

<b>SOUTH MOLTON COMMUNITY COLLEGE</b>					
<b>Full Governing Body</b>					
<b>Part 1 MINUTES</b>					
<b>FULL GOVERNING BODY</b>					
<b>Date/ Time</b>		Tuesday, 22 November 2016 6pm			
<b>Location</b>		Classroom 2, South Molton Community College			
<b>Minutes to</b>		Governing Body			
<b>Clerked by</b>		Sue Squire			
<b>Attendees</b>	<b>Initials</b>	<b>Role</b>	<b>Attendees</b>	<b>Initials</b>	<b>Role</b>
<b>Lorna Carter</b>	LC		<b>Wendy Rickard</b>	WR	Lead Governor - Safeguarding
<b>Richard Edgell Left at 7.05pm.</b>	RE	LA Governor. Deputy Lead Governor – Premises Health & Safety	<b>Sarah Robinson</b>	SR	
<b>Andrew Finney</b>	AF	Principal	<b>Julie Snell</b>	JS	Lead Governor - SEN
			<b>Tony Strickland</b>	TS	
<b>Linda Mitchell</b>	LM		<b>Arthur Symons</b>	AS	Deputy Co-Chair Lead Governor - Personnel
<b>Georgia Newman</b>	GN		<b>Ellen Vernon</b>	EV	Co-Chair Lead Governor – Information Advice & Guidance
<b>Andrew Redpath</b>	AR	Deputy Vice Co- Chair			

<b>Apologies</b>	<b>Initials</b>	<b>Also in attendance</b>	<b>Initials</b>
Marc Cornelius	MC	Sue Squire	Clerk
Diane Dimond	DD	Simon Walker	Business & Premises Manager
Philip Govier	PG	<b>Absent without apology</b>	<b>Initials</b>
Sheila Wyer	SW		

22.11.16	Agenda Item	Led by
1	<b>Campbell Orr will present data on attendance and safeguarding.</b> The safeguarding item will tie in with the training session, please see below.  <b>All Governors attended a Safeguarding Training Session from 5.30pm – 6pm ahead of the meeting.</b>	Campbell Orr
2	<b>Declaration of Interests</b>	Chair
3	<b>Apologies</b>	Chair
4	<b>New Governor Recruitment.</b> Co-option of two Governors.	Chair
5	<b>Approval of the Minutes of 19 September 2016</b>	Chair
6	<b>Matters Arising from the Minutes</b>	Chair
7	<b>Governance Review Update</b> Final Committee Structure. Chart attached. Calendar of meetings. Details attached. Chairs meeting. 3 attachments. Standing Orders - Chairs casting vote	EV
8	<b>The Co-Operative Trust.</b> AF to give update. SR may also wish to speak as Co-op Secretary.	SR/AF
9	<b>Training and Future Training Needs.</b> SR – Governor's Update EV – Chairs training. EV report attached. AS – Principal's appraisal	Chair
10	<b>Marketing and Communications. To discuss in further detail.</b>	EV
11	<b>Governors Terms of Office Expiry.</b> To nominate the following for a further term of office: AS – Foundation 31 December 2016 JS – Co-opted 31 December 2016	Chair
12	<b>New Governor Induction Pack.</b> Attached.	EV
13	<b>Cycle of Business (as per Terms of Reference)</b>	Chair
13a	Monitor and evaluate progress of School Improvement Plan focusing on the three core functions. To note that the SSDP Monitoring Group is looking at this.	Chair
13b	Organise annual review of school with School Improvement Officer. Agree how this will be reported back to Governors.	Chair
13c	Discuss Local Learning Community or partnership/collaborative activities planned for the year.	Chair
13d	Consider benchmarking statistics from Resources Committee. Agree action points and timescale. To note that the benchmarking website is still showing 2014 data. It is not known if this is being updated at government level.	Chair
15	<b>Minutes from Committees.</b> Draft Personnel Minutes attached.	Chair
16	<b>FFT Data.</b> AF will give a brief overview.	AF
17	<b>Principal's Report.</b> Previously circulated to Governors.	AF
18	<b>MAT's – SMCC options/update.</b> AF will give a brief overview.	AF
19	<b>Link Governors Update.</b> AF to report.	AF
20	<b>Review Policies.</b> PG to report. Update in terms of Policy Review process ICT Policies. Deferred from the July 2016 meeting. Display Screen Equipment Policy. Deferred from the July 2016 meeting. School Teachers Pay and Conditions.	PG
21	<b>Business brought forward by the direction of the Chair.</b>	Chair
21a	Governors Commendation Award.	AF/AR
21b	Hardship Fund.	AF/AR
22	<b>Part II Confidential.</b>	Chair
23	<b>Confirm the date of the next meeting: Tuesday, 14 March 2017 at 6pm.</b>	Clerk

