

**Minutes of South Molton Community College Full Governing Body Meeting
held on Tuesday, 5 July 2016 at 6pm.**

Chaired by: Mr A Symons	Clerked by: Sue Squire	
<p>Present: Marc Cornelius Diane Dimond Richard Edgell Andrew Finney (Principal) Philip Govier Andrew Redpath Wendy Rickard Tony Strickland Arthur Symons Ellen Vernon Sheila Wyer</p> <p>Simon Walker, Business and Premises Manager</p>	<p>Agenda: - Presentation on T&L by Caroline Sherwood Sanctioned apologies Declarations of Interest Approval of the Minutes of 21/3/16 Matters Arising To receive & note draft Committee Meeting Minutes Policies to adopt Principal's Report Safeguarding Governor Staff Presentation The Bridge @SMCC Report from Governance Review Group</p>	
		Action:
1.	<p>Presentation given by Caroline Sherwood on Teaching and Learning. Caroline explained she shared T & L priorities with Paula Fletcher and Richard Uffendell. Governors were asked their T&L priorities. On the screen Governors were invited to complete the word gaps which were: High expectation; growth mindset; challenging; deeper learning and thinking; marking and feedback.</p> <p>Governors went into groups and compiled thoughts on the priorities given on their specific sheet and gave feedback. This encouraged Governors to think of different aspects of teaching and learning.</p> <p>Governors were handed priority sheets. One side priorities, other side mind map. Caroline spoke about live lesson observations, this is something SMCC is to progress. There will be an open door classroom week and this is beginning to build culture from learning from each other.</p> <p>Governors asked questions on the open door classroom, involvement of students; key themes to work on to lift children's level and if skills will improve as a result of teachers sharing practices. It was queried whether this would be an opportunity to develop links with Primary Schools for staff development – it was not known if it is already happening. Caroline was thanked for an exciting presentation. AF there were 5 T&L priorities that the senior team had developed, as follows:</p> <ol style="list-style-type: none"> 1. Prioritise school-based staff-led training over other more traditional off-site courses. 2. Advocate on-the-job training through classroom-based coaching and monitoring. 3. Establish a 'Teaching and Learning' team at the college with a shared professional learning focus. 4. Target training at specific groups. 5. Use development resources from other schools and share expertise. 	Copy of presentation to GN
	<p>Sanctioned apologies. Andy Comerford, Diane Dimond. (arrived during apologies) Georgia Newman, Sarah Robinson. Julie Snell.</p> <p>Andy Comerford has requested a sabbatical due to illness, hoping to return to post at the start of the new year in September (tbc). His elected term of office as Chairman ends in September 2017. If the Governing Body feels that this is not in the best interests of SMCC and a new Chairman should</p>	

