

# HONITON COMMUNITY COLLEGE

## Full Governing Body



**Policies adopted/approved at this meeting:**  
**Lettings & Fees Policy**

### Meeting 2 – Part I Minutes

<b>Date/Time</b>	Wednesday 26th November, 2008 6:30pm	<b>Location</b>	Room H7, Honiton Community College			
<b>Attendees</b>	<b>Initials</b>		<b>Attendees</b>	<b>Initials</b>		
Lynda Price (Chair)	LP		Kevin Keighery	KK		
Keith Turner (Vice Chair)	KT		Michael Clements	MC		
Norman Tyson	NT		Karen Young	KY		
Vera Howard	VH		Robert Loader	RL		
Robert Wright	RWR		Rosemary Hobday	RH		
Ron Webb	RW		Cindy Vining	CV		
Kate Smith	KS					
Gill Nicholls	GN					
Stephanie Johnson	SJ					

Apologies	Initials
Emma Stephenson	ES
Alison Salter	AS
Vicki Wright	VW

Absent without Apology	Initials
Christine Marsh	CM
Olive Price	OP

In Attendance	Initials	
Suzette Perryman	SP	Clerk
Andy Holt	AH	Assistant Principal (part of meeting)
Marie-Claire Adams	MCA	Head of PLT (part of meeting)

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Apologies for Absence	Chair
2	Declarations of Interest (for the meeting)	Chair
3	Co-option of Community Governor	Chair
4	Presentation by Ms Adams, Team Leader for Personal Learning & Thinking Skills Dept	Chair
5	Minutes of Meeting on 24 <sup>th</sup> September, 2008 (previously circulated)	Chair
6	Matters Arising : 6) Further analysis of examination results; 7) Reaccreditation of Specialist Status 13) Sony e Book update	Chair
7	Annual Equality Report	Chair
8	College Targets for 2010 GCSE Group	NT
9	College Improvement Plan (CIP) (previously circulated)	Chair
10	Principal's Report (previously circulated)	NT
11	SIP Report of 14 <sup>th</sup> October 2008 (previously circulated)	NT / AH
12	Part 2	Chair

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13	Gov Body Standing Orders & Committee Terms of Reference	Chair
14	Correspondence	Chair
15	Chair's Business	Chair / Committee Chairs
16	Policies	Chair / Committee Chairs
17	Committee Reports : Finance/Personnel/Curriculum/Premises/RSA	Committee Chairs
18	Date of Next Meeting	Chair

Ref	Action or Decision	Action	Date Due
1	The apologies from ES, AS and VW were accepted.  The Chair welcomed Mr Kevin Keighery to the meeting as a new Parent Governor and Ms Marie-Claire Adams, Head of PLT, attending to make a presentation to the GB. Governors introduced themselves.		
2	KY declared an interest in Item 10, specifically in connection with the Maths Department.		
3	RH confirmed that she was willing to serve on the GB as a Community Governor following the retirement of OP in January 2009. This would leave a Parent Governor vacancy in the New Year. RH left the room. <b><u>The Chair asked the meeting for a proposal that RH be co-opted as a Community Governor and this was made by VH and seconded by KY. Consequently, the meeting voted and RH was co-opted by a majority vote (1 abstention).</u></b>	Clerk to ensure required changes are made	January 2009
4	A powerpoint presentation was given by MCA to the GB on her department's work and the Personal Learning & Thinking Skills (PLT) curriculum. Key points were: <ul style="list-style-type: none"> <li>• The Skills Ladder – work skills based</li> <li>• The Aims of the PLT curriculum – from the Government standpoint</li> <li>• PLT is embedded on the College Website</li> <li>• Emphasis is on learning to learn</li> </ul> MCA explained how PLT had started at the College in early 2008 & how it had moved forward during the year. The links to Ofsted feedback & the CIP were highlighted. A short question & answer session followed, after which the Chair thanked MCA for coming to the meeting & making the presentation. The interactive presentation would be circulated to all governors. Following this item MCA left the meeting.		
5	The minutes of the meeting on 24 <sup>th</sup> September, 2008 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 - Clerk	Completed 01.12.08





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11	The SIP report of 14 <sup>th</sup> Oct. 2008 had been sent to governors as pre-read. It was explained that due to our poor maths GCSE results, Graham Cockhill has been replaced by Roger Featherstone, who is now the Acting School Improvement Partner for the rest of this year. KS pointed out that the SIP report informed the questions that governors should be asking when carrying out Link Gov. visits. Following this item AH left the meeting.		
12	Part 2: The meeting went into Part 2 at 8:05pm. This was proposed by VH and seconded by RL. The meeting came out of Part 2 at 8:15pm.		
13	Following two amendments the GB Standing Orders and Committee Terms of Reference were unanimously agreed by the meeting and signed off by the Chair.	Standing Orders to College website - Clerk	Completed 01.12.08
14	The Chair informed the meeting that no hard copy correspondence had been received. The vast majority of correspondence is now received electronically and governors are copied in accordingly.		
15	The following items of Chair's Business were raised: i) KT gave an outline of progress regarding an ongoing investigation & findings in connection with a staff member. An independent consultant will undertake a review at the end of this term or the beginning of next term & this will be a cost. KT reminded the GB that this matter was absolutely confidential & they should, under no circumstances, respond to any approaches from any staff member. Any enquiries about a review must be directed to KT. ii) NT informed the GB that he would be retiring at the end of the academic year. He joined the College as Principal in April 1993 & has served on the GB since that time. The process to find a replacement Principal will move forward immediately iii) Chair informed the GB that an updated <i>Guide to the Law</i> is available on CD ROM. iv) Chair informed the meeting that Safer Recruitment training will shortly be a pre-requisite for governors involved in interview panels. v) Governors agreed to attend a 2 hr training event including a session on Equality/Diversity for the GB will be arranged for April 2009. vi) The college has sent appropriate messages to the late Mayor's family following his recent, untimely death and the Principal and students attended the funeral.	Chair of Governors  Clerk to investigate training options	
16	There were no policies for the GB to review. <b>The College Lettings &amp; Fees policy had recently been reviewed &amp; agreed by the Finance Committee – this policy was endorsed by the GB.</b>		
17	<ul style="list-style-type: none"> <li>• H&amp;S/Campus – MC reported low attendance at committee meetings. Also that cleaning standards within the College were improving.</li> <li>• Curriculum – KK will join the Curriculum Committee. KT reported that on 18<sup>th</sup> Dec. he would be working with Mrs Love on the SEN policy.</li> </ul>		



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	KT reported that the Committee Clerk's (Mrs S Clark) workload was causing concern. NT agreed that SLT leads J Beardmore & P Stevenson would investigate the situation.	NT to action	
18	Wednesday 21st January, 2008 at 6.30pm.		
	The meeting closed at 8:50pm		

Detail of next meeting			
Date/Time	Wednesday 21 <sup>st</sup> January, 2009 at 6:30pm	Location	Dining Room, Honiton Community College