

# CULLOMPTON COMMUNITY COLLEGE

## Governing Body



Full Governing Body Meeting – Part I Minutes					
Date/Time	Wednesday 12 <sup>th</sup> October 2016		Location	The Study Centre	
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Governor
Peter Shrubbsall (Chair)	PS	Co-opted	Julie Phelan	JP	Headteacher
Lorna Clay	LC	Co-Opted	Alison Lazarczyk	AL	Parent
Gerry Ingram	GI	Foundation	Malcolm Richards	MR	Staff
Tim Riley	TR	Parent	Anthony Richards	AR	Parent
Malcolm Walsh	MW	Co-opted			

Apologies	Initials	Reason (Category of Governor)
Malcolm Richard	MR	Family illness - Staff

Absent without Apology	Initials

In Attendance	Initials	
PJ Wright	PJ	Clerk
Richard Towl	RT	Associate Governor

Minutes to
Attendees
Apologies

AGENDA:
1. Appointment of Co-opted Governor – Malcolm Walsh
2. Conflicts of Interest
3. Apologies – Ensure that these are sanctioned / not sanctioned and this is recorded
4. Minutes from Previous Meeting 13 <sup>th</sup> July 2016
5. Matters arising from these minutes
6. <b>Headteacher’s Business (JP )</b> <ul style="list-style-type: none"> <li>• Headteacher’s Report</li> <li>• Safeguarding awareness for Governors</li> <li>• Term Dates 2017/2018 – to be agreed</li> </ul>



**7. Chair's Business**

- Governor recruitment
- Dartmoor working party inclusion decision
- Babcock Governor Checklist
- Communication actions with Staff, Students and Parents
- Refresher workshop for Governors (and Willowbank)
- Governor's Handbook revisions and training
- CCLP update
- Clyst Hydon management contract update

**8. Sub-Committee Reports**

- Achievement, Teaching & Learning
- Leadership & Management
- Resources

**9. Policies:**

**Pay Policy –**

This rests with the Resources Committee but was not released by DCC in time for the Resources date. It is a DCC model policy (with the CCC name and structures included) agreed with National Unions and follows the guidance of the School Teachers Pay Review Body (STPRB) and must be considered before 31<sup>st</sup> October when pay progression recommendations for teachers must be completed. Resources Committee therefore agreed to read the policy and bring responses to FGB.



**10. Chair's Business**

- Appointment of new Safeguarding Governor
- Update on Parent Governor Vacancies
- Agree and confirm sub-committee structure and Chairs
- Register of Business Interests to be completed
- Governors and Associates Register 2016/2017
- Code of Conduct
- Code of Practice for all Governors
- Terms of Reference (Outcomes, Teaching & Learning)
- Terms of Reference (Resources)
- Terms of Reference (FGB)
- Terms of Reference (Appeals Panel)
- Terms of Reference (Resources (Pay) Committee)
- Terms of Reference (Headteacher's Performance Review)
- Terms of Reference (Pupil Discipline Review Panel)
- Governors Membership (individual terms of office) ?
- Link Governors Area of Responsibility to be confirmed (new Governors to be included)
- Review delegation of functions to the Headteacher and committees
- Reaffirm the Procedure for dealing with correspondence to the Governing Body
- Reaffirm procedure and confidentiality of Part B Minutes
- Governor actions
- Links & action logs
- Profiles & photos
- "Drop box" for minutes
- New governor training
- Long term planning
- Non minuted discussions
- Meeting staff

11. Update on Governor training in preparation for Ofsted inspection conversations.

**12. Policies**

- Keeping Children Safe in Education

**13. Date of next meeting – 18<sup>th</sup> January 2017**

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Ref	Action or Decision	Owner/ Decision	Date Due
1.	<p><b>Appointment of Co-opted Governor – Malcolm Walsh</b>  <b>DECISION:</b> GI proposed that MW become the Co-opted Governor and LC seconded.</p> <p><u>LEA Vacancy</u>  Richard Towl was welcomed as an associate governor and introduced to the board. It was discussed that RT would be applying for the LEA vacancy but in the meantime will attend meetings as an associate governor.  <b>ACTION:</b> To complete application form and send back to PJ for submitting to the LA.  <b>ACTION:</b> Prepare all new governor documents for RT including; Information Pack, skills audit, future meeting dates, Form H and update all governor details/email.</p>	   RT/PJ  PJ	
2	<p><b>Conflicts of Interest</b>  None</p>		
3	<p><b>Apologies</b>  TR - informed that he will be arriving late  MR – apologies due to family illness - sanctioned</p>		
4	<p><b>Minutes of previous meeting</b>  <b>DECISION:</b> The Minutes from the 6<sup>th</sup> July 2016 were signed and agreed.  AR proposed, AL seconded.</p>		
5	<p><b>Matters arising from previous minutes</b></p> <ul style="list-style-type: none"> <li>• PS has contacted the school council but had no response so far.  <b>ACTION:</b> PS to let JP know when he is available so a date can be arranged.</li> <li>• <b>ACTION:</b> Chase up SFVS skills form from auditor and send to Resources Governors for completing.</li> </ul>	   PS/JP  PJ	