	<p>be elected he will tender his resignation as Chairman to allow this to take place.</p> <p>RE proposed AS should be acting Chairman for 2 months. Seconded by AF. Unanimously agreed.</p> <p>The resignation of Gail Puffit (Co-opted Governor) at the beginning of the term was noted. AF had sent her a letter of thanks. This resulted in a co-option vacancy.</p>	
2.	<p>Declarations of Interest. Richard Edgell – Member of Devon County Council Marc Cornelius – South Molton Town Councillor Ellen Vernon – North Devon Council employee Diane Dimond – Principal of Petroc</p>	
3.	<p>To receive and approve the Minutes of the Meeting held on 21 March 2016. Before being signed, the following was noted:</p> <ul style="list-style-type: none"> • The new Police Constable had visited AF • The new Staff Dress Code was in the handbook, applicable from September • SISRA training had been delivered to governors <p>The Minutes of 21/3/16 were approved and signed after some amendments to page 4 were made.</p> <p>To receive and approve the Minutes of the Resources Committee Meeting on 27/04/16 (Budget Meeting) not approved at the last Resources Meeting to enable more detail to be included.</p> <p>Approved and signed as a correct record.</p>	
4.	<p>Matters arising from the Meeting of 21 March 2016. For noting:</p> <p>4.1 Babcock LDP have been advised of various resignations and appointments</p> <p>4.2 National Governors Association Code of Conduct has been forwarded to Governors</p> <p>4.3 Training Form. A feedback form following training has been sent to AF's PA.</p> <p>4.4 Governors Visits. Group to be formed for visiting a Department from September 2016. Later item.</p>	
5.	<p>To receive and note only the draft Minutes of the Teaching and Learning Committee Meeting (CHAIR Andrew Redpath for this Meeting) held on 07/06/16 and Resources Committee Meeting (CHAIR Philip Govier) held on 13/06/16. These Minutes will be approved at the next Committee Meetings in the Autumn.</p> <p>RE spoke about the continued trend for pupils going to Exeter College rather than Petroc. AF advised a survey had been carried out in relation to both destinations to understand the reason why students were choosing Exeter college (Ian Jones had conducted survey – head if IAG)</p> <p>The destination data is positive for SMCC in RAISE and provides feedback to Exeter College and Petroc.</p> <p>DD declared an interest and advised Exeter College is running coaches past Petroc. Petroc's value added is positive, with good A Level performance. Petroc still secures the majority of students but the percentage is reducing over time.</p> <p>RE asked EV if she gets involved in her work with North Devon Council and felt North Devon Council should look to encourage people in North Devon to progress in North Devon to prevent facilities</p>	

	<p>getting undermined. EV suggested it was a wider North Devon issue and not a SMCC specific issue.</p> <p>To be an agenda item at the next T & L Meeting.</p> <p>Proposed by MC, seconded by TS and agreed to ratify the decision of the Resources Committee held on 27 April 2016 to agree the budget. RE did not vote.</p> <p>Simon Walker advised that DCC reviewed the budget when it is submitted and, as expected, had asked that it is given further attention going forward due to the deficit position. He had submitted feedback based on all the information which balances the budget taking into account various options which included pupil numbers increasing, the new build and contracts.</p> <p>DD asked if the budget will be balanced for next year. Simon Walker replied this is being shown. County wanted to see a plan and they had one.</p> <p>AR asked the amount of carry forward. Answer: £100,000 or so into next year's budget which would start showing a deficit going forward for the next 4 years.</p> <p>Simon Walker left the Meeting.</p>	<p>Next T&L Agenda</p>
<p>6.</p>	<p>Policies to adopt:</p> <ul style="list-style-type: none"> • Lone Working Policy. AS recommended approval. • Acceptable Behaviour. AS recommended approval. It was noted that the Policy refers to HROne which has been replaced by another organisation. The Policy would therefore require updating. • Admissions. After the word 'pedagogy', no capital T. Recommended for approval. • ICT Policies (ICT Policy; Acceptable Usage; VLE Acceptable Usage; Data Protection; Disaster Recovery Plan). MC had reviewed these Policies and advised nothing needs reviewing. WR had read the Policies and noted some items were not relevant. AF advised there would be a shift in ICT usage in the near future e.g. Office365. • Display Screen Equipment Policy (recommended for adoption by Simon Walker) This is a DCC Policy. MC advised pupils were not using display screen equipment. He was under the impression that staff were paid by the Governing Body and was advised contracts were with DCC. • Uniform Policy (minor amendment, circulated to Governors). Recommended for approval. EV felt there should be a timetable for review. 	<p>Check the position in Sept.</p> <p>Review again in Autumn Term</p> <p>As above</p>
<p>7.</p>	<p>Principal's Report (previously circulated to Governors). Governors discussed the following:</p> <ul style="list-style-type: none"> • Governors felt visits to the school were useful. • EV queried comments on Page 4, 1st paragraph regarding the English experience felt to be positive but the maths less so. AF explained that 12 students attend Pixl (Partners in Educational Excellence) events. The content of the maths session was felt to be weaker compared to the English sessions. • AR asked about attendance with the national average at 93.5% and SMCC at 90%. AF advised that Campbell Orr (Assistant Vice Principal) has focused on attendance and appointed some additional administration time for this and the drive is having an impact. CO will give a further report to the FGB. DD asked if attendance has been raised because of the initiative. Answer: Yes. • MC asked about sparsity funding. Answer: Simon Walker will provide more information. • Number of students on Roll had increased by 4 on the day of the meeting, bringing the total 	<p>FGB Meeting – visit by CO to be fixed</p>