Minute	Action / Decision	Who /
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No.		When by?
1	<p><b>Campbell Orr, Assistant Vice Principal and Safeguarding Officer presented data on attendance and safeguarding.</b> This tied in with a training session for all Governors held immediately ahead of the meeting.</p> <p>SR suggested training for parents and carers in relation to self harm. CO will make enquiries with other Agencies to establish the viability.</p> <p>Safeguarding team and Safeguarding Governor (WR) regularly meet to 'spring clean' the files.</p> <p>The details on the table were explained and Governors had the opportunity to ask questions.</p> <p>The school had organised an Anti Bullying Week the previous week. All staff had received training.</p> <p>CO advised he would like to expand CPOMS and in this connection, visit other schools.</p> <p><b>Question: How do we compare to Devon in relation to safeguarding related issues?</b>  <b>Answer: CO to find out and advise.</b></p> <p>AR noted this was a very positive picture. Exclusions had fallen sharply and considered it would be useful to know what the figure they had fallen from and what the trend was over time.</p> <p><b>Question: How many pupils had received in house counselling and how was it defined?</b>  <b>Answer: 67 pupils had received in house counselling and they are defined as to the number of sessions with the councillor. They may involve a small issue and a short meeting.</b></p> <p><b>Question: When are parents involved?</b>  <b>Answer: Parents would not necessarily be informed if it was a safeguarding issue. Many of the pupils used the service as a 'drop in' for relatively small issues which made the number look large.</b></p> <p>Comparative year on year data to be provided for the next meeting by CO.</p> <p>Self harm was spoken about. There had been a whole school assembly to discuss this. Staff were aware that Devon is an area of concern as regards self harm, alcohol and substance abuse.</p> <p>The school was planning, for the first time, an LGBT week (lesbian, gay, bisexual and transgender).</p> <p>The Teaching and Learning Committee are to discuss emotional problems.</p> <p>JS advised some schools had taken up certain models of meditation / mindfulness and the benefits had shown excellent results.</p> <p>AF spoke of his concern that Element 3 had been capped at £2,000 per student which could be challenging in the future.</p> <p>CO provided copies of a leaflet. AR suggested e-safety should also be included.</p>	



