

HONITON COMMUNITY COLLEGE

Full Governing Body



Policies adopted at this meeting:
Budget Monitor Policy; Finance Policy

Meeting 1 – Part I Minutes						
Date/Time	Wednesday 29 th September, 2010 6:30pm	Location	Sixth Form Centre, Honiton Community College			
Attendees	Initials		Attendees	Initials		
Lynda Price (Chair)	LP		Kate Smith	KS	David Percival	DP
Glenn Smith (Principal)	GS		Keith Turner (V. Chair)	KT	Janet Boland	JB
Vera Howard	VH		Michael Clements	MC	Alan Williams	AW
Jane McCartney	JMc		Stephanie Johnson	SJ	Julian Phillips	JP
Cindy Vining	CV		Christine Marsh	CM		
Ron Webb	RW		Robert Loader	RL		

Apologies	Initials
Gabrielle Kirby	GK
Vicki Wright	VW
Alison Salter	AS

Absent Without Apology	Initials
Emma Stephenson	ES

In Attendance	Initials	
Suzette Perryman	SP	Clerk
Natasha Hayward (part)	NH	Assoc. Member
Andy Holt (part)	AH	Asst. Principal
Sarah Flynn (part)	SF	Dept. Head, English
Charles Braven (part)	CB	Dept. Head, Maths

Minutes to
Attendees
Apologies

	Agenda	Led by
1	Welcome	Chair
2	Apologies for Absence	Chair
3	Declarations of Interest (for the meeting)	Chair
4	Election of Chair & Vice Chair of Governing Body	Clerk/Chair
5	Presentation: Examination Results & Future Plans in Response	GS/AH/SF/CB
6	Minutes of Meeting on 13 th July 2010 (previously circulated)	Chair
7	Matters Arising	Chair
8	Committee Reports : Finance/Personnel/Curriculum (to include annual Report) /Premises/RSA	Chairs of Committees
9	Principal's Report (previously circulated)	Principal
10	Part 2	Chair
11	HCC Standing Orders & Committee Terms of Reference 2010-2011	Chair
12	Business Interest Declarations/Declarations of Eligibility	Clerk
13	Policies	Chair
14	Training	Chair
15	Chair's Business – Link Governor Positions 2010-2011 (list attached) & Departmental Review Process	Chair
16	Date of Next Meeting: Wednesday 1 st December 2010	Chair

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Ref	Action or Decision	Action	Date Due
1	The Chair opened the meeting and welcomed all present especially: Jane McCartney & David Percival who were joining the GB as Community Governors; Sarah Flynn & Charles Braven, Heads of Department for English and Maths respectively.		
2	Apologies from the following governors were accepted: Gabrielle Kirby, Vicki Wright and Alison Salter.		
3	There were no declarations of interest for the meeting.		
4	<p>The Clerk invited nominations from those present for the post of Chair of Governors for the forthcoming 12 months. MC proposed that LP be nominated for the post of Chair & this was seconded by KT. LP accepted this nomination & then left the room. Subsequently, the meeting voted unanimously in favour of LP remaining as Chair for a further term.</p> <p>LP resumed the Chair & invited nominations for the post of Vice Chair. CV proposed & SJ seconded a nomination that KT remains for a further 12 month term as Vice Chair. KT agreed to stand & left the room. Subsequently, the meeting voted unanimously in favour of KT remaining as Vice Chair for a further term.</p>	Clerk - inform DCC of outcome of Chair & Vice Chair elections	Completed 30.09.2010

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5	<p>SF then gave a presentation to governors regarding English (Language & Literature) outcomes for GCSE & A Level 2010. Discussion took place concerning outcomes for various cohorts of students & issues in connection with the girl/boy split. Future strategies & the merits of various examination boards were also discussed. Overall, results were considered to be good, with A Level outcomes very good, with no students significantly under-achieving.</p> <p>CB followed on with a presentation regarding outcomes at GCSE & A Level for Mathematics students. Detailed results & analysis are contained at Appendix A.</p> <p>GS formally acknowledged the hard work by SF & CB in achieving these outcomes in English & Maths & thanked them for giving up their time this evening to present the results & analysis to governors.</p> <p>AH then gave a presentation on Key Stage 4 outcomes for 2010. Detailed results & analysis are contained at Appendix B.</p> <p>GS explained the changing strategy & forthcoming interventions regarding A Level students & the expected positive impact this will have on the 6th Form as a whole. RL asked about student's attitudes to their work & managing their own learning. GS explained what has been & what was being done in this area. The College recognises that there is a need for students generally to increase their aspirations & focus their efforts. Staff also needed to continue to improve standards & raise expectations. CM commented that she believed there to be an improved atmosphere within the College & that the appearance & general behaviour of students had improved.</p> <p>GS added that the data set (for 2010 outcomes) provided by the College to DCC had been acknowledged by County as some of the best received. This was due to the huge amount of work put in by AH over the Summer break.</p>	Clerk – papers to absent Govs	Completed 30.09.2010
6	The minutes of the meeting held on 13 th July, 2010 had been circulated to all governors in advance of the meeting. The minutes were agreed as a true and accurate record of that meeting and signed accordingly by the Chair.	Minutes to College website	Completed 30.09.2010
7	<p><u>Re. Item 2</u> – CV asked for an update regarding the students planning a trip to Borneo. GS confirmed that the students concerned are pressing ahead with fundraising for the 2011 trip.</p> <p><u>Re. Item 12</u> – LP informed the meeting that work on the <i>Governor Mark</i> questionnaire, sections 5 and 6 was progressing. An additional meeting of the RSA Committee was scheduled for 18th October at 5pm to continue this work with further sections– all governors are invited to attend this meeting.</p>		



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8	<p>1) Finance: - RL reported that the budget was reasonably healthy – as might be expected at this time of year. Currently there is a healthy under spend predicted of £130k for the year end. The Committee will be looking at Value For Money (VFM) & effectiveness of spend. A VFM audit will take place this year. <u>The following policies were reviewed/adopted for the beginning of the academic year; Finance Policy; Budget Monitoring Policy; (recommended for approval to full GB); Charging Policy and Lettings Policy (both require more work).</u></p> <p>2) Personnel: - KS reported that a new Assistant Clerk to Governors would be appointed in the near future. Work was continuing on updating the Acceptable Behaviour Policy. The staff 'exit' policy was being re-vamped in order to more accurately assess why staff left HCC. The Investors in People initiative will begin soon in the College.</p> <p>3) Curriculum – KT reported that analysis of examination outcomes had formed most of the meeting. The template for governor departmental visits was being amended – the next tranche of visits would commence in November. Also, there were a number of items for the committee to cover in the forthcoming academic year.</p> <p>4) H&S/Campus – MC reported that the recent committee meeting had concentrated on alterations to the Committee Terms of Reference to make the committee more effective.</p> <p>5) RSA – LP reported that at the last meeting: Ian Slade has presented on HCC's Science Status; work had progressed on the <i>Governor Mark</i> action plan; ELT each reported on new initiatives introduced this term, including a new Sanctions Policy, diplomas, new internal and cross community CPD opportunities for middle Leaders and the Year 6 Open Evening was discussed.</p> <p>6) Devon Association of Governors – RW (Link Governor) gave a brief report following the recent DAG meeting. Key points were:</p> <ul style="list-style-type: none"> • Federation and Academy status – any school considering Federation is advised to take advice and read the small print. • CRB Checks – the authorities/Ofsted are now very pro-active on this, with various "mystery shopper" initiatives by HMI's to expose weak points & gaps in schools' Safeguarding systems. • School Complaints (re. admissions) – are now being dealt with by a different department. • SEN Service for Parents – is now available at DCC. Governors should be aware of the SEN aspects of HCC & the SEN facilities that must be available to SEN students. HMI Inspectors are focusing on this aspect during inspections. It was noted that this is already on the agenda for the next (December) meeting. 		

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9	<p>The Principal's Report had been circulated in advance to governors (Appendix C). GS talked through the key points of his report.</p> <p><u>Ofsted</u> – It was noted that “Behaviour” is one of the 4 new key strands of the Inspection Framework.</p> <p><u>Safeguarding</u> – CV (Safeguarding Link Gov) reported that she had recently attended a Safeguarding training event & was confident that, in terms of policies & protocols, HCC was significantly ahead of other schools in the area. GS said that he believed the College was in the ‘Outstanding’ category in terms of Safeguarding.</p> <p>RL asked about the status of the SEF (School Evaluation Form). GS confirmed that the Education Secretary has indicated that SEF's will be phased out. However, the College would be retaining a SEF as a useful measurement tool.</p> <p>CM left the meeting at 8:45pm</p>		
10	<p>Part 2: The meeting went into Part 2 at 8:50pm. This was proposed by RL and seconded by VH.</p> <p>The meeting came out of Part 2 at 8:52pm.</p>		
11	<p><u>Standing Orders.</u> These had been sent in draft to all governors as pre-read for the meeting. CV proposed that the Standing Orders be adopted & this was seconded by KT. <u>Subsequently, governors agreed to adopt these for the following 12 months and were signed accordingly by the Chair.</u></p> <p>The updated drafts of Committee Terms of Reference would be prepared for review/approval at the next full GB meeting on 1st December 2010.</p>	Clerk – copy to website & school file	Work in Progress
12	<p>The Clerk ensured that all governors present at the meeting completed their <i>Register of Business Interests</i> forms for the forthcoming year. Governors not present will complete a form at the earliest opportunity.</p>	Clerk – update file retained at HCC	Completed 30.09.2010
13	<p>Following recommendation by the Finance Committee, the Governing Body approved the following policies: Budget Monitor Policy; Finance Policy.</p>		
14	<p>The following governors reported on training matters:</p> <p>CV – attended a “Safeguarding Children – Stay Safe” training event on 23.09.2010.</p> <p>MC – attended a Community Cohesion training event on 29.09.2010 and highlighted the key points of the training.</p> <p>KS – had recently attended a Community Cohesion event at the MET Office.</p>	Clerk – update training records	Completed 30.09.2010

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15	<ul style="list-style-type: none"> No changes had been requested to Committee membership or Link Governor positions. It was agreed that all Governors remain on the same Committees as last year. New governors would join Committees in due course – JMc has joined the Finance Committee already. DP has taken on the new position of 6th Form Link. Departmental Review Process. The Chair emphasised that Governor involvement is not to judge teaching practice, but to look at engagement with learning. The Chair reported on a recent meeting she and the Principal had attended concerning the area review of the local Learning Community which will take place next April. The Review is based on the Primary sector but it is important that Secondary schools are involved too. New learning community data sets will be available soon and the Chair said that she would look at the best method for all Governors to be involved in an understanding of these and full discussion on options before the Review meeting. 		

The meeting ended at 9:15pm

15.

Detail of next meeting:			
Date/Time	Wednesday 1 st December, 2010 at 6:30pm	Location	Sixth Form Centre, Honiton Community College