

# HONITON COMMUNITY COLLEGE

## Full Governing Body



### Policies adopted at this meeting:

College Mobile Phone Policy

Support Staff Appraisal Policy

Maximising Attendance & Managing Sick Absence Policy for Schools (DCC model)

Acceptable Behaviour Policy (DCC 2006 model)

### Meeting 6 – Part I Minutes

Date/Time	Wednesday 2nd July 2008 6:30pm	Location	Room M9, Honiton Community College
Attendees	Initials	Attendees	Initials
Lynda Price (Chair)	LP	Christine Marsh	CM
Keith Turner (Vice Chair)	KT	Emma Stephenson	ES
Norman Tyson	NT	Karen Young	KY
Vera Howard	VH	Robert Loader	RL
Robert Wright	RW	Rosemary Hobday	RH
Ron Webb	RW	Alison Salter	AS
Michael Clements	MC	Vicki Wright	VW
Olive Price	OP		
Gill Nicholls	GN		

Apologies	Initials
Cindy Vining	CV
Stephanie Johnson	SJ
Kate Smith	KS

Absent without Apology	Initials
Beverley Edwards	BE
Note BE apology received late	

In Attendance	Initials	
Suzette Perryman	SP	Clerk
Graham Cockhill	GC	School Improvement Partner

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Apologies for Absence	Chair
2	Declarations of Interest	Chair
3	School Improvement Partner Annual Report (pre-read)	Graham Cockhill
4	College Improvement Plan (pre-read)	NT
5	Minutes of Meeting on 21 <sup>st</sup> May, 2008 (circulated previously)	Chair
6	Matters Arising : Ofsted Report; College Catering	Chair
7	Correspondence	Chair
8	Principal's Report (pre-read)	NT
9	Part 2	Chair
10	Chair's Business	Chair
11	Policies – Committee Chairs	Chair
12	Committee Reports : Finance/Personnel/Curriculum/Premises/RSA	Committee Chairs
13	Dates of Meetings 2008/2009 to note (circulated previously)	Chair



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1	The apologies from Kate Smith, Cindy Vining and Stephanie Johnson were all accepted. R Hobday arrived at 7.00 as she had notified.		
2	There were no declarations of interest.		
3	GC, School Improvement Partner, was welcomed to the meeting by the Chair. His annual report had been circulated to all Governors in advance of the meeting. GC explained that his role was to support, monitor and challenge the College. He visited the College several times a year and his role also involved monitoring student performance. Referring to the recent Ofsted Report, GC said that since he had been involved with the College, there had been a marked improvement across the board and the Ofsted Report reflected the hard work done "behind the scenes" by the College to provide a better service for students. RL queried the comment made in GC's report, "The Ofsted report does not capture fully the nature or contribution that governors make to the college." GC said that he felt that this was the case and that during the HMI inspection the inspectors had very limited contact time with governors. Further discussion took place on the work and role of governors as perceived by HMI inspectors. GC stressed the importance of the School Evaluation Form (SEF) used by the inspectors to gather pre-inspection information. The Chair thanked GC for his report and attendance at the meeting and invited him to remain for the following item.		
4	The College Improvement Plan Summary Sheet had been circulated to all governors prior to the meeting. NT explained that this had been updated and included a response to the recommendations in the Ofsted Inspection Report. NT then gave a detailed explanation of each line of the summary sheet, the three priorities being: <ul style="list-style-type: none"> <li>i. Teaching and Learning (11 actions/activities)</li> <li>ii. Marketing and Public Relations (6 actions/activities)</li> <li>iii. Competencies and Professional Standards (3 actions/activities)</li> </ul> Discussion and comment took place on a variety of issues raised by the Improvement Plan. RL asked if the College was engaged with the "Active Honiton" group in relation to improving sports facilities. NT explained the current situation. The Chair brought this item to a close, explaining how the Improvement Plan would be updated and given "SMART" targets and be monitored by the RSA Committee. Following this agenda item, GC left the meeting.		
5	Karen Young requested one amendment be made to the minutes of the last meeting (agenda item 3). "KY asked that more notice be given of any future changes to the College Uniform." This amendment was accepted and added to the minutes. Following this, the minutes of the meeting on 21 <sup>st</sup> May were approved and signed by the Chair as a true record.		



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6	<ul style="list-style-type: none"> <li>Ofsted Report: the Chair asked for formal acceptance of the Ofsted Report by the Governing Body. This was proposed by ES and seconded by MC and unanimously approved by the meeting.</li> <li>College Catering: the Chair reported that some issues had arisen with the College Catering contract. The issues concerned the tendering process and there has been dialogue with Devon County Council on the matter. NT had had a recent meeting with Ray Beale (DCC) where matters were resolved. DCC are now assisting to move the situation forward as quickly as possible. Remaining concerns are TUPE issues and pension arrangements for staff. Innovate will need to match current DCC pension provision for staff transferring employment. A consultation meeting regarding building changes is scheduled for next week with Innovate and it is likely that the start date will incur slippage to 1<sup>st</sup> October, 2008 due to pension issues. Mick Clements requested that Paul Stevenson (Bursar) be thanked for his considerable work on this contract and this was formally minuted.</li> </ul> <p>LEA Governor: the Chair informed the meeting that VH had been formally re-appointed as an LEA Governor.</p> <p>Financial Risk Assessment Training: the Chair reminded the meeting that RL was leading this training on Thursday 10<sup>th</sup> July, 2008 from 6:00 to 7:00pm in Room M9 at the College.</p>		
7	<p>The Chair detailed the correspondence received.</p> <ul style="list-style-type: none"> <li>i. Devon Funding News</li> <li>ii. Government Perspectives on Co-Headship as part of succession planning</li> <li>iii. Letter to Chairs from the NASCWT</li> <li>iv. DAISI newsletter</li> </ul>		



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8	<p>The Principal's Report and appendices had been circulated to all governors prior to the meeting. NT gave an overview of these documents; in particular the Campus Improvement Plan update and planned spend on various building works from Devolved Formula Capital. RL asked how this plan linked in with the overall college plan and strategic objectives. The Chair and NT gave assurances that both plans were robustly dove-tailed and strategic and that this was a "heads up" for governors on the planned activities. RH asked about the manageability of the campus building plan by the Bursar, mindful of his work-life balance. NT explained that the Bursar was the manager of the activities and was able to delegate much of the execution to others.</p> <p>NT explained the current situation regarding college students and local supermarkets.</p> <p>CM asked for a vote of thanks to be minuted for the organisers of the recent Art and Textiles exhibition at the College.</p> <p>Mobile Phone Policy: was sent out to all governors as pre-read. Following discussion, the Chair asked for formal adoption of this policy. <u>This was proposed by MC and seconded by AS and consequently unanimously adopted by the meeting.</u></p>	<p><b>Mobile Phone Policy Adopted</b></p>	<p><b>From 2<sup>nd</sup> July, 2008</b></p> <p>Think this is Sept, need to check.</p>
9	<p>Part 2: The meeting went into Part 2 at 8:06pm. This was proposed by OP and seconded by ES.</p> <p>The meeting came out of Part 2 at 8:13pm.</p> <p>GN left the meeting prior to this agenda item.</p>		



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10	<p>The Chair detailed the forthcoming Governor vacancies:</p> <ul style="list-style-type: none"> <li>LP (Community Gov) – term ends 08.11.08 – will stand again, co-option process to take place at next full GB meeting in September.</li> <li>OP (Community Gov) – term ends 18.01.09 – will stand down, co-option process to take place at next full GB meeting in November</li> <li>BE (Parent Gov) – has resigned – Parent Gov election in September</li> <li>MC (Parent Gov) – term ends 19.10.08 – Parent Gov election in September, appointment to commence on 19/10/08</li> <li>RW (LEA Gov) – term ends 30.11.08 – re-election process underway</li> </ul> <p>The chair reminded members that anyone not employed by the College can apply to be a community governor and if anyone was interested, or knew anyone who was, they could apply for consideration at either of the next two meetings by sending a letter of interest and brief CV to the Clerk.</p> <p>The Chair informed the meeting re. a letter from a parent concerning the loss of her son's mobile phone and other personal effects during an examination. The items had been placed in a receptacle and watched by the invigilator and taken by another student at the end of the exam. The theft was reported to the Police. It has since been decided by the College that such possessions will, in future, be placed in the front office during examinations. The parent had asked for reimbursement by the college for the missing items and the Chair asked for the GB's view on this. The GB's view was that House Insurance should cover the loss, less any excess. <u>Following discussion, it was proposed by OP and seconded by GN that £30.00 be given to the parent, on a Without Prejudice basis, to cover the loss of the student's leather wallet.</u></p>		
11	<p>The Chair of the Personnel Committee reported that the following policies had been agreed by the committee:</p> <ul style="list-style-type: none"> <li>Support Staff Appraisal Policy</li> <li>Maximising Attendance and Managing Sick Absence Policy</li> <li>Acceptable Behaviour Policy (2006 version)</li> </ul> <p><u>It was proposed by CM and seconded by RL that these policies be adopted by the GB. Subsequently, the policies were unanimously approved by the meeting.</u></p>	<b>Three policies adopted by GB</b>	<b>From 2<sup>nd</sup> July, 2008</b>
12	<p>Finance – RL gave an overview &amp; informed meeting that the committee had requested two reports per year on Devolved Formula Capital spend.</p> <p>Curriculum – no issues to report</p> <p>H&amp;S and Campus – no issues to report</p> <p>Personnel – last meeting was taken up with policy management</p> <p>RSA – minutes had been circulated and there were no questions. Recent meeting had focussed on Ofsted Report &amp; Specialist Status</p>		
13	<p>Dates of meetings for the next school year had been circulated to all governors prior to the meeting.</p>		



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	RW left the meeting. The Chair informed the meeting that RW (LEA Governor) had chosen to stand for re-election by the County Council and serve another term on the governing body. Consequently, the GB needed to pass a resolution to endorse this. MC proposed that RW be endorsed by the GB and this was seconded by RH. The GB passed this resolution by a majority vote (3 abstentions).	<b>RW re-election endorsed by GB. Clerk to action.</b>	
	The meeting closed at 8:20pm		

**Detail of next meeting**

Date/Time	Location
Wednesday 24 <sup>th</sup> September, 2008 at 6:30pm preceded by a co-option meeting at 6:20pm	Room M9, Honiton Community College