

MEETING MINUTES FOR THE FULL GOVERNING BODY

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
29 th March 2010	5.00 pm	7.10pm

Present	Apologies for Absence	In Attendance
Mr Mike Allen	Dr Lesley Collier	Ms Elizabeth Billingham(Clerk)
Mr Darren Bailey	Mrs Tracy Baldwin	Mr Simon Harrison (DHT)
Mrs Ellie Bolton	(Chair)	
Mrs Linda Byrne	Chris Loveday	
Mr J Creese		
Mrs Kathy Frost		
Mrs Tonya Goldring		
Mr Patrick Horwood		
Mrs Marion Jarrett		
Mrs S Mordecai		
Mrs Sue Dewhurst		
Mrs Annette Hillier(Head teacher)		

Item	Subject	Action	Whom
1	Welcome and apologies		
	Apologies were received from Dr Lesley Collier, Tracy Baldwin, Chris Loveday		
2	Notification that next meeting will be dedicated to Budget Review and Plan only		
	Single item to discuss the budget 10 th May 2010		
3	Register of Pecuniary Interests		
	None		
4	Minutes of the meeting of 8th February 2010		
	The minutes were agreed and signed.		
5	Matters arising from the minutes		
	Item 3 – Pupil Well Being Terms of Reference – These had yet to circulate so deferred to next PWB Meeting. It was agreed that Safe Guarding would need to be added. Parent Governor elections – there had been no nominations. This would be covered in the Chairs report Item 10 - Quiz night - SPA – Social event feedback Raised £1000 profit. The caretaking staff and Kathy Frost were thanked for all their help. Details will be put on SPA website. There would be another event in the summer organised by Clare Barker, to be supported by SPA.	ToR	EB

Signed: _____

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6	Eloise Appleby - What can Swanmore do for 2012?		
	<p>EA handed out the presentation and this will be attached to the minutes.</p> <p>It was noted that Winchester Action on Climate Change (WinACC) were about to launch a Carbon Olympics on 21st April.</p> <p>It was noted that those wishing to go to the Olympics should register their interest now online. It was asked if there would be any tickets given to WCC which could be offered to schools. EA replied that tickets tended to be given these sorts of things at short notice but opportunities do come available if communities are active. If any did come available it was likely that they would be used as incentives for young people. It was essential to turn enthusiasm into practical realities and it was asked if there were suggestion on how schools do this? EA responded that it was up to the individual plans of the schools and that there may be possible funding available if using the Olympic ideas and values. The Governing body thanked EA for the report and her time on the Governing Body.</p>		
7	Head teacher Report		
	<p>HT Report distributed prior to meeting. Also distributed the CIP A1 section. Judgements had been made on the sections in SEF and the HT explained the grading. School improvement partner agreed with all the SEF items.</p> <ul style="list-style-type: none"> • CIP – Give updates verbally on curriculum review. SH briefly updated and the CSI committee would go into depth with the CIP as main agenda item and SH invited all Governors to attend. A3 in CIP by 2011. • It was the important to know what the aims of curriculum ought to be in context of current national developments and understand pupils and those coming from the primary schools. College therefore looking at the skills needed and would talk to primary school parents about their expectations via Survey monkey and report back to CSI. There won't be any major curriculum changes this year but the college aware that the pupils coming into the college have different needs, experiences and demands upon them. • In the context of the threatened boycott, a Governor asked if Key stage 2 testing was to help organise children when they start at secondary school level and therefore how it would affect intake. SH responded that there would be teacher assessments and CAT tests. There would be a need to assess what skills 		

