

Minutes of the Full Governing Body Meeting of South Molton Community College Personnel Committee Meeting held on Thursday, 20 October 2016.

Chaired by:- Arthur Symons		Clerked by:- Sue Squire
Present:- Andrew Finney (Principal) AF Philip Govier PG Arthur Symons AS Ellen Vernon EV Simon Walker, Business and Premises Manager		Agenda:- Election of Chair Declarations of Interests Apologies Approve Terms of Reference Approval of the Part I and II Minutes of 13/6/16 Matters Arising from the Minutes Cycle of Business Review Policies Chair's Personnel Report Items raised by the Principal Business brought forward by the direction of the Chair
1.	Election of Chair. Arthur Symons proposed by EV, seconded by PG and agreed.	
2.	Declarations of Interests. EV – employed by North Devon Council and parent of child at the school.	
3.	Apologies. None	
4.	Approve Terms of Reference (draft previously circulated) Proposed by EV to agree subject to changes. Seconded by AF and agreed. EV was thanked for her work on this.	Clerk to update
5.	Approval of the Part I and Part II Minutes of 13/6/16 (Part I previously circulated) Proposed by EV, seconded by PG and agreed by Governors after minor amendments made.	Send to Finance Committee
6.	Matters Arising from the Minutes.	
6a	Item 2.1: SW to contact Legal and ask them to draw up a document in respect of the Rugby Club Planning Application. To receive further details. The item was deferred to the Finance, Health and Safety Committee.	Finance, H & S Cttee
6b	Item 4.1: AF to provide a brief resume of The Bridge@SMCC to County Councillor Edgell. To confirm that this has been done. Confirmed.	
6c	Item 4.2: PG is the contact pending a Governor with a skill set in respect of Premises Health and Safety. With a new Committee in place, this item will pass to them. Noted.	
6d	Item 4.3: Website. Governors Page profile update.	

	AS to liaise with Sarah Robinson.	AS
7.	Cycle of Business (as per Terms of Reference).	
7a	<p>Review staff appraisals for pay progression. AF spoke about his future plans involving the T&L team for lesson observation. AF explained procedure for eligible staff through main pay scale as opposed to UPS.</p> <p>This part of the meeting went into Part II Confidential.</p>	
7b	<p>Planning for PAN 2017 intake levels. AF advised the application process closes on 31 October 2016. PAN is set at 120. 140 were accepted for September 2016. The school is currently at capacity in Years 7, 9 and 11. The capacity of the new build is 620. 120 are in Year 11. AF is hoping to retain Rooms 20 and 21. This would enable the school to take more than the 620 limit. There was a discussion over strategy. It was agreed to seek to accept as many as possible for the 2017 intake. It supports the case for further and future investment in the school infrastructure.</p> <p>School uniform. A survey has gone out to parents. There have been issues with the suppliers and delays. AF is suggesting Daws as the preferred option. They are based in Barnstaple but accessible within the area. All agreed.</p>	
7c	<p>Review Policies. School Teachers Pay and Conditions – this Policy is derived from the national version so limited amends expected. AS and SW to discuss and then recommend to FGB for approval on 22 November.</p> <p>Possible amalgamation of Policies. The Governance Review suggests there are too many. SW felt it would be difficult to reduce the number of Policies as many are standard ones suggested by DCC / Babcocks. It was agreed to leave for the moment.</p>	SW and AS
8.	<p>Chair's Personnel Report (previously circulated)</p> <p>AS ran through the details briefly. No issues were raised.</p>	
9.	<p>Items raised by the Principal</p> <p>2018 Admissions Policy – DCC has amended. AF advised the change relates to teaching staff who have children at a school where such children are given priority.</p>	
10.	<p>Business brought forward by the direction of the Chair</p> <p>AS raised the question of Entry and Exit interviews, which had been suggested previously and agreed as a good concept. AS had researched case studies and examples and concluded there was merit to such an approach. It was agreed that AS and SW would look at a model or format; DCC may have one</p>	AS and SW to explore

	<p>already. Entry interviews would be best placed c. 3 months in.</p> <p>The meeting went into Part 2 for a further discussion.</p>	<p>further</p>
	<p>Dates of Future Meetings:</p> <p>Wednesday Feb 8th - Personnel 4-5pm and Finance 5-6pm Thursday April 20th - Personnel 5-6pm and Finance 6-7pm</p>	
<p>These minutes are agreed by those present as being a true record.</p>		
<p>SUMMARY OF DECISIONS:</p> <ul style="list-style-type: none"> ➤ Terms of Reference ➤ Part I and Part II Minutes of the Resources Committee Meeting held on 13 June 2016 ➤ Daws of Barnstaple to be the suppliers of uniform 		
<p>Signed: (Chair of South Molton Community College Full Governing Body Personnel Committee)</p>	<p>Date:</p>	