

SOUTH MOLTON COMMUNITY COLLEGE

Page 1 of 3 Minutes of South Molton Community College Full Governing Body Personnel Committee Meeting held on 08.02.17

Part 1 MINUTES					
Personnel Committee					
Date/ Time		Wednesday, 8 February 2017 4pm			
Location		Classroom 2, South Molton Community College			
Minutes to		Governing Body			
Clerked by		Sue Squire			
Eligible to attend	Initials	Role	Eligible to attend	Initials	Role
Andrew Finney	AF	Principal	Ellen Vernon	EV	Co-Chair of FGB
Philip Govier	PG	Chair of Finance Committee	Simon Walker	SW	Business & Premises Manager
Arthur Symons	AS	Co Vice Chair of FGB			

Apologies	Initials

Absent without apology	Initials

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	Agenda Item	Led by
1	Declarations of Interest	Chair
2	Apologies	Chair
3	Approval of the Part I & Part II Minutes of 20/10/16 (Part I previously circulated to Governors)	Chair
4	Matters Arising from the Minutes	
4a	Item 4.3: Website. Governors Page profile update. For information only. To note that the Clerk is liaising with Governors to get this updated.	Chair
5	Cycle of Business (as per Terms of Reference)	
5a	Review Policies. PG to report.	Chair
6	Chair's Personnel Report (previously circulated to Governors)	Chair
7	Items raised by the Principal	AF
8	Business brought forward by the Chair	Chair
8	Confirm the date of the next meeting. Thursday, 20 April 2017 at 5pm.	Clerk

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Minute No.	Action / Decision	Who / When By?
1	Declarations of Interest. EV – employed by North Devon Council and a parent	Chair
2	Apologies. None.	Chair
3	Approval of the Part I & Part II Minutes of 20/10/16 (Part I previously circulated to Governors) Approved and signed as a correct record.	Chair
4	Matters Arising from the Minutes	
4a	Item 7b: Planning for PAN 2017 intake levels. AF advised that DCC had requested that 122 or 123 new pupils are accepted into year 7 for September 2017. As we accepted 143 year 7's in 2016 this is starting to take the school to full capacity (620). The new build has a capacity of 620 (fire regulations). The current PAN for each year is 120 (oversubscribed). A definite confirmation was still awaited.	Chair
4b	Item 7b. Uniform. AF advised that he had conducted a parental survey with regards to the current school uniform supplier (School Trends) – this had come back fairly negative as AF expected. As a result AF is in negotiations with a local supplier (Samuel Daw's Barnstaple). They are currently attempting to replicate the PE kit. The cost of the uniform is more expensive from a local supplier and this is a concern, however, the parental feedback is that a local supplier that gives students the opportunity to 'try on' uniform would be preferred. Further details to follow.	Chair
4c	Item 10: Entry & Exit Interviews under Business brought forward by the direction of the Chair. This item was deferred to the next meeting.	Chair Next Meeting
5	Cycle of Business (as per Terms of Reference)	
5a	Review Policies. PG reported he had split the policies into groups to fit the Committees. Of the Personnel policies, two will go the FGB for ratification and the rest dealt with by staff/Governors. AS and AF are reviewing Governors Visits (March 2017) and Admissions (July 2017) with an intent that these are agreed by FGB on March 14, 2017.	AS
6	Chair's Personnel Report (previously circulated to Governors) This item was covered under Part II Confidential.	Chair
7	Items raised by the Principal Items were covered under Part II Confidential.	
8	Business brought forward by the Chair. None.	Chair
8	Confirm the date of the next meeting. Thursday, 20 April 2017 at 5pm. The meeting ended at 4.46pm.	Clerk

These minutes are agreed by those present as being a true record.

SUMMARY OF DECISIONS:

- **Part I and Part II Minutes of 20 October 2016**

Signed:
(Chair of South Molton Community College Full Governing Body Personnel Committee)

Date: