

## SOUTH MOLTON COMMUNITY COLLEGE GOVERNING BODY

Page 1 of 9 Minutes of South Molton Community College Full Governing Body Meeting held on 14.03.17

<b>Part 1 MINUTES</b>					
<b>Full Governing Body</b>					
<b>Date/ Time</b>	Tuesday, 14 March 2017 6pm				
<b>Location</b>	Classroom Two				
<b>Minutes to</b>	Governing Body				
<b>Clerked by</b>	Sue Squire				
<b>Committee Members Present</b>	<b>Initials</b>	<b>Role</b>	<b>Committee Members Present</b>	<b>Initials</b>	<b>Role</b>
Lorna Carter	LC		Wendy Rickard	WR	
Marc Cornelius	MC		Sarah Robinson	SR	
Diane Dimond	DD		Julie Snell	JS	
Richard Edgell Until just before Minute No. 6.1	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>
Georgia Newman	GN
Andrew Redpath	AR
Sheila Wyer	SW

<b>Absent without apology</b>	<b>Initials</b>
Linda Mitchell	LM

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	Agenda Item	Led by
	<b>There will be a tour of the building of the new school at 6.15pm.</b>	
1	<b>Welcome and apologies.</b>	Chair
2	<b>Declaration of interests</b>	Chair
3	<b>Governor Term of Office Expiry and Parent Governor Recruitment</b>	Chair
4	<b>Letter from Cllr Bushell</b>	Chair
5	<b>Approval of the Minutes of the last FGB meeting held on 22/11/16.</b>	Chair
6	<b>Matters Arising.</b>	Chair
6.1	Item 6.2. <b>School building on balance sheet.</b> The position to be advised.	Chair
6.2	Item 6.6. <b>Impact Statement.</b> To note AS has forwarded this to Governors.	Chair
6.3	Item 10. <b>Marketing &amp; Communication.</b> Report from MC and SR (Lead Governor for parental engagement)	Chair
6.4	Item 11. <b>To confirm that Co-operative Trust has been advised of AS being nominated for a further 4 year term</b>	Chair
6.5	Item 13.b School Improvement Officer. AF to advise.	Chair
6.6	Item 13c. Local Learning Community or partnership/collaborative activities planned for the year. AF to advise if Wilson Forster has been invited.	AF
6.7	Item 18. AF to advise on a separate MAT presentation to the FGB. SWa to provide a breakdown of the financial implications of a MAT.	AF
6.8	Item 22. Governors Commendation Award. AF to report.	AF
6.9	Website. Governor profiles have been provided and included. (One outstanding)	AF
7	<b>Governor Vacancies.</b> 3 Parent Governors, 1 Co-opted Governor	Chair
8	<b>Annual Cycle of Business</b>	Chair
8a	Item 13a. Evaluate success/impact of School Improvement Plan – focusing on the three core functions. Next steps to achieve aims.	Chair
8b	Receive reports and evidence from Governor visits.	Chair
8c	Approve final budget and SFVS statement.	Chair
9	<p><b>Minutes from Sub Committees:</b> Consider implications/actions/decisions (Annual Cycle item)</p> <ul style="list-style-type: none"> <li>❖ Finance 8 February</li> <li>❖ Personnel 8 February</li> <li>❖ Curriculum 20 February</li> <li>❖ T &amp; LA 22 February – consider benchmarking statistics. Agree action points. (Annual Cycle item)</li> </ul> <p>In addition, Minute No. 13d of FGB Minutes 22/11/16 recorded the benchmarking website was still showing 2014 data. AF to report on his conversation with the School Improvement Officer.</p> <p><b>MAT meeting notes (2 meetings)</b></p>	Chair
10	<p><b>Link Governor Reports.</b></p> <ul style="list-style-type: none"> <li>❖ AR – English</li> <li>❖ JS – SEN</li> </ul> <p>DD – Pupil Premium. Presented at T&amp;L Committee</p>	Chair
11	<p><b>Governor Training:</b> Feedback from Governor training and impact assessments. Further training identified from the skills audit/training audit (Annual Cycle item)</p> <p>Courses attended / booked:</p> <ul style="list-style-type: none"> <li>❖ AS – Governance and School Improvement</li> <li>❖ LC, LM, JS – Autism Education Trust – School Governors regional network event</li> <li>❖ LC and LM – New Governors Induction</li> <li>❖ SR – Governors Update</li> <li>❖ SS – Clerk's Update</li> <li>❖ EV – Chair's Update</li> </ul> <p>Sisra training – AF to report. Item 16 of FGB Minutes 22/11/16 refers.</p>	Chair
12	<b>Review of Policies</b>	Chair
12a	<ul style="list-style-type: none"> <li>❖ Drugs Policy – ratify Chair's review</li> <li>❖ ICT Policies (including DSE). To review and ratify at next Finance Committee</li> </ul>	Chair

