

Meeting 1405 Minutes							
Date and Time	26 November 2014 17:58	Location		Conference Room			
Governors Present	Initials			Governors Present	Initials		
Philip Sanders	PS	LA Gov	Chair	Alan Wroath	AW	Co-opted Gov	
Jan Montague	JM	Parent Gov		Helen Salmon	HS	Principal	
Alan Jones	AJ	Foundation Gov		Kevin Wilson	KW	Co-opted Gov	
Cicely Alsbury	CA	Co-opted Gov	Until 19:24				

Apologies	Initials	Reason for Absence/ (Category of Governor)
Nigel Larcombe-Williams	NL-W	Work commitment (Co-opted)

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Alison Horn	AH	Strategic Business Mgr	
Jay Hooper	JH	Clerk	
Linda Coe	LC	Premises Manager	Items 5, 6, 7 only

Minutes to
All Governors Website Noticeboard

	Agenda Item	Led by
1	Introduction and apologies	Chair
2	Declarations of Interest	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Health & Safety Report	LC
6	School Toilets	LC
7	Summer Works	LC
8	Budget Monitor	AH
9	Staff update	HS
10	Appraisal report	HS
11	Policy review	AH/JH
12	Additional item	AH/HS
13	Next Meeting	

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1405.1	NL-W (work commitment); This was sanctioned. PS welcomed new governor CA to the committee			
1405.2	No declarations of interest; reminder issued			
1405.3	Minutes meeting 1316 30.06.14 agreed and signed			
1405.4	No issues arising			
1405.5	LC outlined some minor changes to H&S policy, in particular an update relating to fire evacuation process, and following a review of vehicular movement across the campus. Parents and students have been reminded that dropping children off on the site produces unsafe levels of traffic at peak times of the day and monitoring is taking place for new arrangements. Provision has been made for 6 th form parking; this will also be monitored. LC has checked on County-wide practice in respect of H&S policy, which highlights that ours continues as a good example. Governors approved changes, and the annual review was signed.			
1405.6	Report of recent toilet refurbishments circulated and read in advance of the meeting. Governors discussed the proposed 3-year plan, requesting that £35K be built into the budget for 2015 to accommodate the initial priorities.			
1405.7	Report on summer works circulated and read in advance of the meeting. Works were completed to plan, and governors were pleased with the amount of work in relation to the available resources. Noted the new outdoor centre is a great improvement and asset. LC thanked for the work, and her reports.			
1405.8	Governors considered the budget monitor reports. SBS – noted that the recent pay award has been factored in. Governors noted in particular: <ul style="list-style-type: none"> • healthy projected underspend (with congratulations to AH), which will help to mitigate yr 2 budget issues • some in-year increase in roll. Funding will not follow these until next year, but the increase is encouraging • Larger 6th form than for several years. Governors noted the need for caution as less students in current yr 11 National fairer funding formula will not apply until 2017, and any implications for Devon still unknown. Sports Centre – now embedding a more businesslike culture and approach. AH explained outstanding issue in respect of banking arrangements, and ability to receive direct debits. Action: AH asked to investigate further and report back with options in January. Athletics club have written to say they have had a better year, making a small profit. Hopefully this enables them to make due payments. Capital – governors noted there is little room for movement. Bursary – take-up of offers to students where the strict criteria for spending can be met, is very low. AH networking regionally to gain some ideas for how students can be better supported with this money.	AH	26.11.14	21.01.14

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1405.9	HS provided brief update on staff movements. Noted that capacity has become an issue for SLT members following shrinkage of the team; this was anticipated and is being managed. HS appraisal taking place on Monday 1 st Dec			
1405.10	<p>Report circulated and read in advance of the meeting. HS updated on the challenge of implementing a new process onto existing foundations, which has inevitably thrown up some issues. HS underlined that SLT has focused on ensuring the process is applied as consistently as possible, with all decisions underpinned by clear evidence linked firmly to teaching standards.</p> <p>Despite the high level of training prior to implementation, there are still some who don't fully understand the process; this is being managed and addressed. Governors questioned some areas of the report, with debate on some points:</p> <ul style="list-style-type: none"> • The overall impact in relation to whole staff. Action: HS to include full staff profile in next report • The size of risk in relation to potential for appeal, and the timescales applying to the appeal process <p>Governors were asked to approve the recommendations as presented. CA declared an interest, and withdrew from debate. Governors proposed acceptance of the proposals: Prop:JM Sec:AJ carried unan Decision: Pay movements as recommended to proceed.</p> <p>Governors discussed the anomalies in new/exisiting pay scales, following implementation of the new performance related pay policy as approved in June 2014. Still some staff on obsolete grades, which must be maintained during the transition phase. Governors asked to consider revising the policy to reinstate the full grade scale.</p> <p>After frank debate, governors decided that initial turbulence was inevitable and they would be loathe to make changes at such an early stage in the process. They resolved to keep a close eye on the situation during the coming year but, as it is not causing inequality, leave the pay grades as they stand and give time for the process to settle and embed. However, they would like a clear statement included in the policy, to describe the outdated pay grading as transitionary for current staff only. Action: policy amendment</p> <p>Governors sought assurance that the evidence for movement on pay scales is being retained securely, and may be available at any future point should the situation demand. Assurance was given.</p> <p>Governors questioned HS on the additional time involved to implement and carry out a performance related appraisal process, and the capacity issues this must provide. HS responded that the process required many more hours than previously, but there are still significant improvements that can be made.</p> <p>Governors also noted the potential to impact on morale, but this must be seen in the light that the idea is that over time, this process will lift performance across the board. Therefore, there has to be acceptance that there will be turbulence in the short term.</p>	<p>HS</p> <p>AH/JH/JM</p>	<p>26.11.14</p> <p>26.11.14</p>	<p>July 2015</p> <p>End November</p>

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1405.11	<p>Policy reviews have resulted in some request for minor change:</p> <p>H&S policy – minor changes relating to fire evacuation procedure and vehicle movement on campus</p> <p>Finance and Delegation – minor update to wording and in light of County imposed change</p> <p>Pay policy – amendment as discussed (1405.10)</p> <p>ICT – removal of one para</p> <p>Complaints process – one minor change</p> <p>Governors proposed to accept the changes as recommended by reviewers</p> <p>Prop: PS Sec: AJ carried unan</p>			
1405.12	<p>AH presented an issue relating to sickness pay for a member of staff previously employed within an Academy; DCC does not currently recognise Academy length of service for any purpose in DCC terms and conditions. This does not relate to college policy, but to the Burgundy Book employment manual.</p> <p>Governors debated at length the potential impacts of local policy change, and agreed:</p> <ul style="list-style-type: none"> • Approval of the recommended payment at the discretion of the Principal, on this occasion only • Policy revision to be recommended, making explicit that only staff employed via the 'teach first' process would have length of service recognition • AH to investigate DCC stance on redundancy, in light of the above point 			
1405.13	<p>Meeting closed 19:45.</p> <p>Next meeting 28 January 2015 6pm (kW gave apologies)</p>			