



## Minutes of the Full Governors Meeting held on Thursday 20<sup>th</sup> November 2014

**Present:** Mr C Webb (Chair), Mr G Vallender, Mrs D Bryant, Mr B Drew, Mr T Gundry, Mr A Horne, Mr C Leathley, Canon D Miller, Mr D McDonald, Mrs S Collins, Dr A Upton, Mr D Reynolds, Mrs V Tatham, Mr M Higgs, Mrs A Gilbert, Mr N Pellow-Firth, Dr P Foster,

**Not Present:** Mrs J Sargent, Mr D Robson, Mr S Richards

**In Attendance:** Mr N East, Mrs S Bayes (Clerk to Governors)

**1. Apologies submitted and accepted:** Mrs J Sargent, Mr D Robson, Mr S Richards

2.	Declaration of Business, Pecuniary or Other Interests	Action
2.1	There were no additional interests declared.	
3.	<b>Minutes of the Full Governors Meeting of 12<sup>th</sup> June 2014 (Appendix A)</b>	
3.1	The minutes were signed as an accurate record of the meeting.	
4.	<b>Matters arising from the Minutes of the Full Governors Meeting of 12<sup>th</sup> June 2014</b>	
4.1	5.1. The training log had been sent to governors for updating. The clerk would check that all governors had updated their part of the log.	SBy
4.2	10.2 New guidance on statutory requirements for special needs was not yet available. Advice from County was that the interim document could be used until the final document was ready.	
5.	<b>Minutes of the Full Governors Meeting of 18<sup>th</sup> September 2014 (Appendix B)</b>	
5.1	The minutes were signed as an accurate record of the meeting.	
6.	<b>Matters arising from the Minutes of the Full Governors Meeting of 18<sup>th</sup> September 2014</b>	
6.1	There were no matters arising.	
7.	<b>Chair's Report (CWe) (Verbal)</b>	
7.1	CWe had attended a training session for new Chairs of Governors. From information gathered at the session he asked Governors if they would be happy for him to present a verbal report at each full governors meeting, to include items that had arisen too late for the agenda. Governors were happy with this.	
8.	<b>Head Teacher and Senior Leadership Team Report (DBr) (Appendix C)</b>	
8.1	<b>Was there a problem with take up of Free School Meals as</b>	

<p>8.2</p> <p>8.3</p>	<p><b>there were 22 less this year? Could we follow up who was on last year but who is not on this year?</b> It was up to parents to apply –parents were reminded. MHi had written to the parents at his school explaining that if they signed up their child would be eligible for extra support worth £1300. The school then helped parents complete the County form. HCC could give more incentives such as a contribution towards the cost of uniform.</p> <p><b>Why did the Yr 12 numbers drop from Oct to May?</b> This could be because they were BTEC students whose courses have finished, or students who had started apprenticeships.</p> <p><b>Looking at the KS4 results, ‘closing the gap’ gaps were large. How did that compare nationally and in Cornwall? What were the intervention strategies and are they working?</b> JHt would be asked for the statistics. Intervention would be tested pre- and post- intervention. We were now introducing RAG meetings and new targets. It was explained that the money could be used for any targeted intervention but it had to demonstrate impact on reducing the gap.</p> <p>CWe asked DBr to thank the SLT for their comprehensive reports.</p>	
<p>9.</p> <p>9.1</p>	<p><b>Trust Report (AUp) (Appendix E)</b></p> <p>AUp presented the Trust Report. There had been two meetings and the AGM since the last Full Governors Meeting.</p>	
<p>10.</p> <p>10.1</p>	<p><b>Student Associate Members’ Report (tabled)</b></p> <p><b>Was the message getting round that students have a voice?</b> Students were aware their voices counted. Issues raised at student council meetings were shared with SLT for them to action.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p><b>SEF Report (NEa) (Appendix E)</b></p> <p><b>It was good to see so many 2s and the need was to be realistic, but the governing body would like to see more 1s.</b> The SEF was written mainly for College use and needed to make honest judgements, and although progress had been made it had not been reflected in student achievement.</p> <p><b>Was this document shared with staff?</b> Yes, when Governors had approved the document, a summary was written and put on the HCC website.</p> <p>CWe drew Governors’ attention to the section on Governance.</p> <p>Staff feedback on the SIP was that it was covering the right elements. A professional culture needed to develop – ‘getting better at getting better’. The College was aiming for more effective T&amp;L. This could be brought about by co-operative learning, looking at deliberate practice, with teachers working together in small teams to identify what would make the biggest difference, and being held to account by their peer group.</p> <p><b>Was there a feeling that the attitudes towards learning in students who did not make expected progress could be</b></p>	

