

MEETING MINUTES FOR FULL GOVERNING BODY

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
14 th September 2009	5.00 pm	7.00pm
Present	Apologies for Absence	In Attendance
Mrs Tracy Baldwin (Chair)	Mr Patrick Horwood	Ms Elizabeth Billingham(Clerk)
Mr Julian La Hive (Vice Chair)	Mr Chris Loveday	Mr Simon Harrison (DHT)
Mr Mike Allen		Ms Ashley Arbuthnot (DHT)
Mr Darren Bailey		
Mrs Ellie Bolton		
Mrs Linda Byrne		
Mr Ken Clarke		
Dr Lesley Collier (part of meeting)		
Mr Jos Creese (part of meeting)		
Mrs Sue Dewhirst		
Mrs Kathy Frost		
Mrs Tonya Goldring		
Mrs Annette Hillier(Headteacher)		
Mrs Marion Jarrett		
Mr Peter O'Sullivan		

Item	Subject	Action
1	Welcome and apologies	
1.1	The Chair welcomed all Governors to the meeting and a particular welcome was made to new Governor Peter O'Sullivan (LA Governor) The Chair also wished to thank Ken Clarke who was attending his last meeting with Swanmore College governors.	
1.2	Apologies were received from Patrick Horwood, Chris Loveday. Jos Creese would be arriving late.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	Clerk to obtain Pecuniary Interest forms and distribute to Governors	CLERK
3	Minutes of the last FGB meeting on 6 July 2009	
	Item 6.2 needed changed to "in keeping". The rest of the minutes were agreed to be an accurate record and it was resolved that they could be signed by the Chair once changes made.	CLERK/CHAIR
4	Matters arising	
4.1	Ref: 4.2 and 4.19 CIP summary is on-going and will be finalised before the next meeting. To be on agenda for next meeting.	Simon Harrison
		CHAIR
4.2	Ref: 4.18 College Profile – has been reviewed and is on website. Chair thanked all those who worked on it.	
4.3	Ref: 5 The minutes were still outstanding. Chair would contact out going Clerk	Chair
4.4	Ref: 5.5 – Site Development Plan - Sue Dewhirst attended the HCC briefing on Building	

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	Schools For The Future and reported that the details were now on the website. It was noted that Hampshire had not been approved yet for BSF and no monies allocated.	
4.5	Ref: 6.5 – Details would be available at the Standards and Improvements committee meeting.	
4.6	Ref: 6.8 – SEN provision would be covered in the Head Teacher’s report at next FGB.	
4.7	Ref: 6.9 – Parents Survey - to be covered in item 5.13	
4.8	Ref: 8.6 – Committee list now complete	
4.9	Ref: 9.1 - Done. The Chair again wanted to pass on the governors’ thanks to all staff for a very successful year and commented that the college is well placed to develop/improve even further .	
5	Chair’s Items:	
5.1	Results Year 11 examination results are on the website. The results were exceptionally good particularly in English. Mrs Hillier reported that the college had queried some results including Maths and Graphics. The Graphics results came back with a significant increase in the core group that were re-marked so now all the results were being reassessed. There were some results that needed to be scrutinised, particularly those in Dance. There are already action points in place from the PE department to address areas needing attention/ improvement. The S&I committee will look at the results in detail. The governors asked some questions: <ul style="list-style-type: none">• CVA calculation, was this now capped at 8? It always has been but now there would be weighting for 8 including English and Maths.• When would the figures be available on the RAISE ONLINE? These should be available in November.• Would analysis and report be available for the next meeting? The S&I committee will analyse and report back to the FGB.	
5.2	Feedback from Steering Groups and actions required. Committee membership – Ian Troup and Sara Gravestock have resigned due to their work commitments. As Ian Troup was formerly Chair of S&I it was agreed that the election of Chair to the S&I committee be placed on the S&I agenda. It was agreed that all committees that needed a Vice Chair elect these at the subcommittee meetings and this be placed on agendas. There was one vacancy on the S&I committee and it was suggested that as the new Governor, Peter O’Sullivan, had an education background that he be asked to join the S&I committee. Peter O’Sullivan agreed. The committees would again be reviewed at the next FGB meeting once the Vice Chairs had been agreed. Agenda item.	Chairs of committees
5.3	Terms of Reference The Chair asked all committees if they had up to date Terms of Reference.	CHAIR