	<p>to 603. This would affect the sparsity factor which is a tapered fund. RE queried what impact this might have. Simon Walker to clarify.</p> <ul style="list-style-type: none"> DD spoke about the projected performance data with some good outcomes projected this year. She asked whether there are any particular risks areas. Answer: English may be an issue because although some very positive changes have been made to teaching provision at SMCC in April, it takes time for student performance to be influenced. <p>All Departments are looked at and bench mark their actual outcomes and it should be within 10%.</p> <p>S Wyer felt that free water and fruit for Pupil Premium students during exams this year was beneficial. All students received a good wishes letter which was powerful.</p> <p><i>RE left the meeting to attend another meeting.</i></p> <p>WR was interested to read what the students do during outside the main curriculum and suggested a notice board to celebrate success in sport and music to ensure success is not limited to academic achievement.</p> <p>AF confirmed this was the plan for the new build and would speak to Richard Uffendell to push this further.</p>	<p>AF</p>
<p>8.</p>	<p>Safeguarding. Designated Safeguarding Governor Dr Wendy Rickard reported she had met the school's Safeguarding Officer, Campbell Orr, several times. There are updated posters around the school giving details of the new team, as a result of some staff leaving, and how to contact them.</p> <p>CO had advised that a new report system has been introduced so that the school knows where every child is throughout the school day. There is to be weekly meetings with external agencies linked to attendance.</p> <p>Wendy has also been on the following training and her Report and her Report had previously been circulated to Governors.</p> <ul style="list-style-type: none"> Safeguarding Children from Radicalisation WRAP <p>The 'Keeping Children Safe in Education' document has been forwarded to her from Babcock LDP.</p> <p>AS thought her 3 principles was what education should be about. AF was confident that staff could draw students out on this issue.</p>	
<p>9.</p>	<p>Governor Staff Presentation on non-pupil day, 1 or 2 September. Fixed for 2 September, 10.30am – 11am. DD, AS, WR and MC agreed to attend.</p>	<p>DD AS MC</p>
<p>10.</p>	<p>The Bridge@SMCC. Governors had been circulated with a working document to read for information and comment. An updated document had been circulated advising that DCC had funded the project with £20,000 to support the pilot for a year.</p> <p>Louise Southworth is currently writing a Bridge document for parents to engage. The Bridge will be between mainstream lessons and The Hub and she had expressed the wish to attend a FGB Meeting to share aspirations. She was conscious that DCC funding was for a year and wanted to see if in 2017/18 the Governing Body would support it.</p> <p>The project will involve 3 or 4 students and it was also hoped to involve Primary Schools. It is important for students to leave with an academic outcome.</p> <p>MC asked if The Bridge would have prevented two permanently excluded students this year and was advised that it was difficult to say as they had issued before they arrived.</p> <p>PG asked if there were facilities we could buy into rather than set it up. He was concerned that</p>	<p>Visit by CS to be fixed</p>