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	<ul style="list-style-type: none"> <li>❖ Governor Visits (AS and AF are reviewing. To be ratified at FGB)</li> <li>❖ Admissions (AS and AF are reviewing. To be ratified at FGB)</li> </ul> School Teachers Pay & Conditions. Item 20 of FGB Minutes 22/11/16 – PG to report.	
<b>13</b>	<b>Principal's Report</b> to include SSDP update. Raise questions on pupil performance data (Annual Cycle item)	Chair
<b>14</b>	<b>Item raised by a Governor:</b> The playing of contact rugby.	AF
<b>15</b>	<b>Scheme of Delegation.</b> To adopt this statutory document.	Chair
<b>16</b>	<b>Business as brought forward by the Chair</b>	Chair
<b>17</b>	<b>Date of next meeting: Tuesday, 20 June 2017 at 6pm.</b>	Chair

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Minute No.	Action / Decision
1	<p><b>Welcome.</b> <b>Apologies.</b> GN SW – sabbatical until September 2017 AR</p> <p>SWa</p> <p>Governors had the opportunity of touring the new school during the meeting. PG and EV will draft a letter of thanks to Andrew Goode for his commitment to the project.</p>
2	<p><b>Declaration of Interests</b> LC – employed at SMCC &amp; parent MC – South Molton Town Councillor DD – Principal of Petroc and parent RE – Devon County Councillor WR, JS – Parents TS – employed at SMCC EV – North Devon Council employee and parent SR – Newport School and parent SWa – employee but not on the Governing Body</p>
3	<p><b>Governor Term of Office Expiry and Parent Governor Recruitment.</b> JS and AS terms of office expired on 31/12/16. AS had been reappointed at the FGB meeting on 22/11/16 and by the Co-operative Trust on 14/03/17.</p> <p>The correct process had been followed for a Parent Governor Election at the end of November 2016. No nominations had been received.</p> <p><b>EV proposed JS is elected as a Parent Governor. Seconded by LC. Unanimously agreed.</b></p>
4	<p><b>Letter from Cllr Bushell.</b> EV read the complimentary letter which commended the actions taken in school, which he considered were over and above the call of duty, in particular the support for a student during a bereavement. Councillor Bushell was very appreciative of the school and the support given by the teachers and Principal.</p> <p>AF will share the letter with staff.</p>
5	<p><b>Approval of the Part I and Part II Minutes of the last FGB meeting held on 22/11/16.</b> <b>Approved and signed as a correct record.</b></p> <p>The meeting went into Part II Confidential on a matter relating to the Part II Minutes of 22/11/16.</p> <p>From these Minutes onwards, action points to be noted at the end of the Minutes.</p>
6	<p><b>Matters Arising.</b></p>
6.1	<p>Item 17. <b>Questionnaire regarding work load.</b> This had been done in January and a staff meeting was fixed for 28/3/17 to discuss further.</p>

