

**HONITON COMMUNITY COLLEGE**  
**MINUTES OF FULL GOVERNORS MEETING**  
**HELD ON WEDNESDAY 22<sup>nd</sup> NOVEMBER, 2006**

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**PRESENT:**

Mrs L Price (Chair)	Mrs C Vining	Mrs V Howard	Mrs J Urry
Mr K Turner (V. Chair)	Mr R Loader	Mr M Clements	Mr K Henman
Mr N Tyson	Mr A Dimond	Mrs R Hobday	Mrs A Rutherford
Mrs K Young	Mrs A Salter	Mr R Webb	Mrs Kate Smith
Mrs B Edwards	Mr S Maddern (Observer)		

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**MEETINGS:**

Campus and Health & Safety	Monday	8 <sup>th</sup> January	2.30 p.m.
Finance	Monday	8 <sup>th</sup> January	4.00 p.m.
Personnel	Tuesday	9 <sup>th</sup> January	4.00 p.m.
Raising Student Achievement	Thursday	11 <sup>th</sup> January	4.00 p.m.
Curriculum	Tuesday	5 <sup>th</sup> December	4.00 p.m.
Full Governors	Wednesday	17 <sup>th</sup> January	6.30 p.m.

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**Agenda Item 1 – Welcome Kate Smith / Apologies for absence**

The Chair opened the meeting at 7.05 p.m. welcoming all and introducing Miss Kate Smith, the newly appointed LEA Governor.

Apologies were received from Sharon Holloway, Olive Price and John Vallender. **All apologies were accepted.**

**Agenda Item 2 – My Department – Humanities – Dave Dagger, Head of Learning**

Dave Dagger introduced himself; he has been in post since September 2006 at the college. He gave an overview of his role and responsibilities and explained his vision of how Humanities fits within the curriculum.

Mr Dagger considered that humanities provided an excellent vehicle for cross-curricular skills and could provide students with life skills for school and the twenty first century workplace. All present had sight of the new Humanities Department Development Plan 2006/2007.

Mr Dagger answered questions on Economics content within the curriculum and his views on mixed ability versus setting in the humanities department. He gave his views on both subjects and explained why he favoured setting wherever possible.

The Chair thanked Mr Dagger for his presentation and work within the college.

**Agenda Item 3 – Gifted and Talented Policy – Jason Beardmore, Assistant Principal**

Policy documents had been circulated to all governors prior to the meeting. Devon County are improving policies on Gifted and Talented students following a review of their services. Jason Beardmore brought a policy to the governors for adoption and explained the headline points.

**The Chair asked for GB approval and adoption of the policy. This was agreed unanimously. Karen Young volunteered to be the named Governor for Gifted and Talented Students.**

#### **Agenda Item 4 – Performance Management Monitoring Documents – Jason Beardmore, Assistant Principal**

Documents circulated to all governors prior to meeting. Mr Beardmore gave an overview of Performance Management and Monitoring activities.

Mr Beardmore talked through the Lesson Observation Proforma. From September 2007 some aspects of the performance management process will change. Mr Beardmore is in discussion with staff concerning these changes. It is suggested that, in future, line managers will be responsible for judging performance of individual staff members. The Principal enlarged on the national and local issues surrounding the proposed changes. **Discussion on the above took place and the policy was adopted unanimously by those present.**

A new Governor Induction Pack is required, to be issued to all new Governors. Kate Smith is to trial the prototype.

#### **Agenda Item 5 – Minutes of the Previous Meeting held on Wednesday 27<sup>th</sup> September, 2006**

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**

##### Mongolian Trip:

The Principal gave an update and a high level overview of the final report issued by *World Challenge* concerning the incident involving a college student. **The Chair and 3 other governors had been given a report prior to the meeting It was noted that the report** praised Mr Peter Gibson (HCC Teacher) in particular for his actions during the incident and its aftermath and the governors' thanks were reiterated.. Rob Loader commented that he thought the report was very thorough and positive and that ultimately the incident was something that could not have been avoided and the Chair agreed with this view. Copies of the report are available to governors. **Overall, the GB was satisfied with all actions taken, the content of the report was accepted and confidence expressed in the World Challenge organisation.**

#### **Agenda Item 7 – Correspondence**

The Chair had several items of correspondence.

