

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
8 <sup>th</sup> February 2010	5.00 pm	7.10pm
Present	Apologies for Absence	In Attendance
Mrs Tracy Baldwin (Chair) Mr Mike Allen Mr Darren Bailey Mrs Ellie Bolton Mrs Linda Byrne Mr J Creese Mrs Kathy Frost Mrs Tonya Goldring Mr Patrick Horwood Mrs Marion Jarrett Mr Chris Loveday Mrs S Mordeccai Mrs Sue Dewhirst Mrs Annette Hillier(Head teacher)	Mr Julian Le Hive Dr Lesley Collier Ms A Arbuthnott  RESIGNED since last Governor meeting Mr Peter O'Sullivan Prof. Mike Griffin	Ms Elizabeth Billingham(Clerk) Mr Simon Harrison (DHT)

Item	Subject	Action	Whom
<b>1</b>	<b>Welcome and apologies</b>		
	Apologies were received from Julian Le Hive, Dr Lesley Collier,		
<b>2</b>	<b>Register of Pecuniary Interests and other Conflicts of Interest</b>		
	'What can Swanmore do for 2012? Item postponed to next meeting as guest speaker unavailable	<b>At next FGB</b>	
<b>3</b>	<b>Minutes of the last FGB meeting on 7<sup>th</sup> December 2009</b>		
	Pupil Well Being Terms of Reference: consider at next meeting. CIP – Training – Skills audit. Training Governor to report later Christmas showcase – Several governors attended. Unanimous thanks offered by governing body to the staff and pupils for the hard work and effort that went into the excellent performance.  Item 8.4 Adjustment to contributions on the Safer Routes to school - HCC £150,000; £50,000 Safer Routes.		
<b>4</b>	<b>Matters Arising</b>		
<b>4.1</b>	Hair and beauty – no funding was available to offer this programme. The HT had not received any details from the county committee but she believes the decision was based on an assumption of a lack of demand for the course. Unfortunately our data disagrees with this		

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4.2  4.3	<p>position Child protection -Child Protection Governor. The committee had updated the Child protection policy to national guidelines in December. Training – One Governor had now completed the full governing training so will take over as Child Protection Governor. The full Governor training document was available for all Governors.</p> <p>The Chair asked the FGB to name the Child Protection Officer and several governors all responded accordingly, correctly identifying the relevant staff member (CC). All governors were asked to refer to the Governor Training Document relating to this issue. Spare training packs on Safeguarding would be left in Governor cupboard. Governors formally thanked staff for their hard work relating to the self evaluation exercise resulting in good with outstanding features for the college.</p>		
5	<p><b>Ratify the reappointment of Mike Allen as Staff Governor</b></p>		
	<p><u>It was formally noted that Mike Allen was re-elected as Staff Governor.</u> The Chair was delighted to welcome the new LA Governor, Sharon Mordecai. She would receive FGB training in future. It was noted that Peter O’Sullivan, LA Governor had stood down and therefore there was now an LA vacancy. Parent Governor, Mike Griffin, had resigned. There were now two parent, two community and one LA vacancies. Parent Governor elections will take place after half term with the hope that the vacancies would be filled by Easter. Congratulations were made to Jos Creese for eight years of governor service, and Mike Allen for four years of governor service. Both received a certificate and tie pin from Hampshire County Council.</p>		
6	<p><b>Hampshire Children’s Trust – developing Local Partnerships</b> Papers were previously circulated with the Head teachers report last term.</p>		
	<p>The HT explained the background and key issues. A copy of the open letter to partners was distributed and concerns were discussed. Many areas of clarification re accountability and funding still required Governors will need to express a view and be involved by April 2010. Other timelines outlined in the documentation The Governing Body was strongly urged to seek more understanding from HCC There was concern expressed about the amount of college time this would be taking up and that it would be a distraction from core work</p>		

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	<p>with children. It was recommended that the Governing Body needed to write a letter to HCC for clarification and full understanding of this process.</p> <p>The Governing body expressed a feeling of discomfort for being responsible for something so nebulous.</p> <p>It was asked what the HT needed from the FGB in way of support? It was agreed that after a presentation to Governing bodies in April that the Chair and HT would alert HCC about timescale, consultation, responsibility and explain that the college was already working in partnerships already.</p> <p>It was agreed it was important to register concern and to ask questions to seek more clarification before moving forward. Important to note the isolated nature of the college and the need to network with a range of partnerships.</p> <p><u>RESOLVED: HT and TB to write a letter seeking clarification and how this would affect a rural school Clarification was needed on</u>  <u>Cost, Governance</u>  <u>Accountability</u>  <u>Long term priorities</u>  <u>Rural locality</u></p>		
<b>7</b>	<b>Chairs Items</b>		
<b>7.1</b>	<b>Delegated powers - item carried over from last meeting</b>		
	<p><b>The Governing Body decision planner was circulated hardcopy - it was not possible to send electronically, and it was proposed and formally agreed and signed.</b></p> <p>It had been agreed at the Steering committee.</p> <p><u>RESOLVED: Proposed and formally agreed and signed.</u></p>		
<b>7.2</b>	<b>Governor statutory responsibilities</b>		
	<p><b>Promoting of Educational Achievement Course. Governors confirmed that they were aware that the designated teacher of children in care was CC</b></p> <p>Statutory responsibilities form was now on SEF.</p> <p>There were some areas outstanding, these would be completed and this document would be sent out with the agenda for next FGB.</p>	<b>Steering group to bring to next FGB</b>	
<b>7.3</b>	<b>Governor Surgeries at Parent Consultation Meetings</b>		

