

# CULLOMPTON COMMUNITY COLLEGE

## Governing Body



Full Governing Body Meeting – Part I Minutes					
Date/Time	Wednesday 18 <sup>th</sup> January 2017		Location	The Study Centre	
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Governor
Peter Shruballsall (Chair)	PS	Co-opted	Julie Phelan	JP	Headteacher
Lorna Clay	LC	Co-Opted	Alison Lazarczyk	AL	Parent
Gerry Ingram	GI	Foundation	Anthony Richards	AR	Parent
Malcolm Richards	MR	Staff	Tim Riley	TR	Parent

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
PJ Wright	PJ	Clerk

Minutes to
Attendees
Apologies

Ref	Action or Decision	Owner/ Decision	Date Due
1	<b>Apologies</b> No apologies received		
2	<b>Conflicts of Interest</b> No conflicts of interest		
3.	<b>Terms of Reference</b> PS re-confirmed the importance of the Terms of Reference and highlighted that these can be referred to at any point during the meeting.		
4	<b>Minutes of previous meeting</b> <ul style="list-style-type: none"> <li>• Minutes of 12<sup>th</sup> October 2016</li> <li>• Minutes of 23<sup>rd</sup> November 2017</li> </ul> <p style="text-align: center;"><b>DECISION:</b> The above Minutes were agreed and signed.</p>		
5	<b>Matters arising from previous minutes</b> No matters arising.		



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6	<p><b>Headteachers Report</b></p> <p>JP gave a brief report on the HT's Report previously circulated, (see document for full details).</p> <p>The data checking tables are now available and we are still celebrating the 2016 data. JP reported on the results from the post mock exams for the 2017 cohort and gave an example; A*-C in English 80% and 75% for Maths. JP explained that the P8 is coming out low as staff are not sure about the bench mark for the grade 4 and 5s of the new spec GCSEs. There are software tools to help predict the P8. We are working hard with teachers working on improving the A8 (attainment) and this will help the progress measure.</p> <p><u>Staff training</u></p> <p>On the 3<sup>rd</sup> January at the Inset Day training took place in preparation for the new Google system and domain. We are aiming to have the system up and running by Easter and for staff to be able to practice Google in the Summer Term and maintain a backup of the current system alongside. Some of the existing PCs will be decommissioned.</p> <p>TW will explore end user solutions for students, possibly starting with the existing year 7 and the new year 7. We are exploring ways that parents would be able to purchase their own chrome book for children. TW, CH and DMcK are visiting a Google Reference school to look at what is working well. MR will be our online Safeguarding lead. We are now looking towards ending the service level agreement with Uffculme.</p> <p><u>Pupil place planning</u></p> <p>TR and JP met with MDDC, DCC, the Town Council and Simon Niles (Local Authority) who has responsibility for pupil places and the next meeting is on 23<sup>rd</sup> January 2017. The new development is already in progress building 3000 homes in NW Cullompton with another proposal for 5000 in the garden village at J28.</p> <p>JP, (and Tiverton and Uffculme) was contacted by someone floating a Free School idea at J27, however, it is not very likely it will happen. We will look at capacity to expand this site but it will not accommodate school places for another 5000 homes. A new (free) school will need to be built in the garden village site and bids have to put for groups to run this which we could bid for.</p> <p><i>It was questioned if this can be done before joining a MAT?</i></p> <p>JP confirmed anyone can bid to run a free school, (but reputable groups will have the advantage).</p> <p><u>Management partnership with Clyst Hydon</u></p> <p>AD has been very successful in carrying out this role and Clyst Hydon have commissioned another term which will be costed to 31<sup>st</sup> August 2017.</p> <p><u>Pupil Numbers</u></p> <p>JP has today spoken to admissions who have confirmed 120 first choices, 36 second choices and looking at 20 of those second choices being allocated to CCC. This is around 140 in total. This would mean we would qualify for growth fund again as the year 11 group leaving is 96.</p> <p>MR reported on behaviour and attendance/exclusions at the L&amp;M Meeting.</p> <p><u>Staffing</u></p> <p>JP explained we need to make some decisions about new staffing for September which is influenced by the amount of pupils coming in.</p>		