	<p>future years will be financially difficult and the school may spend money on it and that cannot afford. AF spoke about the additional funding to keep a child in the school.</p> <p>DD felt DCC element 3 funding should provide the funding. AF felt the students would be there temporarily. The school can apply for element 3 funding and emergency funding which comes through fairly quickly.</p> <p>It cost £200 a day to send a student to Future Farm at Woolacombe.</p> <p>AR declared an interest as he has been cocommissioned to look at exclusions inschools. He felt there should be a fuller discussion as Devon has high exclusion rate.</p> <p>Education, health and care plan would be seen as The Bridge, especially as PRU in Barnstaple is over subscribed. AF emphasised it was not viewed as a 'unit' as it would not be taking students outside of SMCC, but potentially in respect of the students that will come here.</p> <p>DD asked how does it fit with the strategy for the school? AF felt there should be something else that can be tried to keep the child on board.</p> <p>EV asked are there terms for funding we need to adhere to? Answer: No.</p> <p>DD commented that it is not self financing do we know the overall deficit? Answer: The staff salary is in the 5 year budget forecast. It was already in the budget before the £20,000 from DCC was awarded.</p> <p>The school is trying to achieve for 3 or 4 needy students to keep them in mainstream education.</p> <p>MC asked what measures would be in place? Answer: Questionnaires for students, parents and staff.</p> <p>DD asked if The Bridge could be sited in the new build. Answer: It was hoped that when the new build was finished, Classes 20 and 21 could be used.</p> <p>DD supported the project for all the reasons given.</p> <p>Proposed by DD to proceed, seconded by EV and unanimously agreed.</p>	
<p>11.</p>	<p>Report from the Governance Review Group previously circulated to Governors. To discuss the suggestions in the Report and consider agreement of implementation.</p> <p>The document was trying to focus on action and it was felt important to introduce change and audit the availability of Governors.</p> <p>Point 1. Governors Induction Pack. All agreed this would be useful. EV volunteered to prepare an induction pack. MC felt we needed to know the decisions that legally need to be taken by the Governing Body.</p> <p>AR felt there should be a Governors Section in the School Development Plan. DD and MC agreed to be the key Governors for SLT meetings when the Development Plan is discussed.</p> <p>Point 2. Amended Committee structure. There was a debate about the merits of retaining the existing structure versus the new structure proposed. It was agreed to trial the new structure from September 2016. Not all meetings would</p>	<p>EV</p>

	<p>need minuting. There was emphasis on ensuring fit to the SDP and key activities committees needed to influence and respond to, and to ensuring meetings were manageable in terms of time and workloads.</p> <p>Point 3. Link Governors. Subjects to have a specific Governor appointed: e.g. English, MFL, Maths, ICT, Health and Social Care, The Bridge. Governors to indicate to AS which areas they would be interested in supporting. Proposed by DD, seconded by TS and unanimously agreed to adopt.</p> <p>Point 4. Governor skills and availability. It was agreed that governor involvement in committees was most successful where there was both a skills/interest fit and an availability fit. In order to understand what new committee membership might look like, AS agreed to lead a process to capture availability information and skills/interest from governors, and work towards some options for the memberships of the new committees. It was also suggested that review of policies should fit with relevant committees/governors.</p> <p>Proposed by AR that the temporary Chairman (AS – vice chair) has support from EV, seconded by AF and unanimously agreed.</p> <p>Point 5. GB Annual Review. GB to conduct an annual review of its performance and a development plan to be included in the school SDP. Agreed.</p> <p>Point 6. Governor Knowledge of the School. Governors had been present at a taster day on 30 June and would again be present to meet potential new students and parents in September. Governors would be meeting staff, as reported earlier in these Minutes, on 2 September.</p> <p>WR spoke about aims and visions for the school and invited Governors to write 50 words on the values and aims of the school. She would collate the replies. DD suggested this would be helpful to be an emerging document.</p>	<p>All Govs WR</p>
12.	<p>Item requested by Sarah Robinson. Co-operative Trust Meeting. SR had been unable to attend today but had requested this item be included on the agenda. SR felt there was an overlap between the Co-operative Trust meetings and Governors meetings. AF concurred and questioned if the Co-operative Trust governance was clear and effective as it felt as if the meetings replicated Governing Body meetings. EV queried if the school premises were owned by the Co-operative Trust. SW confirmed that they were. To be discussed in more detail at the next FGB – key governors involved in both were not in attendance today.</p>	
13.	<p>Updating SMCC/s ICT Provision. Governors had been circulated with an email from Simon Walker, Business & Premises Manager, confirming the new ICT strategy starting to be implemented and was noted. AF thanked all involved in this initiative.</p> <p><i>MC left the meeting.</i></p>	
14.	<p>Vacancies on the Governing Body. The following vacancies currently exist: 4 x Parent Governors. AF will write an open letter to parents next term. 1 x Co-opted Governor. AS to consider requirement for skills needs during analysis of governor skills/availability in relation to new committee structure.</p>	AF
15.	<p>Items requested by Mr A Finney, Principal. 15.1 Immigration Link with the equivalent of an Iraqi Camp. 3 visitors did a full school assembly</p>	

