

MEETING MINUTES FOR THE FULL GOVERNING BODY

SWANMORE COLLEGE OF TECHNOLOGY 2010-2011

Date	Start Time	End Time
11 th July 2011	5.00 pm	6.00pm
Present	Apologies for Absence	In Attendance
Mr M Allen Mrs A Ashdown Mrs E Bolton (Acting Chair) Mrs L Byrne Ms S Dewhirst Mrs K Frost Mrs T Goldring Mr J Grigg Mrs A Hillier Mr G Rumsey Mrs S Mordecai Dr J Ponsford Mr T Shaw Mr D Bailey	Mr J Creese Mrs D Norwood Mrs Mel Wroe Parker Mr P Horwood	Ms Elizabeth Billingham(Clerk) Mr S Harrison Miss A Arbuthnot

Item	Subject	Action
1	Welcome	
	Apologies were received from Mr J Creese and Mrs D Norwood.	
2	Register of Pecuniary Interests	
	None	
3	Minutes of the meeting of 16th May 2011	<i>Minutes circulated with agenda</i>
	The minutes were agreed and signed as a true record.	
4	Matters arising	
	Item 7.2 - Terms of Reference – JC had not had any feedback from Governors. It was agreed that it would be more appropriate to revisit the Terms of Reference at the start of the next academic year.	Autumn term
5	Election of Chairs and Vice Chairs	
	There had been no nominations for Chair. Ellie Bolton agreed to carry on as Acting Chair until another Governor agreed to stand as Chair. AGREED that Ellie Bolton remain as Acting Chair Ted Shaw had been nominated as Vice Chair.	

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	<p>AGREED that Ted Shaw take on the role as Vice Chair.</p> <p>Governors were urged to think about the role of Chair and Vice Chair. It was noted that it was important for the new Head Teacher and the Governing Body to have a permanent Chair in position.</p>		
6	Head Teacher's Report		
	<p>The Head Teacher's report was sent out prior to the meeting.</p> <p>The HT noted that due to some technical issues her previous report had not been read by all Governors in time for the April meeting. She asked the Governors if they had any questions regarding the contents of that report. There were none.</p> <p>The HT then asked if the Governors had any questions regarding the current report.</p> <p>A Governor asked about the pupil absence figures on the day of union action. The HT noted the figure of absent pupils was approximately 10%. It was also noted that this would be marked as unauthorised absence unless it was due to sickness or authorised leave.</p> <p>The Governors wished to record their thanks and best wishes to the staff that were leaving at the end of term.</p> <p>The Governors also wished to pass on their thanks to the staff for the amount of time spent supporting the Year 11s with booster sessions. It was noted that although the pupils were always released on the Friday before half term the examination boards had brought forward written exams by seven school days which meant that this year exams were taking place prior to half term. It was noted that the CSI committee had also formally thanked staff.</p> <p>The Chair had attended the staff briefing during the week and had thanked all the staff on behalf of the Governing Body.</p> <p>It was noted that Year 6 had enjoyed their induction day.</p> <p><i>Ted Shaw entered the meeting. 5.15pm</i></p> <p>The HT reported that Macarthur had won the House contest for the year.</p> <p>Events to note:</p> <p>Sports Awards Evening on 14th July.</p>		

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	<p>Shakespeare Evening of The Tempest for Key Stage 3 12th & 13th July.</p> <p>Annual report on Safeguarding:</p> <p>The HT noted that the policy requirements for the Single Equality Scheme (SES) would be reviewed in the Autumn term. Policy elements pertaining to Child Protection - Carole Chadderton would coordinate and refer the policies to the Governors to be approved. It was felt that the full consultation process element with regards to the SES would take time and the method on how to accomplish this had yet to be decided.</p> <p>The SES needed to be in place by December 2011 and then it would be updated and reviewed. A Governor asked if there was a standard policy document. The HT noted that the HCC had standard policy templates and that she had access to worked examples from other schools and that these could be used to support the college. Some policies are always adopted from the HCC format as standard practice throughout the county. The consultation process would be the element that would take the time.</p> <p>The Chair asked for a Governor to work with the HT on the SES policy.</p> <p>AGREED that Ted Shaw would be willing to contribute to the process.</p> <p>In response to the child protection report a Governor asked if the incidents of bullying in Year 7 were considered high and how did the figures alter as the pupils progressed through the year groups. The HT stated that incidents of recorded bullying were always highest in any Year 7 and that these then lessened as the pupil's progressed through the year groups. It was noted that the number of incidents were similar compared to past Year 7s. It also was noted that although an incident is recorded, on investigation the case might not prove to be one of actual bullying. The report communicates all incidents logged.</p> <p><i>DB entered the meeting. 5.25pm</i></p> <p>CYP (Police reports pertaining to pupils at the college which refer to incidents outside college hours – A Governor asked if there were bench marking figures so that the Governors could compare data with other local schools. The HT noted that there were no benchmarking figures available as the information was confidential to each school. A global county figure is probably available.. A Governor asked if the school could benchmark against previous years figures. The HT felt that it would be hard to do this as the reporting structure had changed recently and so the data is not comparable.</p> <p>After reading the Safeguarding report the Governors felt that they had sufficient opportunity to question the HT, to note its content and therefore accepted the report.</p>	

