

HONITON COMMUNITY COLLEGE
MINUTES OF FULL GOVERNORS MEETING
HELD ON WEDNESDAY 17th JANUARY, 2007

PRESENT:

Mrs L Price (Chair)	Mr R Loader	Mrs V Howard	Mrs J Urry
Mr N Tyson	Mr A Dimond	Mr M Clements	Mr K Henman
Mrs K Young	Mrs A Salter	Mrs R Hobday	Mrs K Smith
Mrs C Vining	Mrs O Price	Mr R Webb	Mr J Vallender
Mrs B Edwards			

MEETINGS:

Campus and Health & Safety	Monday	5 th March	2.30 p.m.
Finance	Monday	5 th March	4.00 p.m.
Personnel	Tuesday	27 th February	4.00 p.m.
Raising Student Achievement	Thursday	8 th March	4.00 p.m.
Curriculum	Thursday	3 rd May	4.30 p.m.
Full Governors	Wednesday	21 st March	7.00 p.m.

Agenda Item 1 – Apologies for absence

The Chair opened the meeting at 7.05 p.m.

Apologies were received from Sharon Holloway, Keith Turner and Alison Rutherford. **All apologies were accepted.**

Agenda Item 2 – My Department – Technology – Andy Burke

Mr Burke introduced himself; he has been Head of Technology at the College since September 2006. Mr Burke gave a powerpoint presentation which included analysis and information on the current standards and outcomes within the Technology Department. Overall, it was shown that the department was achieving positive results at GCSE level.

A2 and AS level outcomes were somewhat mixed and Mr Burke gave an overview of the strategy and plans put in place to improve results at A level.

Other areas covered were:

- An overview of the Technology Curriculum and strategies to meet forthcoming reforms
- The Technology Department Improvement Plan 2006/2007 (this is available to view on the College Website)

A short question and answer session followed the presentation. The Chair thanked Mr Burke for his time, presentation and work within the college.

Agenda Item 3 – Minutes of the Previous Meeting held on 22nd November, 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 4 – Matters Arising

- Previously Item 7iii – Ski Trip. ~The Chair reported that the Ski Trip had not been properly costed and had therefore not been signed off as approved.

Agenda Item 5 – Correspondence

It was explained that in future, whenever possible (and appropriate) the preferred method of communication from the Clerk to Governors will be by email – except for Vera Howard.

All Governors had received a copy of the College's *Child Protection Policy* – **the Chair explained that all Governors would be required to sign off that they had received and read this policy at the next full GB meeting.**

Correspondence received:

- LA Letter - £4k for the College
- DAISI Newsletter
- Planning for a Human Influenza Pandemic
- DVD Advert for Education Maintenance Grant
- Spectrum (x2)
- Notice of DAG area meeting

The above correspondence items were circulated to all governors present.

Agenda Item 6 – Outsourcing Timetables – Andy Holt

A “Governors’ briefing paper timetable (2007/2008)” had been circulated as pre-read to all governors. Mr Holt gave an overview of the current position and thinking around this subject area. He outlined the pluses and minuses of outsourcing production of the college timetable.

Three quotes had been obtained, with a company called *Swotts* providing the lowest quote. *Swotts* is run by sole operator Alec Marshall.

Three suppliers had been investigated and Mr Holt proposed that *Swotts* be contracted as the supplier of timetable services. Olive Price queried what would happen if the company were unable to meet deadlines. Anthony Dimond raised a concern about using a sole proprietor supplier. Norman Tyson explained the fallback position and stated that contractual deadlines would be specified. Further discussion on the matter took place and following this **the Governing Body unanimously agreed to the proposal to outsource timetable services to Swotts.**

Agenda Item 7 – Changes to Year 7 Reporting – Andy Holt

Mr Holt explained the proposed changes to the current Annual Report process. He talked through the draft document that had been circulated as pre-read to all governors. The changes would take the form of a pilot Year 7 reporting process. Jodi Urry gave some feedback from a parent’s perspective in response to the proposed changes; concerns around childcare when attending daytime meetings with teachers and tutors. Further discussion took place regarding parents attending meetings and possible childcare issues. This method is used widely in other schools.

The Governing Body agreed to trial the new process and receive a report back at a future meeting.

