

**Minutes of South Molton Community College Full Governing Body Teaching & Learning Committee held on Monday, 22 February 2016 at 6.15pm.**

<b>Chaired by: Diane Dimond</b>		<b>Clerked by: Sue Squire</b>
<b>Present:</b>		<b>Agenda: -</b>
<b>Andy Comerford</b>	<b>AC</b>	Apologies
<b>Diane Dimond</b>	<b>DD</b>	Declarations of Interest
<b>Andrew Finney (Principal)</b>	<b>AF</b>	Correspondence
<b>Gail Puffitt</b>	<b>GP</b>	Approval of the Minutes of 19/10/15
<b>Andrew Redpath</b>	<b>AR</b>	Matters Arising
<b>Wendy Rickard</b>	<b>WR</b>	Lead Governor Reports
<b>Julie Snell</b>	<b>JS</b>	Items requested by the Principal
<b>Ellen Vernon</b>	<b>EV</b>	Training
<b>Sheila Wyer</b>	<b>SW</b>	Date of next Meeting
<b>Campbell Orr, Assistant Vice Principal</b>		
		<b>Action:</b>
1.	<b>PROCEDURAL ITEMS.</b> <b>1.1 Apologies.</b> None. <b>1.2 Declarations of Interest.</b> None. <b>1.3 Correspondence.</b> None.	
2.	<b>Approval of the Minutes of the Meeting held on 19 October 2015.</b> <b>Approved and signed as a correct record after 'AC noted EFA' was deleted.</b>	
3.	<b>Matters Arising from the Minutes.</b> <b>3.1 EV raised changes of the grading system and asked how many parents were emailed.</b> <b>Answer: 120. Three presentations were given.</b> EV had not received the communication and would check with AF's PA to ensure the correct details were on file.  <b>3.2 Rota for Governors attending parents evenings.</b> This had been problematic in the past as the dates were not always known. Governors were advised the dates are available on the school's website calendar.  <b>3.3</b> This item was discussed under Part II Confidential.  <b>3.4 AR asked about National Developments in Curriculum and the shift and emphasis towards EBACs and Schools' tradition of promoting a broad curriculum. Is the Governing Body looking and making sure the curriculum reflects fully what its aims and values are?</b> <b>How are we going to ensure the curriculum balance and ensure it meets the needs of pupils?</b> <b>Answer: AF advised that the current Year 7 is due to go through EBAC and he had spoken to Ofsted in this connection. It was interesting to note that EBACs are not mentioned in an Outstanding graded school by Ofsted.</b> <b>AF continued there are a number of new courses being offered to students from September 2016: construction, child care, hospitality which are more suited to students who may find certain academic subjects more challenging.</b> <b>JS felt a vocational subject offered at the school was important to help children achieve and Governors had a discussion on various vocational subjects.</b>	EV

	<p>AR spoke about technical awards and felt the school should be clear about what is right and stick to it.</p> <p><b>3.5 GP spoke about subject challenge Governors for a different subject each year mentioned in Minute No. 5.3.</b> This had been superseded by the Two Tier Governor Structure.</p>	
4.	<p><b>MONITORING AND ACCOUNTABILITY.</b></p> <p><b>3.1 Lead Governor Reports.</b></p> <p><b>Diane Dimond – Pupil Premium.</b> Verbal Report given following a meeting with SENCO Steve Rogers immediately before the Meeting. A written Report would follow.</p> <p>The Pupil Premium details had been updated post Ofsted. There had been work to do and a new plan is being prepared to show more specifically how the Pupil Premium gap is moving.</p> <p>She would be meeting Steve again early in September to see an improvement of Term 2 and Term 3.</p> <p>During the Meeting, attendance was discussed. The SLT (Senior Leadership Team) data challenge Meetings with Departments, and a system is in place to look at interventions with a tracking system.</p> <p>DD felt this was a real move to support the recommendations made by Ofsted and felt it was positive in terms of progress.</p> <p><b>Gail Puffitt – Curriculum.</b> Written Report circulated to Governors with the Meeting paperwork. Gail advised the Report was based on her ‘Learning to Learn’ visit where she observed a lesson with Richard Uffendell that was discussed with him afterwards.</p> <p>She was very impressed with the lesson and the children involved in it.</p> <p>She talked about how the effectiveness would be evaluated.</p> <p>WR spoke about evaluation and comparison between ‘before’ and ‘after’ work. It was acknowledged this was a difficult aspect and GP would contact RU to discuss further, it being the first year Learning to Learn had been introduced. WR would also be involved for support.</p> <p><b>Julie Snell – Deputy Lead Governor for SEN.</b> She is willing to take on the Lead Governor for SEN following the resignation of Rebecca Fowler.</p> <p>Julie had not been able to visit since Rebecca’s resignation and had spoken to SENCO Steve Rogers on Parents Evening about an appointment with him. It had not been possible to organise a Meeting for a Report to be submitted for this meeting and a meeting is being arranged with the intention of submitting a Report to accompany the FGB Meeting (21/3/16) paperwork.</p> <p><b>Andy Comerford – Safeguarding.</b> His last meeting with Dave Lewis was on 23 November 2015 during which the time was taken up with the draft Audit Report where all the safeguarding boxes had been ticked.</p> <p>There were no major incidents to report.</p> <p>As Chair, AC should not be the Safeguarding Lead Governor. WR was willing to do this and work with CO (Campbell Orr, Assistant Vice Principal). WR was aware there was training to undertake.</p> <p><b>Sheila Wyer – Standards.</b> Sheila advised she had met with AF on the day of the meeting.</p> <p>AF is re-writing the SIP (School Improvement Plan) for a 3 year period to include precise targets to check and ensure points required from Ofsted are addressed.</p>	<p>DD</p> <p>GP</p> <p>JS</p> <p>WR</p>

