

MEETING MINUTES FOR THE FULL GOVERNING BODY

SWANMORE COLLEGE OF TECHNOLOGY 2011-12

Date	Start Time	End Time
19 th September 2011	5.05 pm	6.30pm
Present	Apologies for Absence	In Attendance
Mr M Allen Mrs A Ashdown Mrs E Bolton (Acting Chair and minutes) Mrs L Byrne Ms S Dewhirst (Notes of Meeting) Mrs K Frost Mrs T Goldring Mrs A Hillier Mr G Rumsey Mrs S Mordecai Dr J Ponsford Mr T Shaw Mr J Creese Mrs D Norwood Mr D Bailey	Mrs Mel Wroe Parker Mr P Horwood Ms Elizabeth Billingham(Clerk) Mr J Grigg	Mr S Harrison Miss A Arbuthnot

Item	Subject	Action
1	Welcome to Governors	
	Apologies were received from Mr J Grigg, Mrs M Wroe Parker and Mrs E Billingham (Clerk).	
2	Register of Pecuniary Interests	
	None. Declaration forms were signed and submitted.	
3	Governor Roles:	
	1. Election of Chair. Ellie Bolton agreed to continue as Acting Chair until another Governor is ready to stand as Chair. 2. Election of 2 Vice Chairs: Ted Shaw agreed to continue as Vice Chair, but stressed that he is not available during the day. A second vice chair is still needed and all governors were urged to consider this role. 3. Election of Committee chairs. Agreed that this would be done at each committee this term. It was noted that Mr J Ponsford has agreed to stand as Chair of Pupil Wellbeing Committee. 4. Appointment of designated governor roles as follows: Training Liaison Governor – Mrs L Byrne	

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	<p>Health and Safety Governor – Mr J Ponsford SEN Governor – Mrs M Wroe Parker Gifted and Talented Governor – Mr D Bailey Safeguarding Governor – Mr D Bailey *Temporarily until another governor has done the training and can take on this role.</p> <p>*Mr P Horwood was the Safeguarding Governor, but due to work commitments has signalled that he is stepping down from the board of governors with immediate effect. A parent governor election will be held this term to replace both him and Mrs T Baldwin.</p> <p>Attenborough House Link – Mrs E Bolton Whittle House Link – Mrs D Norwood MacArthur House Link – Mr D Bailey** Hawking House Link – Mrs S Dewhirst**</p> <p>**Both of the above two house links could be shared with new governors to ensure continuity. Mr T Shaw expressed an interest in Hawking house link.</p> <p>Head Teacher Performance Management Review team: Mrs L Byrne, Mr D Bailey, Mrs A Ashdown & Mr R Beard</p>	
4	Minutes of the meeting of 11th July 2011	
	The minutes were amended to show D Bailey as present, then agreed and signed as a true record	
5	Matters arising	
	Item 6.2 - The Single Equality Scheme – to be completed this term Item 9. Academy Research Group – A meeting was scheduled for Weds 19 th October 5:30pm to progress this.	Dec 2011
6	Committee business and priorities for governance this term. The following were identified as areas of consideration at committee meetings being held this term:	
	CS&I – Analysis of GCSE results & MFL Curriculum Finance and Resources – Budget current position and in November meeting the budget reconciliation process, Health and Safety reviews, any priorities brought forward by County	

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	<p>HR & Pay – Update on pay policy, feedback on continuous professional learning networks (CPL), staffing levels, amended support staff appraisal policy, policy external advisor requirement for Head Teacher performance management-need to be ready to discuss with new Head Teacher his new objectives.</p> <p>Community Facility Management- Planning for next financial year, ensure sufficient income generated, discussion over clear separation of community facilities and links with the community under terms of reference for the committee. View the changing facilities which were refurbished over the summer holidays.</p> <p>Pupil Wellbeing - Monitor arrangements for supporting vulnerable pupils, particularly current Yr 7 pupils.</p>	
7	Update on GCSE Results (Provisional)	
	<p>Headline figures: 78% overall achieving 5 A* - C grades, and, 68% 5 A*-C grades including English and Maths.</p> <p>The number of pupils achieving A*-A has improved significantly, with very little variance between boys and girls</p> <p>The number of pupils achieving the English Baccalaureate is 17% as predicted</p> <p>The number of pupils on the SEN register, who achieved 5A*-C grades increased from 10% last year to 35% this year.</p> <p>ICT maintained their performance of 100% A* - C grades</p> <p>Out of 27 subjects taken at the college, 15 subjects improved on last year's results.</p> <p>There were 37 boys, who presented particular challenges, who were targeted by the senior leadership team for 1:1 mentoring. A total of 16 of them gained 5 A*-C including English and Maths.</p> <p>There was a discussion on the national issue of marking anomalies by the examining board, which appears to be more prevalent than in previous years. Further discussion to take place at the next CS&I committee.</p> <p>A governor asked for guidance on what information can be given to parents. The headline figures are on the website and further information will be released as soon as it can be finalised and confirmed after remarks returned by the Boards</p>	
8	8.1 College Improvement Plan (circulated with papers for the meeting)	
	<p>SH explained that there is an overall theme of increasing the level of Challenge in the CIP, which was suggested in the most recent Ofsted inspection last September - ensuring that challenge exists at every level, not just identified as being for Gifted & Talented pupils. All departments have been asked to define what challenge means for all pupils.</p> <p>Milestones are tied more clearly to departmental Self Evaluation Forms (SEF's) and SEN is embedded within these milestones. The milestones relate to the</p>	

