

SOUTH MOLTON COMMUNITY COLLEGE

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<u>Part 1 Minutes</u>					
Full Governing Body Meeting					
Date/ Time	Monday, 18 September 2017 6pm				
Location	Room 217				
Minutes to	Governing Body				
Minutes taken by	Sue Squire, Clerk to the Governors				
Committee members present	Initials	Notes	Committee Members present	Initials	Reason (Category of Governor)
Lorna Carter	LC		Sarah Robinson	SR	Co Vice-Chair
Marc Cornelius	MC		Julie Snell	JS	
Richard Edgell Until Min. 6.2	RE		Tony Strickland	TS	
Andrew Finney	AF	Principal	Arthur Symons	AS	Co Chair
Philip Govier	PG	Co Vice Chair	Ellen Vernon	EV	
Andrew Redpath	AR	Co Chair	Sheila Wyer	SW	

Apologies	Initials
Diane Dimond	DD
Linda Mitchell	LM. Letter of resignation received
Georgia Newman	GN
Wendy Rickard	WR

Apologies not received	Initials

Also in attendance	Initials
Simon Walker	Swa
Campbell Orr	CO

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	Agenda Item	Led by	Time
	Members updated their Register of Business Interests forms.		Mins
1	Elections of Chair and Vice Chair.	Chair	10
2	Welcome to newly elected Parent Governors.	Chair	5
3	Apologies Linda Mitchell. Governors noted a letter of resignation had been received. Diane Dimond Wendy Rickard Georgia Newman	Chair	2
4	Declaration of Interests LC – employed at SMCC & parent MC – South Molton Town Councillor RE – Devon County Councillor SR, JS – Parents AR - Involved with work for Devon schools TS – employed at SMCC EV – North Devon Council employee and parent SW – employed at SMCC SW – employed at SMCC SWa – employee but not on the Governing Body	Chair	2
5	Approval of the Minutes of the last FGB Meeting held on 20/6/17.	Chair	4
6	Matters Arising.	Chair	5
7	Exam results analysis via SEF		15
8	AGM Business:	Chair	20 in total
8.1	Terms of Reference (Committees)	Chair	
8.2	Committee Meeting Dates	Chair	
8.3	Full Governing Body Meetings & Committee Meetings – open or closed?	Chair	
8.4	Review Governors Code of Conduct	Chair	
8.5	Review Standing Orders	Chair	
8.6	Cover quorums / need to be quorate	Chair	
8.7	Procedures – Complaints Staff grievances Redundancy Staff Appeals	Chair	
8.8	Confirm Principal's performance meeting is set	Chair	
8.9	Annual housekeeping – ○ Remind Governors of the procedure for putting items on the Agenda ○ Remind Governors of Part II procedure and confidentiality ○ Remind Governors of procedure for dealing with apologies and sanctioning of apologies Remind governors of the procedure for dealing with correspondence	Chair	
9	Governance Review • Governance Review July 13 2017 – update • Governor Skills and Training • Review Governor areas of special interest Terms of office expiry / vacancies on the Governing Body	Chair	2
10	Principal's Items: • SSDP – Monitoring approach	AF	20

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	<ul style="list-style-type: none"> • Update on Year 7 intake number and global school student population • Admissions approach • Update on new staff induction process • Data expectations for 2018 		
11	Polices. Governors Visits. To be ratified (carried forward from FGB meeting on 14/3/17.	Chair	1
12	Matters brought forward at the discretion of the Chair <ul style="list-style-type: none"> • Chulmleigh Academy Trust • Communications and Parental Engagement 	Chair	15
13	Part II Confidential	Chair	5
14	Date of next meeting	Chair	1

Minutes are on the next page.

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		Led by	Action
	MINUTES.		
	Members updated their Register of Business Interests forms.		
1	<p>Elections of Chair and Vice Chair. Nominations had been received in writing from Governors. EV proposed that the Co-Chair and Co Vice-Chair model continue. AF seconded. Unanimously agreed.</p> <p>Nominated Governors AR, AS, PG and SR left the room while the vote for Co-Chairs and Co Vice Chairs was taken.</p> <p>RE proposed AR and AS as Co Chairs. LC proposed PG and SR as Co Vice-Chair. Unanimously agreed.</p> <p>AR chaired the meeting. Thanks were expressed to EV for her work as Co Chair over the last year.</p>	Chair	Clerk to advise Gov Services
2	<p>Welcome to newly elected Parent Governors. Four nominations had been received for the four vacancies: Bill Bowen, Diane Dimond, Annabelle Kelly, Karen Hoskins.</p> <p>Clerk to circulate their details to Co-Chairs for a meeting to be arranged. The Induction Pack was ready for when they meet. SWa to organise DBS checks.</p>	Chair	Clerk SWa
3	<p>Apologies. Diane Dimond Linda Mitchell. Letter of resignation received. Georgia Newman Wendy Rickard</p> <p>Former Governor Andy Comerford had contacted AF advising he wished to be involved with the Governing Body again, following his protracted illness. SWa will invite him to send an official letter requesting to be considered. There were two co-option vacancies at present.</p>	Chair	Clerk to advise Gov Services Swa
4	<p>Declaration of Interests LC – employed at SMCC & parent RE – Devon County Councillor JS – Parent AR - Involved with work for Devon schools TS – employed at SMCC EV – North Devon Council employee and parent SW – employed at SMCC</p>	Chair	
5	<p>Approval of the Minutes of the last FGB Meeting held 20 June 2017. Approved and signed as a correct record.</p>	Chair	
6	<p>Matters Arising: 6.1 The Bridge. AF advised the School is applying for external funding for this facility to continue. Meanwhile, House Coaches are picking up students who would normally attend The Bridge so that</p>	Chair	

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	<p>community links, one of the strengths of The Bridge, can be continued.</p> <p>6.2 Heat in classrooms. SWa advised that BAM had investigated and confirmed the air movement system had improved following work on the vents. They were continuing to look at the issues raised. No reply received to the school's representations to DfE.</p> <p>The temperature is monitored on hot days and no feedback had been received that it was uncomfortable. The situation is being kept under review.</p> <p>SWa to investigate a report that on a recent Open Evening, a room was noticeably cold. Staff were aware of hot and cold spots which was being monitored.</p> <p>AF advised the Sports Hall was considered too cold for students to sit exams and had since been rectified.</p> <p>6.3 Safeguarding. Campbell Orr, Assistant Vice Principal and Safeguarding Officer gave details of a Safeguarding Meeting held on 11/9/17, with Wendy Rickard, Safeguarding Governor. The Minutes were circulated which covered:</p> <ul style="list-style-type: none"> - Staff changes – safeguarding team. - Quality assure transition arrangements for vulnerable students - Safer recruitment - Information sharing with students - Induction training and safeguarding page in induction pack - Training CPOMS - Audit - Website - Other. A powerful session on drugs education was being arranged. <p>Linda Mitchell had resigned as a Governor who was the Deputy Safeguarding officer. LC agreed to take on this role.</p> <p>AR asked how the meeting impacted on the Policy and if modification was required.</p> <p>CO advised that the Policy is due to be updated in November and would include any additional information gained from training.</p> <p>AF confirmed the Bristol Guide had been provided to all staff.</p>		SWa
7	Exam results analysis via SEF. Covered under Minute No. 10.	AF	
8	AGM Business:	Chair	
8.1	<p>Terms of Reference (Committees). Amendments were as follows: EV to come off the T L & A Committee JS to come off the T L & A Committee. Membership of Personnel and Finance to be split. Post Meeting Note: Other Governors had given their preference for the Committee of choice.</p>		
8.2	<p>Committee Meeting Dates.</p> <p>FGB (6pm start) Clerk available Monday Nov 20 Monday March 19 Monday June 18</p> <p>Personnel and Finance (to run back to back again; Personnel at 5pm and Finance at 6pm) Clerk available Monday Nov 6. First meeting decide Chairs and future dates</p>		Clerk - Dates to be put on the website

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	<p>Redundancy. Reviewed on 20/4/17 Staff Appeals.</p> <p>Staff has access to the documents by intranet. Governors Expenses Policy had been reviewed by the Finance Committee.</p> <p>SR will liaise with SWa regarding a list of Policies and the Annual Cycle. To be an item on the November FGB.</p>		SR/SW a Nov Agenda
8.8	<p>Confirm HT performance meeting is set. AS will fix dates. To be an item on the Personnel Agenda. (Nov 17)</p>		AS Nov P Cttee Agenda
8.9	<p>Annual housekeeping –</p> <ul style="list-style-type: none"> ○ Governors were reminded of the procedure for putting items on the Agenda ○ Governors were reminded of Part II procedure and confidentiality ○ Governors were reminded of procedure for dealing with apologies and sanctioning of apologies ○ Governors were reminded of the procedure for dealing with correspondence 		
9	<p>Governance Review</p> <ul style="list-style-type: none"> ● Governance Review July 13 2017 – update. Minutes of meetings were circulated. Noted that Governors were more involved in various ways with a focus on the SSDP. Actions had been followed up by Sub Committees. ● Governor Skills and Training. All Governors had completed this. AF to circulate to Governors. ● Review Governor areas of special interest. AF will circulate, identifying gaps. ● Terms of office expiry / vacancies on the Governing Body. Clerk to email list to Governors and Jayne Preston for inclusion on the website. 	Chair	AF AF Clerk
10	<p>Principal's items:</p> <ul style="list-style-type: none"> ● SSDP – Monitoring approach. Governor check points had been prepared covering the Autumn, Spring and Summer terms which covered the focus area. The document would be circulated to Governors to enable them to follow the impact and evidence. ● Update on Year 7 intake number and global school student population. AF advised Year 7 was full with 123 students, 3 above the PAN. ● Admissions approach. There was concern for year 2019. AF had written to DCC giving details of the numbers outlining the budgetary implications of numbers in relation to the PAN. A balanced intake for each year group was needed. The issue had been explained to Mr Peter Heaton-Jones (MP) and would continue to be monitored. 	AF	AF

