

**MINUTES OF THE FULL GOVERNING BODY  
MONDAY, 30<sup>TH</sup> MARCH 2009**

Present:	David Arnold (Chairman)	Jenny Ayres
	Liza Moore	Steve Tucker
	Janet Turner	Linda Evans
	Jim Dryburgh	Rob Johnstone
	Jeremy Fothergill	Sandra Gayer
	Nick Grodhunce	Robin Tatam
	Ruth Commander	Roger Pope

The Chairman welcomed Jim Dryburgh, new Parent Governor, to his first meeting of the Full Governing Body.

**1. Apologies for Absence**

Jill Hannam, Michael Herring, Chris Harris, Paul Cox

**2. Minutes of the last meeting**

*2.1. Trust Developments:*

The Principal advised that Primary School developments are moving quickly with some schools now beginning to federate., eg Stokenham with Malborough; Salcombe with two schools at Chudleigh. They are also investigating their own Primary School Trust with the suggestion that the College joins their Trust as one of their partners. This will have the advantages of Primary Schools being able to bond formally with the College but also give them the opportunity to select partners more applicable to them.

The minutes of the last meeting were confirmed and signed as a true and correct record.

**3. Governors Business**

**3.1. Points of Interest from Committee Meetings:**

The minutes of Committee meetings were noted and the following additional points noted:

*Strategy & Quality Committee*

Following a presentation by Geoff Addy, the Committee has been looking at improvements in the financial system. Many thanks to Nick Grodhunce for all his work on this.

*Community*

Jenny briefly summarised the areas covered by the Community Committee since the last meeting which had included a presentation by Sue Coton on ACE (alternative curriculum entitlement); under-age relationships and the consequences for the Sex Offenders' register; and additional staffing needs, particularly in English and Maths.

*Learning*

Linda apologised that she had been unable to attend either of the last meeting and Mike Herring, Vice Chairman, had not been able to attend the full Governors. David Arnold updated Governors on behalf of the Learning Committee. He confirmed that the Committee had looked at option choices of students at AS and A2 and noted the pleasing increase in the more 'traditional' subjects including Science and History, although final numbers have not yet been confirmed. Governors had been to see the Laser Cutter in action and the Principal confirmed that this was already having an fantastic effect on the quality of the practical work being produced by students. Nick Grodhunce confirmed he was in discussions with a company who were interested in using the cutter commercially although he felt there was some reluctance to pursue this by the DT department. Governors felt that encouraging commercial links with local companies was good provided this was not to the detriment of the students' learning.

Liza raised the issue of parent information evenings and it was agreed that this should be discussed by the Community Committee at their next meeting.

Liza also raised problems with car parking at the College and the Principal advised that a paper will be going to the next meeting of the Strategy & Quality Committee for discussion.

The Chairman reminded the meeting that Governors were welcome to attend any Committee meeting in which items were being discussed of particular interest. If they wish to do so, please let the Clerk know so that she is able to provide agendas and supporting papers.

### **3.2. To confirm changes to the Governors' Register of Business Interests**

Governors were given the opportunity to update the Register. No changes were recorded. The Clerk will make the appropriate notation on individual forms of those attending.

### **3.3. To report on Governor Training Opportunities**

Steve Tucker advised that he had attended Health & Safety Overview training and that he would be talking with Geoff Addy to ensure that the College is in compliance with the new legislation covering fire safety, legionella, asbestos and controlled development (new building regulations).

The Clerk confirmed that she, Robin Tatam and Jill Hannam had attended the last Devon Area Governors' meeting in Totnes.

The Chairman encouraged Governors to apply for any of the training courses listed in the Devon Governor magazine schedule but suggested that anyone booking in should check whether the focus was primarily for primary or secondary school governors.