- i) Spectrum – there is a new drugs pack available for teaching drugs education.
- ii) **IT Trip proposal – this was agreed and approved**
- iii) **Ski Trip – Mr Dagger has requested approval for a forthcoming Ski Trip but the form was incomplete. Due to timing issues the Chair suggested she be granted delegated authority to deal with this proposal; delegated authority was granted**
- iv) Shakespeare Dinner and Play – the Chair had received an anonymous letter complaining about the lack of governor support at this recent event. The Chair explained that she had attended and how she felt about correspondence of this nature.

#### **Agenda Item 8 – Principal's Report**

The report had been circulated to all governors prior to the meeting. In addition, the Principal explained that the extension for the Student Support Centre required extra funding and, as a consequence, there was a need for the college to switch funding arrangements from outright purchase to staged payments over a longer period. **This was approved by the governing body.**

### **Agenda Item 9 – Examination Targets**

A copy of the first SIP (School Improvement Partner) visit meeting notes and an explanation of the work of the SIP was copied to all governors. The SIP for HCC is Graham Cockill. A full day meeting was held today, the meeting covered:

- Working through the SEF
- Improved presentation of some sections of the SEF
- Examination of the links between the College Development Plan (SIP)
- Cause for concern plan discussed at RSA (meeting minutes circulated with those of this meeting)
- Examination of Departmental Staffing Plans

The meeting discussed how governors know what is happening in the college, how much they understood the overall context of the way education is delivered and how governors carry out monitoring visits. Graham Cockill suggested a format for a report-back sheet. Chair to discuss with Principal and Vice Chair and, sheets will be issued in due course. SIP meeting notes will come out to all governors.

Examination targets have been finally set today (22<sup>nd</sup> November) with Graham Cockill. The Principal talked through the detailed process of target setting and reflected on previous targets achieved. The Principal considered that, currently, the college is on target to achieve “College Targets sent to County” at GCSE for 2007. The 2008 targets have been raised to 66% (54% incl. English & Maths) and are considered very challenging.

**The governing body unanimously agreed that the targets set can be sent to County – note change that A-G is now 94% (incl. English & Maths 93%). Copy enclosed.**

### **Agenda Item 10 – Financial Management Standard – Rob Loader, Chair of Finance Committee**

Rob Loader is the new Chair of the Finance Committee. Rob handed out two documents to those present (copied to those absent): *Financial Controls Assurance Statement* and *The Financial Management Standard in Schools Update to Governors*. He talked in detail through some elements of the documents and highlighted the governing body's responsibilities in terms of financial management and financial controls within the college. There are wide-ranging criteria with self-assessment standards. The Chair thanked Rob Loader for his succinct explanation of complex subject matter.

### **Agenda Item 11 – Committees – Agreement of Chair of Personnel / Terms of Reference all Committees**

Terms of Reference for all Committees were circulated to all governors. **It was agreed that the title “College Improvement Plan” would be standard across all Committee Terms of Reference to cover the SIP.**

**The governing body unanimously agreed Mrs Olive Price as the Chair of the Personnel Committee.**

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### **Agenda Item 12 – Part II**

It was proposed by Mrs Howard and seconded by Mrs Young that the meeting move into Part II at 8.44 pm. The meeting came out of Part II at 8.47 pm.

### **Agenda Item 13 – Policies for Ratification**

- The HCC Model Child Protection Policy for Schools was ratified and unanimously endorsed by the GB
- The HCC Conduct Policy (covering staff) was ratified and unanimously endorsed by the GB

The Chair gave an overview of discussions regarding policies with Graham Cockill (SIP)

*Areas of Responsibility for the Senior Leadership Team (SLT)* – the Principal talked through the document circulated to those present.

### **Agenda Item 14 – Committee Membership**

The Chair requested new members in some committee areas and Link Governors. A revised list is enclosed

Parent Teacher Association: Karen Young gave an update on recent fund and awareness raising activities. The Chair praised Karen and her PTA colleagues for their hard work and enthusiasm.

A discussion followed regarding sending all material out by email. Further research is required as several documents are not available electronically and some governors do not have computer equipment to deal with receiving and printing large documents. The Clerk has concerns about having an individual way of sending information to each governor. Overall it was agreed that we need to find a solution and move to mainly electronic formats. To be further discussed next term.

### **Agenda Item 15 – Date of Next Governing Body Meeting**

| Wednesday 17th January, 2007 @ **7.00pm** at Honiton Community College.

**Please note that the meeting will be preceded at 6.30 in the IT room (near the library) when Andy Holt will issue governors with a password and some training to enable them to reach some confidential sections of the college web site.**

There being no further business, the meeting closed at 9.15 pm.

Signed.....

Date .....