	<p><b>SR proposed that LC and LM were co-opted. Seconded by AS and unanimously agreed.</b></p> <p>LC and LM returned to the room and were welcomed onto the Governing Body. Declaration of Eligibility and Register of Business Interests forms were handed to them for completion.</p>	<p>LC &amp; LM to complete &amp; return</p>
5	<p><b>Approval of the Minutes of 19 September 2016.</b> <b>Approved and signed as a correct record.</b></p>	<p>Chair</p>
6	<p><b>Matters Arising from the Minutes.</b></p>	<p>Chair</p>
6.1	<p><b>Register of Business Interests.</b> The two outstanding forms had been completed.</p>	<p>Clerk to update list for website</p>
6.2	<p>Item 6: <b>School Building on the Balance Sheet.</b> RE had checked the assets on DCCs balance sheet. It had been established that the Co-operative Trust has the freehold of the property. RE advised dthat he had informed DCC that the Co-operative Trust had the freehold, but DCC were choosing to keep the assets on their balance sheet. He suggested a check was made as to how other schools are treated as it could be compromising in the future.</p>	<p>SR to check. SW to ask DWF</p>
6.3	<p>Simon Walker was not aware of any other schools that had a transfer and would ask DWF who deal with school transfers what their expectation was of the position at the outset.</p>	
6.4	<p>Item 11.2: <b>The Principal's Performance Management meeting was fixed for 25 November 2016.</b></p>	
6.5	<p>Item 12: <b>Deputy Safeguarding Governor.</b> To follow up a suggestion for a preference that schools have a Deputy Safeguarding Governor, LM volunteered for this role.</p>	<p>AS to email details to Govs</p>
6.6	<p>Item 17.2: <b>Impact Statement</b> had been completed by AS.</p>	
6.7	<p>Item 13: <b>Policies to be adopted by FGB.</b> One had been adopted in September 2016.</p> <p>Item 14.1: <b>Governors Learning Walks.</b> These had been sent to Chairs, vice Chairs and SR and considered useful documentation.</p>	
7	<p><b>Governance Review Update.</b></p> <ul style="list-style-type: none"> <li>- <b>Final Committee Structure.</b> Chart had been circulated to Governors.</li> <li>- <b>Calendar of meetings.</b> Details had been circulated to Governors.</li> <li>- <b>Chairs Meetings.</b> 3 attachments had been circulated to Governors.</li> </ul> <p><b>Standing Orders.</b> They do not have a Chairs casting vote mechanism, <b>Proposed by EV, seconded by SR and unanimously agreed to leave as at present.</b></p>	<p>EV</p>
8	<p><b>The Co-Operative Trust.</b> AF advised the Trust mainly comprised FGB members and queried its function and relationship to the Governing Body. Due to the Agenda being light, it was not felt practical to invite non members to the meeting.</p> <p>SR advised that it is a requirement that SMCC has a Trust body with at least one meeting a year. EV recalled the Governance Review recommending that ties were strengthened with the Trust.</p> <p>Simon Walker informed that from a legal point of view, the Trust is the</p>	<p>SR/AF</p>

	<p>overarching employer, it agrees the accounts and replicates a FGB meeting. The Trustees are AF, AS and RE. Mole Valley Farmers and Eaton are representatives but not signed up.</p> <p>Governors felt it should be left as is for function only until the future of the College is known.</p>	
9	<p><b>Training and Future Training Needs</b>  SR – Governor’s Update  EV – Chairs training. EV report attached.  AS – HT’s appraisal</p> <p>LC and LM to be booked onto a New Governors training course on 2/3/17.</p>	<p>Chair</p> <p>Clerk</p>
10	<p><b>Marketing and Communications.</b>  EV spoke about this as the Governance Review had highlighted the Governing Body’s identity and engagement was weak. In addition, other schools in the vicinity have undertaken aggressive marketing campaigns this summer. EV had noted that the Dartmoor Federation even had a Marketing and Communications sub committee.</p> <p>EV advised that MC had confirmed he would look at communications, and that SR was Lead Governor for parental engagement. EV suggested these Governors, plus anyone else so inclined, could consider how to respond to these challenges and opportunities.</p> <p>SR volunteered to get the ball rolling. All agreed social media had a role to play too.</p>	<p>EV</p> <p>MC / SR</p>
11	<p><b>Governors Terms of Office Expiry.</b> To nominate the following for a further term of office:  AS – Foundation. 31 December 2016.  <b>EV proposed AS was nominated for a further term of 4 years, seconded by JS, all agreed.</b>  JS – Co-Opted. 31 December 2016. She was willing to be a parent Governor where there were currently 4 vacancies. This would create a co-option vacancy involving a non parent with specific strengths to bring to the table. A parent Governor election to be held. AR to write the letter inviting nominations.</p>	<p>Chair</p> <p>SR to advise Trust</p> <p>Clerk to organise election AR</p>
12	<p><b>New Governor Induction Pack.</b> This had been circulated to Governors who were invited to give feedback and fill in the gaps.</p>	<p>EV</p>
13	<p><b>Cycle of Business (as per Terms of Reference)</b></p>	<p>Chair</p>
13a	<p>Monitor and evaluate progress of School Improvement Plan focusing on the three core functions.</p> <p>It was noted that the SSDP Monitoring Group was looking at this. AS, SW, MC and AF to meet for further discussion.</p>	<p>AS, SW, MC &amp; AF to meet and report back</p>
13b	<p>Organise annual review of school with School Improvement Officer. Agree how this will be reported back to Governors.</p> <p>Since Ofsted there had been no contact about a School Improvement Officer. AF to speak to Head of Education (Dawn Stabb) for more information.</p>	<p>AF</p>
13c	<p>Discuss Local Learning Community or partnership/collaborative activities planned for the year.</p> <p>Local Learning Community meetings are held at SMCC every half term. The collaboration is good and there is a meaningful relationship with local schools.</p>	<p>AF to invite Wilson</p>