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	<p>children had at entry to secondary school and a Governor asked how the college would do this in the future? SH responded that staff had curriculum aims to consider and also the priorities of parents and then to see if pupils were missing any attributes.</p> <ul style="list-style-type: none">• It was asked what links into industry the college had? SH responded that the college attempted to encompass the whole of the needs industry or commerce in their curriculum. AH explained that it was not just about vocational skills but there was a need to bring in certain skills and develop emotional side of life skills. It was agreed that this age range of pupils needed to hold broad and balanced skills for life rather than just vocational skills. It was important to grow people who can cope with various life scenarios.• OFSTED wants to identify Sustainable Schools by 2020 – Guest speaker at Forum Education for sustainable development and relevant to curriculum review. Winchester sustainable schools and college Forum. Agreed that it is relevant to the curriculum. Will cover on 24th June at CSI. It was asked if these changes were considered a positive move it was agreed that it was but it was important to take time to do it correctly and allow along lead in making sure stakeholders were consulted. There were a lot of things that needed to be understood and to fully understand the changes that are happening and make sure it is all evidence based.• EPortal – AA update – Pilot launch in January. Feedback is valued from all involved and this helped when it went live. Three of four year groups were now accessing. Year 8 would be added on 22nd April. It has proven to be exciting and interesting. There was full training of all staff to use the system effectively. Quality assurance assessments would take place as well as areas that might need fine tuning. It would be supportive in launching a code of conduct and rewards system and promote positive behaviour. The next stage would be to have all year groups using it. Governors reported that feedback from parents was that they felt it was easy to use. It was simple and easy to log events but reporting was time consuming. Live mark tracking for each teacher to see pupil progression. It was agreed that the college had gone a long way recently and it was good to see a system being used well for its purpose. It had been well received across the college. There was further scope for varying information to give parents. Colour coding will be added to show		

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Date: _____

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	<p>whether pupils were on track etc. There would be a way to tailor the system as things moved forward. It was asked if it would be used to monitor attendance. It was stated that it was hard to find when or how the pupil were late at present and that there was not a way to show detail at present. Behaviour aspects were not able to be fully utilised yet and there were some confidential areas that are not made available to parents at present. It would be used to improve communication between colleagues. It was asked it there was ways to monitor which parents are using it or not? This was not a possibility yet. There had been 40 requests from parents for paper documents.</p> <ul style="list-style-type: none"> • Year 7 Parent survey – The analysis of the parent’s survey was distributed at meeting. Director of Year 7 working on the feedback. It was reported that there was good feedback from Parents and parent Governors and it was agreed it was good to show the focus and opinions of parents. There was some discussion that naming three friends for the start of Year 7 classes may not be possible to accommodate and it might be better naming one friend. 61% of parents still were not accessing VLE and it was agreed that parents used the website rather than VLE. Parents will in future use E portal rather than VLE. It was agreed that it was important to motivate parents to use the system. It was also important to know why parents were not accessing it ie: was it due to access problem or not wanting to use it. • Attendance at Year 7 parents evening was 90%. Accountable as a measure that parent communication is working. It was suggested that a link from the VLE to Eportal might help increase usage. Year 7 have had a briefer copy of the report that was handed out to Governors. • There was a question about attendance of pupils and how it was dealt with through parent communication? It was noted that some schools sent out a newsletter detailing how attendance can affect the pupils. We have this information on our website and we send specific letters to parents where there is a need. Attendance levels had ceiling targets as part of OFSTED and schools were looking at figures and authorised attendance. At the moment we are on target to meet our requirements. • The Swanmore Pyramid is considering uniform wording on the policy of no authorised absence. There would now be no authorisation for holiday requests, but for extenuating family 		

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	<p>circumstances only. The wording for the area schools would be agreed by summer holidays for autumn term. It was agreed that the impact on children is great if they miss a huge amount of time from school. There were several questions about requests for authorised absence in the past and whether there were procedures in place if time missed? If a child is sick then teachers will help them catch up but if it's a holiday request then teachers are not encouraged to help with the catching up. Primary schools are still agreeing on wording for this new policy. SCT already had a strong policy on authorised leave and have kept to firm line. It was asked what the school did if parents still took the children out without permission. It was agreed it would be looked at individually and if it occurred over a certain time. Persistent Absentees are more likely to be from harder backgrounds. The policy was in the prospectus.</p> <ul style="list-style-type: none"> • Uniform – feed back was no change – 50% didn't think it was strict enough and 50% thought it was too strict. Majority of staff are continually dealing with fashion statements and abuse from parents who are addressed about uniform problems. HT needs Governor backing and support on how to deal with misuse, inappropriate dress problems and how to deal with parents who disagree. • Safeguarding – updated CP policy was now on the website. Restrictive Physical Intervention Policy had now been updated. It was asked what the statistics were on Restrictive intervention? The HT stated that they tend not to be used in Secondary schools and there had been none at SCT for more than ten years. This will be set up through Pupil Well Being to be reviewed each year and update from County. It was asked what strategies were in place for statemented children and what were the staff training on procedures? It was noted that Governors need to make sure staff are appropriately trained and the HT reassured Governors that all appropriate training was undertaken and proper strategies were in place. There were some questions of unpaid volunteers and how they were trained. It was explained that this applies in Special schools but not often at this SCT as it was unusual to have unpaid volunteers and definitely not in sole charge of children and procedures were in place to cover this situation. • Lesley Collier, Special Needs Governor and the HT had met. • Thanks were made to those that worked on the Community 		

