

**WEST EXE TECHNOLOGY COLLEGE
FULL BOARD OF GOVERNORS
M I N U T E S**

Tuesday 18th September 2012

Held at:	WETC – Devon B Conference Room	
Present:	Joanne Barker Vicki Carah Simon Gibbs Jackie Hall Martin Hall Allan Hart (arrived at 16.48) Paul Harding	Phillip Lewis Debbie Pritchard Tina Roberts Peter Scott JP – Chair Rupe Smith Rachel Wesselingh Sam Morfey Marie Gane (Clerk)
In Attendance	Ryan Hine (Head Boy), Rachel Newton (Head Girl)	
Apologies:	Debbie Andrew, Lynne Gaskell, Chris Harris-Deans, Heather Morris	
Non Attendance:		

Item No.	Discussion	Action
1.0	Welcome & Apologies	
1.1	Meeting commenced at 16.33. Apologies received and noted. Ryan Hine and Rachel Newton were welcomed to the meeting.	
2.0	Declaration of Interest	
2.1	No declaration of interest was made.	
3.0	Correspondence	
3.1	Passmore House - due to planning issues, the college is not in a position to use the premises for off-site learning. The college will continue to lease the Loft Club Alterations Charge Order (ACOs) – The following alterations at the college proposed, discussed and were agreed by governors <ul style="list-style-type: none"> • Box in under stair cases to provide additional storage space (G095 and G113) • Window in Music Practice room (F006) • Make top two windows open to provide some air flow • Install trunking with power socket and data outlets in music room for Apple Mac PCs, so that trailing sockets are not used in future 	

4.0	Minutes of the Meeting held on 3rd July 2012	
4.1	7.2 – Typing error - ‘Part Two needs to be proposed <u>and</u> seconded not <u>a</u> ’ 9.3 – Vice Chair of Committees, should read ‘Deputy’ The minutes were signed and recorded as accurate	
5.0	Matters Arising	
5.1	It was queried by Martin Hall the timescale in which minutes were sent out following Governor meetings. Marie Gane apologised, but indicated minutes had been delayed due so many recent ongoing issues and additional work undertaken during the past few difficult months. As we move forward, draft minutes will be sent out in a more timely manner.	
6.0	Minutes of the Meeting held on 16th July 2012	
6.1	The names DCC personnel who were present at the meeting to be moved from 1.1 and inserted as ‘In Attendance’ at the top of the page The minutes were signed and recorded as accurate	
7.0	Matters Arising	
7.1	A question was raised as to whether feedback had been received from Babcocks following information contained on their website – no information had been received. Confidentiality and the circulation of Part 2 minutes were also discussed.	
8.0	Annual Housekeeping Tasks	
8.1	Marie Gane reminded governors that today’s meeting was one of the additional meetings agreed by the Board as its new way forward. The first meeting of the term is to have the opportunity to ensure Housekeeping Tasks are carried out in preparation for the year ahead. The Clerk has a duty to ensure all governors are updated with information around the 20 Housekeeping Tasks recommended by Devon Governor Services. Marie confirmed having looked at the list, the tasks are either being or have been implemented for the year, but felt it important to remind governors of the following: <ul style="list-style-type: none"> • Governors were reminded of their membership and their individual Terms of Reference • Governors were reminded of the Terms of Office for the Chair and Vice Chair • Dates of meetings had already been circulated in advance, but a further copy will be sent out via e-mail reminding governors of future meeting dates • The need to be quorate in order for decisions to be made at meetings. The quorum for each Committee meeting was on the agenda to be discussed and agreed • Open/Closed meetings – it was agreed all meetings would be closed, unless speakers were invited to attend a specific meeting • Code of Practice – it was noted, this item and the item for Code of Conduct was on the agenda for discussion and agreement 	

	<ul style="list-style-type: none"> • Governor Training – governors were reminded of all the forthcoming training events booked on their behalf within the next few months. It was agreed the training session on Roles & Responsibility should take place as soon as possible – Marie to seek availability early October • Lead Governors – an item for discussion on the agenda • Register of Business Interest – all governors were issued with their individual sheets and asked to complete and return prior to leaving the meeting. Marie Gane to ensure all absent governors complete their records accordingly • Apologies – all governors were reminded of the procedure of ensuring the Clerk was aware of apologies in advance of meetings • Governor Visits – this item is on the agenda for discussion • Governor Allowances/Expenses – governors were reminded expenses can be paid by the college. Information relating to expenses are detailed in The Governors Guide to the Law • Correspondence – governors were reminded of the agreement made that all correspondence for onward transmission is sent via the Clerk 	<p>MLG</p> <p>MLG</p>
9.0	Code of Conduct / Model Code of Practice	
9.1	The Model Code of Conduct for School Governors and the Model Code of Practice was discussed. It was agreed that all governors would sign up to both models. Marie Gane to ensure a signed copy for each governor is returned and retained on file.	MLG
10.0	Performance Management Data	
10.1	<p>Vicki Carah presented the headlines for Performance Data for schools across Devon. Full data analysis would be brought to the Students & Curriculum Committee in October. It was noted that West Exe had met their targets for the Class of 2012. The Headlines are as follows:</p> <ul style="list-style-type: none"> • 56% of students achieved the Gold standard • 90% of students achieved the Silver standard • 97% of students achieved 5+ A*-G grades • 82% of students achieved 2+ A*-C in Science • 62.3% of students made the expected 3 Level progress in English • 73.8% of students made the expected 3 Level progress in Maths • 7.7% of students achieved the English Baccalaureate <p>It was noted that boys are achieving less than girls and support has been put in place to raise their attainment</p> <p>It was also noted that the following departments performed really well:</p> <ul style="list-style-type: none"> • Maths • Food Technology • Art • Personal Finance • ICT • BTEC Subjects <p>Jackie Hall asked how much information would be shared with the new Prospective Parents – Vicki confirmed items on the agenda for the evening were the headline figures, trends and how support for students is in place at the college,</p> <p>Phil Lewis asked if the college had fully identified the areas of weakness within English. Vicki confirmed yes and the college is currently working with Richard Durrant, a DCC Advisor for English.</p>	

