

# Meeting Minutes

*for the*

## Governing Body

Date	Start Time	End Time
16 <sup>th</sup> March 2009	5.00 pm	

Present	Apologies for Absence	In Attendance
Mrs Linda Byrne	Mr Darren Bailey	Mrs Annette Hillier (Headteacher)
Mr Jos Creese	Ms Sarra Gravestock	Andrew Walkling (Associate Member)
Mr Ian Troup	(Chair)	Mr Don Snowsill (Clerk)
Dr Roy Birch	Mrs Marion Jarrett	Mr Simon Harrison (DHT)
Mr Ken Clarke	Prof Mike Griffin	Tracy Baldwin (Parent Governor Elect)
Tonya Goldring	Patick Horwood	
Ellie Bolton		
Dr Lesley Collier (items 4.2 – 11 only)		
Mr Julian La Hive (Vice Chair)		
Mr Mike Allen		
Mr Chris Loveday		
Mrs Sue Dewhurst		

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 Mr Darren Bailey, Ms Sarra Gravestock (Chair), Mrs Marion Jarrett, Mrs Sue Dewhurst, Prof Mike Griffin and Patrick Horwood and from Lesley Collier who expected to be late.	
<b>2</b>	<b>Register of Pecuniary Interests and other Conflicts of Interest</b>	
2.1	There were no new declarations.	
<b>3</b>	<b>Minutes of the meeting 8<sup>th</sup> December 2008</b>	
3.1	The Minutes were agreed to be an accurate record and were signed by the Chair.	
3.2	Re 5.14 – Item on agenda.	
3.3	Re 5.15 – Simon Harrison had checked the references to Gifted and Talented pupils in the SIP report. The number of entries in the G&T register seemed high in comparison to academic results but this was	

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
	because the G&T figures required by Government also included entries for those that were G&T in non academic ways e.g. in music or sport. The figures in the SIP report were therefore correct.	
3.4	Re 5.16 – The HT advised that HCC had undertaken to inform schools of any assessments under the 'coasting schools' initiative prior to informing the media. The college would therefore have time to prepare a response to any announcement if required. Andrew Walkling agreed to provide a web-link to Governors which would provide additional information about the initiative.	
3.5	Re 5.17 – Action completed.	
3.6	Re 5.18 - The HT reported that she worked with the consortium of local schools to share and develop best practice on exclusion issues.	
3.7	RE 5.19 – It was agreed that, since the true reasons for the major power failure earlier in the year had still not been determined, it would not be sensible to make any statement on the issue to parents lest it prejudice the outcome of the continuing investigation.	
3.8	Re 6.1 – It was noted that the Site Committee had not met but that the H&S audit had been completed.	
3.9	Re 7.1 – Action completed.	
3.10	Re 7.2 – Action to distribute the publication schedule carried forward. It was agreed that the HT would consider this together with the publication schedule provided by Governor Services and present the appropriate document at the next meeting.	<b>Vice Chair</b> <b>Headteacher</b>
<b>4</b>	<b>Matters arising</b>	
4.1	Simon Harrison tabled a copy of the summary of the College Improvement Plan which he and Jos Creese had undertaken to produce at the previous meeting. They indicated that they would be prepared to develop this further if required, e.g. to include Red/Amber/Green status flags for the various elements. They felt that the document provided a worthwhile one page summary to aid Governors and also suggested that it would be worth considering a Link Governor role to provide closer monitoring of the plan. Governors	

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
	discussed how the document would be viewed by Ofsted and whether it would be more appropriate to establish a Link Governor role to monitor the SEF. Andrew Walkling suggested that it would be more appropriate to assign such monitoring roles to a committee rather than to a Link Governor in order to ensure continuity.	
4.2	The HT stressed that the CIP and the SEF were in any case very closely related and cross-referenced. The HT was concerned that a summary document standing alone could result in the necessary detail in the full documents being overlooked. However it was agreed that the document was only intended as a high level summary for the use of Governors and would in no way be a replacement for the full CIP or SEF.	
4.3	Governors discussed whether the summary document should be provided to parents but Simon Harrison advised that all the information in the summary (with the exception of the last two columns) was already in the public domain.	
4.4	The HT pointed out that, although the summary document was a summary of the CIP, it was not a summary of the progress against the CIP which would be more important. The CIP was in most respects the 'response' to the SEF and the full CIP, and progress against the CIP, always had to be evaluated in the context of the SEF. Governors asked if they had sufficient information about progress and the HT explained that this was maintained in detail in the CIP itself.	
4.5	Governors concluded that the summary document was worthwhile and asked that Simon Harrison and Jos Creese further consider and develop it to include a little more detail to facilitate monitoring of progress by a committee. It was suggested that they needed to consider the linkages with the SEF and ECM and to make recommendations on the monitoring arrangements by a Link Governor or a committee and for the arrangements to maintain the document.	<p><b>Simon Harrison Jos Creese</b></p>
<b>5</b>	<b>Committee key workgroups and other Governor reports</b>	
5.1	Finance and Resources	
5.1.1	Tonya Goldring reported on the two recent meetings of the Finance and Resources Committee. The budget had been reviewed and the forecast surplus outturn form had been completed and returned. The Financial Benchmarking process had been completed which had	

