

# SOUTH MOLTON COMMUNITY COLLEGE

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<b>Part 1 Minutes</b>					
<b>Full Governing Body Meeting</b>					
<b>Date/ Time</b>	Tuesday, 20 June 2017 6pm				
<b>Location</b>	Room 217				
<b>Minutes to</b>	Governing Body				
<b>Minutes taken by</b>	Sue Squire, Clerk to the Governors				
<b>Committee members present</b>	<b>Initials</b>	<b>Notes</b>	<b>Committee Members present</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>
Lorna Carter	LC		Andrew Redpath	AR	
Marc Cornelius	MC		Wendy Rickard	WR	
Diane Dimond	DD		Sarah Robinson	SR	
Richard Edgell	RE		Tony Strickland	TS	
Andrew Finney	AF	Principal	Arthur Symons	AS	
Philip Govier	PG	Co-Chair	Ellen Vernon	EV	Co-Chair

<b>Apologies</b>	<b>Initials</b>
Linda Mitchell	LM
Julie Snell	JS
Sheila Wyer	SW

<b>Apologies not received</b>	<b>Initials</b>
Georgia Newman	GN

<b>Also in attendance</b>	<b>Initials</b>
Simon Walker	Swa
Campbell Orr	CO
Louise Southworth	LS

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	Agenda Item	Led by	Time
			Mins
<b>1</b>	<b>Welcome &amp; Apologies</b>	Chair	1 - 2
<b>2</b>	<b>Declaration of Interests</b> LC – employed at SMCC & parent MC – South Molton Town Councillor DD – Principal of Petroc and parent RE – Devon County Councillor LM, GN, WR, JS – Parents AR - Involved with work for Devon schools TS – employed at SMCC EV – North Devon Council employee and parent SW – employed at SMCC SWa – employee but not on the Governing Body	Chair	2
<b>3</b>	<b>The Bridge – presentation from Louise Southworth</b>	Chair	15
<b>4</b>	<b>Approval of the Minutes of the last FGB Meeting held on 14 March 2016</b>	Chair	2
<b>5</b>	<b>Matters Arising.</b> Verbal note regarding Communications / Parental Engagement – proposal to postpone until September 2017.	Chair	2
<b>6</b>	<b>Committee Meeting Minutes for noting:</b> <ul style="list-style-type: none"> <li>- Finance</li> <li>- Personnel</li> <li>- T&amp;L</li> <li>- Curriculum</li> </ul>	Chair	5
<b>7</b>	<b>Link Governor Reports for noting</b>	Chair	5
<b>8</b>	<b>Policies</b>	Chair	10
<b>9</b>	<b>Principal's Report</b> <ul style="list-style-type: none"> <li>- SSDP Update</li> </ul>	AF	20
<b>10</b>	<b>Resourcing Update (AF)</b>	AF	10
<b>11</b>	<b>Vision Update (WR)</b>	WR	10
<b>12</b>	<b>MATs Update</b> <b>Summary of options and consideration of preferred way forwards</b>	AF/ Chairs	40
<b>13</b>	<b>Safeguarding (WR)</b>	WR	10
<b>14</b>	<b>Governance</b> <ul style="list-style-type: none"> <li>- Governors Terms of Office expiring (Parent Governor Diane Dimond on 22/9/17)</li> <li>- Governor Training. For noting and including Reports from attendees:                             <ul style="list-style-type: none"> <li>Arthur Symons. 10 May. Governance and School Improvement</li> <li>Linda Mitchell. 10 May. Understanding safeguarding and child Protection responsibilities for new Governors</li> <li>Linda Mitchell. 20 April. Autism Education Trust</li> <li>Lorna Carter. 20 April. Autism Education Trust</li> <li>Julie Snell. 20 April. Autism Education Trust</li> <li>Wendy Rickard. 15 June. Responsibilities of safeguarding lead.</li> <li>Sue Squire. 13 June. Clerk's to Governors Update. Written report circulated.</li> </ul> </li> <li>- Skills Audit – Governors are invited to complete a new style form (to follow)</li> <li>- Governance Review – agree a date in July</li> <li>- Diary Dates for Governors</li> </ul>	Chairs / AF	10

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<b>15</b>	<b>Any Other Business</b>	Chair	2
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		Led by	Time
	<b>MINUTES.</b>		Mins
<b>1</b>	<b>Welcome &amp; Apologies</b>	Chair	1 - 2
<b>2</b>	<b>Declaration of Interests</b> LC – employed at SMCC & parent MC – South Molton Town Councillor DD – Principal of Petroc and parent RE – Devon County Councillor WR – Parent AR - Involved with work for Devon schools SR – employed at Newport School TS – employed at SMCC EV – North Devon Council employee and parent SWa – employee but not on the Governing Body	Chair	2
<b>3</b>	<b>The Bridge – presentation - Louise Southworth.</b> LS briefed the governors on the activity and impact of The Bridge. The Bridge has been running since October 2016 at the South Molton YMCA building and from January, based in the Sports Hall classrooms on site at SMCC. Currently, 35 students a week are supported by The Bridge; typically students with disengagement/behavioural issues. CAMS, who become involved, have feedback positively. Data presented demonstrated an improvement in student behaviour  Students are referred to The Bridge by Heads of House or a member of the Senior Leadership Team.  The Bridge focuses on proactive work, encouraging students to become involved in more creative and community activities for a short period to encourage re-engagement with school life. The initiative was recently recognised by an award from the local police force. There are strong links with the South Molton Youth Centre where two voluntary youth workers assist in the programme.  Governors queried the types of students who typically attended The Bridge and the specific nature of intervention approaches, and also queried any impact The Bridge had on academic outcomes. Data on academic impact was not available at the meeting but governors were guided towards SISRA data.  LS left the meeting.  Governors discussed the cost effectiveness of The Bridge and other approaches available. AF outlined an alternative model whereby each Head of House was supported by a behavioural lead/coach. This had just commenced and appeared a cost-effective and responsive alternative to The Bridge.	Chair	15

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	<p>Governors discussed the two options at length. It was felt there was value in securing further evidence as to the impact of The Bridge, but it was felt the Head of House/behavioural coach model could have scope to incorporate the most effective elements of The Bridge model. Governors acknowledged urgent timescales around resource planning for academic year 2017.</p> <p><b>PG proposed to cease funding for The Bridge in its current form, to establish a sub-group to review the provision next term when more data is available and look at grants/external funding with the PHSE Link Governor involved. Seconded by DD. Vote: 11 in favour. 1 abstention.</b></p> <p><b>Medication Policy.</b> SWa spoke about the Medication Policy. Governors were in agreement for this Policy to be reviewed when legislation alters in October 2017.</p> <p>SWa then left the meeting.</p> <p><b>Safeguarding presentation - Campbell Orr.</b> CO had meet with WR, Safeguarding Governor. A report had been circulated to Governors and was discussed. Governors noted the mixture of male/female house coaches and that follow up procedures for absentee students had been improved.</p> <p>SMCC had recently undergone a Safeguarding Audit. 2016 and 2017 data was compared. Governors queries various aspects, including gender and PP. It was suggested greater consideration might be given to assisting the most disadvantaged students to take part in extra student activities – eg the Uganda trip.</p> <p>WR fed back from her recent safeguarding training course which covered safer practices for interviewing, and suggested Governors increased their knowledge of their school through use of learning walks.</p> <p>Details of safeguarding on SMCC website were demonstrated. CO was thanked for his presentation and left the meeting.</p>		
<p><b>4</b></p>	<p><b>Approval of the Part I and Part II Minutes of the last FGB Meeting held on 14 March 2017.</b> Staff members and SR (ex-staff member) left the room while the Part II Minutes were circulated and agreed.</p> <p><b>The Minutes were approved and signed as a correct record after the wording in Item 14 was amended to ‘TS informed that contact rugby is not compulsory at SMCC and students have the option of contact’.</b></p>	<p>Chair</p>	<p>2</p>
<p><b>5</b></p>	<p><b>Matters Arising.</b> <b>5.1 Heat inside building.</b> Temperature in the school building during the governor meeting was excessive. AR raised this as an urgent issue, and highlighted concerns that this was unacceptable for the meeting and for students during the day, and specifically questioned the conditions when students were taking exams.</p>	<p>Chair</p>	<p>2</p>

