

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
7 <sup>th</sup> December 2009	5.00 pm	7.15pm

Present	Apologies for Absence	In Attendance
Mrs Tracy Baldwin (Chair)	Mr Jos Creese	Ms Elizabeth
Mr Mike Allen	Dr Lesley Collier	Billingham(Clerk)
Mr Darren Bailey	Mrs Sue Dewhirst	Mr Simon Harrison (DHT)
Mrs Ellie Bolton	Mrs Annette Hillier(Head teacher)	Ms Ashleigh Arbutnot
Mrs Linda Byrne	Mr Julian La Hive (Vice Chair)	(DHT)
Mrs Kathy Frost		Mrs Jackie Edmonds
Mrs Tonya Goldring	NO APOLOGIES OFFERED:	
Mr Patrick Horwood	Professor Mike Griffin	
Mrs Marion Jarrett		
Mr Chris Loveday		
Mr Peter O'Sullivan		

Item	Subject	Action	Whom
1	<b>Welcome and apologies</b> Apologies were received from Jos Creese, Dr Lesley Collier, Mrs Sue Dewhirst, Mrs Annette Hillier(Head teacher), Mr Julian La Hive (Vice Chair)		
2	<b>Minutes of the last meeting.</b>		
2.1	Minutes were agreed and signed		
3	<b>Matter Arising</b>		

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Item	Subject	Action	Whom
3.1	<b>Ref: 5.3 Terms of Reference agreed template</b> Template would be sent to all committees.	AH to forward finance template	
3.2	<b>Ref 5.7 – Link meetings had been well received</b>		
3.3	<b>Ref: 5.10 Delegated Authority and Governor Accountability</b> Agenda item for all committees	Agenda for committees	
3.4	<b>Ref: 5.13 Uniform Review</b> There would be a consultation by Easter and there was some discussion on how best to contact/discuss with parents.	Agenda for Pupil Well Being	
3.5	<b>Ref: 5.14 Utilising parents skills</b> Volunteers would be welcome to come in to the college as long as teachers felt they would make a valid contribution. Governors were happy to use volunteers who could offer specialist experience, but due to the cost of undertaking the necessary checks, every department would be asked how they could make use of a volunteer, and then the responses would be prioritised in line with specific projects and learning outcomes.		
3.6	<b>Ref: 6.1 CIP</b> This would be easier to track once in new format and would contain a traffic light system to prioritise areas. Training was needed	LB and TB to review training needs	LB and TB
3.7	<b>Ref 6.2 Training</b> Ellie Bolton had attended Climate change training and made a presentation to the Finance committee. It was stressed that new legislation would have a financial impact on schools. Chris Loveday emphasised that the college took energy efficiency very seriously and gave some examples of areas were the site team had been working on	FGB agenda	LB

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
	improvements. EB would find out more details of when the new legislation would come into force. If it was still going to take place then the school could make plans to move forward with any necessary actions/plans and look at areas were it could be embedded into the curriculum.		
	It was agreed that FGB training was needed and LB would organise this asap. It was agreed that Safeguarding was a priority.		
<b>3.8</b>	<b>Ref 6.3 New Governors</b> LA Governor was still needed but a person had been approached and would be asked to contact Children Services.	<b>FGB training</b>	
<b>3.9</b>	<b>Ref: 7.4 Christmas Showcase</b> 6pm Governors and staff social meeting prior to the 7pm performance.		
<b>4</b>	<b>Register of Pecuniary Interests and other Conflicts of Interest</b> There were no declarations of Pecuniary Interest or any Conflicts of Interest.		
<b>5</b>	<b>Chair's Items</b>		
<b>5.1</b>	Skills Audit and Governor Training See above		
<b>5.2</b>	<b>Governor private emails</b> It was agreed that Governors private emails should remain private and when emailing outside of Governors to BCC all addresses.		
<b>5.3</b>	<b>SIP Autumn term report</b> Good results in August 2009. TB read through the report. Chair of Governors reiterated the SIP's congratulations for pupils and staff. It was important that the impact on staff was within the framework guidelines and		

---

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
	understanding of how it worked and why assessments were needed.		
5.4	<b>Health and Safety Governor</b> <b>RESOLVED Linda Byrne to take on this role.</b>		
5.5	<b>Children and Young Persons plan</b>		
6	<b>Head Teachers Report – main items for consideration</b> The HT was absent from the meeting. The report had been distributed prior to the meeting. The deputy head teacher read the report to the committee and invited comments point by point. Pages one and two – Safeguarding training. EB unable to take on this role. TB would ask another Governor to consider the role. Pages three and four -Serco – important and good for college. “E Portal” available to parents. Year 11 stats – Maths 37% estimated grades. AA gave detailed background to these and stated that 37% meant that the Year 11s would now get 50 – 60% in their mocks. Some had gone up one or two grades The governors accepted all points raised. A Child protection Governor was needed and this one would be appointed would take place after the appropriate training. In the interim, it was felt appropriate to make the Chair the first point of contact as the Child Protection Governor, as she has an educational background and has undertaken job-related safeguarding training.		
6.1	<b>CIP &amp; Progress. A brief update was given by the deputy head-teacher.</b> Development aspects discussed including quality assurance system and lesson observation programme.		
6.2	<b>Local Strategic Partnership A brief update was given by the deputy head-teacher</b>		

---

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
6.3	Behaviour and Attendance The deputy head-teacher confirmed both of these matters are being closely monitored. The Link Governor for Whittle House confirmed that during her link meeting she looked in detail at both these issues and was satisfied that there were robust action plans in place to monitor these issues and to take remedial actions where necessary. It was also mentioned by a governor that the positional statements including data and intervention were particularly impressive.		
6.4	<b>Hair and Beauty Diploma and potential site developments</b> Due to the new entrance plans the college would not be able to contribute financially because of the commitment required to meeting the needs of the travel plan.		
7	<b>SEF</b>		
8	Reports to Committees		
8.1	<b>F &amp; R Budget reconciliation and delegated financial approval</b> <ul style="list-style-type: none"><li>The Governors were satisfied that Tonya Goldring and Tracy Baldwin had scrutinised every line of the budget. Jackie Edmonds gave a summary of the budget and the budget plan to date. It was asked if and how items changed each year. – JE answered that costings were looked at and kept tight and that there were not too many changes except for energy bills which had increased greatly in recent years. Each budget line was looked at closely and that any necessary improvements could be made to the overall budget. The Finance and Resources committee were set up to challenge and look at options with in the college budget. The DCF consultation paper will look at collective purchasing and other areas of cost saving. Needs somewhere to acknowledge that the F&amp;R whole committee has closely scrutinised the budget (it always does) and that full governor approval was proposed by this committee.</li></ul>	<b>Nov 2010 agenda</b>	

---

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

Date: \_\_\_\_\_

## MEETING MINUTES FOR THE FULL GOVERNING BODY

### SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
	<p><b>RESOLVED: to accept the revised budget plan.</b></p> <ul style="list-style-type: none"><li>The next area that needed approving was the surplus balance. It was explained that a report to HCC needed to be made showing committed and non committed funds in December 2009 and November 2010.</li></ul> <p>It was explained that the standards funds could be used in the academic year until end of August.</p> <p>Uncommitted surplus balance: £145500</p> <p>The allowed contingency of 4% of budget share: £186500</p> <p>Committed surplus balance: £135500 made up as follows: -</p> <p>Investment in new management information system: £22000</p> <p>Further enhancements to mis: £3000</p> <p>One to one tuition (Std Fund): £10000</p> <p>Specialist Community (Std Fund): £40000</p> <p>Stemnet Club (Yr 2 ring fenced grant): £8500</p> <p>Harnessing Technology grant: £8000</p> <p>ATP surface renewal (Y budget): £25000</p> <p>Contribution to salaries (Y budget): £19000</p> <p><b>RESOLVED: to accept the revised budget plan showing an increased predicted surplus of £146416 from £87961.</b></p> <ul style="list-style-type: none"><li><b>Delegated authorities limits:</b></li></ul> <p><b>RESOLVED to delegate the Headteacher the authority to approve transactions up to and including £10,000 and the Director of Finance &amp; Administration the authority to</b></p>		

---

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
	<b>approve transactions up to and including £1000.</b>		
8.2	<b>C/S&amp;I Standards and achievement analysis</b> Due to time constraints it was left to next meeting	<b>FGB Agenda</b>	
8.3	<b>HR and Pay Curriculum staffing and Pay Policy</b> Due to time constraints it was deferred to next meeting	<b>FGB Agenda</b>	
8.4	<b>Travel Plan update</b> Proposed new entrance and funding: Chris Loveday explained the background of the project and then showed the Governors the detailed plans of the proposed new entrance to the college. The new plan would offer improved facilities for the college and a new front entrance which would provide on site access to the college buses, staff and deliveries. CL emphasised that a lot of work had gone into this plan and all aspects had been looked at carefully. It was the only option being offered by HCC. The plan would provide a bike shed and two new tennis courts. There would be no flood lighting on the courts but the infrastructure would be laid. New fire evacuation rules would be needed. It was noted that there was not an increase in parking on site but it was explained that it would not be possible to increase parking spaces. The cost of the project would be £125,000 from the college, £150,000 from HCC and £50,000 from Safer Routes to school. It was agreed that this was a good scheme. <b>RESOLVED to approve that the college would fund £125,000 towards the school entrance improvements and accept the proposal.</b> Travel Plan documents: The draft travel plan was distributed and approval was asked for from the Governors. It was asked if a car share register scheme had been		

---

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

Date: \_\_\_\_\_

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

---

Item	Subject	Action	Whom
	investigated but all implications of this idea would have to be looked at in detail under safeguarding children. There were more children cycling to college and it was important to look at ways of making this safer. HCC highways engineers were currently checking speeds and usage on New Road so that the correct speed restrictions could be put in place. <b>RESOLVED to accept the travel plan document.</b> Thanks were made to Ellie Bolton, Mike Allen and Chris Loveday who worked with HCC on the Travel Plan There was some concern over the transportation for children to Eastleigh College but this had been resolved by using a taxi service.		
8.5	<b>Community Committee</b> Due to time constraints it was deferred to next meeting		<b>FGB agenda</b>
9	<b>Governor Training</b> See above items		
10	<b>Items for Future Agendas – Items were to be raised through the next Steering Committee at which all committee chairs would be present.</b>		
11	<b>Date of Next Meeting</b> <b>8th February 2010 at 5pm</b> <b>MEETING ENDED at 7.15pm</b>		

---

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

Date: \_\_\_\_\_