

**SOUTH MOLTON COMMUNITY COLLEGE
FULL GOVERNING BODY**

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Governing Body		Part 1 MINUTES			
FULL GOVERNING BODY					
Date/ Time		Monday, 19 September 2016 6pm			
Location		Classroom 2, South Molton Community College			
Minutes to		Governing Body			
Clerked by		Sue Squire			
Attendees	Initials	Role	Attendees	Initials	Role
Marc Cornelius	MC		Julie Snell	JS	Lead Governor - SEN
Diane Dimond	DD		Tony Strickland	TS	
Richard Edgell	RE	LA Governor Deputy Lead Governor – Premises Health & Safety	Arthur Symons	AS	Chair for this meeting Lead Governor - Personnel
Andrew Finney	AF	Principal	Ellen Vernon	EV	Lead Governor – Information Advice & Guidance
Philip Govier	PG	Lead Governor - Resources	Sheila Wyer	SW	Lead Governor – School Improvement
Georgia Newman	GN				
Wendy Rickard	WR	Safeguarding Governor			
Sarah Robinson	SR				

Apologies	Initials
Andrew Redpath	AR

Absent without apology	Initials

Also in attendance	Initials
Sue Squire	Clerk
Simon Walker	Business & Premises Manager
Adam Potter	

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	Members to update their Register of Business Interests Forms	Clerk
1	Presentation by Adam Potter: 'Launch of Guilds at SMCC'	Adam Potter
2	Elections of Chairman and Vice Chairman	Clerk
3	Sanctioned Apologies	Chair
4	Declarations of Interest	Chair
5	Review and celebrate School exam results	Principal
6	Approval of the Minutes of 5 July 2016.	Chair
7	Matters arising from the Minutes of 5 July 2016.	Chair
8	Items from the Annual Cycle	Chair
8.1	To decide of Full Governing Body Meetings & Committee Meetings should be open or closed for 2016/17	Chair
8.2	Review Governors Code of Conduct.	Chair
8.3	Review Standing Orders.	Chair
8.4	Governors reminded of the need to be quorate to make decisions & reaffirm the quorum of the Governing Body.	Chair
8.5	Annual Housekeeping tasks – Governors to be reminded of the procedure for putting items on the Agenda; of Part II procedure & confidentiality; procedure for dealing with apologies and sanctioning of apologies; procedure for dealing with correspondence.	Chair
9	Reaffirm School Visions / Aims.	Chair
10	Committees	Chair
10.1	Committee Structure and Governor area of special interest.	Chair
10.2	Approve Terms of Reference.	Chair
10.3	Decide if Chairs of Committees are appointed by GB or Committee Members at 1st meeting.	Chair
10.4	Governor visits for 2016/17.	Chair
10.5	Governors Terms of Office Expiry.	Chair
10.6	Annual Cycle.	Chair
11	Personnel.	Chair
11.1	Review procedures for dealing with complaints, staff grievances, redundancy & staff appeals including standing committees.	Chair
11.2	Receive confirmation at the Principal's performance meeting is set.	Chair
12	Safeguarding.	WR
13	Policies.	Chair
14	Items requested by Mr A Finney, Principal.	Principal
14.1	Governors Learning Walks.	Principal
15	Governor training needs.	Chair
16	Matters brought forward at the discretion of the Chair.	Chair
17	Clerk's Report.	Clerk
17.1	National Database through Edubase.	Clerk
17.2	Governor Impact Statement.	Clerk
17.3	Governors attendance for 2015/16 on website to meet regulations.	Clerk
17.4	Impact of Training.	Clerk
17.5	Better Governor.	Clerk
18	Governance Review.	Clerk
19	Part II Confidential	Chair
20	Date of next meeting.	Chair

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Minute No.	Action / Decision	Who / When by?
	Governors updated their Register of Business Interests Forms.	Clerk to chase o/s forms
1	<p>Presentation by Adam Potter: ‘Launch of Guilds at SMCC’. AF introduced AP who gave details of the 6 different career areas he had developed over the Summer: Sports & Leisure; Business Finance & IT; Art Design & Technology; Humanities; Vocational; Public Services. Students would be affiliated to a Guild for a year after making their decision by the end of September. AP explained the Guilds were to support and inspire students on a career path, at the same time acknowledging they may not at this stage, have decided on a career. The Guild is there to give guidance. AP advised various speakers would be giving talks in October, January & March of Period 5 of pastoral curriculum days. RE asked if a vet was appropriate for the Public Services area. AP explained the career was placed in this slot for day to day services. Governors were invited to pass on names of people who would be willing to go into school and give a talk to inspire students. JS asked if students research the Guild in which they are interested and was advised of a link to go into careers with the help of Petroc. DD felt it was important for students to know where to follow the speakers if they move around. EV asked if students knew who the speaker was for a particular Guild and was advised that not all speakers were yet in place. Governors were advised how students will be assessed. Years 7 and 8 are to have a challenge partner to look at their work and feedback to them. AF commented it was felt important that students understood about the soft skills required for future employment viability.</p>	
2	<p>Elections of Chairman and Vice Chairman. Governors were informed of the resignation of Andy Comerford, former Chairman, on the grounds of ill health and his letter was read. Governors were in agreement for a gift and card to be sent to him.</p> <p>The procedure had been circulated to Governors. AS suggested the appointment of Co-Chairs and Co Vice-Chairs should no individual wished to take on the role. RE had concerns about a Co-Chair role and felt a Deputy Chair and Vice Chair responsibility handed down from the Chair would work better. AS spoke about the article from Babcock highlighting where Governing Bodies have Chairs and Co-Chairs in place.</p> <p>AS was prepared to continue as Vice Chair. It was known that AR was willing to be Co-Vice Chair. EV was willing to be Co-Chair on an emergency basis. AF advised the commitment involved through email exchange and breakfast meetings, underlining that communication is key to successfully working together. The item was deferred to Minute 16.4.</p>	
3	<p>Sanctioned Apologies. Apologies were received from Andrew Redpath and duly sanctioned.</p>	
4	<p>Declarations of Interest.</p>	

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	<p>RE. Devon County Councillor EV. North Devon Council and a parent DD. Petroc and a parent MC. South Molton Town Councillor JS. Parent WR. Parent GN. Parent</p>	
5	<p>To review and celebrate School exam results. Governors had been circulated with the results. AF and the staff were congratulated. AF had received messages of congratulations from Mr J Wade, former Principal and November's Ofsted Inspector. Maths and English results were the best in the school's history with a 17% rise on previous results. The results for Pupil Premium students were good, having doubled the number obtaining good passes at English and Maths. WR, while acknowledging the impressive results was concerned about drama, music and students who took GCSEs early, particularly boys who were coasting. She had not seen any plans to address this. AF confirmed that the areas WR had concerns has been addressed with good quality teaching in place. There would be interventions as last year to help inspire students. AF reminded Governors that there had been staffing problems for drama, music, business studies and computer science. WR asked about different GCSEs taken a year early. AF advised that three more full GCSEs were to be offered and shared WR's concerns in certain subject areas.</p>	
6	<p>To receive & approve the Minutes of the FGB meeting held on 5/7/16 previously circulated to Governors. Following concerns raised by MC at the last FGB when it had been stated that Contracts of Employment are with DCC, SW had followed this up with DCC HR and circulated the following details.</p> <p>South Molton Community College <u>is</u> the employer. The legal obligations rest with the Trust and Governing Body of the school, not DCC. For example, an Employment Tribunal claim would be made against SMCC, not DCC.</p> <p>In practice, Governing bodies/schools have no more or no less responsibility than before the change to Trust status on 1st January 2013, as LEA Maintained schools have responsibility for all the same areas delegated to them by DCC. As a school, we do not do anything any differently than before. Our teaching staff are employed consistent with national T's & C's (Burgundy Book) and so are our support staff (Green Book). Unless a consultation specifically takes place to vary any T's & C's for support staff, they will remain in line with the Green Book and the Devon County Council model. Even when/if converting to academy status, any changes/variances would need to be dealt with via a consultation process. Although before my time and also Andrew Finney was not involved in the process of becoming a Trust, I am not aware of any consultation to vary any T's & C's at SMCC.</p> <p>RE asked about the Co-operative Trust accounts with particular reference to the value of the school building. SR advised the accounts had been completed and accepted. It had not been possible to establish a value. RE felt in those circumstances the balance sheet should be noted that a balance could not be established.</p>	

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	As a result of a question from DD concerning the new build, she was advised this was a matter for the Co-operative Trust. The Minutes were approved and signed as a correct record. RE, JS and SR abstained.	Co-op Trust on Next FGB Agenda
7	Matters arising from the meeting of 5/7/16.	
7.1	AS had checked with Babcock regarding the Governor Impact Statement who had advised it was not necessary but good practice.	
8	Items from the Annual Cycle.	
8.1	To decide whether FGB & Committee meetings should be open or closed for 2016/17. EV proposed: FGB open, Committees closed. Seconded by SW and agreed.	
8.2	Review Governors Code of Practice. Previously circulated to Governors. A new version had been published with minimal changes. Proposed by SR, seconded by EV and agreed.	
8.3	Review Standing Orders. Previously circulated to Governors. A number of updates and amendments to be made, notably the addition of Co-Chair and Co-Vice Chair. The number of Governors, instead of names, to be listed with a quorate for Committees of 3. Committees and members to be agreed later.	
8.4	Governors to be reminded of the need to be quorate to make decisions and reaffirm the quorum of the GB. This item was discussed under Minute No. 16.3.	
8.5	Annual housekeeping tasks: Governors were reminded of the procedure for putting items on the Agenda, of Part II procedure and confidentiality; of the procedure for dealing with apologies and sanctioning of apologies and the procedure for dealing with correspondence.	
9	Reaffirm School Vision/Aims. Governors had been invited to submit ideas last term and a draft had been circulated. Since then a further point had been added – ‘to govern the school with transparency’. The details will be discussed with staff at a meeting on 18 October, and then the School Council and with senior students. WR would continue to liaise with Governors by email.	
10	Committee Structure & Governor Area of Special Interest.	
10.1	Subject Governors will have a school email for communication with the subject teacher. Committees would meet as follows on a trial basis for 12 months: <ul style="list-style-type: none"> • Personnel. Once a term. Clerk of Governors to clerk. The Principal’s appraisal to be clerked by a Committee Member. • Finance, Premises Health and Safety – once a term and an additional meeting to agree the budget (April). Clerk of Governors to clerk. • Curriculum. Once a term. Committee member to clerk. • Teaching and Learning. Once a term. Committee member to clerk. There would be a sub group to monitor the School Development Plan.	AF Clerk to source Terms of Ref for these Cttees
10.2	Approve Terms of Reference, not including Committees mentioned in 10.1. Safeguarding. Proposed by WR, seconded by DD, agreed by Governors. First and Second Committees. Proposed by EV, seconded by PG, agreed by Governors.	