	meetings. The details to be emailed to Governors. For the benefit of the new Governors, the initiative was explained and an opportunity to be involved in an area of interest.	Govs to send to Clerk for circulation
20	<p><b>Review Policies.</b> PG was going through the Policy list.</p> <p><b>ICT Policies.</b> Deferred to the next Meeting in March 2017.</p> <p><b>Display Screen Equipment Policy.</b> Simon Walker suggested accepting the DCC version adding that staff who work in different areas had been addressed. To be further discussed at the Finance Committee as within H&amp;S scope.</p> <p><b>School Teachers Pay and Conditions.</b> AS advised he and Simon Walker had gone through the details which was the same as last year with the exception of allowing allowing latitude on awarding recruitment and retention allowance payments. It was agreed this gave SMCC flexibility in order to attract the best staff. PG to be advised and the process agreed and confirmed by email.</p> <p><b>Health and Safety Policy Update.</b> This had been circulated to Governors. <b>Proposed by EV, seconded by AS and unanimously agreed to adopt.</b></p>	<p>Chair On March 17 FGB Agenda</p> <p>Finance Ctee Agenda AS/ SW</p> <p>PG/email</p>
21	<b>Business brought forward by the direction of the Chair.</b>	Chair
22	<p>Governors Commendation Award. The bus incident was discussed. JS spoke about AF seeing all the students involved the next day which she felt was more valuable than an award.</p> <p>Taw and Torridge bus company will be doing a live evacuation of a coach.</p> <p>AF will give more thought to the criteria and focus of a Governors Commendation Award.</p>	<p>AF/AR</p> <p>AF</p>
23	<p>Hardship Fund. This had been resolved. The Friends Group has agreed to fundraise for a Hardship Fund. The Church collection at the Carol Service on 15 December to be donated to the Hardship Fund from Friends of the school.</p> <p>The Friends Group are a key stakeholder in relation to marketing and communication.</p>	AF/AR
12.	<p><b>Part II Confidential.</b> <b>AS proposed that the meeting went into Part II Confidential, seconded by WR.</b> TS, being the remaining staff member present, left the meeting.</p>	Chair
13.	<p><b>Confirm the date of the next FGB meeting. Tuesday, 14 March 2017 at 6pm.</b></p> <p><b>Committee Meetings:</b>  T&amp;L 7/12/16; 23/1/17  Personnel 8/2/17 (4pm); 20/4/17 (5pm)  Finance 8/2/17 (5pm); 20/4/17 (6pm)</p>	Clerk
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ Co-option of Lorna Carter and Linda Mitchell as co-opted Governors</li> <li>➤ Minutes of 19 September 2016</li> <li>➤ Standing Orders to remain unchanged</li> <li>➤ Arthur Symons nominated for a further 4 year term as a Foundation Governor</li> <li>➤ Health and Safety Policy</li> <li>➤ Meeting to go into Part II Confidential</li> </ul>		
<p><b>These Minutes are agreed by those present as being a true record.</b></p>		

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