

# Meeting Minutes

*for the*

# Governing Body

Date	Start Time	End Time
11 <sup>th</sup> May 2009	5.00 pm	

  

Present	Apologies for Absence	In Attendance
Mr Julian La Hive (Vice Chair) (Chair of meeting for items 1-7)	Mr Chris Loveday	Mrs Annette Hillier(Headteacher)
Dr Lesley Collier	Dr Roy Birch	Mr Don Snowsill (Clerk)
Mrs Sue Dewhirst	Mr Ian Troup	Mr Simon Harrison (DHT)
Mrs Ellie Bolton	Mr Andrew Walkling (Associate Member)	
Mr Patrick Horwood		
Mrs Tracy Baldwin (Items 1-5 and 6.1 only)		
Mr Mike Allen		
Mrs Marion Jarrett (Items 4.3-9 only)	Absent	
Mrs Tonya Goldring	Prof Mike Griffin	
Mr Darren Bailey	Ms Sarra Gravestock	
Mrs Linda Byrne (Chair of meeting for items 8-9)		
Mr Jos Creese (Items 1-8.4 only)		
Mr Ken Clarke		

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b>	
1.1	The Vice Chair welcomed everybody to the meeting.	
1.2	Apologies were noted from Chris Loveday, Roy Birch, Ian Troup and Andrew Walkling (Associate Member).	
1.3	The Vice Chair announced that Daphne Haugh, a recent Governor of the College, had sadly passed away.	
<b>2</b>	<b>Register of Pecuniary Interests and other Conflicts of Interest</b>	
2.1	There were no new declarations.	

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<b>3</b>	<b>Minutes of the meeting 16<sup>th</sup> March 2009</b>	
3.1	Re 10.2 – It was reported that there had in fact been quite a lot of interest from parents interested in managing FOSSC.	
3.2	Re 3.4 – Following questions raised by governors, the HT confirmed that the reference should have been to the ‘Gaining Ground’ initiative.	
3.3	The Minutes were however agreed to be an accurate record and were signed by the Vice Chair.	
3.4	Re 3.10 – Action covered by agenda.	
3.5	Re 4.5 - Action covered by agenda.	
3.6	Re 5.2.5 – It was reported that the Full Access option for Governor training, together with the E-learning options, had been requested from Governor Services.	
3.7	Re 5.4.1 – It was noted that there had been no meeting of the Site Committee.	
3.8	Re 5.4.2 – It was reported that a date had been set for the H&S tour. A further date needed to be agreed for a general Governors tour of the site.	<b>Mike Allen</b>
3.9	Re 5.8.1 – Action complete.	
3.10	Re 7.3 – Action in hand.	
3.11	Re 9.1 – The Vice Chair reported that there had been no substantive progress by Governor Services in indentifying a permanent clerk.	
<b>4</b>	<b>Matters arising</b>	
4.1	Link Governor development status	
4.1.1	Item not discussed in view of the fact that Ian Troup was absent.	
4.2	Gaining Ground	
4.2.1	The HT reported that the college had not been identified under the Gaining Ground initiative which seeked to support performing but under achieving schools (DCSF).	
4.3	Publication schedule	
4.3.1	The HT thanked the Vice Chair for his previous work on a version of the Publications schedule. However a new “simplified” template had recently been introduced. The HT introduced this latest version of the Publication Schedule and template relating to information that had to be made available by the college under the Freedom of	

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	<p>Information Act. It was explained that certain information would have to be made available on the website but there was discretion on the publication of all other information. The HT further explained that the college was waiting to take full control of the new website from the web designer after appropriate training had taken place and that the main focus for the remainder of the year would be to post all the compulsory FOI information by September whilst deciding what other information should be posted.</p>	
4.3.2	<p>Governors formally agreed to adopt the Publication Schedule, subject to further review / revision at the end of the academic year.</p>	
4.3.3	<p>The HT requested that Governors form a small working group to assist with this. It was agreed that the group would include Tracy Baldwin, Patrick Horwood, Julian La Hive and Marrion Jarret. It was noted that the work to meet legal requirements would need to be completed by the end of the academic year.</p>	
4.4	<p>College Improvement Plan summary overview</p>	
4.4.1	<p>Simon Harrison reported that it would not be appropriate to do any more work on this until the structure of the new SEF was finalised. There would be training on this on 22<sup>nd</sup> June. Governors agreed that the CIP summary should be reviewed at the September meeting.</p>	<b>Clerk</b>
<b>6</b>	<b>Progress Vs College Improvement Plan</b>	
6.1	<p>Report on HIAS monitoring</p>	
6.1.1	<p>Tracy Baldwin introduced a written summary of her involvement in the HIAS briefing that she had attended on 30<sup>th</sup> March and reported that she had found the inspection and feedback to be very rigorous with clear and unambiguous findings. The HT summarised the main findings which had been that Quality Assurance was outstanding; pupil feedback was all very positive; verbal guidance to pupils was very good but written guidance to pupils was an issue for more work.</p>	
6.1.2	<p>Governors asked how pupils had been selected for pupil interview and were informed that they had been selected at random. Governors asked if parents would be informed of the outcome and it was agreed that this would be achieved through the FGB minutes. Governors discussed whether it would be appropriate to issue a press release or a newsletter but the HT suggested that it would be unusual to do so. It was agreed that the SIP report would be posted on the website.</p>	
<b>5</b>	<b>Budget 2009/2010</b>	
5.1	<p>The Chair of the Finance and Resources Committee reported that the committee had considered and approved the surplus balance return for 2008/9. The Committee had also considered the 09/10 budget in detail and agreed to recommend it to FGB for</p>	