## **4. To consider the Principal's Report**

The contents of the Principal's Report to Governors were noted and the following additional points raised:

Jeremy queried how the information was collated and the Principal confirmed that the overview is written by the Deputy Principals who report on progress against actions in the College Improvement Plan that the departmental reports are written by HODs/HOYs outlining progress against their individual Team Improvement Plans. Each Leadership Team member links with a specific department and meets termly with the HOD to discuss the content of their report, general progress and any specific common focus eg marking and monitoring. Janet requested that where possible acronyms be avoided.

#### *Learning Section*

- 14-19: The Principal confirmed that the £600K referred to is for South Devon as a whole: KCC's share is around £100K. The funding is specifically for improving vocational facilities and the College is exploring options eg upgrading Catering facilities to industry standard; installing hairdressing & beauty suite to run courses currently being accessed at South Devon College.
- Linda drew attention to the excellent work being done by the Careers' team in setting up a series of lectures and for the careers information sessions such as the Medical Day.

#### *Community Section*

Parents Evenings: a new protocol has been introduced to help alleviate problems, including putting a list of appointments on the door, chairs outside for waiting parents, improved greeting and quality of student guides, tightening up on timing of appointments, keeping appointments in one building. Liza asked whether it was possible to hold more parent evenings. However the Principal explained that teachers are constrained by their Pay & Conditions which allow 1265 hours of directed time and only one meeting after school per

week. Other possibilities being looked into are 'by invitation only' evenings for students with concerns. It was agreed that this it would be more appropriate to discuss this at the next Community Committee meeting.

#### *Strategy & Quality Section*

- Uniform: 120 responses have been received from parents, around 80 for broadly retaining the current uniform and 40 in favour of moving to polo shirts. Response from students also very mixed. From the detailed comments received, the strongest view is that whatever is chosen should be enforced. Preferred options being discussed at the moment are
  - To retain the current black trousers
  - To retain black skirt - but to provide a uniform standard as the guideline
  - To specify an outdoor coat and to therefore ban all hoodies, except KCC sports ones.
  - To specify a tailored school blouse for girls (no ties for girls)
  - To run a uniform/on-line shop

Because of timescales involved, it was agreed to delegate the final decision to the Community Committee.

- Visit to other schools: Following these the Leadership Team met last week and are pulling together a package of radical proposals which will be presented to staff and governors. It is hoped transformational change in both pastoral and curriculum areas from September 2010 will lead the College to its vision of 80% and beyond.

## **5. To consider update on Sites and Buildings**

### **5.1. Sixth Form Centre**

Now accounts are being finalised, indications are of an underspend of approximately £60,000 on the Sixth Form Centre.

### **5.2. Refurbishment of Science**

The plan is to refurbish two old Science laboratories and extend existing corridor to provide a new 45m<sup>2</sup> Sixth Form IT suite. Projected costs are around £200K but as this project is linked with the potential funding for the English block, authorisation will not be sought from Governors until the County picture is clearer. In the meantime we are going out for tender and are obtaining planning permission so that we are ready to start work on the refurbishment at the start of the summer holidays.

### **5.3. English Block**

The Principal has held many meetings with the Capital Strategy Officer at County who has advised that at a meeting of the CYPs Executive on 25<sup>th</sup> March, the Committee was being asked to respond to the national need to kickstart the economy by prioritising projects that are ready to go. The Principal is hopeful that this decision will provide the mechanism for County agreement to fund a new English block. In order to ensure that the project is as ready to go as is possible, the Principal has applied for tendering exemption for contractor, project management and architectural services. An added complication is that John Smith, Chairman of the Executive, who is supportive of the project, is likely to leave office at the next elections in May. Because of purdah the last date that he will be able to approve the project is 28<sup>th</sup> April.

Getting to Stage D (effectively planning application stage) is likely to cost up to £70,000. We have a verbal, but not written, agreement from DCC to pay half this fee.

#### **RESOLUTION:**

*The Governing Body RESOLVES to appoint contractors and consultants as outlined in this paper to Stage D subject to approval from DCC Procurement Services.*

