

HONITON COMMUNITY COLLEGE
MINUTES OF FULL GOVERNORS MEETING
HELD ON WEDNESDAY 18TH JULY, 2007

PRESENT:

Mrs L Price (Chair)	Mr R Loader	Mrs C Vining	Mrs A Rutherford
Mr K Turner (V Chair)	Mr M Clements	Mrs K Smith	
Mrs K Young	Mrs B Edwards	Mr R Webb	
Mr N Tyson (Principal)	Mrs O Price	Mr J Vallender	

Clerk: Ms S Perryman

FORTHCOMING MEETINGS:

Campus and Health & Safety	Monday	17 th September	2.30pm
Finance	Monday	17 th September	4.00pm
Personnel	Monday	1 st October	4.00pm
Raising Student Achievement	Thursday	13 th September	4.00pm
Curriculum	Monday	24 th September	4.30pm
Full Governors	Wednesday	26 th September	6.30pm

The Chair opened the meeting at 7.05pm and welcomed all present.

Agenda Item 1 – Apologies for absence

Apologies were received from Rosemary Hobday, Jodi Urry, Vera Howard, Keith Henman, Anthony Dimond and Alison Salter – all apologies accepted.

The Chair asked for any Declarations of Interest (there were none) and reminded all present of the requirement for this, should it become appropriate during the meeting.

Agenda Item 1a – Homework Policy

The Chair invited Tracey Amos, Assistant Principal to brief the Governing Body regarding the new College Homework Policy. Tracey explained that homework had been a recent focus for the College and following good practice from another school (Ashton Park) a new approach had been formulated. Middle Leaders had trialled the new way of working and the two departments involved in the trial had provided positive feedback and it was noted that the more able students were able to extend themselves using the new approach. Tracey detailed how the College had adapted and improved the new policy – the trial will continue into the new academic year.

Cindy Vining asked how subjects set over a 4/5 week period were monitored. Tracey explained how set work will be monitored and supported – managing time skills is also an integral part of supporting independent learning skills. Homework is marked against targets set by teachers (including learning targets & learning across all subjects) and recorded in the Learning Journals.

The Chair thanked Tracey Amos for her briefing.

Agenda Item 2 – My Department – Rosie Love, SENCo

The Chair welcomed Rosie Love to the meeting and invited her to present to the Governing Body. A Briefing Pack was provided to all present (hard copy sent via post to those absent).

The Key Points of the Presentation were:

- Special Education Needs (SEN) is the largest department within the College
- Team structure, roles and responsibilities were explained

- Department Funding – the key issues
- The range of Special Educational Needs
- Clubs within the College
- Activities & Trips
- Work & Study Skills Programme
- Other interventions
- Examination support

Rosie outlined the future plans for the department and the support required to achieve its aims and objectives. The Chair thanked Rosie and her staff for all their hard work within the college and for the presentation.

Agenda Item 3 – Performance Management (PM) Policy – for approval – also Lesson Observation Protocol – Jason Beardmore

PM Policy: Jason Beardmore, Assistant Principal, provided an overview and gave the context of the new model “PM policy.” The current situation regarding the National Union of Teachers (NUT) not signing up to the policy following consultation, was also explained. **Following discussion and questions, it was agreed that the amendment regarding “Drop Ins” [page 7(b)] and the adoption of Option 2 (page 20) be included in the proposed PM policy. The Governing Body then formally approved the adoption of the Performance Management Policy.** (JB to update policy so that agreed final document could be circulated to all governors)

LO Protocol: Jason explained how the college has built on the original model “Lesson Observation Protocol” and the reasons for implementation. Discussion took place regarding interpretation of content and how the protocol fits with the PM Policy. Rob Loader enquired about the Capability Process and suggested that it might be referenced within this policy. It was confirmed that the Protocol would fit with the Capability Process and agreed that this item would be rewritten and made more explicit in the Protocol document. **Further questions and discussion took place and 4 amendments were highlighted for inclusion. Following this the Governing Body then formally approved the adoption of the Lesson Observation Protocol.** (JB to update policy so that agreed final document could be circulated to all governors)

Agenda Item 4 – Minutes of the Previous Meeting held on Wednesday 16th May, 2007

The minutes of the above meeting 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.

Agenda Item 5 – Matters Arising

- i) Governor Training: the feedback from the governing body training session was generally positive; it was felt that future events should be planned. **Date to go in diary, late June/early July 2008**
- ii) SCC Evaluation Visit 17th July, 2007: the Chair informed the meeting that the recommendation is to be made that the College leave “School Causing Concern” status after a successful visit yesterday.
- iii) College Self Evaluation Form: the College SEF was completed on time and was circulated to governors for feedback. The SEF required periodic updating, this includes filling out sections referring to Specialist Status.

- iv) Fire Exits Science & Music Block: the formerly locked exit at the top near the E Learning Centre is now open and fully operational.

Agenda Item 6 – Correspondence

The Chair detailed the correspondence received.

- Registration of NQT's - noted
- Governance guidance for Sure Start and Extended Schools - noted
- Extended Services Toolkit for Governors – for action next term, initially to RSA Committee
- Spectrum -noted
- DAISI Newsletter - noted
- DAG Newsletter - noted
- Letter from Dave Dagger (Head of Humanities) re. a Humanities visit to Sorrento, Italy – will comprise 35 students & 3 staff at a cost of £370.00 per student. **Following discussion, the GB approved the proposed Humanities trip to Italy**

The above correspondence items were circulated to all present.

Karen Young queried the Chair's response to a parent regarding Uniform Policy which prompted discussion on the subject. Letter sent to Principal and copied to Chair. NT to respond

Agenda Item 7 – Annual Report of the School Improvement Partner (SIP)

Hard copies of the Annual Report had been circulated to the GB as pre-read. Generally, the report was felt to be an honest appraisal from Graham Cockhill (SIP).

Agenda Item 8 – Principal's Report

The report had been circulated prior to the meeting as pre-read. The Principal talked through the following key points:

- Sixth Form Accommodation – a recent visit to the Local Authority re. requirement for new 6th Form building had not met with success – there is no funding currently available and interim solutions will be explored.
- Catering – there are urgent issues that need addressing by the GB in September; decisions regarding food provision. **A meeting to deal with this issue will take place on 12th September, 2007 at 4.30pm. Open to all governors.**
- Revised professional standards – to be discussed in detail at the next **Personnel Committee.**
- Middle Leaders Document– these summary progress reports had been sent to all governors.
- Curriculum 2008 Document– this report had been sent to all governors.

Agenda Item 9 – Chairs Business – Governor Vacancies, Committee Membership, Named Governors

- i) Following discussion, it was proposed that Rosemary Hobday (currently Parent Governor) be put forward to the Local Authority as a LA Governor, for which there is currently a vacancy. **Following this proposal, the GB passed a resolution and agreed unanimously that Rosemary be put forward. Clerk to action this process with the Local Authority.**
- ii) Elections for forthcoming Parent Governor vacancies will take place in the Autumn Term.
- iii) Committee Membership – the Chair highlighted the need for all governors to sit on various committees, as currently some governors are too stretched in their GB commitments. The

Chair agreed to work up and circulate a proforma prior to the September meeting of the GB, in order that committee membership can be agreed at this meeting.

Agenda Item 10 – Part II

It was proposed by Ron Webb and seconded by Kate Smith that the meeting move into Part II at 9.14pm. The meeting came out of Part II at 9.17pm.

Agenda Item 11 – Policies – Governors Expenses & Allowances Policy

All had received the above policy as pre-read. **The policy was proposed for adoption by Rob Loader and seconded by Mick Clements, it was then unanimously approved by the Governing Body. (to be reviewed annually beginning September 09)**

Agenda Item 12 – Committee Reports: Personnel/Curriculum/Campus/H&S/Finance

Discussion took place regarding the various Committee outputs and outcomes.

Agenda Item 13 – Meeting Dates 2007/2008

The proposed dates had been circulated in advance to the GB. Following some amendments, the dates were agreed (an updated copy will follow with circulation of draft minutes of this meeting).

Agenda Item 14 – Date of Next Meeting – Wednesday 26th September, 2007 at 6.30pm – please note earlier start time due to amount of business to get through.

Agenda Item 15 – Conversion of T15 to Technology Graphics Room

This was a late agenda item. **The Governing Body approved the lowest tender received to carry out the works (£39,717.00) from Rokbuild Ltd.**

There being no further business, the meeting closed at 9.25pm.

Signed.....

Date.....