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7	Budget 2010/11 final figures for Governor agreement	
	<p>Final closing budget figures agreed by HCC stood the same as at the last FGB meeting.</p> <p>Final figure for 2010/11 carried forward £268,154.</p> <p>F&R had accepted these figures and these were now accepted formally by FGB.</p>	
8	Payment Card Proposal	
	<p>There had been a proposal to the F & R committee for a payment card system that would enable the college to make college purchases more efficiently.</p> <p>It was noted that F & R had asked all relevant questions and the FGB were being asked to ratify their decision.</p> <p>A Governor asked if the cards would be for named individuals. It was stated that they would be for named individuals and that it was part of the Government E procurement card system and had been thoroughly tested by HCC.</p> <p>A Governor asked if there would be a single transaction limit. It was noted that there would be standard limits.</p> <p>RESOLVED to ratify the adoption of the Payment Card Proposals.</p>	
9	Establishing a research group to keep FGB up to date on the development of academies and implications for Swanmore. Volunteers are required.	
	<p>The Chair stated that although it would be appropriate to wait for the new HT to start in January 2012 before any decision can be made regarding Academy Status, the Governing body must ensure that it is fully aware of all aspects pertaining to academy status.</p> <p>It was suggested that a working group should be set up to research the background and gather information.</p> <p>AGREED that Kathy Frost, John Ponsford, Alison Ashdown, Ashleigh Arbuthnott, Mike Allen, Ted Shaw and Ellie Bolton would form a working party.</p> <p>It was noted that this group would ensure that information was made available and understood by all the Governors. It was important to clearly understand the potential benefits and risks involved. The HT noted that the DfE website was informative on the mechanics of the process. There were links to websites with other views and questions. It was important to note that other aspects of the</p>	<p>Members of this working group to meet in early autumn term to plan & coordinate actions.</p>

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	structure of education were changing and that it was considered important to know the view points of all professional organisations. All Governors were asked to contribute any information.	
10	Date of next meeting and to note Governors' meeting dates for 2011/12 (please see attached)	
	<p><u>To agree Professional Days for 2011/12</u></p> <p>Proposed dates were:</p> <p>5th September , 16th December., 20th February and 29th June</p> <p>A further provisional day was proposed for 23rd July and this would be confirmed when the new Head Teacher was in place.</p> <p>A complete calendar which included the Governor meetings would be sent out to all Governors with approved meeting dates.</p> <p><u>Training</u> – FGB training – This would be held on 27th February. Time would be confirmed. LB and the Chair would look at the content to make sure it was an efficient use of time and did not overlap with induction training.</p> <p>Governors were urged to look at Autumn term training.</p> <p>A Governor asked about the new guidance on physical intervention that had been announced by the Government which was being reported on that day in the press. The HT noted that the current HCC guidance was what would be used until further guidance made available to schools . The physical intervention policy was due to be reviewed in December 2012 The HT clarified if the Governor was referring to the proposed guidelines on stop and search and related 'powers' and that before any changes relating to this aspect of physical intervention could take place it would need to go through professional organisations prior to it coming into force in schools. Therefore the HT was awaiting guidance.</p> <p>A Governor asked about uniform and clarification that the HCC training stated that there should be two suppliers for uniform. The HT stated that there should be a choice of suppliers by law however there could be one supplier when it applied to items of uniform with badges. Guidance is non statutory in this area.</p> <p>A Governor urged all Governors to take the finance training. It was essential that members on the finance committee had taken the training and the Chair of F&R needed the support of more trained governors.</p> <p>It was noted that SM would be updating her Safer Recruiting training. It was noted that one more Governor should take part in the Safeguarding training to</p>	<p>All new members of the F& R committee to consider this training</p>

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	<p>ensure continuity.</p> <p>The Chair noted that ideally the Governing body should have two vice Chairs and Governors were urged to consider coming forward. It was emphasised that it was important that the Governing body have a permanent chair in the upcoming academic year especially with the new HT starting in January and the need to consider the academy status.</p> <p>It was noted that there would be a parent election in the Autumn term.</p> <p>The Chair stated that the Governing body had made progress in the last 12 months and needed to continue to do so in order to support the college in all its endeavours. .</p>		

Signed: _____

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