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Date: _____

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	<p>Cohesion plan. This changed constantly ie Floats in Carnival.</p> <ul style="list-style-type: none"> • SEF questions: County visit on behaviour in Chairs report. • SEF – have all evidence using criteria. Full SEF access after Easter. Governors section: It was noted that what the Governors are doing now will help improve the mark to good. The Governors were on the right track. There was a lot of discussion on the criteria and the degree of rigour that Governors needed to use. The HT was confident that the Governors could move to “Good” It was asked if there were any specific ways that Governors as individuals could do to help. It was suggested that it was important that Governors had a higher profile at parents evening and that Governor updates go out regularly. It was agreed that Governors needed to have a higher profile. AGREED: It was agreed that Governors should wear their Governors badges and if Governors did not have one then they needed to speak to HT’s PA who would distribute them to all Governors. It was also agreed that Governors photos would be good for the school to have in the front of school and also display on house notice boards. • It was noted that there had been a lot of positive changes since last OFSTED – restructured committees, whole Governing Body training twice and new policies. It was important to show impact to the school. 	<p>Gov badges. Gov photos. Governors to email into HT’s PA</p>	
8	<p>Chairman's Report</p>		
	<p>A copy would be emailed to all Governors.</p> <ul style="list-style-type: none"> • Governor Update newsletter – this was progressing slowly. It was asked what Quality assurance meant relating to Governor Update. AA Draft needs to be sent to AA to make sure it’s accurate. • Parent Governor elections. There had been no nominations. Governor Services to update on process. • Gov Update needs to be put together half termly to send to Leadership team for accuracy and refer back if issue with 	<p>Email to Governors</p>	<p>Clerk</p>

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	<p>content. AGREED to send out Governor Update before end of term. LB to add in overview of sports. The annual report was now being re-established as the Governor Update. There was a need to decide what statutory items need to be covered in Annual report and these should also be covered by an update. Legal items need to be covered. RESOLVED: PH to discuss with TB and send one before the end of term. Agreed to include an introduction to Governors and Behaviour review and praise for SPA evening.</p> <ul style="list-style-type: none"> • School Improvement Partner visit has categorised the college as GOOD with OUTSTANDING features. • Behaviour visit – Pupil Well Being committee had already had report. There had been a meeting on the 3rd February with the Area Director Secondary. Attendance was improving at 93.7%. There was a reduction of persistent absentees and no exclusions. Fixed exclusions had decreased. Inspectors had observed 26 lessons and reported that except for one class all classes were “good”. The Governors and HT were delighted with outcome. • Safeguarding whole Gov training. Summary in report. 	Discuss with TB	PH
9	Reports from Committees		
9.1	F&R		
	FMSIS – express thanks to all that helped JE, TG, and MA. EB		
9.2	HR & Pay		
	No report but minutes distributed.		
9.3	<p>Pupil well being</p> <p>Identified that Governors needed to be wary of social networking sites and accepting pupils of the schools as friends. AGREED to advise all Governors to be cautious. Do not have pupils that are not related not have as friends. Staff been advised similarly and there were country wide procedures in place.</p>		
9.4	Community		

Signed: _____

Date: _____

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	Verbal update		
10	Local Partnerships		
	Local solution. SCT is working in partnership with Wildern and Hamble and reported back to full Eastleigh Consortium. Representing the groups in Wildren. TB to send a letter continued concerns of other groups and protecting funding groups. No funding implications in the first year 2010/11.	letter	TB
11	Safeguarding		
	Included in HT report. RESOLVED that SCT was part of the Swanmore Pyramid and they were putting together the Safe Guarding portfolio and will report to Pupil Well Being committee. Governor check list at next PWB.		
12	Governor Expenses Policy		
	RESOLVED to approve the Governor Expenses Policy to include the County approved travel per mile.		
13	Training		
	LB Financial standards meeting. It is worthwhile incorporating bench marking in committees. Hard to get information for benchmarking but compare to similar schools.		
14	AOB		
	None		
	Meeting closed at 7.15pm		

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Date: _____