11.0	Self-Evaluation Form (SEF)	
11.1	<p>Vicki Carah presented the governors with the College SEF. The statutory document was removed last September, but OFSTED still require a record of evaluation. The current SEF format is simpler and easier to read.</p> <p>There are 6 sections of the form:</p> <ul style="list-style-type: none"> • Achievement • Quality of Teaching • Behaviour & Safety • Leadership • SMSC • Overall Effectiveness <p>All the sections are completed by authors who are the Senior Leadership team.</p> <p>The SEF is a rolling document, but it does reflect the current situation of the college. This is also a document for governors to understand what is happening within the college to enable them to challenge.</p> <p>A Self-Evaluation Scorecard was also produced to governors. This document is updated on a half termly basis and will regularly be presented to governors at the Students & Curriculum Committee meeting. By way of the college moving forward, this document is a necessity for challenge.</p> <p>Jo Barker voiced her concern and felt it was a worrying picture. Jackie Hall stated she felt it was our way of moving forward.</p> <p>Vicki confirmed the overall results are good, but the fine data detail requires some improvement.</p>	
12.0	The School Improvement Plan (SIP)	
12.1	<p>The original SIP was presented to governors in March 2012. In light of actions at the college, this document has been updated and was presented to governors for information.</p> <p>Vicki Carah reminded governors that the SIP runs from April to April.</p> <p>In updating the SIP, a 'Learning Better Together' handout was distributed. This was an easy to read illustration highlighting the SIP Priorities for 2012-13 and how Governors, Parents, Teachers and Students will work together.</p> <p>Phil Lewis asked if governors will receive an update to ensure the tracking of progress is being made, Vicki confirmed yes</p>	

13.0	Staffing Issues	
	<p>Peter Scott informed the governors that part of the staffing agenda will revert to a Part 2 meeting</p> <p>Vicki informed governors of the vacant posts currently being advertised:</p> <ul style="list-style-type: none"> • Learning Resources Centre Manager (LRC) • SENCO • Head of English • Head of Music • Teaching Assistants • Foreign Language Assistant <p>Vicki Carah informed the governors that whilst the post of the LRC Manager is being advertised and appointed, there is a need for a variation in contract for the present LRC Assistant to work additional hours to ensure the library's opening times are met – governors agreed to the variation in contract.</p> <p>The following vacant posts were discussed:</p> <ul style="list-style-type: none"> • Senior Departmental Assistant – agreed to advertise and appoint • KS3 Co-ordinator Design & Technology – agreed to advertise and appoint 	
	<p>The meeting moved to a Part 2 and the following members left the room:</p> <ul style="list-style-type: none"> • Staff Governors – Simon Gibbs, Rachel Wesselingh, Lynne Gaskell • Ryan Hine (Head Boy) and Rachel Newton (Head Girl) • Clerk to Governors – Marie Gane (as the first item related to her) 	

	<p>PART 1 Continued</p> <p>Marie Gane was asked to return to the meeting to continue minuting the Part 2 meeting after her role had been discussed.</p> <p>Staff Governors and Head Boy and Head Girl were asked to return to the meeting</p>	
	<p>Performance Management Policy:</p> <p>Peter Scott informed governors that this policy needs to be agreed and adopted by governors prior to the commencement of Teacher Performance Management reviews.</p> <p>It was noted this is a LA model policy</p> <p>Debbie Pritchard asked how staff are informed of the policy. It was confirmed Rick Jolley, Deputy Headteacher has met with Professional Associations and other representatives within the college. Following the meeting, the policy had been agreed by them. The policy will now be sent to all staff.</p> <p>It was confirmed Hilary Jones, DCC Advisor will be present at the Performance Management of Vicki Carah, Acting Headteacher on Wednesday 17th October 2012.</p> <p>Appraisals for Support Staff run separately.</p> <p>Governors agreed and formally adopted the Performance Management Policy</p>	
14.0	Governor Visits to the college	
14.1	<p>It was agreed that all governors would like a tour of the college within the college day. Marie Gane to arrange a date and time.</p> <p>Governors were reminded that visits to the college can be made by governors with prior arrangement.</p>	MLG
15.0	Actions from the Strategy for the Future Meeting held on 30th August 2012	
15.1	<p>The Model Delegation of Function document was circulated to all governors prior to the meeting.</p> <p>The following was discussed and agreed:</p> <ul style="list-style-type: none"> • Students & Curriculum Committee <ul style="list-style-type: none"> ○ Membership was agreed ○ Quorum agreed to be 4 ○ Chair of Committee to be Allan Hart (this was agreed via a governor vote) ○ Deputy to be Debbie Andrew ○ It was noted there is a slight imbalance in numbers on this Committee compared to Personnel & Finance Committee. When another new governor is appointed, it was agreed they would sit on this committee ○ Terms of Reference were agreed ○ Lead Governors for each area would be discussed at the Committee meeting in October and brought back to Full Board of Governors in December for agreement ○ Terms of Reference were agreed and signed off 	