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	<ul style="list-style-type: none"> • Update on new staff induction process. A welcome brochure for new staff had been prepared. This had been appreciated and individuals had felt supported from the moment of starting. At the open meeting, governors had met new staff and LSAs. • Data expectations for 2018. Percentage of attainment / Progress 8 summary were shown on the screen and were normally within 10% predication to actual. School records are expected to be broken. Drama was to be re-marked through moderation. Governors asked if there would be an impact on long term exams next year rather than results based on coursework. It was advised that the aspirations were high and everything was pointing to an excellent year. <p>A letter of thanks to be sent to staff for the positive results given a difficult year.</p> <p>AF had circulated results data to Governors. This showed that SMCC was above average in every area. On arrival, students were 0.2 below average and leave above average. English and Maths achieved strong results, as did BTEC performance with engineering, construction and business studies.</p> <p>SMCC has had the best ever 5+ including English and Maths results, allowing students to access higher post 16 courses.</p> <p>50% of PP students achieved a 4+ in English and Maths. High and middle ability students performed above expectations for Progress 8 measure.</p> <p>Details were given of the way future plans are in place to improve results in the future. Governors discussed issues surrounding the boy / girl gap, the demographics of the area and noted that some pupils who attend are experiencing challenges. With new teachers starting in September 2017, the expectation for improvement was high.</p>		AR
11	<p>Polices. Governors Visits. To be reviewed by Personnel Committee.</p>	Chair	Pers Agenda
12	<p>Matters brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> • Chulmleigh Academy Trust had been approached regarding working closer together and further details were given. The Ten Tors and Duke of Edinburgh plans were discussed. • Communications and Parental Engagement. Parental engagement to be an item on the Curriculum agenda. JS spoke about school Guilds. She asked if parents could be invited to the sessions as a link between parents and school. To be on the Curriculum Agenda for further discussion. • JS – SEN Visit. Received and circulated on the afternoon of the meeting. Clerk to put on SharePoint. 	Chair	<p>Curr Agenda</p> <p>Curr Agenda</p> <p>Clerk</p>

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	Staff left the meeting, which then went into Part II Confidential.		
13	Part II Confidential.	Chair	
14	Date of next meeting: Monday, 20 November 2017 at 6pm. The meeting ended at 8.35pm.	Chair	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Election of Co Chairs and Co Vice Chairs ➤ Minutes of 20 June 2017 ➤ FGB meetings to be open, Committee meetings to be closed ➤ NGA Code of Conduct ➤ Standing Orders 			
<p>Summary of Actions:</p> <p>AF:</p> <ul style="list-style-type: none"> ❖ SharePoint details to be circulated to Governors ❖ Edit NGA Code of Conduct ❖ Circulate Governor Skills and Training details to Governors ❖ Circulate Governors areas of special interest with gaps identified ❖ Circulate Governor check points in relation to SSDP <p>AR:</p> <ul style="list-style-type: none"> ❖ Letter of thanks to staff <p>AS:</p> <ul style="list-style-type: none"> ❖ Fix date for Principal's Performance Management <p>SWa:</p> <ul style="list-style-type: none"> ❖ DBS checks for new Parent Governors ❖ Invite Andy Comerford to send official expression of interest letter ❖ Investigate hot / cold spots in the school ❖ With SR, compile list of policies for review and Annual Cycle <p>Clerk:</p> <ul style="list-style-type: none"> ❖ Advise Governor Services of newly elected Co Chairs and Co Vice-Chairs ❖ Advise Co Chairs details of Parent Governors ❖ Meeting dates to be sent to JP for inclusion on the website, via parent mail ❖ Update Standing Orders with revised details ❖ Include list of policies / Annual Cycle on November FGB Agenda ❖ Include Principal's Performance Management item on November Personnel Committee Agenda ❖ Circulate terms of office expiry / Governor vacancies to Governors and JP for website ❖ Governors Visits Policy to be included for review on the Personnel Committee Agenda ❖ Communication and Parental Engagement to be on Curriculum Committee Agenda ❖ Guilds. Parents to be invited to sessions to be on Curriculum Committee Agenda ❖ JS SEN visit to be put on SharePoint ❖ Book JS in to Governors Update 			
<p>These Minutes are agreed by those present as being a true record.</p>			
Signed: Chair of South Molton Community College Full Governing Body:		Date:	

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