

**Minutes of South Molton Community College Full Governing Body Resources Committee held on Monday, 22 February 2016 at 5pm.**

<b>Chaired by: Philip Govier</b>		<b>Clerked by: Sue Squire</b>
<b>Present:</b>  <b>Andy Comerford</b> <b>AC</b> <b>Richard Edgell</b> <b>RE</b> <b>Andrew Finney (Principal)</b> <b>AF</b> <b>Philip Govier</b> <b>PG</b> <b>Arthur Symons</b> <b>AS</b> <b>Ellen Vernon</b> <b>EV</b>  <b>Simon Walker, Business &amp; Premises Manager</b>		<b>Agenda: -</b> Apologies Declarations of Interest Correspondence Approval of the Minutes of 19/10/15 & the Part II Minutes of 8/2/16 Matters Arising Annual Cycle: Finance, Personnel, Buildings Health & Safety  Lead Governor Reports Training Date of next Meeting
		<b>Action:</b>
1.	<b>PROCEDURAL ITEMS.</b> <b>1.1 Apologies.</b> Marc Cornelius, Sarah Robinson. <b>1.2 Declarations of Interest.</b> Richard Edgell, DCC. Ellen Vernon, North Devon Council <b>1.3 Correspondence.</b> None.	
2.	<b>Approval of the Minutes of the Meeting held on 19 October 2015 and the Part II Minutes of the Meeting on 8 February 2016 (circulated at the Meeting).</b> <b>Approved and signed as a correct record after amendments made.</b>	
3.	<b>Matters arising from the Minutes.</b> <b>3.1</b> EV spoke about the resignation of DT which had not occurred when the last Meeting was held. There was currently a Lead Governor vacancy for Premises Health and Safety, this role being covered by the Deputy Lead Governor, Richard Edgell.  <b>3.2</b> Because the Part II Confidential Minutes were lengthy and have to be tabled at Meetings, SW to obtain a price for the Egress system for confidential items to be sent ahead of the Meeting.	SW
4.	<b>STRATEGIC ITEMS.</b> <b>Annual Cycle.</b> <b>4.1 Finance.</b> The following items had been covered at the Part II Confidential Resources Meeting on 8/2/16 and covered within PG's Lead Governor Report which had been circulated 9 days before the Meeting. - <b>Monitor budget and report to FGB.</b> - <b>Monitor any additional financial streams.</b> - <b>Prepare new draft budget for approval by FGB including Best Value Requirements.</b> - <b>Ensure completion of the School's Financial Value Standard (SFVS) and submit to Local Authority.</b> - <b>Review pupil numbers and implications.</b> - <b>Review and recommend to FGB service contracts / service level agreements.</b>  The Annual Cycle template prepared by Babcock and being used is to be addressed under Governance Review.	Clerk