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	approval. The budget showed an in-year surplus of c£87k. The Committee had also reviewed the 3 year forecast budget in detail and agreed to recommend it to FGB for approval. This had shown the accumulation of an increasing deficit over the three year period.	
5.2	The HT explained that the 3 year forecast was simply a projection based on the current variables entered into the model (i.e. current staff and pupil numbers etc.) which could be improved upon and appropriately managed in future years to achieve a balanced budget.	
5.3	Governors felt challenged in approving these budget items because they did not have full sight of the papers. Governors were reminded that it had been agreed at an earlier FGB that the necessary detail would be considered by the Finance and Resources Committee and that F&R would make the recommendation for FGB to consider / approve. The Chair of F&R agreed to provide further details / papers to FGB in reference to the current budget. However it was agreed that an expectation of a full second review of the budget by FGB as well as F&R would be an inappropriate use of everyone's valuable time.	
5.4	Governors asked whether the surplus from the previous year had been as expected and were informed that this had been the case.	
5.5	Governors agreed that FGB should see the detailed budget papers in subsequent years.	
5.6	Governors were concerned about the 3 year forecast budget and the potential accumulating deficit. The HT suggested that the revised forecast that would be made available in November would be based on the 'model' for the next academic year. It would therefore offer a much clearer picture and be a better basis for revised budget planning at that stage.	
5.7	After further debate it was agreed that the Finance and Resources should in future provide summary budget figures for FGB to consider when approving the budget.	
5.8	Governors then approved the 2009/10 budget and the 3 year budget forecast as recommended by the F&R committee. However it was also recommended that all Governors should take an action to review the minutes of the Finance and Resources committee relating to the budget and raise any concerns they might have in preparation for FGB.	<b>All Governors</b>
5.9	The Chair of the Finance and Resources Committee reported that the committee had considered the SEN budget, summarising the income and expenditure and highlighting the fact that the expenditure was c£50k in excess of the formula income.	

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5.10	Governors queried this position and the HT explained that, for a variety of reasons, the SEN requirement was increasing, possibly because the needs were being better identified or possibly because there were simply more pupils with a need. The way the SEN funding was assessed meant that all SEN expenditure requirements were not funded. The college had to constantly work smarter in the use and deployment of the SEN funding resources. This had also been previously corroborated by the SEN Coordinator to the Vice Chair.	
5.11	In answer to further questions from Governors the HT confirmed; that the college spent c£50k in excess of formula funding on specific SEN requirements; that the trend was increasing; and that the excess expenditure was planned for in the overall budget. As part of the college's policy for inclusion, the College chose to allocate greater resources for "additional needs" support than provided by the devolved formula income because staff identified more children with learning needs than the statutory assessments allowed. Governors accepted the position.	
<b>6</b>	<b>Progress Vs College Improvement Plan (Continued)</b>	
6.2	School Profile	
6.2.1	The HT informed Governors that the School Profile on the DCSF website needed to be updated. It was agreed that the contents needed to be discussed by the Steering Group. Previously Governors had been asked to review the material to be posted but it was agreed that on this occasion the Profile should be updated by the HT before the end of July and then reviewed by FGB afterwards. It was noted that the Profile was subject to the Publication Schedule.	<b>Steering Group</b> <b>Headteacher</b>
6.3	Website and prospectus	
6.3.1	It was noted that the prospectus needed to be updated for summer 2010.	
6.4	Home College Agreement	
6.4.1	The HT indicated that the Home College Agreement which was in place needed to be reviewed, noting that this was not a legally binding document. Governors agreed that the accountability of the college and parents, as well as the support expected from parents, needed to be reviewed rigorously.	
6.4.2	Governors agreed that it would be worthwhile engaging a parent forum and the college council in any review, particularly in respect of such issues as uniform. It was suggested that the issue of uniform should be raised with the Parents Association when re-launched and agreed that parents ought to be invited to comment on any expectations to be placed on them.	
6.4.3	It was agreed that parents would be consulted through the Parents Association and that	

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	the process would also be informed by the college questionnaire feedback. It was agreed that a focus group would be consulted in the summer term with the objective of finalising the agreement by October. Unfortunately it was deemed that the re-launch of the parents association was unlikely to coincide with the appropriate timeframe for this, but should be actively engaged in future reviews on this topic.	
6.5	Review of targets	
6.5.1	It was agreed that this item should appear on the agenda for discussion at the next meeting. It was however noted that Darren Bailey had recently met with Simon Harrison to review the monitoring of progress and exam predictions which were in keeping with target ranges.	<b>Clerk</b>
6.6	Extended Services	
6.6.1	Item carried forward to next meeting.	<b>Clerk</b>
6.7	Consortium Agreement	
6.7.1	The HT introduced the paper outlining the proposals for the Eastleigh Consortium Joint Committee and explained that, since part of the college curriculum was delivered in association with other consortium members, it was necessary for the Governors of all consortium members to work together and make joint decisions. The proposal for the joint committee had been prepared by Eastleigh Consortium in consultation with HCC and covered all the necessary issues, including all legal issues.	
6.7.2	Governors asked what the consequences would be if Governors did not accept the agreement. The HT explained that the big issue related to timetabling and that two consortium members were prevaricating over committee membership in respect of this. However the HT believed and Governors agreed that it would be better to be a member of the joint committee in order to be in a position to negotiate such issues.	
6.7.3	Governors asked who would sit on the committee. The HT explained that it was expected to be a committee of all the HTs. Governors agreed that the college should enter into the agreement.	
<b>7</b>	<b>Governor committee structure and TOR</b>	
7.1	The Vice Chair introduced his summary of the Steering Group meeting which all Governors had seen. The only question from Governors was whether the members of the wellbeing committee would be required to be the Governors to serve on PDCs. Governors agreed that all non-staff Governors should be prepared to serve on PDCs although the wellbeing committee might well consider the general management and running of PDCs as part of their remit. The clerk explained the recommended arrangements for identifying Governors to serve on PDCs. It was agreed that the clerk would create a list of the non-staff Governors in alphabetical order. He would then	<b>Clerk</b>

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	invite Governors to serve at PDCs in turn. Anyone unable to serve at a particular PDC would be invited at the next.											
7.2	The Vice Chair asked if anybody was prepared to stand for election as Chair in the next academic year. There were no volunteers. The Vice Chair indicated that he would not be able to continue as stand-in Chair in the next academic year.											
7.3	The HT indicated that it would be very important to resolve this issue and indicated that a vacancy would count against the college if there were to be an Ofsted spot inspection.											
7.4	Governors discussed briefly the possibility of increasing the role and responsibilities of committees in order to minimise the time commitment required of the Chair. Most Governors indicated that they would not be able to stand as Chair because of the time commitment required.											
7.5	Governors agreed to adopt the committee structure set out in the paper.											
7.6	The Chairs of the various committees were agreed as follows; <table style="margin-left: 40px; width: 80%; border: none;"> <tr> <td style="padding-right: 20px;">Resources and Finance</td> <td>Tonya Goldring</td> </tr> <tr> <td>HR and Pay</td> <td>Linda Byrne</td> </tr> <tr> <td>Curriculum Standards and Improvements</td> <td>Ian Troup</td> </tr> <tr> <td>Pupil Welfare and Wellbeing</td> <td>Lesley Collier</td> </tr> <tr> <td>Community</td> <td>Jos Creese</td> </tr> </table>	Resources and Finance	Tonya Goldring	HR and Pay	Linda Byrne	Curriculum Standards and Improvements	Ian Troup	Pupil Welfare and Wellbeing	Lesley Collier	Community	Jos Creese	
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7.7	It was agreed that the Chair of each committee would co-opt the remaining members of each committee and that the formal membership of each committee would be agreed at the next meeting. The number of members required for each committee was not discussed.	<b>Committee Chairs Clerk</b>										
7.8	It was further agreed that each Governor should serve on at least one and preferably two committees in order that each committee had sufficient members to be reasonably certain of having a quorum at each meeting.	<b>All Governors</b>										
7.9	It was noted that the minutes of the community committee would be on the website/VLE for Governors to review.											
	<i>At this point the Vice Chair left the meeting and Linda Byrne assumes the chair.</i>											
<b>8</b>	<b>Forward Planning</b>											
8.1	The College questionnaire had been discussed earlier in the meeting.											

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8.2	It was agreed that the HT would produce a provisional list of all FGB and committee meeting dates for the next academic year from the information already submitted. Governors could then amend as required.	<b>Headteacher</b>
8.3	It was agreed that the HT would review the SEF after the training in June and consult with Governors in due course.	<b>Headteacher</b>
8.4	The business of the Pay committee was not discussed as a meeting would take place later in the term.	
8.5	It was agreed that the item on 'Gifted and Talented' would be covered in the next HT report.	<b>Headteacher</b>
8.6	On Communications Governors asked why parent mail had been used by college to draw attention to the dangers of taking caffeine concentrate. The HT explained that there was no specific policy relating to the use of parent mail but suggested that it should be used whenever there was a need to disseminate information that parents needed to know. The HT also suggested that, once the website became fully functional, it might be more appropriate to post important information on the web and to simply draw attention to the fact using parent mail. However on this occasion she had felt it was the most appropriate means of informing parents so that children safety was placed first above all other considerations.	
8.7	There was no other business.	
<b>9</b>	<b>Date of next meeting</b>	
9.1	6 <sup>th</sup> July 2009	

Meeting closed at 7.05

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