

# Rye College Full Governing Body Meeting

3 July 2014

## MINUTES

A meeting of the Rye College Full Governing Body was held on Thursday 3<sup>rd</sup> July 2014 at 12.30pm in the Learning Resource Centre, Rye College.

**PRESENT:** Jane Burnett (JB) [Chair]; Ian Bryan (IB), David Cooper (DC), Thomas Earl (TE), Sarah Glen (SG) (joined the meeting at 2.30pm), Sally King (SK) (joined the meeting at 2.00pm), Nicola Midgley (NM), Hazel Russell (HR) (left the meeting at 3.10pm), Francine Thomson (FT).

**APOLOGIES:** Thomas Earl (TE), Jo Kirkham (JK).

**In Attendance:** Ali Bayley (AB) (joined the meeting at 3.30pm); Sally Welch (SW), [Clerk].

**ACTION BY:**

### **PART 1 Student Presentations**

**Noted:** In the first part of the meeting Governors enjoyed presentations from groups of students on the following topics:

- SEN students on their trip to Canterbury to support their study of Chaucer's The Canterbury Tales.
- Boys Dance Company on their work this year including auditioning for Matthew Bourne.
- Head Boy and Deputy Head Girl on their objectives for their roles and how they will work together with the College.

### **MAIN AGENDA**

**The main Governing Body meeting began at 1.30pm.**

#### **1. Declarations of Interest**

1.1 Noted: that no member(s) of the Governing Body had declared an interest in relation to any items on the agenda.

#### **2. Minutes of the Meeting of 13<sup>th</sup> May 2014**

2.1 Received: the Minutes of the meeting of 13<sup>th</sup> May 2014.

2.2 Resolved: to approve and sign the Minutes as a correct record.

#### **3. Matters Arising**

##### **Minute 3.1 (b) – e-Safety**

3.1 Noted: the lead governor for e-safety reported learning points from the e-safety conference recently attended and reminded the Governing Body of the collective responsibility to ensure that the College has appropriate policies/procedures in place as regards this area in relation to safeguarding.

3.2 Resolved: that the College should repeat sessions for parents on e-safety next academic year and ensure that e-safety is integrated fully within the curriculum.

**NM**

#### **4. Rye College Review**

4.1 Received: draft overarching priorities for the College Improvement Plan for 2014-15 for approval in principle by the Governing Body.

4.2 Noted:

a) the Principal presented the results of the review undertaken by the SLT to identify progress towards CIP priorities in the academic year 2013-14. These objectives had been based on: the exam results achieved in August 2013; an understanding of the need to develop the Middle Leader tier across the College to improve management and leadership capacity at this level to raise standards; and the findings of the 2013 Ofsted inspection. Priorities identified as 'not achieved' had been picked up in the draft CIP for 2014-15.

b) the Principal outlined for Governors' information factors influencing where objectives had not been achieved.

c) the two main priorities for 2014-15: To improve the quality of teaching and to improve behaviour across the College. The Principal took Governors through the document, explaining the rationale for the objectives underpinning the key priorities.

d) additional documentation including outcomes arising from the Governing Body Review and the Rye College Professional Development Programme for 2014-15 was distributed to Governors.

4.3 Resolved:

a) to agree the following wording for the strategic priority for governance related to quality of leadership and management: 'to further develop the Governing Body's partnership and monitoring role with parents, students, staff and senior leaders'.

b) that the Parent Governors would lead on a project to improve the Governing Body's engagement with key stakeholders next year. **AM/SK**

c) following full discussion, to agree in principle the priorities in the CIP and to task the Principal with populating the CIP with the detail relating to how the priorities will be achieved and success criteria. **NM**

d) that the CIP should be informed by the five key principles 'REACH' – Respect, Engage, Achieve, Curious, Happy.

e) to facilitate greater partnership working between the Governing Body and the SLT through the attendance of the Chair and Vice-Chair at SLT meetings on a termly basis to discuss the progress which has been made against the CIP along with the impact of the actions taken. **Chair/Vice-Chair**

f) to note outcomes from the Governing Body Review and diarise periodic progress reviews. **Clerk**

g) to refer the following issues to the RAT Education Committee: Rye College's designation as an Arts and Enterprise specialist school; and the suggested need for improvements to be made to signage for visitors to the campus and upgrading of the Rye College entrance. **JB**

h) to give further consideration to the College's Published Admissions Number in the autumn. **NM**

#### **5. Chair's Update**

5.1 Noted:

a) the Chair reported on support given to develop the Middle Leader programme.

b) that the College had been required to deal with a number of admissions under the Fair Access Protocol.

c) that the Chair had undertaken a site walk with the Resources and Development Director in respect of planned works/office moves to be undertaken during the summer.

d) that the Chair has reviewed with the Principal learning points from the first year

in post and actions to be taken forward into next year.

5.2 Resolved:

a) to establish a Strategy Group of the Governing Body with the following membership:

RCFGB Chair

Elected Chairs of RCFGB Committees/'Task and Finish' Groups

b) that the purpose of this group would be to draw up the timeline for the Governing Body's work for the year, share strategic thinking around current issues, build capacity on the Governing Body and facilitate succession planning for RCFGB elected positions, particularly Chair and Vice-Chair.