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	Appeals. Proposed by DD, seconded by EV, agreed by Governors.	
10.3	To decide whether Chairs of Committee are appointed by GB or Committee Members at first meeting. AF proposed by Committee Members, seconded by MC, agreed by Governors.	Include on 1 st Agenda
10.4	To draw up a plan of Governor visits for 2016/17. AF would circulate Governors with details.	AF
10.5	Governors Terms of Office Expiring. Julie Snell. Co-opted. 31/12/16. She was willing to be a Parent Governor. Arthur Symons. Foundation. 31/12/16	Co-op Trust to agree this first /SR
10.6	Vacancies on the Governing Body. Parent Governors: 4 vacancies. A more encouraging friendly parent letter to be sent by parent mail, included on Facebook and parents approached at Parents Evenings. Co-opted Governors: 2 vacancies.	AF Govs
10.7	Annual Cycle. The Clerk asked for clarity on Agenda items and she would circulate the tasks detailed in the Clerks' Manual by email.	Clerk
11.	Personnel.	
11.1	Review procedures for dealing with complaints, staff grievances, redundancy & staff appeals including standing committees. Governors were advised that SMCC Policies were in place.	
11.2	To receive confirmation that the Principal's performance meeting is set. This had not been done. AS to contact Pauline Robins, external advisor for available dates. Governors to be involved: EV, PG & AS. The latter two to be booked on training if possible.	AS Clerk
12.	Safeguarding. A report from Safeguarding Governor, WR was received. She had met the school's safeguarding officer. A new safeguarding team was in place and posters around the school gave these details. The new team has weekly meetings to discuss issues and WR will attend on a monthly basis. A forthcoming assembly would explain the role of the team to students. All staff had received safeguarding training on 2 September and non teaching staff would receive training within a month. The new system for absenteeism is working well. WR is booked on Prevent Training. DD advised Petroc had recently updated all Safeguarding Policies and suggested a new Safeguarding Policy to include additional items including FGM. AF advised that staff were being advised regarding FGM in line with safeguarding protocol.	WR / CO / SR
13.	Policies to be adopted by FGB. <ul style="list-style-type: none"> ▪ Pay. DCC version with very little change. ▪ Finance. Updated & circulated to staff, no change apart from dates. ▪ Health & Safety. SW advised he was looking to revamp this, moving to a Health and Safety document rather than a collection of documents that make it up. He would report on this at Committee. A Health and Safety site inspection is due on 17 November. RE asked if the new document should be deferred until the new build had been completed and was advised the updated version would suit the new building. <ul style="list-style-type: none"> ▪ Redundancy. Adopted 22/2/16. HR had advised it is due to change. ▪ School Teacher's Pay & Conditions. No significant changes. 	Clerk to

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	for Committees and the Committee membership and any gaps were discussed. Chairs and Vice Chairs to meet and finalise and email all with proposed memberships and Committee dates for agreement. The March FGB meeting was moved from 21 st to 14 th .	Chairs & Vice Chairs
19	Part II Confidential. Proposed that the meeting move to this by SR, seconded by SW and agreed. SR, SW and TS as members of staff left the meeting.	
20	Date of next meeting: Tuesday, 22 November 2016 at 6pm.	
Summary of Decisions: <ul style="list-style-type: none"> ➤ Minutes of 5 July 2016 ➤ FGB meetings to be open, Committee meetings closed ➤ Governors Code of Practice ➤ Terms of Reference for Safeguarding, First & Second Committees, Appeals ➤ Committee Chairs to be appointed at the first Committee meeting ➤ Policies ➤ Standing Orders subject to amendments ➤ Election of Co-Chairs and Co-Vice Chairs ➤ Meeting to go into Part II Confidential 		
These Minutes are agreed by those present as being a true record.		
Signed: Chair of South Molton Community College Full Governing Body		Date: