

Meeting Minutes

for the

Governing Body

Date	Start Time	End Time
6 th July 2009	5.00 pm	
Present	Apologies for Absence	In Attendance
Mr Julian La Hive (Vice Chair) Dr Lesley Collier Mrs Sue Dewhirst Mrs Ellie Bolton Mrs Tracy Baldwin Mr Mike Allen Mrs Kathy Frost Mr Chris Loveday Mr Ken Clarke (Part of meeting only) Mrs Tonya Goldring Mr Darren Bailey Mrs Linda Byrne Mr Ian Troup Mr Jos Creese (Part of meeting only)	Mrs Marion Jarrett Mr Patrick Horwood Absent Prof Mike Griffin Ms Sarra Gravestock	Mr Don Snowsill (Clerk) Mrs Annette Hillier(Headteacher) Mr Andrew Walkling (Associate Member) Mr Simon Harrison (DHT) Ms Ashley Arbuthnot (DHT)

Item	Subject	Action
1	Welcome and apologies	
1.1	The Vice Chair welcomed everybody to the meeting.	
1.2	Apologies were noted from Marion Jarrett and Patrick Horwood.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	There were no new declarations.	
3	Minutes of the last FGB meeting	
3.1	The minutes were agreed to be an accurate record and were signed by the Vice Chair.	
4	Matters arising	
4.1	Re 3.8 – Action complete.	
4.2	Re 4.4.1 – CIP summary to be reviewed at the September meeting.	Clerk
4.3	Re 5.8 – Action complete.	

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4.4	Re 6.2.1 – Action complete.	
4.5	Re 6.5.1 – Item on agenda.	
4.6	Re 6.6.1 - Item on agenda.	
4.7	Re 7.1 – Action complete.	
4.8	Re 7.7 - Item on agenda.	
4.9	Re 7.8 - Item on agenda.	
4.10	Re 8.2 - Item on agenda.	
4.11	Re 8.3 - Item on agenda.	
4.12	Re 8.5 - Item on agenda.	
4.13	Re Gifted and Talented update – Ian Troup reported on the work he (as Link Governor for G&T) and Clare Robinson (the GATCO) had been doing over the previous 18 months to develop model G&T procedures and tabled a paper setting out the partnership between Governors and the GATCO.	
4.14	Re Link Governor Development – Ian Troup also tabled the activity guidance paper for the benefit of all Link Governors. The importance of completing the Summary Statement was emphasised. An example Link Governor visit report was also tabled.	
4.15	The Vice Chair observed that it was still necessary to identify 12 Link Governors for the houses (3 per house) based on the established Link Governor model. The HT suggested that it would be useful to incorporate the Link Governor activity into the Quality Assurance processes which could help Governors develop procedures.	
4.16	It was agreed that the HT would consider and identify the required Link Governor roles in the course of preparing the Quality Assurance framework. <i>Jos Creese arrived at this point.</i>	
4.17	Re Parent Association Re-launch – It was reported that a successful re-launch event had been held. 120 tickets had been sold and it was estimated that 90+ people had attended. A number of Governors had attended. 11 new committee members had volunteered and a number of parents had undertaken to provide help in other capacities. The new committee planned to meet in September. Governors were pleased to note that all the issues relating to the management of the Parent Association funds had been resolved.	

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4.18	Re College Profile update – It was reported that the revised profile was available and now ready for comments from the Vice Chair and HT .	
4.19	Re Governor CIP overview update – It was agreed that this should be placed on the agenda for consideration at the next meeting.	Clerk
5	Committee Reports and Working Group updates	
5.1	There was a brief report on the recent HR and Pay meeting which had considered staffing updates and the consequential budget implications. The meeting had also discussed performance management for staff and it was agreed that the report from Simon Harrison should be distributed to Governors. It was agreed that there would be a need to discuss the performance management of support staff in the coming year. The possibility of using mentors for pupils from commercial companies was also discussed and it was agreed that this should be considered by the Pupil Wellbeing Committee.	Clerk
5.2	There was a brief report on the recent Finances and Resources meeting which had reviewed the budget. A copy of the 2009/10 budget plan was tabled and considered briefly. The meeting had also reviewed the H&S report and it had been noted that the ‘H&S walk’ would be arranged for the summer break. Maintenance and repair work for the summer term had also been approved.	
5.3	There was nothing to report from the Community Committee.	
5.4	It was reported that work was progressing well on the preparation of the Travel Plan. Travel Surveys had been completed and the data was being processed by HCC. The draft Travel Plan would be in place by the beginning of the Autumn Term in order to comply with the relevant obligations. The plan would be available for review by Governors at the next meeting. The HT also reported that Winchester City Council had initiated discussions on proposals for changes to the college entrance area to facilitate safer parking arrangements for the college coaches. Changes would also provide for additional community parking. It was noted that the changes remained a proposal and that no firm plans were yet in place. The proposals would however require the tennis courts to be re-sited and the resurfacing planned for the summer had therefore been put ‘on hold’. The HT indicated that the Travel Plan would be an essential basis for further discussion of the proposals.	
5.5	It was reported that there had been no meetings of the Site Review Group during the year. Governors agreed that there was a need for them to be fully aware of current site issues and planned improvements and maintenance. It was however agreed that there	

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	would be no opportunity for any significant site developments until monies were awarded to the college from the 'Building Schools for the Future' fund but also agreed that Governors would be better able to react when the time came if a full Site Development Plan were in place. Andrew Walkling advised that the County had been 'zoned' for the release of these funds. It was agreed that Sue Dewhirst should attend the HCC briefing to determine how the college would be affected.	Sue Dewhirst
5.6	The HT reported that work to meet the Publication Schedule was progressing well. The work to enter all the necessary information on the website would be completed by the end of September with a deadline of half term for completion. After which the website would be in 'maintenance mode'.	
6	Head teacher's Report	
6.1	The HT introduced her report which had been distributed before the meeting and asked for any questions from Governors.	
6.2	Governors sought a clarification on the predicted results referred to in the report in comparison to targets set. The HT reassured Governors that the figures in the report were in keeping with previous forecasts and in line with established targets.	
6.3	Governors asked for more details of the LA Inspection Visit which had resulted in praise of the college. It was explained that the inspectors had recognised and offered praise for the way in which key processes had been established and embedded.	
6.4	Governors asked about the DCSF initiative 'One-to-one Tuition.' The HT explained the arrangements emphasising the need to adhere to the very specific guidance which applied. The Head and Head of English had attended the county training session.	
6.5	Governors asked for clarification of the number of levels of progress required at KS4. The HT and Simon Harrison explained the requirements in detail also indicating that further guidance from DCSF on this issue was awaited. The HT indicated that more details on target setting would be presented to the first meeting of the Standards, Improvements and Curriculum committee in the new academic year.	Clerk
6.6	Governors wished to record their praise of the Junior Leaders for their work in linking with the primary schools during the year. Governors also wished to record their praise for the successes of the individual houses as recorded in the report.	
6.7	Governors asked about a reference made by the HT to PE grades. The HT explained that there were discrepancies between previous grade boundary guidelines from the board and those now being applied. The situation is being investigated further by a number of schools.	

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6.8	Governors asked about SEN provision and the HT indicated that a full report would be provided in the Autumn Term.	Headteacher
6.9	The HT reported that the analysis of the parent questionnaire was underway. There had been a 50% response rate which was above average. Early results indicated that pupils felt happy and secure in the college but that there were some parental concerns over uniform and behaviour. It was agreed that the item should be placed on the agenda for the next meeting for a full report. The HT suggested that the survey results would be a useful basis for the planned focus group activity.	Clerk
6.10	The HT briefed Governors more fully on the issues related to Extended Schools funding arrangements. Andrew Walkling suggested that the Chairs of all the GBs for local affected schools could possibly combine to make representations to ensure that the management of Extended Services would be better organised. Governors noted that it would be important to resolve the issues in the light of the new initiatives on behaviour and attendance.	
6.11	Governors asked how best to engage with parents and the wider community over such issues. It was agreed that this issue needed to be considered in the future.	
6.12	The HT reported that the online SEF document had been frozen and that there would be a need to post information to the new version early in the new term in preparation for a possible 'desk top audit' or 'spot' Ofsted inspection. The Chair asked how Governors could help in this process. The HT suggested that it would be best for Governors to wait for the new information to be in place after which they would be able to help with maintenance and revision.	
6.13	Andrew Walkling advised that an explanation for Governors of the full SEF process was available on the Governor Services website although Governors had to be aware that the information would be subject to change from time to time.	
7	College Improvements – Progress and Developments	
7.1	Simon Harrison briefed Governors on target setting and the progress being made.	
7.2	The other points under this item on the agenda were not discussed in view of the limited time available to complete the meeting.	
8	Governor Committee	
8.1	The Clerk assumed the chair for the election of a Chair. Governors agreed that they would elect a Chair to serve until the first FGB of the Autumn term 2010. Tracy Baldwin indicated that she would be willing to serve as Chair. There were no other nominations and no other individuals put themselves forward to serve as Chair. Tracy	

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	Baldwin was elected unanimously as Chair.	
8.2	The Vice Chair re-assumed the chair for the remainder of the meeting since the new Chair had not prepared for this duty. It was agreed that an election for Vice Chair would be held as usual at the first meeting off the Autumn term.	
8.3	The list of dates for the GB meetings in the coming year was approved. It was noted that the meeting on 5 th May would be a combined Finance and Resources committee meeting and FGB meeting in order to approve the budget.	
8.4	It was noted that the GB continued to have one vacancy for an LEA Governor. The Vice Chair indicated that he had asked Governor Services to chase the nomination from the local Councillor. It was also noted that the term of office for Ken Clarke and Mike Allen would end in November and December respectively.	
8.5	The Vice Chair reported that he had been trying to establish whether Sarra Gravestock had resigned as a Governor as well as resigning her position as Chair.	
	<i>Ken Clarke left the meeting at this point.</i>	
8.6	Committee membership was discussed at length. The Vice Chair agreed to produce a final list of Committee membership for final approval at the next meeting.	Vice Chair
8.7	It was agreed that the revised committee TOR, when completed, should say that the committee Chairs will be elected by the committee members at the first committee meeting each year.	
9	Issues and Celebrations	
9.1	Governors wished to record their thanks and congratulations to all staff for a very successful year. The Vice Chair agreed to do this on behalf of all Governors.	Vice Chair
9.2	The Vice Chair reported that there had been letter of complaint from a parent. A response had been sent which had resolved the matter but Governors noted that there was a need for more proactive PR activity to improve the engagement with parents and the local community.	
10	Date of next meeting	
10.1	14 th September 2009.	

Meeting closed at 7.30

Signed: _____

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