## **6. Governor Monitoring**

6.1 Received: Governor Monitoring visit reports by Community for Term 6.

6.2 Noted: the Chair provided clarification that the purpose of the Governor Monitoring visits is to enable Governors to challenge and support in terms of the CIP priorities and to triangulate other evidence on school performance.

6.3 Resolved:

a) that going forward, Governors would be allocated to KS3 and KS4 for monitoring purposes. The Strategy Group would determine which Governors to allocate to each Key Stage.

**Strategy Group**

b) that the Strategy Group should liaise with the Principal on determining the optimum schedule for Governor Monitoring visits next year by Key Stage and ensure that dates of visits are clearly communicated in advance.

**Strategy Group/NM**

c) that the visits should have a clear focus, agreed in advance.

d) that a common reporting format should be developed.

e) that the response of the College to monitoring visit outcomes should be recorded in the RCFGB action log so that progress can be monitored.

f) that information from the monitoring visits should continue to be used to inform the development of College improvement priorities.

## **7. Governor Training**

7.1 Noted: planned Governor training as set out on the agenda.

7.2 Resolved:

a) FT agreed to undertake training in order to be a panel member for the Principal's Performance Management. The Clerk would provide information on available courses.

**Clerk**

b) to request further detail on the content of the Governor training on Performance Related Pay in respect of case studies/evidence base.

## **8. Reports from Committees/Task and Finish Groups**

### ***Policy Committee***

8.1 Received: the updated Child Protection and Safeguarding Policy which had been reviewed for compliance by the College and Lead Governor for Safeguarding.

8.2 Resolved: to approve the updated Child Protection and Safeguarding Policy for publication.

**Clerk**

Proposed: FT

Seconded: DC

### ***Finance and Personnel Committee***

8.3 Received: the Finance and Personnel Committee Report to the Full Governing

Body for July 2014 (tabled).

- 8.4 Noted:  
a) that the Principal was awaiting the breakdown of next year's draft budget by cost centres which was required to enable costings to be produced against CIP priorities.  
b) that zero-based budgeting would apply for all departments with departmental expenditure to be justified on the basis of CIP priorities.  
c) that economies of scale would be pursued wherever possible to ensure best value.
- Drugs Education Group**
- 8.5 Received: the report of the Group tasked with reviewing the College's drugs education strategy.
- 8.6 Resolved:  
a) to agree the recommendations contained in the Group's Report for implementation during the next academic year. **NM**  
b) that the Principal should advise on a date for the Group to meet during the next academic year to assess the effectiveness and impact of the measures.
- 9. Safeguarding**
- 9.1 Resolved:  
a) to undertake a check of the Single Central Register before the end of term. **NM/FT**  
b) to review the draft e-safety policy by September. **AB/SK/FT**
- 10. RAT Chairman's Report**
- 10.1 Received: the RAT Chairman's Report to Local Governing Bodies for June 2014.
- 10.2 Resolved: to clarify arrangements for tech support for use of the hall. **DC**
- 11. Health and Safety**
- 11.1 Noted: that the Health and Safety Committee for the campus had met that morning. Concerns had been raised about the number of minor first-aid related issues needing to be dealt with and the impact of the disruption to classes.
- 11.2 Resolved: to reiterate to staff that calls for first-aid support are to be made only where there is a genuine cause for concern. Incidents will be recorded in writing and reviewed periodically to detect any patterns etc. **NM/BT**
- 12. Election of RCFGB Chair**
- 12.1 Noted: the Chair relinquished the chair to the clerk for this item.
- 12.2 Received: a nomination in writing proposing Jane Burnett for Chair.  
Proposed: HR (in writing)
- 12.3 Resolved: that Jane Burnett (JB) be elected Chair for the 2014-2015 academic year by unanimous agreement of the Governing Body.
- 12.4 Noted: the Chair re-took the chair for the rest of the meeting.
- 13. Election of RCFGB Vice-Chair**
- 13.1 Received: a nomination in writing proposing Hazel Russell for Vice-Chair and Chair of Finance and Personnel Committee.  
Proposed: JB (in writing)

- 13.2 Resolved: that Hazel Russell (HR) be elected to the named offices for the 2014-2015 academic year by unanimous agreement of the Governing Body.

**Other Elected Positions**

- 13.3 Received: a nomination in writing proposing Francine Thomson for:

Vice-Chair, Finance and Personnel Committee

Proposed: HR (in writing)

Chair, Policy Committee

Proposed: JB (in writing)

- 13.4 Resolved: that Francine Thomson (FT) be elected to the named offices for the 2014-2015 academic year by unanimous agreement of the Governing Body.

- 13.5 Noted: the Chair informed Governors of two vacancies on the Finance and Personnel Committee. Governors interested in joining the Committee were invited to contact the Clerk.

**14. Any Other Business**

***Investors In Careers Award***

- 14.1 Resolved: to congratulate the Director of Extended Curriculum on achievement of the Investors In Careers Gold Award.

***Recruitment Process for New Governors***

- 14.2 Resolved: to tighten procedures going forward to ensure best fit in relation to skills and expertise required on the Governing Body and enable all Governors to be involved in the decision to appoint new members.

***Social Event***

- 14.3 Noted: the Chair invited Governors to an end of year social event on Sunday 20<sup>th</sup> July.