	<p>A flow chart was circulated to Governors to show how this would be achieved, the idea being that there will be a Governor attached to all Departments and in October, January and May, Governors will meet with the Department for more strategic planning and development.</p> <p>AF had visited Kings School, a twice outstanding Ofsted graded school, when their SIP was examined. They thought ours was good and could feel a sense of the school in it.</p> <p>The new SIP for our school would be targeted about what we want to do and SW will prepare a more formal Report when it has been re-written.</p> <p>AR spoke about the School Development Plan when the best time for review was in September, after the Summer exam results and again 6 months later.</p> <p><b>Julie Snell – Deputy Lead Governor for Parent and Community Links.</b> Due to the vacancy of Lead Governor, a Report had not been received.</p> <p><b>Ellen Vernon – Information Advice and Guidance.</b> It had not been possible for her to meet with Ian Jones and the aim was for a Report to accompany the FGB Meeting (21/3/16) paperwork.</p>	EV
5.	<p><b>ITEMS REQUESTED BY THE PRINCIPAL.</b></p> <p><b>5.1 MFL (Modern Foreign Languages Review).</b> Governors were circulated with three documents by CO who explained there was concern and consistency in the Department. Chris Wakley was supporting our students and is starting shared practices in the school to identify any teaching that needs external support. German results were better than French.</p> <p>DD asked if German was to be looked at and this was confirmed. AC asked if the results had always been like this. Answer: AF advised there were peaks and troughs in the French results. The staff were consistent and a further report would be given at the next T&amp;L Meeting.</p> <p><b>5.2 Professional Capital Research.</b> A flow chart was circulated and was fully explained to Governors. The impact is on sharing practices with staff who are to attend an event at High Bullen to further reinforce this.</p> <p>CO expressed the desire that the Governing Body works with strategic Heads of Departments and would like Governors to feed back to Heads of Department and the Senior Leadership Team.</p> <p><b>5.3 Middle Leader Training.</b> Governors were circulated with details of the Jurassic Coast Teaching Alliance where this school is linked with Woodroffe School. This school is engaging with staff in connection with the training of middle leaders on leading, sustaining and improvement. DCC is releasing £3,000 to progress this initiative which came about following a meeting of Excellence for All. There would be work with Science, Maths, History, Geography and MFL, the idea being there will be input how their middle leader department works and share good practice. EV asked who are our middle leaders? Answer: Heads of House and Heads of Department. This project would involve Heads of House.</p>	

	<p>AR asked if trio work is delivering training and would it have a knock on effect to all staff?  Answer: AF advised this was an item picked up by Ofsted and by providing middle leaders with the tools required to run a Department this would be addressed.</p> <p><b>5.4 Attendance.</b> CO is in charge of attendance and data was circulated about how attendance is to be promoted. At the recent Ofsted Inspection, Pupil Premium students' attendance was raised and this was to be addressed. The attendance target is 95.3%. Regular meetings are held with the EWO (Educational Welfare Officer). The percentage for persistence absence has been raised from 85% to 90%. There was a new initiative regarding parents meetings and instead of meeting them in the school environment, where they themselves may have a negative view, a meeting at The Coach and Horses in South Molton had been arranged and it was hoped this would encourage more to attend.</p> <p>JS highlighted that illness could be a reason for absenteeism and suggested that the school speak to the parents rather than the child when they return, which could cause a certain amount of discomfort. She was advised that the EWO liaises with Head of House and school fobics are supported.</p> <p>Paperwork was circulated giving how exclusions are dealt with.  DD asked if the action plan is permanent or trialed?  Answer: It is long term. The information evening is the only one being trialed in the area.</p> <p>It was acknowledged that many students live in rural areas and relied upon school transport to get to school and there may be times when the bus is missed or it does not arrive. There are no unauthorised absences due to holidays being taken during term time. The 'Hub" facility which has been introduced at school has helped the situation.</p>	
6.	<p><b>GOVERNING BODY.</b>  <b>5.1 Training.</b>  New Governors Andrew Redpath, Wendy Rickard and Tony Strickland have attended training. The Clerk is attending three training sessions during March: The Clerk as an Administrator, as a Facilitator and as an Adviser.</p>	
7.	<p><b>Date of next Meeting:</b> To be agreed at the FGB on 22/3/16 as a result of the Governance Review.  The Meeting ended at 7.58pm.</p>	
<p><b>Summary of Decisions:</b>  ➤ <b>Minutes of 19 October 2015</b></p>		
<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 Teaching &amp; Learning Committee:</p>	<p>Date:</p>	