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	<p>Tracey Vosper has modelled the curriculum on different figures; 132 pupils, 140 and 150 pupils for this year. We now have around 12 different models to look to consider best fit.</p> <p>Increased numbers mean we will be short staffed in Science, English and D&amp;T. We need 23 hours increase for Science and English. We are looking at finishing a temporary intervention contract and this work could be picked up in English. We need about 25 hours for D&amp;T. The year after we will be looking at needing full time in each of these subjects.</p> <p>JP would like to put out an advert for full time permanent posts for English, Science and D&amp;T teachers. DD's view is our budget is healthy even with the current reduction in AWPU and we also feel we can't make a decision on staffing and curriculum based on the financial uncertainties of National Funding Formula proposals. We could advertise for 3 one year contracts but fixed term posts are hard to fill in these subjects</p> <p>PS explained our funding is predicted to be reduced by -2.7% in the NFF proposals but this is a consultation. However, if we do go into a slight deficit through being ambitious with the advertising we are showing we are doing this for the education of the children.</p> <p>JP and TW have downloaded the 12 individual factors for our school in the NFF formula. The FSM element is a strong element but there are discrepancies with the number of PP children counted. Also estimation has been used with the postcode calculation (deprivation), therefore as it stands this is inaccurate information.</p> <p><b>DECISION:</b> It was agreed to go ahead with the advertising.</p> <p><i>It was questioned about the letter of congratulations received from The Head of Education and Learning, who is the Head of Education?</i></p> <p>JP explained Dawn Stabb from DCC has now taken over from Sue Clarke.</p>		
6	<p><b>Sub-committee Report</b></p> <ul style="list-style-type: none"> <li>• Outcomes, Teaching &amp; Learning GI gave a brief update on the O, T &amp; L Meeting held on 14<sup>th</sup> December 2016 (see Minutes for full details).</li> <li>• Leadership &amp; Management TR gave a brief update on the L&amp;M Meeting held on 11<sup>th</sup> January 2017 (see Minutes for full details). It was agreed at the meeting that a formal letter of thanks should be sent to AD for her outstanding work and achievement with the MP at Clyst Hydon. PS and TR have now written this to be sent to her.</li> <li>• Resources PS gave a brief update on the Resources Meeting held on 7<sup>th</sup> December 2016 (see Minutes for full details)</li> </ul>		



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7	<p><b>Chairs Business</b></p> <ul style="list-style-type: none"> <li>• Link Governor Areas of Responsibility (including new Governors) PS proposed the following changes:- AL - D&amp;T RT – ICT and English DS - Modern Foreign Languages AS – Extremism &amp; Radicalisation, Humanities, Citizenship, SMSC MW – Safeguarding, SEN, Internet Safety, Children in Care and Behaviour. GI received a letter from AD requesting a Link Governor document and their roles and responsibilities. <b>ACTION:</b> Email the Link Governor Job Description to PS for reading and adapting.</li> <li>• Safeguarding Terms of Reference MR has read and discussed this with JP and this was handed around for reading. <b>DECISION:</b> The Safeguarding T of R was agreed and signed GI proposed, RT seconded.</li> <li>• Governor’s IT training PS explained over the next few weeks, all governors will be given a new email address and password so that they can log into a governors area from home and in school. This will also allow us all to share documents in a shared drive but in a read only version. Chairs of committees will have editing ability. This will mean no documents will need to be stored on PC’s at home. We’ll also be able to sign documents electronically. We will run a training session for all governors to attend before this goes live.</li> <li>• MAT developments PS showed governors an example of the possible structures of a MAT and roles and responsibilities using ‘Mind Map’ on the new google system. It also showed the work to be done e.g. HR policies and financial implications to give an indication of how much there is to do to move this forward. <u>Our Options:-</u> <ol style="list-style-type: none"> <li>1. Do nothing</li> <li>2. Dartmoor MAT– 18 schools in total (so far)</li> <li>3. East Devon MAT – 10 schools in total (so far)</li> </ol> </li> </ul>	PJ/PS (done)	After meeting



