



CALLINGTON COMMUNITY COLLEGE
Ivybridge Academy Trust (IAT)

Draft minutes of the Local Governing Board (LGB) meeting held at
Callington Community College, at 4.30pm on Friday, 20th January 2017

Governor present	Initials	Category
Kathy Hocking	KH	Staff – Interim Principal
Kate Milton	KM	Co-opted
Charles Pitman	CP	Parent
Christiaan Stirling	CS	Parent
Jon Tilbury	JT	Co-opted
Avril Walker	AW	Staff
Also in attendance		
Jessamie Thomas	Clerk	Clerk to LGB

	Key: * document attached; gov = governor.	Action
1	Introductions – This is the first meeting of the LGB. All gobs were appointed by IAT on 15-12-16, on basis of a skills audit. All know CCC well, being parents, staff or former gobs. Apologies were received and accepted from Iain Grafton, Chair of Trust Board.	
2	Appointment of Chair and Vice Chair – possibility of co-chairs was discussed, due to time needed to fulfil role. However, for clarity of accountability, KM was appointed Chair and CS Vice Chair, on basis of sharing role as much as possible. Gobs will aim to identify new Chair in the future due to current gobs' time constraints. <i>Further to meeting, Iain Grafton confirmed that the LGB has vacancies, total complement is set by LGB; advertising vacancies on website and in newsletters will be useful step.</i>	Clerk
3	New Governor admin – Gobs completed declarations of business/pecuniary interests. Clerk to send to Peter Gregory. Gobs signed IAT Code of Conduct. Clerk to upload to website. Gobs confirmed details required by Edubase. Clerk to inform CCC. Gobs confirmed wording of profile and use of photo for website, KM to send Clerk photo. Clerk to liaise with CCC ICT team DBS – disclosures of previous gobs/current staff are valid, CP's being actioned. Check completion. Website log ins - Clerk asking for log-ins for secure area of website – info to come. Training information – all training will be via Babcock/Devon Governor Services. Info to come. Schedule – gobs agreed to hold LGB meetings half termly at CCC, see item 8.	Clerk Clerk Clerk Clerk Clerk Clerk
4	Information about IAT - Articles of Association; IAT Board Model Standing Orders; EFA Academies Financial Handbook 2016 circulated ahead of meeting. KH gave info on IAT structure, member schools and potential for school improvement. IAT website is nearly completed; websites across MAT will be designed by same company.	
5	LGB remit - Governance Handbook Jan 2017; Info for New Gobs; College Action Plan. Gobs APPROVED LGB Terms of Reference adding 'We will operate in accordance with the Scheme of Delegation'. Gobs wish to review this document further, to clarify how their role will be fulfilled. IAT Scheme of Delegation discussed (NB Gobs to work from the detailed version, as shorter version is less clear re delegation). Gobs APPROVED protocol for virtual attendance. Gobs APPROVED LGB representative on Trust Committees: Finance: JT; HR: KM; Audit tbc Gobs AGREED quorum: 50% of those in post Gobs discussed whether their meetings should be open to the public; it is a requirement that a	Gobs Gobs



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	<p>decision be made, but the decision can be open/closed. Decision deferred until next meeting. Govs AGREED named Govs: Pupil Premium - AW; SEND - CS; Safeguarding - JT Engaging with stakeholders – Govs requested guidance from IAT on CCC Ofsted status. Govs are keen to promote CCC's strengths; KH to consider holding open mornings as well as evenings, offer informal visits, keep up visits to local primary schools. Clerk to draft wording for governance update for CCC website, KM and CS to finalise. Policy review – some are approved by Trust, others are established by CCC and ratified by Trust. KH to bring behaviour, curriculum and gov visits policies to next meeting for review.</p>	<p>KH Clerk KH</p>
6	<p>Preparing for next LGB meeting - Clerk advised govos of IAT template for standing items on LGB agenda. Govs requested more operational/strategic detail of their role. <i>Further to this meeting, Iain Grafton, Chair of Trust Board, confirmed he will attend next meeting, as will Rob Haring, CEO, if available.</i> Govs to look at Scheme of Delegation and prepare questions.</p>	<p>Govs</p>
7	<p>Items raised by Principal – none. Question raised by AW: can she represent LGB as a 'verifier' for CCC's Duke of Edinburgh award scheme? Govs requested more info as to what this entails.</p>	<p>AW</p>
8	<p>Dates of LGB meetings, all at CCC: Thursday, 23rd February, 4.30pm Thursday, 16th March, 4.30pm Thursday, 18th May, 4.30pm Thursday, 29th June, 4.30pm</p>	
9	<p>Summary of actions of members of the LGB (To be noted by members of the Trust Board) 2. Clerk/KH: advertise LGB vacancies on CCC website and college newsletter 3. Clerk: send Declarations of Business/Pecuniary Interests to Peter Gregory 3. Clerk: upload signed Code of Practice to CCC website 3. Clerk: confirm Edubase details with CCC 3. Clerk: liaise with CCC ICT team re gov profiles/photos for website and gov log-ins 3. KM: send photo to Clerk 3. Clerk: confirm DBS checks complete with CCC 5. All Govs: Review LGB Terms of Reference to clarify role 5. All Govs: consider membership of Audit Committee (info on its remit to come) 5. KH: consider ways of promoting CCC to prospective pupils 5. KH: bring policies to next LGB: behaviour, curriculum, gov visits 5. Clerk: draft wording for governance update for CCC website 6. All Govs: review Scheme of Delegation and prepare any questions for next meeting 7. AW: check remit of DofE verifier</p>	
10	<p>Summary of decisions 2. Appointment of Chair and Vice Chair approved 5. LGB Terms of Reference approved 5. Virtual Attendance Protocol approved 5. Gov for Finance Committee: JT 5. Gov for HR Committee: KM 5. Quorum = 50% 5. Pupil Premium gov: AW; SEND gov: CS; Safeguarding gov: JT.</p>	
11	<p>Deferments to the next meeting – (item 5) decision as to whether LGB meetings will be open to</p>	



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	public.	
	<i>Meeting finished at 5.50pm</i>	
	These minutes are agreed by those present as being a true record Signed: (Chair)	Date: