



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 Thursday, 23<sup>rd</sup> February 2017

Governor present	Initials	Category
Kathy Hocking	KH	Principal
Kate Milton	KM	Co-opted
Charles Pitman	CP	Parent
Christiaan Stirling	CS	Parent
Avril Walker	AW	Staff
Apologies accepted	Initials	Reason for absence and category of governor
Jon Tilbury	JT	Family; Co-opted
Iain Grafton	IG	Called away at short notice; Chair of Directors
Governors with responsibilities	Responsibility	Last monitored
Jon Tilbury	Safeguarding	
Avril Walker	Pupil Premium	
Chris Stirling	SEND	
Also in attendance		
Rob Haring	RH	CEO
Jessamie Thomas	Clerk	Clerk to LGB

Key: Gov = governor; CCC = Callington Community College; **query** or **challenge**; \* document circulated; SB = Sandra Billingham, Clerk to Trust Board

		Action
<u>1</u>	<b>Welcome from Chair. Confirm attendance/absence</b> Apologies were received and accepted from JT, IG and Sarah Berry (National Leader of Governance who has been asked to support the LGB).	
<u>2</u>	<b>Declaration of any conflicts of interest/confidentiality reminder.</b> No new declarations.	
<u>3</u>	<p><b>Minutes – Where are we now?</b></p> <p>a. To consider minutes of LGB meeting 20<sup>th</sup> January 2017*: the minutes were agreed as a true and accurate record and signed. <b>Clerk: procedure for flow of minutes Directors/LGB?</b> RH: liaise with SB.</p> <p>b. Matters arising from that meeting: KM Chair/CS Vice Chair to co-chair as much as possible. RH advised that Chair sits on Trust Board, Vice can attend in their absence. <b>Clerk: Scheme of Delegation does not indicate a reserved place for CCC Chair?</b> RH: Scheme of Delegation is being reviewed.</p> <p><b>LGB meetings to be open or closed?</b> - following detailed discussion, Govs <b>AGREED</b> that meetings will be closed. However Govs will be accessible/proactive about communications with parents/students, attending events already in school calendar, holding a ‘meet the governors’ session for pupils etc. Review LGB Terms of Reference*; IAT Scheme of Delegation* - discuss further with IG. RH advised against getting caught up in detail, but equally Govs wish to understand their role ‘in layman’s terms’. <b>Clerk: could we see IAT Committees’ terms of ref and could they set their schedule?</b> RH: liaise with SB.</p> <p>CP <b>AGREED</b> to be member of Trust Audit Committee. Clerk inform SB.</p> <p>c. Actions arising from that meeting:</p> <p>2. Clerk/KH: advertise LGB vacancies on CCC website and communications with parents – completed. <b>More to be done to recruit Govs?</b></p> <p>3. Clerk: send Declarations of Business/Pecuniary Interests to Peter Gregory - completed</p> <p>3. Clerk: upload signed Code of Practice to CCC website – completed.</p> <p>3. Clerk: confirm Edubase details with CCC - completed</p> <p>3. Clerk: liaise with CCC ICT team re gov info for website and gov log-ins – completed.</p> <p>3. KM: send photo to Clerk - completed</p> <p>3. Clerk: confirm DBS checks complete with CCC - completed</p> <p>5. All Govs: Review LGB Terms of Reference to clarify role – see above.</p> <p>5. All Govs: consider membership of Audit Committee (info on remit to come) – see above</p> <p>5. KH: consider ways of promoting CCC to prospective pupils – KH detailed ongoing actions. <b>Is focus</b></p>	<p>Clerk</p> <p>KM</p> <p>KM</p> <p>Clerk</p> <p>Clerk</p> <p>KM</p>





