

HONITON COMMUNITY COLLEGE
MINUTES OF FULL GOVERNORS MEETING
HELD ON WEDNESDAY 26TH MARCH, 2008

PRESENT:

Mrs L Price (Chair)	Mr R Loader	Miss V Wright	Mrs Kate Smith
Mrs Cindy Vining	Mr R Wright	Miss E Stephenson	Mrs B Edwards
Mrs K Young	Mr M Clements	Mrs A Salter	Mrs C Marsh
Mr N Tyson (Principal)	Mrs V Howard	Mrs S Johnson	

Clerk: Ms S Perryman

FORTHCOMING MEETINGS:

Campus and Health & Safety	Monday	28 th April	2.30pm
Finance	Monday	28 th April	4.00pm
Personnel	Monday	12 th May	4.00pm
Raising Student Achievement	Thursday	8 th May	4.00pm
Curriculum	Thursday	15 th May	4.30pm
Full Governors	Wednesday	21 st May	6.30pm

The Chair opened the meeting at 6.00pm and welcomed all present. In particular, the Chair welcomed Emma Stephenson who has joined the Governing Body as a Parent Governor.

Agenda Item 1 – Apologies for absence

Apologies were received from Keith Turner, Olive Price, Ron Webb and Gill Nichols – all apologies accepted.

Absent - Rosemary Hobday (Apology received next day – work commitment)

Agenda Item 2 – Draft Budget 2008/2009

Governors had received information on the draft budget as pre-read to the meeting. The Principal gave a contextual overview of the draft budget, which had been released very late by County. He explained that some schools and colleges had experienced difficulty with the budgets that they had been set and highlighted the areas of particular challenge for the College, given that there are rising demands on the budget. The College team had managed to set a draft working budget in the four days that had been available to them. This had been achieved; nevertheless some areas were tight in terms of funding.

The Bursar, Paul Stevenson, explained in detail how he had managed to balance the budget and how certain areas could be funded with Devolved Formula Capital (DFC) – in this instance, buildings, maintenance and ITC needs.

The Chair stated that the “final cut” of the budget would be presented at the next full governors meeting and that, in the meantime, further work would be carried out which will then be reviewed by the Finance Committee, prior to the final version going to the governing body.

It was proposed that the draft working budget be accepted by the Governing Body and this was unanimously agreed.

Agenda Item 3 – Financial Management Standards in Schools (FMSiS) Audit Action Plan

Governors had received information on the College FMSiS Action Plan as pre-read to the meeting. Andy Holt thanked governors for attending the recent FMSiS training event. He explained that the Original FMSiS audit took place last August and the College had since been working on the areas highlighted for improvement. Andy asked for special thanks to all involved in this work to be minuted, including the Clerk to Governors contribution and this was agreed.

The next FMSiS audit is scheduled for 26th April, 2008. In particular, the *Budget Monitoring Policy* has now been drafted and will go to the Finance Committee on 31st March, 2008. Rob Loader asked about the *Controls Assurance Statement* sign off. It was noted that this also needs to be approved and signed off at the Finance Committee meeting on 31st March, 2008.

Kate Smith enquired about FMSiS information that explained the aims, objectives and strategy of FMSiS. The Clerk agreed to send out the Devon Governors www link to governors, where more information on FMSiS can be viewed.

Agenda Item 4 – College Catering Services

Two papers had been sent to governors as pre-read on this Agenda Item.

i. Provision of College Meals.

The Chair gave an overview of the paper that had been circulated as pre-read. She stated that the governing body must first decide that the College should continue to provide meals and then whether to stay with the current meals provider or go out to tender. Paul Stevenson explained the research carried out to date regarding possible future meals providers.

The Chair asked if any governor felt that College Meals should NOT be provided? The GB unanimously agreed that the College should provide meals for its students.

It was explained that a minimum of 3 tenders needed to be sought, should the governors decide to source an external catering provision.

Christine Marsh asked if County were providing any further funding for meals provision. The Principal explained that extra money had been provided by County but that this would not continue, but this was felt to be insufficient to cover the provision. Rob Loader asked about any contractual obligations to provide school meals to other schools. The Principal explained that once the GB had decided to take over the meals provision, this would be communicated to the schools affected and was not anticipated to cause any problems.

ii. Cooks in Schools.

The Bursar related how the Cooks in Schools company has made a presentation at a recent Devon Bursar's Meeting and, following this, had been approached and invited by several schools to tender for provision. Mick Clements said that Exmouth Community College was currently in discussion with the company to provide meals for them. Mick went on to give an overview of a recent visit to two schools where the company was operating in situ. Those who had visited had been impressed by the Cooks in Schools set up and operation. The Bursar explained how it was envisaged that the College Restaurant and outside space would be transformed and that, in order to achieve this, approximately £45k in upfront costs were anticipated. This money was available to be drawn down from Devolved Formula Capital.

Emma Stephenson commented that it would be sensible to re-vamp both inside and outside space at the same time, in order to minimise costs. The Principal made the point that under *Every Child Matters* and *Extended Schools*, this proposal would bring a step change in provision and provide valuable underpinning support to the requirements of both these strategic strands.

iii. Governing Body Decision.

Following comprehensive discussion on the matter, the Chair asked for a decision to be made on asking 3 companies to tender for the College Meals provision – Cooks in Schools and Millennium Catering will be invited to tender and one other provider which would be selected by the Senior Leadership Team.

This decision was proposed by Christine Marsh and seconded by Rob Loader. Consequently, the GB voted unanimously to endorse the proposal and move forward with the tendering process.

Agenda Item 5 – Minutes of the Previous Meeting held on Wednesday 16th January, 2008

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 6 – Matters Arising

- ✚ Curriculum 2008 (agenda item 3):
Christine Marsh stated that she had not been aware that the new curriculum was voluntary ie. the College did not *have* to change the current curriculum format. The Principal explained in detail why the changes had been proposed and how the changes would benefit students across the wide ability range within the college population. Christine expressed further concerns regarding the proposed changes, especially in relation to English and Maths provision. The Principal further explained how the new curriculum would fulfil student needs. The GB then discussed the matter in detail. The Chair drew discussions to a close, stressing that if governors had any concerns with the new curriculum strategy, they could speak with any member of the College Senior Leadership Team. The proposed change to curriculum strategy had been endorsed unanimously at the previous GB meeting and the **Chair asked if the GB was still in favour of these changes. Notwithstanding Christine's points, the GB concurred that they remained in favour of curriculum change.**
- ✚ Governor Training:
The GB agreed that the recent whole board training event had been worthwhile and should be repeated next year.

Agenda Item 7 – Uniform Change for Ratification

Vicky Wright (Staff Governor) has led on this project and explained the background to the proposed changes including the consultation period, how consultations had been carried out and how all parties concerned had been involved, especially the College Council. Vicky showed the meeting samples of various uniform items and detailed the outcomes of the college voting polls.

Vicky asked for GB approval of

- a) The fleece jacket and coat
- b) That the colour of both garments be black
- c) That the College logo on the fleece jacket is changed

Christine Marsh proposed that the above changes were accepted and this was seconded by Mick Clements. Consequently, the GB unanimously endorsed the proposed changes to the College uniform.

Agenda Item 8 – Principal’s Report

The report had been circulated to all governors prior to the meeting as pre-read. No queries were raised regarding the report. A newsletter to Primary Feeder Schools was also circulated to those present at the meeting.

The Principal informed the meeting that he had received an anonymous letter from a member of the public regarding an alleged incident on Allhallows Playing Field. The Principal had talked with the students in question about the allegations, and was satisfied that the students were not to blame for the incident. The College is working hard to correct public perceptions and recognises the importance of this within the community. The Principal asked governors to challenge negative community perceptions at every opportunity.

Agenda Item 9 – Part II

It was proposed by Christine Marsh and seconded by Mick Clements that the meeting move into Part II at 8.00pm. The meeting came out of Part II at 8.15pm.

Agenda Item 10 – Correspondence

The Chair detailed the correspondence received.

- i. Guide to the Law for School Governors Update (CD ROM). Karen Young pointed out that this information was also available on line at www.governornet.co.uk CD’s are available from the Clerk.
- ii. A letter from Devon Education Services regarding Vera Howard’s forthcoming expiry of term of office as a LEA Governor. Vera reported that she was undecided about extending her term as a governor. The Chair asked Vera to leave the room as the GB needed to deal with the matter of a resolution in this case. **Karen Young proposed that the governing body support Vera Howard’s continuation as an LEA Governor (should she wish) and this proposal was seconded by Mick Clements. Following this the GB agreed, by a majority (2 abstentions) to endorse this nomination and resolution.** Following this, Vera was invited back into the meeting.

Agenda Item 11 – Chairs Business

The Chair explained that she had been present for Graham Cockhill’s (School Improvement Partner) recent visit. The Chair provided an overview of the visit and minutes of the meeting would be provided to governors when received.

Agenda Item 12 – Policies (including Child Protection Policy)

Personnel Committee had approved the following policies for GB ratification.

- Whistle Blowing Policy
- Professional Standards Policy

The GB made one amendment to the Whistle Blowing Policy: at (8.2) that a specific governor would NOT be named as the Whistle Blower. **Following this, the GB approved and ratified both policies by a unanimous decision.**

Child Protection Policy. This had been circulated to all Governors prior to the meeting. Governors signed to confirm that they had received and read the policy **and approved and ratified it by a unanimous decision.**

Agenda Item 13 – Committee Reports: Finance/Personnel/Curriculum/Premises/RSA

These were noted and had all previously been circulated (and available on the College Website).

Agenda Item 14 – Date of Next Meeting

Wednesday 21st May, 2008 at **6.30pm**

There being no further business, the meeting closed at 8.45pm.

Signed.....

Date.....