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	A schedule of events was circulated and governors were invited to confirm their individual attendance. Confirmation of attendance would be given via an email from the Chair when the schedule is complete. Governors were reminded to wear name-badges at such events.		
<b>7.4</b>	<b>Governor self evaluation</b>		
	OFSTED effectiveness of Governing body – 2010 version – Can be downloaded from the website.  The HT reminded the Governing body to read the OFSTED effectiveness of Governing Body advice sheet which is available from the Governor website. A schedule was sent out with the requirements, and the SEF would be reviewed at Steering and presented for agreement at next FGB meeting. Action: Steering to review.	<b>Steering group to FGB</b>	
<b>7.5</b>	<b>Use of Volunteers</b>		
	The Chair confirmed that a number of parents were happy to volunteer their services to the college. Such assistance should always be utilised in line with the needs of the curriculum and extra curricular activities of the college, and as such the HT was asked to work with Heads of Department to assess their volunteering requirements. It was confirmed that there are appropriate guidelines in place for the use and supervision of all volunteers. Governors welcomed the use of specialist external volunteering resource. It was noted that some extra curricular speakers had already been identified and invited into the college to address the pupils to enrich their learning.		
<b>7.6</b>	<b>Formal acknowledgement of college league table position and progress in English</b> Top ten of the county in English and top five for Gold Standard. Chair read out copy of letter from County Inspector. It reflected well on the hard work from staff and pupils.		
<b>8</b>	<b>Training</b>		
<b>8.1</b>	<b>FGB Training</b>		
	Whole Governing Body Training on Safeguarding had been very useful and well attended. More courses were available and governors were urged to attend as appropriate to their own roles. It was noted that there was still a vacancy for a second fully trained Safeguarding		

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	governor and Jos Creese confirmed he will complete the online training later in the year.		
<b>8.2</b>	<b>School Workforce Development Briefings</b>		
	One Governor had booked a place. There were two places available.		
<b>8.3</b>	<b>Full access</b>  Modern Governor – extra – e-learning package. Useful for basics as refreshers or introduction. E – Learning was recommended as having good courses available and easy and flexible to access.  <u>RESOLVED to stay with it with Full Access</u>  Full access with Modern Governor - £1004 in 2010/11		
<b>8.4</b>	<b>Training cancellations</b>		
	<b>Governors were reminded to let Governor Services know if they cannot attend a confirmed training session (and cannot be represented by a fellow governor) to free the place for someone else.</b>  The Full Governing Body training session had been very productive and more would be welcomed by the governors. It was suggested and agreed to have specific staff members address the governors on issues such as curriculum, finance etc. There was a cost of £350 associated with further Governor Services training of this type, but 'in-house' training would be significantly cheaper and the governors welcomed this idea.  ACTION: LB to investigate further Full Body Governor Training.  FMSIS – matrix – in production – Training records need to be updated. Spreadsheet could be updated. If Governors had done training at other schools then they needed to let the Training Governor have details.		
<b>9</b>	<b>Reports from Committees</b>		
	<b>9.1 C/S&amp;I – including RAISE analysis/SEF evaluation/Governor link items from Autumn</b>		
	It was reported that this was a productive and positive meeting. Spent		

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	<p>lot of time looking at Highlander by subject and RAISE online, which was sent out prior to the meeting.</p> <p>Link meetings – areas picked up.</p> <p>Science – intervention. Science inspectorate came next day and was positive and confirming that with interventions in place targets could be met. 67% getting two sciences.</p> <p>Update on college improvements and lesson assessments. Moving forward as planned.</p> <p>Terms of Reference of the CSI committee – some changes from previous version.</p>		
	<b>9.2 C/S&amp;I Ratify Terms of Reference</b>		
	<u>RATIFIED: Committee agreed them and FGB accept</u>		
	<b>9.3 HR and Pay Curriculum staffing and Pay Policy (c/f from last meeting)</b>		
	<p>Agreed pay policy with some changes and ToR within that document</p> <p>New Performance Management Guidance document due from central government and therefore were awaiting this document before any further review</p>		
	<b>9.4 SEN link update</b>		
	Not present at meeting.		
	<b>9.5 Update on home/college agreement – parent engagement plan</b>		
	<p>The Home/College Agreement was being reviewed and is near completion. When it is ready, it will be sent out via parent mail.</p> <p>The Governors welcomed the idea of a 'Governor Update' which will inform the wider community on governance issues. PH to work on wording of individual articles prior to quality assurance process being implemented. Once agreed by all governors, it would be sent via</p>	<b>ACTION to circulate the Governor update</b>	

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	parent mail. .		
<b>10</b>	<b>Any Other Business (to be tabled at the start of the meeting if required)</b>		
	<p>The Chair confirmed that two pupils had been accepted on the Hampshire Talented Athletics Scheme in preparation for 2012, and the governors congratulated the Sports and PE Department on their work in this regard. It was also confirmed that another pupil had been accepted by Portsmouth FC. Again, congratulations were offered to both the pupil and the staff for their support.</p> <p>FMSIS – Statement of internal controls – FR committee – <u>RESOLVED all Governors agreed and signed off.</u></p> <p>Whole audit G4 assessment.</p> <p><u>RESOLVED to be signed by Chair of Governors</u></p> <p>R20 Statement of Financial confidence.</p> <p><u>RESOLVED to be signed by Chair of Governors</u></p> <p>Governors welcomed the ongoing support of SPA and wanted to support the next event - a quiz night - by putting a team together. Interest should be noted via email to the Chair.</p>		
<b>11</b>	<b>Date of next meeting</b>		
	March 29 <sup>th</sup> 5 pm		

Signed: \_\_\_\_\_

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