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	<p><b>required</b>, eg Child Protection/Safeguarding to reflect different arrangements Cornwall/Devon. Policies to review: KH to bring Behaviour, Curriculum, Governor Visits (add IAT monitoring template to final page) to next meeting. Policies approved by IAT Board: Complaints Policy Dec 2016*. Policies will be put on IAT website.</p>	KH
<u>9</u>	<p><b>Correspondence</b> – Callington Neighbourhood Plan* - CCC Gvs were pleased at opportunity to be involved in long term planning for Callington/CCC. Meeting to be arranged. <i>RH left meeting at 6.10pm</i> An item of anonymous correspondence was noted, KH to refer on to D Smith (HR).</p>	KM KH
<u>10</u>	<p><b>Matters brought forward by the Chair</b> - KH: Gvs discussed at length aligning local schools' term dates/INSET days 2017-18. Gvs <b>AGREED</b> to recommend to IAT the version tabled. KH to email to Clerk to send to SB; KH to communicate this locally.</p>	KH
<u>11</u>	<p><b>What have we done to make a difference to our children?</b> Gvs believe that the steps being taken now will benefit current pupils and establish strong foundations for the next generation.</p>	
<u>12</u>	<p><b>Part 2 proceedings</b> – none.</p>	
<u>13</u>	<p><b>Dates of next meetings</b> LGB meetings, 4.30pm, CCC: Thurs, 30<sup>th</sup> March 2017; Thurs 18<sup>th</sup> May 2017; Thurs 29<sup>th</sup> June 2017. Head, Chair, Co-Chair, Clerk to hold prep meeting approx 3 weeks ahead of LGB meetings. Clerk to suggest dates and circulate the IAT agenda template. First prep meeting: Thurs 2<sup>nd</sup> March 2017 at 5.45pm, CCC, Clerk to invite IG and Sarah Berry.</p>	Clerk
	<p><b>Summary of LGB action points:</b> 3a. Clerk: liaise with SB about flow of minutes Directors/LGB - done, awaiting instructions 3b. KM: consider LGB interaction/raising profile with school community 3b. KM: discuss with IG the LGB remit/how to carry this out in practice 3b. Clerk: seek info from SB on IAT Committees' terms of ref and schedule – done, awaiting info 3b. Clerk: inform SB which Gvs on which IAT committees: CP Audit, JT Finance, KM HR - done 3.2. KM: how to recruit more Gvs? 4. KM: allocate sections of report to different Gvs to scrutinise. 4. KM: uniform – be clear about the decision-making and communication process 5. KM: meet Brian Hooper on 17-03-17? 5. Clerk: inform JT about safeguarding audit 5. KH: contact RH about Sherford Gov who could help with Risk Register, if required. 6. KM: establish Gov monitoring schedule once responsibilities allocated. 6. Clerk: draw up table of Gov responsibilities 6. KM: decision on NGA membership renewal ahead of 01-04-17. 7. Clerk: remind RH to mention CCC on IAT website homepage. 8. KM: ask IG how IAT policies are communicated/what CCC input is required 8. KH: bring policies: Behaviour, Curriculum, Governor Visits (to incorporate IAT monitoring template final page) to next meeting. 9. KM: invite council member to meet to discuss Callington Neighbourhood Plan. 9. KH: refer correspondence to D Smith. 10. KH: circulate to Gvs/Clerk proposed term dates and communicate locally. 13. Clerk: plan for prep meetings – set dates, send agenda template, invite IG and Sarah Berry.</p>	



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<p><b>Summary of LGB decisions made:</b></p> <p>3. LGB meetings to be closed.</p> <p>3. CP to be member of Trust Audit Committee</p> <p>10. Draft version of 2017-18 term dates approved; to be referred to Trust Board.</p>	
<p><b>Deferments to next meeting: none</b></p>	
<p><b>Related documents</b></p> <p>  </p> <p>Correspondence Neighbourhood Plan (C APPROVED mins LGB 200117.pdf IAT Gov Monitoring Report Template.doc</p>	
<p>These minutes are agreed by those present as being a true record: Signed (Chair): Date:</p>	

*The meeting closed at 6.40pm.*