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6	<p><b>Headteacher's Report</b></p> <ul style="list-style-type: none"> <li>• Headteacher's Report JP sent the HT's Report out in advance of the meeting for governors to read and asked if there are any questions in response. <i>It was questioned about pupil numbers in item 3, and what is the prospect of pupil numbers increasing in the future?</i> JP confirmed it is planned to meet with the LA and Cullompton Town Council, MDCC and CC to look at options for expanding the school due to increased popularity and demographic. Looking at having a meeting in October/November. Simon Niles has been looking at projection numbers of around 1000. We probably need to be planning from 2017 for the future. We prefer to be involved at the inception of any planning</li> <li>• Safeguarding awareness for Governors JP highlighted to governors that the Designated Safeguarding Lead (DSL) has to go on training annually and JP has to give regular updates on safeguarding to staff and at governor meetings. Staff and governors have to sign to confirm they have read and understood the part one KCISE document. Governors were asked to sign this. The Babcock document was handed out to governors; 'Talking and Listening to Children' and 'Areas of Staff Vulnerability'. This document is relevant to staff and governors visiting the school. The safeguarding audit is carried out annually before December 31st. JP will meet with MW as the safeguarding governor to go through the audit. JP made governors aware of the Prevent and CSE documents. <i>It was questioned if awareness is made to the children?</i> Yes, we have had plays and workshops and this is also talked about within RE, citizenship and assemblies.</li> <li>• Term Dates 2017/2018 JP re-confirmed that the first week back in September is not being split up, which was agreed last year.</li> </ul>		



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7	<p><b>Chairs Business</b></p> <ul style="list-style-type: none"> <li>• Governor recruitment RT will stand as associate governor for the time being and apply for the LEA vacancy through the usual process.</li>   <li>• Parent vacancy Three parents have been nominated. Interviews will take place for this to ensure governors have the right skills. JP/PS and/or GI will conduct the interviews.</li>   <li>• Dartmoor working party inclusion decision JP gave a re-cap on the meeting last Wednesday. PS has written to the chairman of the Dartmoor working party. Any decision to be part of the MAT is not final until all parties have signed and up to that point anyone can pull out at any time. Therefore the 4<sup>th</sup> option discussed is in fact an option. However, since then discussions have taken place locally. GI and PS met with Clyst Hydon who may wish to be part of MAT discussions. We have until the end of November to respond to the Dartmoor WP. JP read a vision document for becoming a member of a MAT. AR suggested we need to be looking at how we can deliver the equality and ethos side of the vision and possibly take some professional advice about structure and process. JP informed governors that although there is a lot to gain by being part of a MAT the school would also be giving up something, one part of this is governance. <i>It was questioned if our current working party will be used for the discussions?</i> Ideally, though this will depend on timing and which route is explored. The staff of the school will need to be fully aware of the discussions and possibilities. MAT decisions are not planned into the SIP as yet. All inset days have been accounted for, therefore finding the time to fit these discussions in to staff time is difficult. However, some extra ordinary meetings for staff will need to be arranged. A further update and report will be brought back to the governors through an Extra-FGB Meeting. MW highlighted the importance of the legacy of this decision and to ensure that the decision we make benefits our children now and in 15/20 years' time and at the same time avoid hasty or unsuitable decisions. <i>It was questioned how long can we be showing an interest in both options?</i> We can continue to do this but governors and staff will have to consider the time and resources capacity.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Babcock Governor checklist – this has been seen by governors.</li> <li>• Communication actions with staff, students and parents – governors are arranging their link governor visits. <b>ACTION:</b> GI to email the Bulletin to all governors</li> <li>• Refresher workshop for Governors (and Willowbank) <b>ACTION:</b> This will be followed up by email</li> <li>• Governors Handbook revisions and training <b>ACTION:</b> This will be followed up by email</li> <li>• CCLP update <b>ACTION:</b> This will be followed up by email</li> <li>• Clyst Hydon Management contract update <b>ACTION:</b> This will be followed up by email</li> </ul>	GI  PS  PS  PS  PS	After meeting
8	<b>Sub-Committee Reports</b> <ul style="list-style-type: none"> <li>• Outcomes, Teaching &amp; Learning GI gave an update on the T&amp;L Meeting held on the 28<sup>th</sup> September 2016 and formally congratulated all staff for the spectacular results this year (which can be seen in the HT's Report).</li> <li>• Leadership &amp; Management/Extra FGB – as discussed in item 7 above 'Dartmoor Working Party inclusion decision.</li> <li>• Resources PS gave an update on the Resources Meeting held on the 21<sup>st</sup> September 2016.</li> </ul>		
9	<b>Policies</b> <ul style="list-style-type: none"> <li>• Pay Policy TR queried a few points which were confirmed. <b>DECISION:</b> The above policy was agreed and signed. AR proposed, GI seconded.</li> </ul>		

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10	<p><b>Chair's Business</b></p> <ul style="list-style-type: none"> <li>• Appointment of new Safeguarding Governor – MW was appointed the Safeguarding Governor at the L&amp;M Meeting.</li> <li>• Update on Parent Governor Vacancies – interviews are taking place as explained in item 7.</li> <li>• Agree and confirm sub-committee structure and Chairs <b>DECISION:</b> These will remain the same and the new governors will be advised on which committee they will sit.</li> <li>• Register of Business Interests to be completed Governors checked and re-signed their register. <b>ACTION:</b> MR to complete at the next meeting. All new governors to complete these.</li> <li>• Governors and Associates Register 2016/2017 Governors check their details and made any necessary changes. <b>ACTION:</b> MR to check and all new governors details to be entered/add to school website.</li> <li>• Code of Practice for all Governors Governors agreed and signed the Code of Practice. <b>ACTION:</b> MR to sign at the next meeting. All new governors to sign.</li> <li>• Terms of Reference (Outcomes, Teaching &amp; Learning) <b>DECISION:</b> The T of R were agreed and signed.</li> <li>• Terms of Reference (Resources) <b>DECISION:</b> The T of R were agreed and signed</li> <li>• Terms of Reference (FGB) <b>DECISION:</b> The T of R were agreed and signed</li> <li>• Terms of Reference (Resources (Pay) Committee) <b>DECISION:</b> The T of R were agreed and signed</li> <li>• Governors Membership (individual terms of office) Those governors whose term of office has come to an end or governors who have re-signed are in the process of being filled.</li> <li>• Link Governors Area of Responsibility to be confirmed (new Governors to be included) PS confirmed that once all vacancies have been filled the link governors will be re-looked at. <b>ACTION:</b> Add to next Agenda.</li> <li>• Review delegation of functions to the Headteacher and committees <b>DECISION:</b> This was agreed signed.</li> <li>• Reaffirm the Procedure for dealing with correspondence to the Governing Body PS confirmed that communication is usually by email from the Chair/Clerk and HT and letters can be sent to PS or PJ.</li> </ul>	<p>MR/PJ</p> <p>MR/PJ</p> <p>MR/PJ</p> <p>PJ</p>	<p>18.1.17</p> <p>18.1.17</p> <p>18.1.17</p> <p>18.1.17</p>



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Ref	Action or Decision	Owner/ Decision	Date Due
	<ul style="list-style-type: none"> <li>• Reaffirm procedure and confidentiality of Part B Minutes PS confirmed the importance of Part B Minutes. A discussion took place whether the MAT discussions should be under Part B Minutes or not as staff would usually leave in Part B but in this case the staff governor is involved in the discussions. <b>DECISION:</b> It was agreed to leave the MAT discussions as part of the main minutes as it is important for staff to be involved in discussions.</li> <li>• Governor actions <b>ACTION:</b> PS to follow up by email.</li> <li>• Links &amp; action logs <b>ACTION:</b> AL, GI, TR and AR to start conversation and arrange visits.</li> <li>• Profiles &amp; photos <b>ACTION:</b> RT to contact Anita Rogers (JP's PA) to carry out a DBS once the LEA vacancy has been confirmed. Also to complete a pen portrait and see AR about a photo for the photo ID card. <b>ACTION:</b> PJ to email MW's pen portrait to JP.</li> <li>• "Drop box" for minutes PS confirmed that this should be available by Christmas.</li> <li>• New governor training <b>ACTION:</b> RT to attend New Governor course once the LEA vacancy has been confirmed/PJ to send details and book in due course.</li> <li>• Long term planning Any further discussions will be notified.</li> <li>• Non-minuted discussions These are made aware of during a meeting.</li> <li>• Meeting staff We will be looking at arranging another Ofsted Prep-Meeting for governors to experience a mock Ofsted visit.</li> </ul>	<p style="text-align: center;">PS</p> <p style="text-align: center;">Governors</p> <p style="text-align: center;">RT</p> <p style="text-align: center;">PJ</p> <p style="text-align: center;">PJ/RT</p>	<p style="text-align: center;">After meeting</p> <p style="text-align: center;">After meeting</p> <p style="text-align: center;">After LEA vacancy confirmed</p> <p style="text-align: center;">After meeting</p> <p style="text-align: center;">After meeting</p>
11	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education</li> </ul> <p>This is a document not a policy but states that schools have to have a Safeguarding and Child Protection Policy which we have adopted and have current and signed copies of.</p>		
	Matters brought forward at the discretion of the Chair		
	The meeting closed at 7.10pm		

### Detail of next meeting

Date/Time	18 <sup>th</sup> January 2017	Location	The Study Centre
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