

Meeting Minutes

for the

Governing Body

Date	Start Time	End Time
9 th September 2008	5.00 pm	7.30 pm approx
Present	Apologies for Absence	In Attendance
Ms Sarra Gravestock (Chair) Mrs Jane Rose Dr Lesley Collier Mrs Sue Dewhirst Mrs Tonya Goldring Mrs Jane Hunter Mr Mike Allen Ms Mandie Miller Mr Ken Clarke (Items 1-14.1 only) Mrs Marion Jarrett Mr Darren Bailey Mrs Linda Byrne Mr Ian Troup (Items 1-7.5 only)	Mr Julian La Hive Dr Roy Birch Mrs Daphne Haugh Mr Chris Loveday Mr Jos Creese Prof Mike Griffin	Mrs Annette Hillier (Head) Mr Simon Harrison (DHT) Mr Don Snowsill (Clerk) Mrs Carolyn Millar (Governor Service) Mr Mike Hiscock (Governor Services) Andrew Walkling (Governor Services)

Item	Subject	Action
1	Welcome and Apologies	
1.1	The Chair welcomed Carolyn Millar, Mike Hiscock and Andrew Walkling of Governor Services to the meeting.	
1.2	Apologies were noted from Julian La Hive, Roy Birch, Daphne Haugh, Chris Loveday, Jos Creese and Mike Griffin.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	No interests were declared. Forms were distributed and completed for the annual register entry.	
3	Minutes of the meeting on 7th July	
3.1	The minutes of the meeting on 7 th July were agreed to be a true record and were signed by the Chair.	
4	Introduction of Andrew Walkling, Governor Advisor	
4.1	The Chair invited Mike Hiscock (MH) of Governor Services to introduce Andrew Walkling (AW). MH welcomed the opportunity to attend the meeting and explained that AW was an experienced Governor, and Chair of a successful Governing Body, who would be attached to the Swanmore Governing Body for a period to attend	

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	meetings and to observe and advise on the business of the Governing Body. He observed that this would be the first such attachment in the Western Region of Hampshire and that it would therefore be interesting to note both AW's observations, and those of the Governing Body itself, in order to judge the benefits of the arrangements as a future model for the county.	
4.2	AW explained that he had worked for many years as a teacher and as a HIAS and Ofsted inspector and had since worked for Governor Services as an Associate Tutor. He observed that the success of his own Governing Body was down to teamwork and he welcomed the opportunity to observe and to contribute to the Swanmore team.	
4.3	Governors asked how and when AW would provide feedback. It was suggested and agreed that AW should become an Associate Member of the GB and that his contribution should be handled within GB meetings as an agenda item as and when appropriate. All Governors welcomed AW's involvement with the GB.	
5	Matters Arising	
5.1	Skills Audit	
5.1.1	Ian Troup (IT) reported that he had sent out an e-mail to all Governors inviting them to contribute any extra information about their skills and experience that they had not included in their questionnaire response.	
5.2	Self Evaluation	
5.2.1	IT reported that he would soon initiate discussion to review the process used by Governors for Self Evaluation.	
5.3	Governor Involvement in College Self Evaluation	
5.3.1	It was agreed that the Chair would convene a small group to review protocols for Governor engagement with the college so that governors are clear with regard to their respective roles and responsibilities ie when engaging in monitoring and evaluation via the House System.	Chair
5.4	Succession of Governance	
5.4.1	The Chair noted that the term of office would shortly end for four Governors. Darren Bailey (DB) could be re-elected as a community Governor by the GB and was willing to stand again. Tonya Goldring (TG) was planning to stand for re-election as a parent Governor but Jane Hunter (JH) and Jane Rose (JR) are no longer eligible and have decided not to put themselves forward as associate members. The Headteacher stated that the College would be inviting parents to apply for the three Parent Governor positions becoming vacant and to organise an election if necessary in line with regulations.	Headteacher/Chair

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5.4.2	Governors discussed the induction process for new Governors and noted that the process should be reviewed urgently. A number of suggestions were made including; that the old induction pack should be resurrected and improved; that new Governors should be encouraged to attend as many committee meetings as possible; and that the web-site should be used as the core resource for New Governors. Carolyn Millar agreed to e-mail some examples of the induction pack used by other schools. The Chair agreed to try and assemble all the relevant material.	Carolyn Millar Chair
5.4.3	AW suggested that it would be worthwhile asking the recent intake of Governors to set out what they would have found most useful as new Governors. He also suggested that each Committee Chair should appoint themselves, or another committee member, as a 'buddy' to new Governor committee members to assist them in assimilation of the committee business.	
5.4.4	It was also noted that the Site Committee would need to elect a new Chair when JH left.	
6	Election of Vice Chair	
6.1	The Chair reported that Julian La Hive (though not present) had indicated that he was willing to stand for election as Vice Chair. There were no other nominations.	
6.2	Governors agreed that they would elect a Vice Chair for the period beginning 1 st November 2008 (when the existing Vice Chair would leave the GB) until the first FGB meeting of academic year 2009/10.	
6.3	Julian La Hive was elected unanimously as Vice Chair.	
7	Standards and Improvement	
7.1	Governors discussed at great length whether it was better to have a standards and improvement committee or an S&I fixed item on the FGB agenda .The Headteacher observed that there had previously been intense interest in this subject as a result of which it had been decided that it should be a fixed item on the FGB agenda (rather than a separate committee) following which it had never subsequently appeared on the FGB agenda. MH observed that it did not really matter where the subject was discussed provided that the evidence that the monitoring, supporting and challenging role was being carried out was recorded somewhere.	
7.2	It was finally agreed that a working party led by DB and Lesley Collier (LC) would be formed to take responsibility for evaluating data and presenting the analysis to the FGB which would then consider the implications and any necessary actions.	Darren Bailey Lesley Collier

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7.3	The Headteacher introduced four sections of the School Improvement Plan that had been prepared as a result of the Ofsted report but indicated that the Re-designation Plan was still being completed for submission to DCSF on 17 th September	
7.4	Simon Harrison (SH) reported on the training days that had been held to introduce the Swanmore Seven approach which had been enthusiastically received by staff. He also reported that the principles and practices were being adopted and put into practice, feeding into all plans and individual performance plans. Governors requested amplifications and clarification on a number of detail points.	
7.5	Governors were very interested in the paper relating to the assessment and tracking of the progress of individual pupils and, in particular, the possibilities and implications of the data being viewed by Governors and/or parents at the most detailed level. The Headteacher explained that, whilst the system being used offered the possibility for the public display of the most detailed data we had to be very mindful of Data Protection issues and the preferences of parents with regard to sharing pupil individual results. It was agreed that the most important thing for Governors would be to understand the system and what it could offer to enhance the overall progress of pupils.	
7.6	Governors were also interested in the paper relating to the leadership and management structure and roles and asked a number of questions about how these related to the house system. The roles of the Assistant Head teachers who lead major faculties and the four houses were explained further.	
7.7	Governors asked a number of questions about the papers relating to communication with parents and were informed that it was intended that the parent survey would be carried out using a commercial questionnaire later in the academic year. Also the college would survey parents via the special parent evenings with regard to the establishment of parent focus groups.	
8	Reports from Committees	
8.1	The minutes of the Site Review Working Group were reviewed together with the proposed TOR for the Site Review and Infrastructure Committee. The TOR were agreed.	
8.2	Governors noted that the H&S inspection needed to be tackled in the near future and that the travel plan was nearing completion and would soon be on line.	
9	Governors Code of Conduct	
9.1	The Chair introduced the draft Code of Conduct for Governors and reported that she had received proposals for an introductory paragraph to be added. Governors	

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	asked about the origin and purpose of the document and were informed that the document was based on a model used by another school which had been edited to reflect the needs of the GB. It was also explained that there is no obligation to have such a document.	
9.2	Governors discussed a number of other aspects of the document and it was agreed that any suggestions for changes should be e-mailed to the Chair for her to produce a revised version.	Chair
10	Communication Plan and Publication Scheme	
10.1	It was acknowledged that the plan distributed was a draft version which still needed further revisions. The plan was discussed briefly and it was agreed that a Working Group should carry out the remaining work by the end of term so that it could be considered in detail at that stage.	Communication Plan Working Group
11	Head teacher's Written Report	
11.1	It was agreed that this item should not have been on the agenda as the purpose of the first meeting is normally to agree governor focus points for the year. The Head teacher will present 2 reports across the two main governor meetings.	
12	College Development Items	
12.1	It was noted that there had been a presentation on Extended Services at the last Community Meeting and that there was nothing further to be discussed. It was noted that there had been a 14-19 update two meetings ago and that there was nothing further to be discussed at this stage.	
13	Items for Review/Monitoring	
13.1	It was noted that, following the stepping down by M. John from role of deputy head, responsibility for Child Protection would be transferred to another member of the leadership team. There was nothing to report on attendance and punctuality this early in the term.	
14	AOB	
14.1	Governors were reminded that new regulations that had come into force meant that minibus drivers required additional training (although these regulations do not apply to volunteer drivers). The new Head of PE had suggested investigating whether or not PE staff going to extra curricular activities could be classed as volunteers. It was understood that this suggestion goes against legal advice from County. However it was agreed that the current position was unacceptable and a solution needed to be explored as a matter of urgency. It was agreed to raise the matter at F&R.	

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14.2	Lynda Byrne was concerned that there had been no formal agreement of the terms and reference of the Human Resources and Pay committee considered at an earlier meeting but since Governors could not recall the detail of the paper they requested that it be placed on the agenda for consideration again at the next meeting.	Lynda Byrne
14.3	The Chair called for one further Governor to sit on the Head teacher Performance Management Review Panel.	
15	Date of next meeting	
15.1	20 th October 2008	

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