

SOUTH DARTMOOR COMMUNITY COLLEGE

Minutes of the meeting of Governors held on 2 December 2008

Present: Mr P McCormick (Chair), Mr M Billington, Mr J Born, Mr C Cannon, Mr I Glendinning, Mr T Hartley, Mrs S Hember, Mr A Hitchcock, Mr B Hodge, Mrs R Hutchinson, Mr R Lapham, Mr T Maughan, Mrs K Pearson, Mr J Richards, Mrs T Womack (Mr R Tarleton, Principal, Mrs K Garvey, Deputy Principal, Mrs J Glossop, Assistant Principal, Mr N Parnell, Assistant Principal and Mrs M Brimacombe, Finance Officer were in attendance and Mrs A Tapper acted as Clerk)

1. Apologies

The apologies for absence received from Mr R Barnes Mrs E Brown and Mrs M Salak were sanctioned by the Governors. Cllr S Barker's absence was not sanctioned by Governors.

2. Restorative Justice

Karen Pearson, Lead Governor for Student Performance, introduced Joss Glossop, Assistant Principal (Student Performance) and Saar Yaniv, Restorative Approaches Mentor to the Governors. They explained in great detail the training taking place on Restorative Justice within the College and plans for training further staff. Governors thanked them both for coming to the meeting.

3. Finance: Kate Garvey, Deputy Principal and Mary Brimacombe, Finance

John Born, as Lead Governor for Finance, had spent time going through the Finance papers with Mary Brimacombe prior to the meeting.

- **2008/09 E15 Monitor Report dated 25/11/08**

This report gave details of the current position of the main College Budget; with a predicted underspend of £20,172. There is an unallocated amount of £42,514; the variance of £22,342 is made up of a number of both anticipated overspends and underspends.

It was unanimously resolved that the Budget was accepted by Governors.

- **Changes to Cost Centre Allocations**

Governors noted the £4,861 overspend (9c) which was flight tax that had not been included in the amount students paid for an Enrichment 2008 Sweden sports trip. Governors noted that this was a genuine mistake by the member of staff involved. John Born proposed and Jonathan Richards seconded and it was unanimously resolved that the changes to the cost centre were accepted by Governors.

- **Changes to Standards Fund since March Meeting**

Governors noted a net increase of £26,034 to November, £4,700 which did not yet appear on the Monitor report. This increased the anticipated underspend to £24,872. Last year there was an anticipated underspend of £35,394.

- **Bank Reconciliation as at 19 November 08**

Governors noted the bank interest from the Lloyds 6 months account of £6,487.67 and also a fraudulent cheque of £3,418.50 which would be reimbursed by Lloyds.

- **Department Capitation**

The September allocations have been fully distributed to Departments.

- **Financial Policy Statement**

This was accepted by Governors with no alterations.

Brian Hodge agreed to join John Born as a Lead Governor for Finance. Thanks were expressed to Kate Garvey and Mary Brimacombe, also for the hard work on a daily basis within the Finance Department and to John Born for his work as Lead Governor.

4. Lead Governor: Performance Management

In Emma Brown's absence, Lead Governor for Training and Learning, Nat Parnell, Assistant Principal (Training and Learning) reported that he had met with Emma to keep her informed.

- He also informed Governors that since they had accepted the Performance Management Policy he had made some changes and asked for Governor approval. Jonathan Richards recommended that the changes be accepted and that the Clerk should be given the up-dated version. Emma Brown would bring these to the next meeting.
- Nat Parnell also informed Governors of the work by Martin Burt, BLP co-ordinator, involving students to join classes within a chosen department to investigate:
 - ◆ The environment of teaching
 - ◆ What does the learning look like in the subject?
 - ◆ What do the students feel about their learning environment: physical – walls or noise etc?
 - ◆ What is the perception of the subject by students?

5. Minutes

The Minutes of the meeting of 14 October 2008 were confirmed and signed after the amendment to Mr C Cannon's name in Governors' Policy.

6. Matters Arising

Committee membership: Karen Pearson agreed to join the Student Disciplinary Committee and Paul McCormick withdrew from it.

7. Induction of New Governors

Governors accepted the report from the Working Party on the current Induction and Professional Development for the Governing Body. General opinion was that many of the aims were now being achieved. The following were agreed:

- New Governors would have a 'Buddy'
- Rachel Hutchinson would oversee the training of Governors
- The need of the level of involvement of Governors within the College to be made clearer
- Subject Leaders to give Governors a list of meetings when it would be appropriate for Governors to attend.
- Governors were invited to look at page 13 of the Devon Governor Autumn 2008 entitled "What governing bodies should expect from school leaders and what school leaders should expect from Governing Bodies"

8. Governors' Policies: Jonathan Richards

The following policies were accepted by Governors:

- Capability Procedure for Schools
- Conduct Procedure for Schools
- Corporate Grievance Policy and Procedure and Model Grievance Policy and Procedure for School based staff
- Whistleblowing Policy
- Charging and Remissions Policy
- Code of Conduct (Staff)

9. Any Other Business

- **Website: Governors**

The Chairman had provided a draft document about the Governing Body to be placed on the Website. It was suggested that photographs of the individual Governors would be included alongside a paragraph stating why they became a Governor etc. This was a work in progress and Paul McCormick asked for feedback from Governors.

- **Sound of Music**

Governors praised the Sound of Music Production and meal. The Chairman would write a letter to staff involved thanking them for their tremendous efforts. Karen Pearson asked that the selling of tickets for the next production be improved as she had been contacted by parents.

10. Date of the next meeting

The next meeting of the Governors will be held on Wednesday 28 January 2008.

Chairman

Date.....