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<b>6.2</b>	Item 131d. <b>Benchmarking.</b> The County website is still showing 2014 and no further information was available as to when it would be updated. In these circumstances recent SMCC details cannot be shown.
<b>6.1</b>	Item 6.2. <b>School building on balance sheet.</b> This item was deferred to the Finance Committee meeting on 20/4/17.
<b>6.2</b>	Item 6.6. <b>Impact Statement.</b> It was noted that AS had forwarded this to Governors.
<b>6.3</b>	Item 10. <b>Marketing &amp; Communication.</b> Report from MC and SR (Lead Governor for parental engagement) To be an Agenda item for the FGB meeting on 20/6/17.
<b>6.4</b>	Item 11. <b>To confirm that Co-operative Trust has been advised of AS being nominated for a further 4 year term.</b> Covered under Minute No. 3.
<b>6.5</b>	Item 13.b <b>School Improvement Officer.</b> AF advised SMCC had not had a School Improvement Officer for 3 years. Babcock would charge £2,384 for 4 days of support per annum. Governors decided not to proceed.
<b>6.6</b>	Item 13c. <b>Local Learning Community</b> or partnership/collaborative activities planned for the year.  AF advised that funding for the Local Learning Community had been withdrawn and there would be no funding after September 2017. The position was not known after that date.  Various ideas were being looked at and the sports festival would continue. A £5,000 bid for a music centre had been secured. The LLC was involved in an English project, music concert for the Secondary School and the SENDCos were working together helping the development of early years foundation stage.
<b>6.7</b>	Item 18. AF suggested a specific <b>MAT presentation</b> to the FGB in due course.  Governors were advised that a number of schools want to work with SMCC. A meeting is fixed for 17/3/17 with the Regional Schools Commission to discuss options. The time is drawing near to agree how to assess and evaluate what we want to do and a clearer indication will be known following a meeting organised at the end of April with the feeder schools and the Local Learning Community.  <b>DD asked what was the theme that pushes SMCC.</b> <b>Reply: Restructuring, Ofsted, new build. There was no immediate need to do anything.</b>  EV suggested the question to be asked was how do we see SMCC in a few years and what are the options going forward to deliver this vision.  SWa would provide a breakdown of the financial implications of a MAT at the next FGB meeting.
<b>6.8</b>	Item 22. <b>Governors Commendation Award.</b> AF advised there is to be a Presentation Assembly during the following week where Governors Commendation Awards would be given to students in all Years. This will be an annual event.  AF will circulate Governors asking for ideas. It was agreed the key requisites were community focused, such as going 'above and beyond', putting others first etc. Sporting/music/academic achievements were not the focus of this award as are rewarded elsewhere.

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<b>6.9</b>	<b>Website.</b> Governor profiles have been provided and included. (One outstanding)
<b>7</b>	<b>Governor Vacancies.</b> 3 Parent Governors, 1 Co-opted Governor. As the staff Governor, SW, is on a 6 month sabbatical, the Clerk to draft a letter asking if staff are interested in being co-opted.
<b>8</b>	<b>Annual Cycle of Business</b>
<b>8a</b>	Item 13a. <b>Evaluate success/impact of School Improvement Plan</b> – focusing on the three core functions. Next steps to achieve aims.  The above was included in the Principal's report.
<b>8b</b>	<b>Receive reports and evidence from Governor visits.</b> JS had circulated a report on her meeting with SENDCo Steve Rogers.  Governors were advised that a different way of sharing Governor information, other than email attachments, was being trialled by AS on Office 365 where permissions were being checked.
<b>8c</b>	<b>Approve final budget and SFVS statement.</b>  PG as Lead Governor for Finance had signed off the SFVS statement.  There is a Finance meeting on 20/4/17 to approve the budget and set the new budget.  SWa to email the 5 year budget plan to the Clerk for circulating to Governors. It was agreed it was relevant for the FGB to receive the budget as part of the Finance Sub Committee papers.
<b>9</b>	<b>Minutes from Sub Committees:</b> Consider implications/actions/decisions (Annual Cycle item) <ul style="list-style-type: none"> <li>❖ <b>Finance 8 February.</b> DD spoke about Pupil Premium where more had been achieved but there was still a gap for disadvantaged students. If the budget forecast was to underspend, we should be looking at how to reverse this.</li> </ul> <p>AF advised that the SENDCo and Caroline Sherwood would discuss this further at a meeting with DD on 17/3/17. DD advised the present model is working well and it was important to keep under consideration to ensure the allocation is spent in the correct way. Pupil Premium expenditure plan is on the school website.</p> <p><b>Fairer funding.</b> Governors had been circulated with a consultation response document prepared by AF which would be submitted to the government on 22/3/17 and classed as one response to the government.</p> <ul style="list-style-type: none"> <li>❖ <b>Personnel 8 February. Uniform.</b> Daws of Barnstaple would supply all items. Previous suppliers School Trends had sold surplus items they held to Daws. The PE kit was discussed and the concerns raised would be conveyed by TS to the PE head.</li> <li>❖ <b>Curriculum 20 February</b></li> <li>❖ <b>T &amp; LA 22 February</b> – consider benchmarking statistics. Covered under Minute No. 6.2.</li> <li>❖ <b>MAT meeting notes (2 meetings)</b></li> </ul>
<b>10</b>	<b>Link Governor Reports were noted as follows:</b> <ul style="list-style-type: none"> <li>❖ <b>English - AR</b></li> <li>❖ <b>SEN - JS</b></li> </ul>

