

Meeting 1416 Minutes

Date and Time	15 July 2015 18:03	Location	Conference Room			
Governors Present	Initials		Governors Present	Initials		
Kevin Wilson	KW	Co-opted Gov	Helen Salmon	HS	Principal	
Peter Rodgers	PR	Parent Gov	Alan Jones	AJ	Foundation Gov (Chair)	
Sharon Samuel	SS	Parent Gov	Julie Stevens	JS	Foundation Gov	
Alex Jackson	AJA	Staff Gov	Jan Montague	JM	Parent Gov	
Philip Sanders	PS	LA Gov	Cicely Alsbury	CA	Co-opted Gov	

Apologies	Initials	Reason for Absence/ (Category of Governor)
Jonathan Coupland	JCoup	(Holiday) Co-opted Gov
Alan Wroath	AW	(Holiday) Co-opted Gov
Nigel Larcombe-Williams	NLW	(Family commitment) Co-opted Gov

Absent without Apology	Initials	

In Attendance	Initials	Capacity
Tim Alexander	TA	Nominated Governor (Parent)
Ralph Crook	RC	Nominated Governor (Co-opted)
Sean Sweeney	SSw	Nominated Governor (Associate)
Linda Coe with SET	LC	Sustainable Energy Team: Ben, Beau and Jack (item 6 only)
Katya Church	KC	Head Girl (item 6 only)
Bert Rodgers	BR	Head Boy (item 6 only)
Jay Hooper	JH	Clerk to Governors

Minutes to
Noticeboard; All Gobs; website

	Agenda Item	Led by
1	Apologies	Clerk
2	Declarations of Interest and confidentiality	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	New Governors	Chair
6	Student reports	LC & SET / KC / BR
7	Committee reports	PR, PS, KW
8	New and changed policy	Chair, JM
9	Principal report	HS
10	Task and Finish Groups	KW
11	Skills audit and governor training	KW
12	Training feedback	PR, JM
13	Election of Chairs	Clerk
14	Committee Terms of Reference	Chair
15	Governor Housekeeping	Clerk / Chair
16	Trust update	HS, AJa
17	What Difference?	All
18	I Am – You Are?	All

Agenda Ref	Action or Decision	Owner	Date Raised	Date Due
1416.1	JC (holiday); AW (holiday); NL-W (family commitment). These were sanctioned.			
1416.2	Reminder issued; none declared			
1416.3	Minutes of 22 April 2015 agreed as true record and signed.			
1416.4	None			
1416.5	<p>Introductions were made for three new prospective governors in attendance. KW outlined the recruitment process employed prior to recommending new governor appointments: Dr Tim Alexander (Parent governor); Ralph Crook (Co-opted governor); Dr Sean Sweeney (Associate Governor). Governors proposed three appointments ratified. Prop: PS, Sec: PR carried unan. New governors duly appointed.</p>			
1416.6	<p>LC attended with Sustainable Energy Team members Beau, Ben and Jack who gave a presentation to outline work they have been doing to reduce energy consumption across the campus. This includes a rigorous process of audit, ensuring that lights and equipment are switched off, etc. The team were able to evidence a clear reduction in energy use, and gave governors some ideas for more adventurous future possibilities. Governors were hugely impressed, and thanked Linda and all students for their committed hard work. Incoming Head Girl and Boy presented their immediate priorities for the new term. An improvement to take forwards is the provision of a more spacious and quiet study area, as 6th form students find it hard to study in the 6th form common areas, and the school library often has year 7 & 8 groups using the library for a whole period. HS explained the plans to extend the library and provide a new area for the 6th form, work taking place over the summer holiday. They are looking at ways to increase provision for sporting or outdoor activities for 6th form students; team sports in particular seem to be popular. K and B plan to conduct a survey amongst students to determine what is needed. Governors discussed this with K and B, offering advice and support for the work. Governors also asked about plans to continue moving forward with Student Voice; K and B explained plans to run assemblies and increase communications especially with Yr 10 & 12 at start of exam syllabus years. B noted that SV numbers are increasing all the time. He also discussed Tavistock Interact, and the desire to increase membership and involvement. Student newsletter now in planning; governors will provide a regular input. Governors asked K&B to maintain communications in between meetings, especially where there are events to celebrate or a need for some help. K & B to return to FGB 2 December. Governors noted a need to consider a Link Governor for Student Voice, and an action to invite Tristram Foster to attend Curriculum Committee with students.</p>	All JH	15.07.15 15.07.15	Sept 15 Nov 15
1416.7	<p>Committee reports provided: PR: Curriculum Committee 10.06.15 PS: Resources Committee 24.06.15 KW: Chairs Committee 15.07.15</p>			