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	<p><i>It was questioned which schools would be more beneficial to work with?</i></p> <p>PS has put together pros and cons for both MAT options and we need to be looking at making a decision tonight about which working party has the greatest benefit for our community.</p> <p>The Dartmoor MAT is probably around 2/3 months ahead of the East Devon MAT. They are also clearer in the structure they want to achieve and there is a strong core school with leadership on this. However, the Dartmoor MAT is geographically distant. They have met with the RSC office to ask if they think this group of schools could work as a MAT. The RSC is aware that CCC are out on a limb in east Devon in geographical terms but they are happy for us to join either MAT. Even so the RSC thought that geographically it would make more sense to join the East Devon MAT but would support either decision.</p> <p><i>It was questioned what happens next?</i></p> <p>Every school proposing to go forward has to formally make an expression of interest which releases £25,000 if you are a maintained school to help with the conversion. However, you cannot make an expression of interest to two MATs. You can pull out of the expression of interest up to the point of signing for conversion.</p> <p>There are concerns about structures required by the Diocese of Exeter if church schools are in a MAT. A MAT has 3 or 5 members. The Diocese state that 3 of the 5 have to be appointed by the Diocese (2 as corporate members) to maintain the distinctiveness of church schools within the MAT. They indicate some flexibilities but these are not written into the Diocese Articles of Association for future security. They will also not give land and assets over to the Trust.</p> <p>We need to confirm that we feel we would not tolerate that Governance structure.</p> <p><i>It was questioned which Diocese this is?</i></p> <p>It was explained this is Exeter Diocese, who are following the National Memorandum of Understanding.</p> <p>It was suggested going back to the Diocese and saying they need to accept the MATs request/or we cannot accept the C of E Schools into the MAT.</p> <p><i>It was questioned what the financial implications are of each school as there are concerns about some schools being in serious deficit?</i></p> <p>CCC are looking much healthier financially than others. Some savings may be made through joining finances but there will be budget difficulties to sort. Due diligence (sharing detailed financial documents) will also have to be completed once a decision has been made to move forward.</p> <p>It was suggested going ahead with Clyst Vale, Kings and CCC starting the process and letting the C of E schools join in later if issues are sorted.</p> <p>PS is meeting with the chairs at Clyst Vale and Kings next week to discuss this further.</p> <p><i>It was questioned which one JP would prefer to move forward?</i></p> <p>The East Devon MAT would be more beneficial to the school due to the benefits from the cross phase and school improvement work that would be possible.</p> <p><i>It was questioned how the budget/finances work within a MAT i.e. currently any surplus finances should be used for the benefit of our students, however, if we join a MAT with schools who have a deficit, do we need to give up that surplus so that the whole MAT balances its books?</i></p>		

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	<p>This will depend on how the Trust Board manage this. Funding can go straight into the central MAT or it can go to the individual schools within the MAT, so it will therefore depend on what the trustees decide and the scheme of delegation. A school can ring fence their own budget but this isn't working cooperatively when the idea is to work as one within the MAT.</p> <p><b>PS questioned 'do governors feel they have enough information to make a decision'</b></p> <p><b>DECISION:</b> It was unanimously agreed to go forward with the East Devon MAT working party and not continue with the Dartmoor MAT.</p> <p><b>ACTION:</b> PS and JP to let the Dartmoor representatives know. PS to report back from the meeting with the Chairs from the other schools next week.</p> <ul style="list-style-type: none"> <li>• Land Asset transfer</li> </ul> <p>This is still unclear despite being told that all land and assets had been transferred. We are now waiting for Sports England to come back to us as they have an interest in school playing fields.</p> <ul style="list-style-type: none"> <li>• Culm Garden Village – see above item</li> </ul>	PS	After 23 <sup>rd</sup> Jan
8	<p><b>Policy Adoption</b></p> <ul style="list-style-type: none"> <li>• Equality act for examinations</li> <li>• Appeals policy for examinations</li> <li>• Access to fair assessment policy</li> <li>• Policy on seating and rooming students in public examinations</li> </ul> <p>These policies were discussed at the last O,T &amp; L Meeting and further amendments were required to then be ratified at this meeting.</p> <p><b>DECISION:</b> The above policies were agreed and signed. GI proposed TR seconded.</p>		
	<p>Matters brought forward at the discretion of the Chair</p> <ul style="list-style-type: none"> <li>• <b>ACTION:</b> Send AL a new list of committee dates and the committees she sits on.</li> </ul>	AL	After meeting (done)
	The meeting closed at 6.55pm		

Detail of next meeting			
Date/Time	10 <sup>th</sup> May 2017	Location	The Hub