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	<p>AF to speak to Andrew Goode, Project Manager for the new build and also to enquire, as a result of a governor question about the cladding on the building.</p> <p>Governors asked if the new building had a sprinkler system and was advised - not a current requirement of school construction. These questions were raised as a direct result of a recent fire which claimed many lives in a London tower block.</p> <p><b>5.2 School Balance Sheet.</b> SWa had been in dialogue with RE who was satisfied that the issue was in order.</p> <p><b>5.3 Communications / Parental Engagement.</b> Chair proposed this item was postponed until September 2017 due to the volume of other tasks underway by governors.</p>		
<p><b>6</b></p>	<p><b>Committee Meeting Minutes for noting:</b></p> <ul style="list-style-type: none"> <li>- <b>Finance</b></li> <li>- <b>Personnel</b></li> <li>- <b>T&amp;L</b></li> <li>- <b>Curriculum</b></li> <li>- <b>Chairs</b></li> </ul> <p>Noted by Governors.</p>	<p>Chair</p>	<p>5</p>
<p><b>7</b></p>	<p><b>Link Governor Reports for noting.</b> DD – Pupil Premium. Steve Rogers is taking this on from Caroline Sherwood.</p> <p>SR had met with Senior Leadership Team member Paula Fletcher</p>	<p>Chair</p>	<p>5</p>
<p><b>8</b></p>	<p><b>Policies.</b></p> <ul style="list-style-type: none"> <li>- <b>Medication.</b> To be dealt with at Finance Committee in October 2017. AS to review.</li> <li>- <b>Uniform.</b> To be dealt with by email. LC to review.</li> <li>- <b>Outdoor Education.</b> This is a DCC Policy which had been looked at by SWa and TS. To be dealt with by Teaching Learning and Achievement Committee.</li> <li>- <b>Data Protection.</b> The principles in the Appendix had been expanded. MC to look at this with SWa and take to review at Autumn Finance Committee.</li> <li>- <b>VLE and ICT</b> – recommended by MC to be merged with other IT policies.</li> <li>- <b>Acceptable Use Policy.</b> MC suggested this Policy be re-named Unacceptable Use Policy. He would look at this with SWa. To Autumn Finance Committee.</li> <li>- <b>ICT Disaster Recovery Plan.</b> This Policy requires re-writing to take account of the new build and Office 365 being used. SWa/MC. To Autumn Finance Committee.</li> <li>- <b>ICT</b> – some amendments were required. SWa/MC. To</li> </ul>	<p>Chair</p>	<p>10</p>

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	<p>Autumn Finance Committee.</p> <ul style="list-style-type: none"> <li>- <b>Display Screen.</b> This is a DCC Policy. MC advised that as DCC is not the employer, the Policy was not correct. <b>SWa/MC. To Autumn Finance Committee.</b></li> <li>- <b>Freedom of Information.</b> MC advised this did not comply with current guidelines and requires re-writing. SWa to address. To Autumn Finance Committee.</li> </ul>		
<b>9</b>	<p><b>Principal's Report.</b> The report focused on school performance data and an update on the progress of the SSDP.</p> <p>Data from the final collection point of departing Year 11's was particularly positive for this cohort, however the sudden loss of a Year 11 student has had a profound effect on students and staff. There was concern that this could have an effect on GCSE results, due on 24/8/17. AF has advised exam boards.</p> <p>Governors expressed thanks to staff in the wake of this tragic incident. EV to follow up.</p> <p>SSDP objectives were discussed individually. AF brief governors on the approach to improving the assessment of teaching and learning. An emphasis on unscheduled lesson observations, greater support from SLT team, and the use of student voice.</p> <p>Student numbers for September 2017 were looking positive.</p> <p>School to ensure those eligible for Free School Meals were taking them up.</p>	AF	20
<b>10</b>	<p><b>Resourcing Update (AF)</b> The School was looking to appoint a Head of Music, a full time Science teacher and an MFL (modern foreign languages - German) teacher. Current posts would be leaving at the end of July 2017, but new staff unlikely to be in post until January 2018. AF exploring temporary contracts for Autumn term 2017.</p>	AF	10
<b>11</b>	<p><b>Vision Update (WR)</b> The Vision had been circulated to members of staff and the students and feedback received. Governors also provided final thoughts. It was agreed WR would finalise in consultation with AF.</p>	WR	10
<b>12</b>	<p><b>MATs Update</b> <b>Summary of options and consideration of preferred way forwards.</b> AF, chairs and the MAT sub committee had spent much time over the past two years exploring MAT options. AF presented a SWOT analysis that he had compiled with input from SLT. There was no solution or option that seemed to fully fit the needs and ambitions of SMCC.</p> <p>Key considerations include: Teaching/learning improvements through effective links to feeder</p>	AF/ Chairs	40

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	<p>schools and effective links to secondary schools. Ability to work with VA schools without having governance restrictions imposed Financial benefits/savings Development opportunities for (all) staff</p> <p>AF concluded that in the absence of an option that provided benefits to SMCC without negative impacts SMCC should remain as is.</p> <p>Governors felt that education policy was somewhat uncertain currently, and with personnel changes at the RSC there was no clear strategic direction on MAT's, and therefore appeared to be no advantage to SMCC to move into a MAT in the near future.</p> <p>As collaboration meetings with the local learning community have been held, exploring a MAT option, EV felt there should be dialogue with feeder schools to explain SMCC had concluded they are not minded to pursue a MAT at this time for the reasons discussed, out of courtesy to local partners. There may be other ways SMCC can support South Molton and North Molton primaries.</p> <p><b>The following statement was proposed by TS, seconded by MC and unanimously agreed: After due consideration, it is concluded that there is no obvious preferred solution at this moment that meets the key objectives we have for SMCC.</b></p>		
13	<p><b>Safeguarding (WR).</b> This item was covered under the Safeguarding Presentation.</p>	WR	10
14	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>- Governors Terms of Office expiring (Parent Governor Diane Dimond on 22/9/17). The Clerk to prepare the Parent Governor vacancy letter, similar to the last letter drafted by AR, to be sent to all parents on 6/9/17 and reference made that childcare costs would be covered.</li> <li>- Governor Training. For noting and including Reports from attendees: <ul style="list-style-type: none"> <li>Arthur Symons. 10 May. Governance and School Improvement</li> <li>Linda Mitchell. 10 May. Understanding safeguarding and child Protection responsibilities for new Governors</li> <li>Linda Mitchell. 20 April. Autism Education Trust</li> <li>Lorna Carter. 20 April. Autism Education Trust</li> <li>Julie Snell. 20 April. Autism Education Trust</li> <li>Wendy Rickard. 15 June. Responsibilities of safeguarding lead.</li> <li>Sue Squire. 13 June. Clerk's to Governors Update. Written report attached.</li> </ul> </li> <li>- Skills Audit – the clerk requested all governors complete a new style HGA form. Data to be input online. SMCC to analyse data and identify skills gaps.</li> <li>- Governance Review – this was agreed at 13/7/17, 6pm. The skills audit would be discussed at this time as would FGB and Committee dates for 2017/18 and a reflection on the approach to governance over the past 12 months.</li> </ul>	Chairs / AF	10

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	<p>- Diary dates for Governors. In case of need, a Personnel Committee meeting was arranged for 5pm on 13/7/17 and Finance at 5.30pm.</p>		
<b>15</b>	<b>Any Other Business.</b> None.	Chair	2
<p><b>Summary of Decisions:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Funding for The Bridge to cease in its current form, to establish a sub-group to review the provision next term when more data is available and look at grants/external funding with the PHSE Link Governor involved.</b></li> <li>➤ <b>Part I and Part II Minutes of 14 March 2017</b></li> <li>➤ <b>Not to proceed with a MAT due to no obvious preferred solution at this moment that meet the key objectives Governors have for the School</b></li> </ul>			
<p><b>Summary of Actions:</b></p> <p><b>AF:</b> Speak to Andrew Goode regarding heat in the School and School cladding</p> <p><b>EV:</b> Follow up Governors thanks to staff following the loss of a student</p> <p><b>WR:</b> To prepare final version of Vision Update</p> <p><b>Clerk:</b></p> <ul style="list-style-type: none"> <li>❖ Medication Policy to be reviewed in October 2017</li> <li>❖ Include Communications / Parental Engagement item on the AGM Agenda, September 2017</li> <li>❖ Policies discussed at this meeting to be included on the Finance Committee Agenda, Autumn Term</li> <li>❖ Prepare Parent Governor Election letter to be sent out on 6/9/17</li> </ul>			
<p><b>These Minutes are agreed by those present as being a true record.</b></p>			
<p>Signed: Chair of South Molton Community College Full Governing Body:</p>		<p>Date:</p>	



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