

HONITON COMMUNITY COLLEGE

Full Governing Body



Policies adopted at this meeting:

Governing Body Standing Orders 2009/2010

Meeting 1 – Part I Minutes

Date/Time	Wednesday 16th September, 2009 6:35pm	Location	Restaurant, Honiton Community College			
Attendees	Initials		Attendees	Initials		
Lynda Price (Chair)	LP		Stephanie Johnson	SJ		
Keith Turner (Vice Chair)	KT		Michael Clements	MC		
Glenn Smith (Principal)	GS		Cindy Vining	CV		
Vera Howard	VH		Vicki Wright	VW		
Robert Wright	RWR		Claire Dare	CD		
Ron Webb	RW		Karen Young	KY		
Rob Loader	RL		Rosemary Hobday	RH		
Gill Nicholls	GN		Kate Smith	KS		
Alison Salter	AS		Emma Stephenson	ES		

Apologies	Initials
Christine Marsh	CM

Absent Without Apology	Initials

In Attendance	Initials	
Suzette Perryman	SP	Clerk
Andy Holt (part)	AH	Asst Principal

Minutes to
Attendees
Apologies
School Website 17/09/09

	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 the Governing Body	Clerk/Chair
5	Minutes of Meeting on 8 th July 2009 (previously circulated)	Chair
6	Matters Arising: <ul style="list-style-type: none"> Item 3 – Child Protection Training Item 5 – College Improvement Plan Item 7 - Budget 	Chair
7	Presentation: Examination Results & Future Plans in Response	GS/AH
8	HCC GB Standing Orders & Committee Terms of Reference 2009/10	Chair/Clerk
9	Governor's Business Interest Declarations/Declarations of Eligibility	Clerk
10	Governors' Photo Gallery	Chair
11	Principal's Report	GS
12	Part 2	Chair
13	Policies	Chair/Committee Chairs
14	Chair's Business	Chair
15	Committee Reports : Finance/Personnel/Curriculum/Premises/RSA	Committee Chairs
16	Date of Next Meeting – Wednesday 25 th November 2009	Chair

Governing Body Standing Orders 2009/2010

Signature of Chair



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7	<p>AH gave a detailed presentation of the College GCSE examination outcomes for 2009. A comprehensive handout pack was provided for governors. Overall, results were disappointing with highs and lows within the overall outcomes. AH took governors through the detail of the individual results on a subject by subject basis.</p> <p>Governors expressed their concerns regarding staff absence & staff performance which affected student performance. AH explained the various strategies that were being put in place to address these issues. Governors highlighted & discussed staff cover policies – the Principal explained the complexity of the issues involved and the contingencies in place.</p> <p>The governors asked about poorly performing subject areas – AH said that analysis reports were in progress and ultimately an Action Plan for each subject area will be implemented. Further questions regarding poor staff performance were raised and the Principal explained how particular circumstances would be addressed. He outlined his expectations in connection with the performance of his Leadership Teams and how accountability will be managed from now on.</p> <p>A Level Results. AH interpreted the outcome data for both AS & A2 students. Discussion took place regarding 6th Form student attendance and staff attendance issues and the likely impact on A Level examination outcomes for the College. The number of students going to university will be reported to the next RSA meeting. The Principal assured governors that further information and analysis will be made available to them.</p>		
8	<p>Standing Orders. These had been sent in draft to all governors as pre-read for the meeting. <u>Subsequently, governors agreed to adopt these for the following 12 months and were signed accordingly by the Chair.</u></p> <p>Committee Terms of Reference would be reviewed by the various committees and signed off at the full GB meeting on 25th November 2009.</p>	Copy to website & school file	Completed 24.09.09
9	The Clerk ensured that governors completed a “Register of Business Interests” form for the forthcoming year.		
10	A Governor’s “Photo Gallery” will be made up and placed in the reception area. Gill Nicholls will use governor’s ID photos unless governors provide an updated photograph.		



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11	<p>The Principal's Report had been circulated in advance to governors. GS talked through the report. Key points covered were:</p> <ul style="list-style-type: none"> a) Student Attendance Issues b) Provision Matters – Campus/Upgrade of Staffroom <ul style="list-style-type: none"> - Notebooks for 6th Formers - Social & Emotional Aspects of Learning (SEAL) - 14-19 Diplomas - 1:1 Tutoring - Student Voice <p>Discussion took place re. the possibility of co-opting Two Year 11 students onto the Governing Body. This was proposed by SJ and seconded by RW and subsequently approved by a majority voting in favour. The Clerk undertook to progress this matter and provide further information.</p> <ul style="list-style-type: none"> c) Leadership & Management – GS invited governors to email him with their <i>definition of learning</i> by the end of the week. He is currently involved in the redesign of the Early Headship Programme, funded by NCSL & Devon LA. <p>Budget Issues</p> <ul style="list-style-type: none"> d) Staff Consultation – new forums have been set up in order to achieve better communication/working relationships. e) School Evaluation Form (SEF) – sent as pre-read to governors f) Governors as <i>Critical Friends</i> expectations/roles/responsibilities g) College Calendar –forthcoming events h) Ofsted – A subject inspection of Geography took place on 15/16 Sept. The outcome grading is <i>Inadequate</i> overall within the Geography Dept. There is likely to be a re-inspection of the Dept in the Summer Term. <p>The Chair thanked GS for his report. GN left the meeting at 20:00.</p>	Clerk	Completed 25.09.09
12	<p>Part 2: The meeting went into Part 2 at 8:58pm. This was proposed by RL and seconded by VH.</p> <p>The meeting came out of Part 2 at 9:00pm.</p>		
13	<p>There were no policies for the GB to approve.</p> <p>New College Uniform Pack. The Principal circulated a draft brochure to governors as part of an ongoing consultation process. He asked governors to endorse his continuation with the process. Governors agreed that the new uniform consultation process could continue.</p>		

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14	<p>Link Governor positions were confirmed as follows:</p> <table><tr><td>Literacy/Library</td><td>VACANCY</td></tr><tr><td>Numeracy</td><td>Christine Marsh</td></tr><tr><td>Humanities</td><td>Keith Turner</td></tr><tr><td>Science</td><td>Robert Wright</td></tr><tr><td>Maths</td><td>Lynda Price</td></tr><tr><td>ICT</td><td>Stephanie Johnson</td></tr><tr><td>English</td><td>Lynda Price</td></tr><tr><td>Modern Languages</td><td>Mick Clements</td></tr><tr><td>Creative Arts</td><td>Kate Smith</td></tr><tr><td>P.E.</td><td>Emma Stephenson</td></tr><tr><td>ECM</td><td>Cindy Vining</td></tr><tr><td>Induction</td><td>Kate Smith</td></tr><tr><td>CPD</td><td>Kate Smith</td></tr><tr><td>Vocational Education</td><td>Claire Dare</td></tr><tr><td>SEN</td><td>Keith Turner</td></tr><tr><td>Diversity</td><td>Lynda Price</td></tr><tr><td>DAG Link Gov</td><td>Ron Webb</td></tr><tr><td>Technology</td><td>Kate Smith</td></tr><tr><td>Gifted & Talented</td><td>Cindy Vining</td></tr></table> <p><u>RL confirmed that he was willing to serve as a Community Governor for another four year term. This was formally proposed by CV and seconded by RH. Subsequently governors voted unanimously for RL to continue as a Community Governor.</u></p>	Literacy/Library	VACANCY	Numeracy	Christine Marsh	Humanities	Keith Turner	Science	Robert Wright	Maths	Lynda Price	ICT	Stephanie Johnson	English	Lynda Price	Modern Languages	Mick Clements	Creative Arts	Kate Smith	P.E.	Emma Stephenson	ECM	Cindy Vining	Induction	Kate Smith	CPD	Kate Smith	Vocational Education	Claire Dare	SEN	Keith Turner	Diversity	Lynda Price	DAG Link Gov	Ron Webb	Technology	Kate Smith	Gifted & Talented	Cindy Vining	Clerk to inform Devon Gov Services	Completed 25.09.09
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15	<ul style="list-style-type: none">Finance – RL reported following the meeting held on 14th September. The Budget position for 2009/2010 was noted. The projected surplus had been noted & concern expressed at the predicted Year 3 deficit. It was noted that GS would produce a detailed plan to address the situation. The Committee also noted that DCC Auditors were visiting the College this autumn. No policies had been approved as drafts had not been provided to the meeting.Personnel – KS – Meeting scheduled for 21st September. KS requested increased information on staff & Performance Mgmt for future meetingsCurriculum - KT – Meeting scheduled for 30th SeptemberH&S/Campus – MC reported no issues from the meeting held on 14th SeptRSA – LP – Meeting scheduled for 7th October.																																								

The meeting ended at 9.15pm.

16.

Detail of next meeting			
Date/Time	Wednesday 25 th November, 2009 at 6:30pm	Location	Restaurant, Honiton Community College