- Personnel & Finance Committee:
 - Membership was agreed
 - Quorum agreed to be 4
 - Chair of Committee to be Rupe Smith (this again was agreed via governor vote)
 - Deputy to be Jo Barker
 - Terms of Reference were agreed
 - Lead Governors for each area would be discussed at the Committee meeting in October and brought back to Full Board of Governors in December for agreement
 - Terms of Reference were agreed and signed off

- Chairs Committee:
 - Membership agreed
 - Quorum to be 3 and to include the Headteacher
 - Terms of Reference agreed

- Salary Review Committee:
 - Discussion over membership and the fact that all governors are equal
 - It was suggested that membership for this year would consist of Phil Lewis (Chair), Rupe Smith and Allan Hart. In light of absent governors, it was agreed all governors would be e-mailed asking if they would like to nominate themselves to sit on the panel for this year prior to final agreement.
 - Recommendations by governors that in future years, the membership does not consist of all Chairs
 - Agreed membership to be 4 including Headteacher
 - Terms of Reference were unable to be signed off due to additional amendments required. Terms of Reference to be brought to the next meeting on 18 December 2012 for ratification

MLG

Ryan Hine, Rachel Newton, Simon Gibbs and Rachel Wesselingh left the meeting at 18.54.

- First/Hearing Committee:
 - Agreed and signed off

- Second/Appeals Committee:
 - Agreed and signed off

Jo Barker left the meeting at 18.42.

Peter Scott confirmed the Constitution now needs to be reviewed and updated in light of the Agreement to the Terms of Reference. This will be amended and brought to the Full Board of Governors in December for discussion and approval.

Governors were informed that a secure area of the website for their access will shortly be up and running. Secure log in details will be provided.

MLG

	<p>E-Mail Protocol:</p> <p>As suggested at the 'Away Day' Heather Morris had sent through her revised copy of the E-mail protocol. Marie Gane had received 4 responses from governors regarding the two versions. Following discussions, it was acknowledged the revised version from Heather had not only been softened, but items had also been removed or amended. Governors agreed the DCC Model E-Mail Protocol should be adopted.</p> <p>The Model E-mail Protocol was adopted.</p>	
	<p>Lead Governors:</p> <p>It was agreed that all Lead Governors within the Terms of Reference for Students & Curriculum and Personnel & Finance would be discussed at the Committee meetings in October and brought back to the Full Board of Governors for agreement in December 2012.</p>	ALL
16.0	Governor Attendance at Parental Evenings for 2012/13	
16.1	<p>It was agreed that Peter Scott would attend the Student, Parent Tutor Evening scheduled on Wednesday 19th September. Phil Lewis and Rupe Smith would attend the Prospective Parents Evening on Monday 24th September.</p> <p>A list of forthcoming parental evenings would be e-mailed to all governors seeking availability</p>	<p>PS PL/ RS</p> <p>MLG</p>
17.0	Governor Meeting Dates for 2012/13	
17.1	<p>Due to the dates selected for Governor meetings, it has become apparent the Board is only able to hold 3 Chairs meetings and not 5 to reflect the 5 Full Board of Governor meetings. One Chairs meeting scheduled for 13th September had to be cancelled as the membership for the Terms of Reference had not been ratified until today's meeting.</p> <p>Following discussion the Board agreed the 3 Chairs meetings would be held for the year. An amended copy of future meeting dates was distributed to governors.</p> <p>Sam Morfey left the meeting at 19.07.</p>	
	<p>Audit Report:</p> <p>Peter Scott informed governors that in a staff briefing this afternoon, staff were updated on the forthcoming report. It was noted that a letter would be sent home to parents on Wednesday 19th September and the public would become aware of the report via the media on Thursday 20th September 2012.</p> <p>It was agreed that governors would receive a copy of the letter sent to parents for information.</p> <p>The meeting concluded at 19.12</p>	MLG

	Date and Time of next meeting	
	Tuesday 18 th December 2012 - Devon B Conference Room	ALL

The minutes are signed as a true record by:

SIGNED

Peter Scott
(Chair of Full Board of Governors)

DATED