	<p>SW confirmed that the mandatory return to DCC Financial Reporting Suite which showed a £329,000 carry forward, had been acknowledged.</p> <p><b>4.2 Personnel.</b> Report given under Lead Governor Report Item.</p> <ul style="list-style-type: none"> <li>- <b>Monitor and evaluate the impact of the staff development strategy to help ensure teachers support staff and Governors have the information, support and training necessary to be successful in their roles.</b></li> <li>- <b>Review current staffing structure and staffing needs for the next financial year.</b></li> <li>- <b>Review new Governors pack, induction and training needs for the GB and Clerk.</b></li> <li>- <b>Monitor staff absence.</b></li> <li>- <b>Review process for recruitment of new Governors and their induction.</b></li> </ul> <p><b>4.3 Buildings, Health and Safety.</b> A Report had been circulated 9 days before the Meeting.</p> <ul style="list-style-type: none"> <li>- <b>Identify building maintenance and improvements and make costed recommendations for improvement to GB.</b></li> <li>- <b>Review Asset Management Plan.</b></li> <li>- <b>Monitor premises aspects of the School Improvement Plan and progress made.</b></li> <li>- <b>Ensure annual Fire Risk Assessment takes place.</b></li> </ul>	
<p>5.</p>	<p><b>MONITORING AND ACCOUNTABILITY.</b></p> <p><b>5.1 Lead Governor Reports.</b> All circulated ahead of or with meeting paperwork and discussed by Governors with updates given by AF.</p> <p><b>Philip Govier – Finance.</b> See above.</p> <p><b>Arthur Symons – Personnel.</b> See above. SW updated Governors with the current personnel issues, covered under Part II of this Meeting.</p> <p><b>Richard Edgell – Buildings Health and Safety.</b> SW spoke about budget. Health and safety issues around the site will significantly diminish when the new build is completed. For the time being, work is being continued as a bare minimum to the present site to remain safe and compliant and ensure the presentation of the school is maintained.</p> <p>There were ongoing discussions with the Army Cadets regarding their storage facilities on the site that was subject to a Lease.</p> <p>PAT testing for approximately 5,000 items on the site was behind schedule due to a technician leaving for which a recruitment process was underway.</p> <p><b>AC asked about retention of the 2 temporary classrooms.</b>  <b>Answer: AF had met with Mike Green, EFA, and explained they were required to be retained on site for various reasons.</b></p> <p>Fire drill procedures on site had been changed.</p> <p>A 3 year rolling review for DT (design and technology) was about to be implemented with a whole Health and Safety Audit to be carried out later in the year.</p>	

	<p>Marc Cornelius had voiced concerns to SW about entries in the accident book which he felt seemed high. SW explained that broken down, it equated to one or two entries a day and this did not give cause for concern. SW was close to finalizing an enhanced accident reporting system in school.</p> <p>At future meetings, SW intended to speak about lone working. The area is covered by a DCC Policy to go in the Health and Safety file. The Policy would need to be adopted.</p> <p>PG asked if staff should be clocked in and out. Answer: SW replied that on balance there were other factors that could be done to mitigate the work.</p> <p>The SFVS (Schools Financial Value Service) document required a signature, which had been circulated to Governors for information. EV raised a question regarding staff appraisal. Answer: SW confirmed the staff structure would be reviewed when staff leave. Staff are supported on an annual basis as to what their needs are so that they can be supported.</p> <p>Governors were in agreement for the document to be signed subject to a minor amendment as follows: "To confirm the staff structure is reviewed on an annual basis".</p> <p><b>Rugby Club Planning Application.</b> This would be raised at a Co-operative Trust Meeting. The Application had been submitted to North Devon Council. EV suggested that the Agents Landscence should be advised Governors were not happy to support the Application in connection with parking access due to the resultant wear and tear. Governors felt a contribution should be made towards the upkeep of the facilities they are sharing from a repair point of view. Landscape to be requested to respond in advance of the Co-operative Trust Meeting.</p> <p>SW circulated a change to the DCC Redundancy Policy following an update by DCC. Proposed by AF, seconded by EV and unanimously agreed to agree the amendment to the Policy.</p> <p>When the budget has been finalised, a Meeting to be called to formally adopt it.</p>	<p>Next Resources Meeting</p> <p>AC</p> <p>SW</p>
<p>6.</p>	<p><b>GOVERNING BODY.</b> <b>6.1 Training.</b> New Governors (Andrew Redpath, Wendy Rickard and Tony Strickland) had attended training. The Clerk is attending three training sessions during March: The Clerk as an Administrator, as a Facilitator, as an Adviser.</p>	
<p>7.</p>	<p><b>Date of next Meeting:</b> To be agreed at the FGB Meeting on 22/3/16 as a result of the Governance Review. The Meeting ended at 6.20pm.</p>	

**Summary of Decisions:**

- **Minutes of 19 October 2015 and the Part II Minutes of 8 February 2016**
- **SFVS document signed off**
- **Redundancy Policy amendment**

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

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

Date: