South Molton and suggested an invitation is extended to her to present to students.

- ❖ Training Form. Governors have been invited to complete a form following attendance on a course. The Clerk to forward a template to AF's PA.

- ❖ A document on appropriate dress code for staff produced by EV had been circulated to Governors.

This had been discussed with staff and unions. Staff found the document acceptable.

SR spoke about the risk of not employing a person who could be a good teacher.

RE felt the college should be flexible to those who measure up in every other way.

WR had spoken to children who had their own ideas of an appropriate dress code.

MC felt smart dress was important and engendering the ethic at an early age and aspiration to become a professional, it is important and teaching staff should set a standard.

WR spoke about high level academics where diversity is celebrated.

Clerk

Clerk

	<p>JS felt it was subjective and open to interpretation. AR advised the main concern from staff was the length of female staff skirts making some feel uncomfortable. The document would be sent with recruitment papers. AC proposed the document was accepted and reviewed in a year, seconded by S Wyer. Agreed with two votes against.</p> <ul style="list-style-type: none"> ❖ Co-operative Visit. Cancelled due to Ofsted. This was not a full cooperative visit but an additional day AF had agreed direct as a pre-Ofsted preparation. ❖ Updated list of Governors. Circulated to Governors. <p>1.7 Governance Review. 1.7.1 Meeting dates for the Summer Term to be on the same basis as previously, i.e. one per term for Committees. The Resources Committee would meet on 27 April 2016 at 5pm to approve the budget.</p> <p>1.7.2 To set up a Working Group to compile an Action Plan resulting from the Governance Review. AR, WR, TS had made a start. AC, EV would also be involved. PG noted the assessor had questioned the Governing Body size and it was felt we should work with the present number until the review is completed.</p> <p>1.7.3 To consider an increase in the Clerk's hours as a result of the additional meetings. An appraisal had been carried out between AC and the Clerk on 17/3/16. The Clerk left the room while this was discussed. As Governors had not agreed additional Meetings, the hours to remain the same. Overtime to be claimed when necessary.</p>	Diary note to include on FGB Agenda March 17
2.	<p>Strategic Items. Annual Cycle.</p> <p>2.1.1 Evaluate success / impact of School Improvement Plan focusing on the three core functions. This was included in the Principal's Report.</p> <p>2.1.2 Consider benchmarking statistics from the Teaching & Learning Committee. Agree action points. This item was not discussed as Diane Dimond, Chair of the T&L Committee was not present.</p> <p>2.1.3 Receive reports and evidence from Governor visits. Covered later in the Meeting.</p> <p>2.1.4 Approve final budget. This would be agreed by the Resources Committee on 27 April 2016. Proposed by AS, seconded by GP and unanimously agreed that the FGB give the Resources Committee power to agree the budget and recommend ratification at the June FGB Meeting.</p>	
3.	<p>Monitoring & Accountability. Reports.</p> <p>3.1 Principal's Report. Circulated to Governors separately by the Principal together with School Strategic Development Plan 2016 – 2019; Attendance Data 2015-16 and Headline Tracker. JS asked when it is decided governors have training on SISRA. Answer: The School Data Manager will give a presentation to the FGB. S Wyer asked if 145 pupils in Year 7 is based on PAN (Planned Admission Number). Answer: Yes. That Year Group is now full. MC asked about the response rate for the parent questionnaires. Answer: It was double the national average.</p>	

SR asked if there was feedback for 'Random Acts of Kindness.

Answer: Yes and there was also a 'Student of the Week' initiative.

JS asked about staff recruitment and if there are details in the pack to advise people of new investment being put into the area to show how good the rural area is.

Answer: There are a good number attending interview the following day. When the MAT has been established, there will be good opportunities to progress continuing professional development.

AR asked about staff retention.

Answer: There is a high retention rate and staff from local schools are being attracted.

Governors accepted report.

AR asked if senior leaders were involved in the new build.

Answer: AC and a former Governor are involved. Since the new build commenced, the Governing Body has not been involved and there was no reason to be. AC and AF have weekly update meetings.

Headline tracker. Sent to Governors. Paper copies had been supplied for staff to ensure they are aware of the details showing different areas.

With the new Development Plan, SSIRA will become key for the Governing Body.

School Development Plan. Points had been taken from the Ofsted inspection. The Governance Review team will work with this document.

County Councillor Edgell left the Meeting.

AF wanted a Governor linked to a Department to involve the Governing Body in the way it is improving.

MC considered it is important for Governors to observe a lesson. It was stressed that care must be taken for Governors not to be involved in the operational process of the school. This was followed up by WR who informed that Governors should not attend in a judgmental role.

AF agreed there was value in learning walks.

SR commented that support staff are also integral to school.

AF's vision was for Governors to visit 3 times a year and visit a Department from September 2016 and this would also prepare for becoming an Academy.

MC volunteered for ICT and Maths.

WR suggested a group to be formed for visiting a Department from September 2016.

3.2 Lead Governors:

Julie Snell – SEN. Asked for clarification of Take Five, a new initiative and was having a positive effect. It will be incorporated in the next Report.

She asked why the Year 10s were involved as it takes them out of lessons.

Answer: It is a reward for getting reduced behavior points.

AR asked if it was too early to have data on literacy strategy.

Answer: It had been assessed but not embedded. There had been good feedback with parents and communication with parents which had been picked up in the Ofsted Report.

Ellen Vernon – Information & Guidance. Draft Report circulated to Governors subject to comments from Ian Jones.

She talked through the report with highlights on Principals lunch with Y8 girls, continued trend for pupils to be going to Exeter College over Petroc.

AF confirmed there had been a big shift to study in Exeter over the last few years.

	<p>Diane Dimond – Pupil Premium. Pupil Premium Report presented to the Teaching and Learning Committee Meeting on 22/2/16 together with Pupil Premium Plan 2015-16 – updated following Ofsted recommendations circulated to Governors.</p> <p>DD questioned whether due to time commitments, it was appropriate for her to continue as Chair. This would be a matter for the T&L committee in the Autumn Term.</p> <p>AF advised Governors need to be aware comparing Pupil Premium students to national non Pupil Premium students and to be aware what it looks like.</p> <p>AF advised Summer funding for Year 6 in close the gap has ended and it will not be possible to work with the most vulnerable students over the Summer. Funding is £3,000 per child for students on Pupil Premium and the school cannot support it from the budget.</p> <p>GN asked if the December mock exams are based on a different assessment. Answer: The data provided is not an unusual pattern. The dip was expected and there is a term of work to do before the proper exams.</p>	
4.	<p>Governing Body. Training.</p> <p>4.1</p> <p>Andrew Redpath, Wendy Rickard and Tony Strickland have attended New Governors Training. They had subsequently met and discussed the Governing Body structure.</p> <p>Clerk to the Governors had attended: The Clerk as an Administrator) The Clerk as an Adviser) Written Reports circulated to Governors The Clerk as a Facilitator)</p> <p>For Part II Confidential Minutes, a decision to be made when information on the Egress system has been advised by Simon Walker.</p> <p>Clerk to the Governors is booked on to the Clerk's Update in June 2016 and Effective Governance in a MAT on 9/6/16. The latter course is for Governors and has been booked by the Clerk to gain further knowledge as no specific courses are available for Clerks at present.</p> <p>WR – Healthier Living course today. CO asked for the pdf version.</p> <p>4.2 Items brought forward at the discretion of the Chairman. Part II Confidential. The Principal and Staff Governors left the Meeting. Proposed by PG, seconded by AS and agreed to go into Part II Confidential.</p>	
5.	<p>Date of next Meeting: Monday, 20 June 2016 at 6pm. The Meeting ended at 8.34pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Philip Govier and Tony Strickland agreed at Co-opted Governors ➤ Part I and Part II Minutes of 23/11/15; Part I Minutes of 18/01/16 (Part II to be agreed at the next FGB Meeting); Extraordinary Meeting of 24/02/16 ➤ Wendy Rickard as Safeguarding Governor ➤ Dress Code for Staff ➤ Resources Committee given power to approve the budget. To be ratified at the FGB on 20/06/16 ➤ The Meeting moved to Part II Confidential 		
<p>These Minutes are agreed by those present as being a true record.</p>		

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