	<p>about the Calais jungle and talked about help / support for the refugees there. The school is trying to create a link with them.</p> <p>15.2 SSDP. It was noted the GB section was blank. A visit from DCC the previous week was successful and those involved liked the document and could see how it was driving change. The Plan requires a Governor lead in each Section. AS will liaise with AF and contact Governors for it to be populated.</p> <p>15.3 New Intake Evening / open evening for potential students / tour of new build. There had been a revamped new intake evening the previous week. On 14 September, there is an open evening for potential students. Governor support is required at this event from 4.30pm – 5pm. There would be a tour of the new build on 20 September for potential parents.</p>	<p>AS / AF</p> <p>Govs</p>
16.	<p>Governor training needs. Details of training is in the Devon Governor a hard copy of which was available for Governors at the meeting. The publication had been forwarded to Governors by email.</p> <p>Some Governors had attended Sisra training on 10/6/16.</p> <p>The following training reports were received and noted:</p> <ul style="list-style-type: none"> o Ellen Vernon – Advanced (Human Resources for Governors) o Georgia Newman – Secondary Curriculum – Data & Pupil Progress o Marc Cornelius – New Governors for maintained Schools o Sue Squire, Clerk to the Governors – Governance in a MAT (attached) o Sue Squire, Clerk to the Governors – Clerk’s Update (attached) 	
17.	<p>Matters brought forward at the discretion of the Chair.</p> <p>17.1 DCC Inspection Visit. AS advised that comments were on a Powerpoint presentation. The follow up report was very positive about AF, senior leadership and middle managers. Pupils personal development was good showing they had pride and good standing in the community. They were keen to contribute, had a strong desire to learn, felt safe and knew where to go if upset.</p> <p>Positive CPD was taking staff forward.</p> <p>The report highlighted that Post 18 opportunities could be included in careers information. This was briefly discussed – AF felt that it was, and increasingly so. EV concurred based on her involvement as IAG lead governor.</p> <p>PG acknowledged that the SLT was strong but recalled that the Cooperative inspection had highlighted a need to ensure that the Principal was supported by SLT for workload. AF responded by saying it had been highlighted within the Co-operative team and concluded that it is a different leadership team than it was a year ago e.g. ASLT.</p>	
18.	<p>Matters raised by the Clerk as a result of the Clerk’s Update.</p> <p>18.1 National Database through Edubase. There is a duty to provide information from September 2016. Proposed by DD, seconded by WR and unanimously agreed this was progressed.</p> <p>18.2 Governor Impact Statement. AS will prepare the wording for the website detailing what has been done in the last 12 months.</p>	<p>Clerk</p> <p>AS</p>
19.	<p>Part II Confidential. (If necessary). None.</p>	
20.	<p>Date of next Meeting. This will be the Annual General Meeting. Monday, 19 September 2016 at 6pm. Future FGB Meetings, all at 6pm:</p>	

	<p>Tuesday 22 November 2016 Tuesday 21 March 2017 Tuesday 20 June 2017</p> <p>Committee Meetings are yet to be arranged.</p> <p>The Meeting ended at 9.37pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none">➤ Full Governing Body Minutes of 21/3/16 and Resources Committee Budget Meeting on 27/4/16➤ Policies➤ Support for The Bridge @SMCC➤ Points 3, 4 and 5 of the Governance Review Group Report➤ Information on the National Database through Edubase		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of South Molton Community College Full Governing Body:</p>	<p>Date:</p>	