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	<p>OFSTED subject specific grade descriptors. Some actions are scheduled for this Autumn term (Dec 2011).</p> <p>CPL Networks (Continuous Professional Learning) have been launched. 8 different ones this term, e.g. E learning, Highlander and report writing Trying to get more collaborative working going on an action research basis. This has been put into directed time within the meeting schedule.</p> <p>HDT explained that the statutory requirement for target setting by governors is no longer in place. The college no longer has to fit targets with governor targets. A governor asked 'how will targets be set?' FFTD-no longer needed. Subject leaders will look at the average and the aspirational targets, which are based on prior attainment, attendance and the SEN register, and then produce individual targets in dialogue with subject teachers and then create Highlander ball-park figures. The targets will be put onto e-Portal by mid Oct. This system will give more flexibility for review.</p> <p>.HDT reported that CAT tests of Year 7 have been put back in place, as this reflects the Median targets, which are more informative than KS2 results.</p> <p>HDT reported that the Contextual Value Added (CVA) measure has gone as we understand it. There will be a different type of value added measure used within RAISE.</p> <p>All data will be shared online via the DfE website although data without context or explanation is not always useful.</p> <p>A governor referred to page 1 of the CIP -Teaching target of outstanding from 30% July '11to 45% JULY 2012. It is good to see this target, and suggested that an Interim milestone would be useful. AGREED.</p> <p>HAN reported that the Ofsted Framework will be changing from Jan 2012- The grade descriptors and criteria could change, so the milestones are to be reviewed when this information is available</p> <p>A staff governor reported that there are also new financial management standards coming in to replace the FMSIS standards. Governors on the F&R committee will need to do the training for this.</p> <p>8.2 Evaluation of School Governance (Ofsted article on governing body May 2011): All governors were asked to consider this report and to highlight areas of outstanding governance that we should be adopting and to communicate ideas and suggestions to the chair prior to next FGB. . Where can we improve to become Outstanding as a governing body? Do we review our own performance regularly enough?</p> <p>A governor asked 'How likely is a change in standards for high performing governing bodies by this government / Ofsted?' HDT explained that the report was produced in May 2011, so the standards are likely to remain unchanged for the time being, however OFSTED is about to publish its new Framework.</p> <p>A governor suggested that in reviewing our performance as a governing body, it is important to get external perspectives from others, e.g. teachers and parents.</p>	<p>All Governors to contribute ideas prior to Nov FGB</p>

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	AGREED.	
9	Update on potential union action this term	
	HDT reported that public sector industrial action is expected in November. It may be necessary to close the college as probable more staff will take part this term	
10	Planning briefing for new head teacher & Whole Governing Body training	
	HDT reported that she has been in regular contact with Mr K Jonathan and has shown him round the catchment area, including the locations of the feeder primary schools. She has discussed staffing and curriculum with him and is preparing a handover set of notes. Mr Jonathan spoke at the Yr 7 parents' welcome evening (well received) and will also speak at 7:00pm on Thursday 29 th September at the College Open Evening. THANKS WERE RECORDED FOR MRS HILLIER'S SUPPORT OF THIS PROCESS. LEB reported that she will ascertain from Matthew Haynes what support is provided by HCC for new head teacher induction and briefing and bring this information to steering committee for further planning.	
11	Any Other Business: 1. A governor recommended a new head teacher support package, called 'Head Start'. 2. A staff governor requested that the governors' profile pictures be compiled and displayed in the college foyer. 3. A new governor asked for guidance on what to say to people at the college open evening. Advice was given in terms of projecting the many positive aspects pertaining to the performance of the college - both by the pupils and the committed staff.	Chair to investigate Chair to progress
	Date of next meeting: Monday 28th November at 5:00pm.	

Signed: _____

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