Agenda Item 8 – College Meals

A paper on this matter had been circulated to governors prior to the meeting. Norman Tyson explained the background to the current position. Matters are complex due to our production of Primary School meals on site with DDS pulling out of Secondary meal provision in 6 months and Primary in 12. NT will contact the County Council to request that we retain the status quo on meal provision for another 12 months. If not we will have to give notice on Primary meal production when our own contract ends. In the meantime it is hoped that uptake of school meals at the college will increase.

The Finance Committee agreed to monitor the situation and report back to the Governing Body in due course.

Agenda Item 9 – School Causing Concern (SCC) status

The Principal began by outlining the history and where we were in the process. He is confident that the College will be in a position to move out of these measures by April 2007 and is hopeful that the LEA will agree to this. In correspondence, the LEA is indicating September 2007 as a probable date for the College to leave SCC status.

The minutes of the three previous meetings of the Raising Student Achievement Committee had been circulated. The meeting on December 4th had agreed to change the banding for the Senior Leadership Team. This arose from an action in the Cause for Concern Action Plan - that these bands would be looked at. The Chair pointed out that the College was in Band 7 which specified the Individual School Range (ISR) NT produced a paper showing that recent changes to UPS2 meant that there was very little difference in the pay scale of some Middle Managers and members of SLT who have different conditions of service. There is a legal requirement to separate Senior Leadership Team (SLT) and other Staff salary bands. **The matter had been brought to the Governing Body to be reported and minuted accordingly.**

Agenda Item 10 – Monitoring of the College Improvement Plan

Copies of the final College Development Plan had been circulated to all governors. Norman Tyson updated the governing body on current Ofsted procedures and recent rule changes. He also talked through the Summary Document (page 14) which contained the Three Year Plan and explained the reasoning behind the strategy and changes made in order to deliver continuous improvement. The Chair referred governors to the detailed monitoring of the plan minuted in the RSA minutes of January 17th and asked if they were satisfied with the form this monitoring had taken.

The Governing Body agreed that it was satisfied with how the Raising Student Achievement Committee is monitoring matters covered in Agenda Items 10 and 11.

Agenda Item 11 – Principal's Report

The report had been circulated to all governors prior to the meeting.

The Principal gave a précis of items covered within the report. Key issues were discussed and a powerpoint presentation on extra subjects and courses available at the College, together with take up levels, followed.

The Principal gave a further presentation on the leadership and management structure within the College. He explained the proposed re-structuring and changes in order to align with Job Evaluation, Performance Management and Staff Development Opportunities. The Principal asked the Governing Body to agree the proposals to change the management and staffing structure within the College from the Easter term.

The Governing Body gave unanimous agreement to the proposed changes to the Management Structure of the College.

The Principal then presented the "Achievement and Attainment Tables 2006 GCSE" and explained why the College was disputing the statistics regarding three students whose results had been included in the College outcomes, but had never attended the College. The results of these "ghost" students had skewed the College outturn statistics in a negative manner.

Keith Henman requested Governing Body approval for a Residential Visit. This was for the College U14 Girls Basketball Team, who have reached the national semi-finals. There is to be a parental contribution of £10.00 and the college will fund the balance of costs.

The Governing Body gave unanimous approval for funding for this Residential Visit.

Agenda Item 12 – Part II

It was proposed by Michael Clements and seconded by Cindy Vining that the meeting move into Part II at 9.08 pm. The meeting came out of Part II at 9.14 pm.

Agenda Item 13 – Policies

The Chair reported that work on policies was continuing and that the Clerk was making arrangements to meet with the College Bursar in order to expedite the process. This meeting was subsequently arranged for 23rd January 2007.

Agenda Item 14 – Committee Reports

All committee reports had been circulated to Governors as appropriate. In future, these reports will be emailed to governors (hard copy to Vera Howard). They will also be available to all on the Governors' section of the College Web Site.

Agenda Item 17 – PSFA Progress Report – Karen Young

Karen Young gave an update on progress to date with the PSFA (Parents, Staff and Friends Association).

Agenda Item 17 – Date of Next Governing Body Meeting

| Wednesday 21st March, 2007 @ **7.00pm** at Honiton Community College.

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

Signed.....

Date