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	<ul style="list-style-type: none"> <li>❖ <b>Pupil Premium.</b> Presented at T&amp;L Committee. DD</li> <li>❖ <b>IAG - EV</b></li> <li>❖ <b>Maths - EV</b></li> <li>❖ <b>MFL - DD</b></li> <li>❖ <b>Drama - WR</b></li> <li>❖ <b>Safeguarding.</b> WR has shared the data as a statutory obligation. The team are looking at where students hit the threshold.</li> </ul>
<b>11</b>	<p><b>Governor Training:</b> Courses attended / booked:</p> <ul style="list-style-type: none"> <li>❖ AS – Governance and School Improvement</li> <li>❖ LC, LM, JS – Autism Education Trust – School Governors regional network event</li> <li>❖ LC and LM – New Governors Induction</li> <li>❖ SR – Governors Update</li> <li>❖ SS – Clerk’s Update</li> <li>❖ EV – Chair’s Update</li> <li>❖ EV – Channel General Awareness module (College of Policing)</li> <li>❖ WR – Responsibilities of the safeguarding lead</li> <li>❖ LM – Understanding safeguarding + child protection responsibilities for new Governors</li> <li>❖ MC – FGM and Prevent training</li> </ul> <p>Sisra training – Item 16 of FGB Minutes 22/11/16 refers. AF advised there would be training for new users and separately for those more experienced which will be advised to Governors.</p>
<b>12</b>	<p><b>Review of Policies</b></p>
<b>12a</b>	<ul style="list-style-type: none"> <li>❖ <b>Drugs Policy</b> – ratify Chair’s review. MC questioned if a shorter document should be prepared for students and was advised that a new Behaviour Policy and behaviour for learning was currently being worked on which will include what will not be accepted in terms of drugs and alcohol. There will be display boards in classrooms to highlight this. Key policies to be emailed to parents each September.</li> <li>❖ <b>ICT Policies</b> (including DSE). To review and ratify at the next Finance Committee.</li> <li>❖ <b>Governor Visits</b> (to note SR had written the document). To be ratified at the FGB meeting on 20/6/17.</li> <li>❖ <b>Admissions</b> MC felt the links schools should be included and South Molton Junior School amended to South Molton Primary School. The 2018/19 version to be circulated to Governors.</li> <li>❖ <b>School Teachers Pay &amp; Conditions.</b> Item 20f FGB Minutes 22/11/16.</li> </ul> <p><b>Subject to the amendments discussed, proposed by SR to approve and adopt. Seconded by EV. Unanimously agreed.</b></p>
<b>13</b>	<p><b>Principal’s Report</b> to include SSDP update. Predicted grades were discussed in the context of new grading – first year for English and Maths. Challenging for staff to evaluate progress and forecast as nothing to benchmark against.</p>

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	<p>AF outlined the move into the new build and opportunities arising from this.</p> <p><b>MC asked how wi fi for Year 11 would be restricted.</b>  <b>Answer: There is to be an agreement as presently students are temporarily using their own data package.</b>  <b>The devices used and data accessed would be tracked.</b></p> <p>WR felt this would help students with learning difficulties.  AF responded that there is a massive potential for online learning platforms and iPads would be on all floors of the new build for all students to learn effectively.</p> <p>WR enquired about the new Staff Appraisal Policy and was advised that Governors will be able to see this at next T&amp;LA meeting.</p> <p>WR raised the fact that there was no active student voice and was advised that Paula Fletcher is holding Assemblies on this and Governors will be advised of the progress. Governors recalled that historically, a member of the School Council would often speak at the beginning of a FGB meeting.</p> <p>WR enquired about a Vision Statement and was advised this would be done after half term when the redundancy progress had been completed.  Further information would be sent by AF.</p>
14	<p><b>Item raised by a Governor:</b> The playing of contact rugby.  JS is to raise this item at a Curriculum meeting and made Governors aware of an open letter written by healthcare professionals regarding the danger of concussion type injuries of under 16s and the inability to recover.</p> <p>TS informed that contact rugby is not compulsory at SMCC and recent lessons have not been of a contact nature.  It was suggested that the RFU protocol on concussion was read. JS confirmed that this had been done and wanted Governors and the school to be aware of her concerns.</p>
15	<p><b>Scheme of Delegation.</b> Governors had been circulated with the document.  The following amendments to be made:  Delete reference to KS2  The Board will publish on a write – replace with website  Freedom of Information Act – compliance within 20 working days of receipt was queried.  <b>Post Meeting Note: This had been clarified as being correct.</b>  All reference to Boards to be Board</p> <p><b>Proposed by AS, seconded by EV. Agreed with two abstentions.</b></p> <p>It was noted from the Committee Member list that the Personnel Committee were few in number. MC and LC agreed to join the Committee.</p>
16	<p><b>Business as brought forward by the Chair.</b> None, but AF raised the following:</p> <p>Mr Steve Baber, Chair of Chulmleigh Academy Trust had visited SMCC and there will be a reciprocal visit to Chulmleigh to meet other Chairs with a view to progressing Mr Baber’s idea of a Governor support network in North Devon.</p>
17	<p><b>Date of next meeting: Tuesday, 20 June 2017 at 6pm.</b>  <b>There will be a separate meeting to review the year in mid July. Date TBC.</b>  <b>The next Teaching &amp; Learning meeting would be on 10 May 2017 at 5pm.</b></p> <p><b>Curriculum</b> <span style="float: right;"><b>May 8 2017 5pm</b></span>  <b>Teaching, Learning &amp; Achievement</b> <span style="float: right;"><b>May 10 2017 5pm</b></span></p>

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	<b>Personnel</b>	<b>April 20 2017 5pm</b>
	<b>Finance</b>	<b>April 20 2017 6pm</b>
The meeting ended at 9.22pm.		
<b>Summary of Decisions:</b>		
<ul style="list-style-type: none"> <li>➤ <b>JS elected as Parent Governor from 14/3/17 for a term of 4 years</b></li> <li>➤ <b>Part I and Part II Minutes of the FGB meeting held on 22/11/16</b></li> <li>➤ <b>Policies: Drugs, Admissions, School Teachers Pay and Conditions subject to amendments</b></li> <li>➤ <b>Scheme of Delegation subject to amendments</b></li> </ul>		
<b>Actions</b>		
EV & PG: Draft letter of thanks to Andrew Goode		
AF:		
<ul style="list-style-type: none"> <li>- Share letter from Cllr Bushell with staff</li> <li>- Circulate Governors for ideas of a Commendation Award for students</li> <li>- Provide Sisra training dates to Governors</li> <li>- Circulate Vision Statement to Governors</li> <li>- Circulate 2018/19 Admissions Policy to Governors</li> </ul>		
TS:		
<ul style="list-style-type: none"> <li>- To convey concerns about the PE kit to the PE head</li> </ul>		
Clerk:		
<ul style="list-style-type: none"> <li>- Draft letter to staff inviting them to consider filling the co-option vacancy</li> <li>- To re-send Scheme of Delegation to LC</li> <li>- Advise Governor Services that JS has been elected as a Parent Governor</li> <li>- Various items from this meeting to be included on either Committee meeting Agendas or as Matters Arising on the next FGB Agenda</li> </ul>		
SWa		
<ul style="list-style-type: none"> <li>- To provide the financial implications of a MAT</li> <li>- To email Clerk with 5 year budget plan for circulating to Governors</li> </ul>		
<b>These Minutes are agreed by those present as being a true record.</b>		
Signed: Chair of South Molton Community College Full Governing Body		Date: