

## Minutes from the C/S & I Committee Meeting

28th September 2009

Swanmore College of Technology 2009 – 2010

Date	Start Time	End Time
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28th September 2009

5.00 pm

6.50pm

Present	Apologies for Absence	In Attendance
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Mr Darren Bailey

Mrs Tracy Baldwin

Mrs Marion Jarrett

Mrs Annette Hillier (Headteacher)

Mr Patrick Horwood

Mr Peter O'Sullivan (arrived 5.30pm and left at 6.30)

Mr Julian Le Hive

Mrs Ashleigh Arbuthnot

Ms Elizabeth Billingham(Clerk)

Mr Simon Harrison

Item	Subject	Discussion/Outcome	Action/By whom
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1 **Welcome and apologies**

Meeting was Chaired by Mrs Hillier to allow time for all members to arrive in order to elect chair for the rest of the year.

2 **Election of officials**

Apologies were received from Julian Le Hive  
The decision to elect a Chairman was left until later in the meeting until Peter O'Sullivan arrived.  
It was agreed that Annette Hillier would Chair the

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

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3	<b>Terms of reference incorporating look at OFSTED grade criteria for governance and what this committee needs to be addressing</b>	<p>whole meeting. At 5.30 Peter O’Sullivan entered the meeting. Election details noted here. Darren Bailey was nominated to be Chairman by Marian Jarrett and all Governors agreed. Marian Jarrett was nominated as Vice Chairman all Governors agreed.</p> <p><b>RESOLVED:</b> Darren Bailey–Chair and Marian Jarrett – Vice Chair of S &amp; I Committee.</p> <p>No current Terms of Reference which reflect the new demands on such a committee. Main areas of need raised and discussed.</p>	<ul style="list-style-type: none"><li>• <b>DB, SH, AA and TB</b> to rewrite a draft and circulate to all committee members before half term and adopt at next meeting. DB has 2006 version of Terms of Reference.</li><li>• <b>Agenda item at next meeting</b></li></ul>
4	<b>KS4 Analysis of Results and action feedback from subject areas/whole college - Summer 09 (Ashleigh Arbuthnot)</b>	<p>The report had been distributed to governors The Governors</p> <ul style="list-style-type: none"><li>• Asked about the key areas that needed improvement and what action plans were in place. AA and SH gave a detailed response on how areas were identified and explained the plans in place to support under performing areas.</li><li>• Enquired about pupil support work and what was being done to encourage</li></ul>	

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		<p>attendance and what the process was if a child was absent. The areas of action were explained for intervention to reduce absences eg new Parent Support Advisor. Positive encouragement in place via various in house rewards, assemblies etc to encourage regular attendance.</p> <ul style="list-style-type: none"><li>• Wanted to know what the Leadership team needed from the Governors to support meeting attendance targets? It was agreed that governor support on the firm line re term time holidays would be a significant help</li><li>• Asked if there were staff training plans in place to address areas of need for staff development to support pupil progress? These are in place and training plan is presented to HR Committee</li><li>• Regarding Maths results, it was asked what had caused the small percentage change what was being done to sustain high results? It was pointed out that Maths at Swanmore is a strongly performing subject eg in 8<sup>th</sup> centile last year but we do need to be careful re early entries and</li></ul>	<p>Section on website to be amended and a communication re attendance put out to parents by HDT</p>

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		how this can compromise the highest grade levels. Plans are in place to support all subjects	Document circulated by AA (Action Plans)
5	<b>Targets 2010 (KS4) and current progress towards these with actions identified</b>	<p>The targets and how they were set were explained to the Governors. There were action plans identified for each subject and support put in place. Leadership team look at targets and whether they are met and then identify the weaknesses and put in place action plans to overcome any problems.</p> <p>It was clarified that the college uses FFTD data, KS2 data and teacher assessments in deciding final targets. FFTD is used as the baseline and many targets are set beyond this although in a small number of cases this may be lowered due to personal circumstances of the child.</p>	
6	<b>Target setting – global targets required by DCSF/County - agree for submission to SIP</b>	<p><b>RESOLVED:</b> It was agreed that the college is committed to achieving these targets with the full support of the Governors. Targets (KS4) for 2010/2011 would be 78% 5+ A* - C Including English and Maths. ) This figure will be discussed with SIP</p>	<b>FGB Agenda – Targets for 2010/2011 – feedback from SIP. Deadline for target submission to county is mid December.</b>
7	<b>Setting agenda for next meeting</b>	College Improvement Plan –progress was discussed	<p><b>S &amp; I Agenda items</b></p> <ul style="list-style-type: none"> <li>• progress against CIP</li> </ul>

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	(need to look at progress against learning and teaching – CIP - priorities and OFSTED evaluation criteria; QA feedback)		<ul style="list-style-type: none"> <li>• S &amp; I, Pay, Pupil Well being would be marked against CIP</li> <li>• How to use Link Governors more effectively?</li> </ul>
		<i>Peter O'Sullivan left the meeting</i>	<p><b>FGB agenda item</b></p> <ul style="list-style-type: none"> <li>• Raiseonline feedback (SH to write a briefing document and then meet with representatives– DB and PO'S plus two staff to review all data and report back to Dec. FGB meeting.</li> </ul>
8	<b>Any Other Business</b> (to be tabled at the start of the meeting if required)	None	
9	<b>DONM</b> on 25 <sup>th</sup> January 2010		Meeting closed at 6.50pm

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

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