1416.8	<p>Policies approved by Curriculum Committee 10.06.15 proposed for adoption: Prop: PS; Sec: KW carried unan Policies approved by Resources Committee 24.06.15 proposed for adoption: Prop: JS; Sec: PR carried unan.</p> <p>JM outlined issues with new DCC model Leave and Absence policy. The policy contains some ambiguities, and additionally makes reference to terms and conditions of employment that are no longer current. Extracting relevant contractual information from DCC is proving difficult, and any changes made to the policy on a local level may require negotiation with unions. JM proposed that the GB adopt the policy as it currently stands, giving delegation to the Principal and Strategic Business Leader to approve up to 3 days' leave per year, and to then look to consult on any local changes during the Autumn term. Prop: CA, Sec: JM; carried unan. (RC left meeting at 19:27)</p>			
1416.9	<p>HS presented the Principal's report, circulated and read in advance of the meeting. Discussion points included:</p> <ul style="list-style-type: none"> • Change in educational landscape, post election • Trust update • New Ofsted framework (Ofsted seminars for Governors in Autumn) • Reporting formula used for attendance • Absence reasons for Yr 10 (noted this as a national issue, also) • Staff turnover <p>Actions agreed: Agenda item for Resources Committee, review of staff data (to include length of service, retention, exit interviews etc) Re-impress benefit of using library, to Yr 11 students</p>	JH/AH AMI	15.07.15 15.07.15	Nov 15 Sept 15
1416.10	<p>KW noted actions from Chairs Committee, to convene 4 T&F groups. These were discussed, and volunteers started to propose themselves: Future Education Landscape: KW (lead); SSw; PS; AJA; SS; AJ (JM) Governor Recruitment: CA; AJ; KW (lead); (PR for publicity/stand etc) Principal Performance: PR (lead); JS; TA; NL-W (JM) Governor Annual Statement: KW (lead); AJA; NL-W</p> <p>Governors agreed Chair will take forward some conversations with Heads/ CoG at other secondary schools.</p>			
1416.11	<p>Reminder to all to complete HAYs online Safeguarding training. SS to assist JH in ensuring that all training and development activity is captured. Action: KW to circulate skills audit analysis (new governor data to be added). Action: All governors attending training or development activity, note a 'main point of learning' into a central (google docs) repository)</p>	KW All	15.07.15 15.07.15	Aug Ongoing
1416.12	<p>JM noted disappointment in delivery of recent Safeguarding Responsibilities training. Her main point of learning, was to confirm who the main point of contact is, for safeguarding concerns in the school (AMI)</p>			
1416.13	<p>AJ stepped down as Chair, and JH outlined the nominations received for Chair and Vice Chair of Governors, and Chairs of Committees. KW nominated as Chair of Governors. Prop: CA; Sec: JM; carried unan. KW took the Chair.</p>			

1416.13 (cont)	KW called for a vote of thanks to AJ for his leadership over the previous two years. Nomination for Vice Chair of Governors: AJ Prop: PR; Sec: KW carried unan. Proposed to have no change to Chairs and Vice Chairs of Committees – Curriculum Chair PR, Vice Chair NL-W Resources Chair PS, Vice Chair JM Prop: AJ; Sec: AJA carried unan.			
1416.14	Committee ToR as reviewed and approved by Chairs, resources and Curriculum Committees approved and signed.			
1416.15	JH reminded governors of the requirement to publish names, governor category, length of appointment and register of business register, from September 1 st . Action: All provide a brief description (150 characters) to JH to accompany this. Meeting dates for 2015/16 circulated; further dates to be added, for off site meeting (Sept) and additional Chairs Committee each term. Calendar in GoogleDocs will be implemented. Action: Next FGB, 5 minutes GoogleDocs presentation from AJ; task will be set beforehand Action: Check with NL-W on governor events process etc	ALL AJ AJ	15.07.15 15.07.15 15.07.15	<u>31.07.15</u> 21.09.15 asap
1416.16	Covered at item 9			
1416.17	Discussion on sport will have a positive impact on students T&F groups will lead to better strategic direction and governance			
1416.18	Governors shared one item each			
	Meeting ended 21:06			
	AJ gave formal thanks to HS, and the appreciation of the governors for her hard work and dedication in bringing the school from a very low place, to a position where we can really leap forwards.			
	Next meeting: 21 September 2015 18:00			