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	<ul style="list-style-type: none"> HR and Pay – current TORs in existence but reviewed bi-annually in line with Pay Policy S&I – need to reconsider in light of reformation of this committee Pupil Well being – new committee being established Community – Legal agreement in place	Sub committees
5.4	<u>Election of Vice Chair</u> The current Vice Chair –Julian La Hive would be stepping down and leaving the Governing Body in March and the Governors were asked to think about a replacement vice chair.	
5.5	<u>Vacancy for Governor Forum Representative</u> Linda Byrne agreed to represent the Governing Body. Clerk to obtain minutes and agenda for the next meeting	CLERK
5.6	<u>Vacancy for Gifted and Talented Liaison</u> Due to resignation of Ian Troup it was agreed that Darren Bailey would take on this role.	
5.7	<u>Agree Link Governors</u> Whittle – Tracy Baldwin Hawkins – Julian La Hive & Sue Dewhirst Attenborough – Ellie Bolton MacArthur – Darren Bailey and Marian Jarrett Patrick Horwood???? Where should he be – not clear???? It was stated that it was desirable to have at least two Link Governors per house and that governors take time to consider with which house they would be most effective. This would be on the next agenda.	CHAIR
5.8	<u>Document - Ofsted Guidelines</u> to “The effectiveness of the governing body in challenging and supporting the school so that weaknesses are tackled decisively and statutory responsibilities met” was handed out and governors were encouraged to consider the paper and to note that unless governing bodies took on a proactive role in day to day activities of a school then governors were unlikely to score more than a ‘satisfactory’ on any Ofsted report. It was important that Link Governors research how effective links operate. <ul style="list-style-type: none"> A governor asked how governors could make sure they evaluate themselves appropriately and what improvements might be needed? It was important to discuss the criteria of the guidance from Ofsted to assess where the Governing Body was, then decide where they needed to be, how those needs could be met and to what impact. This would be incorporated in the evaluation on the SEF. 	ALL GOVERNORS
5.9	Arrangements for the Head Teacher’s performance review. The review committee meets twice yearly, in November to set objectives for the year and in the Summer term to monitor progress against the objectives. There was also an update in February. Training was offered by Governor Services. There was one vacancy on the review panel – Marian Jarrett offered to fill the vacancy.	
5.10	<u>Delegated Authority</u> This needs to be centrally minuted at FGB. Sub committees to place on their next agenda and report agreements to the next FGB meeting.	CHAIR/SUB COMMITTEES

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	<p>not dealt with appropriately however bullying is seen as a low priority for attention by parents.</p> <ul style="list-style-type: none">• Communication was noted as being of the most significant area of improvement. College intends to improve this further via SERCO in particular. Also Parent mail will be sent daily to parents to state which teachers were absent and the details of replacement teachers on a daily basis. <p>Uniform review committee established – Ellie Bolton, Tracy Baldwin, Julian La Hive, Ashleigh Arbuthnot, Tonya Goldring. To invite all Governors to a meeting to discuss the perception, staff issues and how to manage the perception. It was agreed that pupil representation would be invited at a later meeting.</p> <p>Link governors to track teaching and learning developments and S&I Committee to monitor impact of College Improvement Plan in this area.</p>	
5.14	<p><u>Utilising Parent Skills</u></p> <p>The Chair wanted to try and bring in to the college appropriate parent skills. This occurs successfully in primary schools and it could be used at the college. There were implications that needed to be looked at, such as CRB requirements and would need staff and pupil support. It was suggested that the staff could be asked about their thoughts on this proposal and identify areas of need. It was asked that the recently formed Science Club provide feedback as this club already has very active parent members</p>	<p>STAFF REPRESENTATIVE</p>
6	<p>Governor Calendar</p>	
6.1	<p><u>College Improvement Plan</u></p> <p>Plan being adjusted in light of self evaluation and response from parents. Adjusted plan to be discussed at next FGB but circulated beforehand.</p> <p>Subcommittees to monitor college performance against CIP 'milestones', make sure rigorously minuted and report to FGB with a clear plan of what was needed to be achieved during the year.</p>	<p>CHAIR</p>
6.2	<p><u>Training</u></p> <p>Linda Byrne invited all Governors to take part in training. The governors had all been handed the training booklet and that the whole year calendar was available on the website.</p> <p>A list of whole Governing Body training courses was handed out and Governors asked to indicate their interest. It was noted that the Governors look at the Ofsted guidance and try and find a course that would help them identify the relevant area where they needed</p>	<p>LINDA BYRNE/CHAIR</p>

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	to become more effective. A list of options would be emailed to all Governors by the Chair. Linda Byrne would indentify which was the course most desired and book the course. Ellie Bolton invited all Governors to a Governor briefing on the impact of climate change. Ellie Bolton to attend.	ELLIE BOLTON
6.3	<u>New Governors</u> Peter O'Sullivan was welcomed. It was noted that there would be two vacancies for Community Governors and one LA in the next six months. Governors were urged to look at their own business/social network and contact the Chair if they felt that they knew someone who would be an asset to the Governing Body. There was some discussion of skill areas that would be useful to the Governing body. Areas indentified were legal and communications. It was also suggested that a look at the skills audit might identify other areas. Of paramount importance however is commitment.	ALL GOVERNORS
7	Any Other Business	
7.1	FOSC meeting – Seven people attended the last meeting. AGM set at 20 th October at 7pm. FOSC considering a possible name change. The head teacher had given a list to the committee with regard to funding needs for consideration eg House Prizes.	
7.2	Good comments and feedback on the Teaching and Learning Journal produced by the deputies and circulated to all staff and governors on professional development and best classroom practice	
7.3	Vote of thanks offered to Ian Troup for all the areas in which he has helped the college. The Chair to write.	CHAIR
7.4	Social Event date for Governors and staff. It was suggested due to time restrictions it be at 6pm on the night of the Christmas Showcase.	
8	Date of next meeting - December 7th 5 - 7pm	

Meeting closed at 7pm

Signed: _____

Date: _____