<p>11.6</p> <p>11.7</p>	<p><b>changed? Even with the right teaching the wrong attitude could hinder learning.</b> Cooperative learning put the emphasis and responsibility back on the child for their own learning.</p> <p>Governors were happy for the draft SIP to be implemented.</p> <p>The Revised November 2014 SEF document was approved by the Governing Body. CWe thanked NEa for putting the document together.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p>	<p><b>Reconstitution and Committees/Roles of Governors (CWe)</b></p> <p>Due to new regulations, by September 2015 the Governing Body should be reconstituted, with only one staff governor and no community governor. Current staff and community governors could become co-opted governors. The implications of this would be looked at over the year. Skills and contributions of governors would be taken into account.</p> <p>Each governor should be on either the L&amp;T or the P&amp;R strategy task group (or both), so that the work load was shared. There could be more people on the L&amp;T group than on the P&amp;R – P&amp;R could be made up of the current Resources group members,</p> <p>Faculty governors were also needed to establish a link with each faculty, being involved with staff and appointments. DBr would be happy for small groups of governors to tour the college on learning walks so they could be more aware of what goes on during the college day.</p> <p>Governors were reminded that if they were unable to attend a meeting they were free to send their comments.</p> <p>PFo left the meeting</p> <p>CWe would email governors asking which groups and panels they would like to join. By June every governor should have some area of responsibility. CWe would produce a timeline for the process.</p>	<p>CWe</p>
<p>13.</p> <p>13.1</p>	<p><b>Governors' QI Report (CLe)</b></p> <p>This was a fairly detailed process. Heads of Faculty presented a faculty report and were then questioned on it. There would now be a QI day each term for faculties and year groups. This would mean the process would be more proactive so progress would need to be made by the following term. In future the link governor should be more involved and could contribute.</p> <p><b>Was an action plan produced?</b> This was part of the on-going process. Each faculty brought their action plan with them to each QI meeting and it would be amended to reflect emerging needs.</p>	
<p>14.</p> <p>14.1</p>	<p><b>Pupil Premium Action Plan and Review (DMc) (Appendix F) Action Plan for Closing the Gap 2014/15 (Tabled)</b></p> <p>These documents were discussed at last week's L&amp;T meeting. Pupil Premium referred to FSM, FSM6, Service children and children in care. Disadvantaged referred to children on the</p>	

14.2	<p>free schools meals register.</p> <p><b>Were we as a school confident that the significant cost involved for AHTs and HoPs to monitor progress of disadvantaged students was justified? How do you account for the spend of that money?</b> Good teachers were what made the biggest difference to PP children. The HoPs did more than simply monitor the students – they planned the interventions, ran project work with specific groups of students – the impact was key and would justify the spend.</p>	
15.	<p><b>Safeguarding Report and Changes to Host Family Arrangements (DBr) (Appendix G)</b></p>	
15.1	<p>When local families hosted foreign exchange students all adults over 18 needed to be DBS checked. We needed to let families know that if they took part all adults in the household would have to have DBS checks, which might make them withdraw. The advice from County was to do random checks. DfE and Ofsted recommended all families were checked. If an extra £20 charge was made on top of the cost of the exchange, regardless of the number of adults in the household, this should cover the cost of the checks. Governors voted in favour of asking all families to be checked.</p>	
16.	<p><b>Schools Financial Value Standard (SFVS) Sign off (BDr)</b></p>	
16.1	<p>The SFVS had to be prepared annually. BDr drew governors' attention to Q9. Although we had answered 'yes' to making a forward projection for at least 3 years, on a rolling programme it was impossible to know the future budget. For Q15 we could do nothing about preserving the state of the college because of C block. For Q23 we were in the process of producing an asset register. but waiting for the disaster recovery plan from County. Governors agreed to accept the document and it was signed by the Chair.</p> <p>DMi left meeting.</p>	
16.2	<p>As Chair of the Resources Committee, BDr explained that the new process for teachers' pay progression had gone well, although it would be refined for next year. 38 teachers had applied with 5 pending appeal.</p>	
17.	<p><b>Staffing Structure (DBr)</b></p>	
17.1	<p>Elements of the staffing structure were not fit for purpose. There was concern that HoFs were allocated time for team management but there was not so much for subject leaders. Governors were asked if they would agree to start looking at changing the structure, for both teachers and support staff. Governors agreed for this to go ahead, led by the Resources Committee.</p>	
18.	<p><b>2015/16 Admission Arrangements (DBr)</b></p>	
18.1	<p>No changes were proposed for 2015/16 admissions.</p>	
19.	<p><b>Receive the Approved Minutes of the Meetings of:-</b></p> <ul style="list-style-type: none"> <li>a. L&amp;T 22<sup>nd</sup> May (Appendix I)</li> <li>b. Resources 25<sup>th</sup> June 2014</li> <li>c. Resources 16<sup>th</sup> September 2014 (Appendix J)</li> </ul>	

19.1	The meeting received the approved minutes from the above meetings.	
20.  20.1  20.2	<p><b>Adoption of:</b></p> <ul style="list-style-type: none"> <li>a. <b>International Schools Policy (Appendix K)</b></li> <li>b. <b>Behaviour Policy (Appendix M)</b></li> <li>c. <b>Staff Security Policy (Appendix N)</b></li> <li>d. <b>Admissions 2015/16 Policy</b></li> </ul> <p><b>In the Behaviour policy was work provided for the first 5 days of exclusion?</b> Yes. More clarification was needed on various sections, which DMc would provide. A further draft would be presented next term but in the interim this current version would stand.</p> <p>From the Staff Security policy it was agreed to have Health and Safety as a standing item on the agenda.</p> <p>The Governors agreed to the adoption of the above policies.</p>	SBy
21.	<p><b>Any Other Business</b></p> <p>There was no other business</p>	

There being no further business the meeting was closed at 7.10pm.

Chair's signature..... Date.....