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
	revealed that the college was 'in line' with other schools. The FMSIS annual control statement had been completed.	
5.1.2	Tonya Goldring also reported that Mike Griffin had completed the H&S audit checklist and read his summary report included in the document. The Vice Chair indicated that it would also be necessary to approve the H&S policy which also had to be in place. Chris Loveday informed Governors that it had been necessary for a number of individuals to update their H&S accreditation following which all the necessary H&S risk assessments had been completed. Governors joined him in thanking all the individuals for the efforts to complete these tasks.	
5.1.3	Governors approved the FMSIS controls assurance statement retrospectively.	
5.1.4	Governors reviewed the Surplus balance return and agreed it retrospectively. This had shown that the predicted surplus funds would be £261,700. Of this amount £128,300 would not be committed which would be within the permissible limit of 4% of total budget for uncommitted funds (4% of £4,515,885 = £180,635) The remainder would be committed as follows; Funds held for curriculum changes Sept 2009 – 2009/10 £25,500 Cost of new Deputy Headteacher post – 2009/10 £68,000 Administrative Staffing – 2009/10 £19,900 ATP surface renewal – 2011/12 £20,000	
5.2	HR and Pay	
5.2.1	Linda Byrne indicated that the minutes of the recent HR and Pay Committee meeting had been distributed in error and would in future be restricted to committee members. It was also reported that a new DHT had been appointed and thanked the Governors who had been involved in the recruitment process.	
5.2.2	Governors approved the Pay and Performance Management Policies as recommended by the HR and Pay Committee.	
5.2.3	Governors noted the decision by the committee to establish a 'Pay	

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
	Decisions sub Committee' to be managed by the HR and Pay Committee.	
5.2.4	Linda Byrne reminded Governors that there was a need for more Governors to be trained in order to be able to sit on the HT performance Management Committee and also that it there was an urgent need for more Governors to undertake the training to enable them on sit on pupil disciplinary committees.	
5.2.5	At this point Governors discussed and agreed to request the Full Access option for Governor training.	
5.3	Community	
5.3.1	There was little to report from the Community Committee except that there would be a revised version of the Community Business Plan to be discussed and approved at the next Community meeting. The plan could be made available to Governors if requested.	
5.4	Site	
5.4.1	There had been no meeting of the Site Committee since the last FGB. It was noted that the Site Development Plan would be placed on the VLE.	
5.4.2	It was agreed that it would be useful if a tour of the whole site could be organised for Governors and it was proposed that this could be organised to coincide with an H&S inspection. A meeting of the Site committee had been arranged for 18 <sup>th</sup> May.	
5.5	Governor training	
5.5.1	This had been discussed at 5.2.5.	
5.6	Link Governor development status	
5.6.1	Ian Troup had nothing to report on this issue.	
5.7	Use of Data	
5.7.1	Governors welcomed the report on the use of data that had been distributed and had found it very useful.	
5.8	Evaluation of resourcing and budget control for SEN	
5.8.1	It was agreed that the HT would report on this issue at the next Fin and Res committee.	<b>Headteacher</b>

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
<b>6</b>	<b>Headteacher's Report</b>	
6.1	The HT introduced her report which had been distributed before the meeting and highlighted some of the more significant issues.	
6.2	The HT drew attention to the success in meeting the KS4 targets set out in the CIP but alerted Governors to the challenges in maintaining progress and meeting future targets for two small groups in two particular cohorts which were requiring specialised support strategies to be adopted. Governors asked if they offer any support in this process but there was nothing that Governors could assist with.	
6.3	Governors asked if all students were on target to achieve their predicted targets. The HT explained that not all were on target which was reflected in the current SEF which would be updated in the following week to reflect the current position. The HT explained how the individuals that appeared to be falling short would be targeted and supported.	
6.4	The HT confirmed that a report from HIAS would be provided and shared with Governors.	
<b>7</b>	<b>Feedback from WGB Training</b>	
7.1	Governors wished to thank Andrew Walking for the excellent WGB Training event that he had provided.	
7.2	The Vice Chair introduced his notes (on a Powerpoint printout) that he had made after the event in order to introduce further discussion about the organisation of the GB.	
7.3	It was agreed that the GB would benefit greatly from more interaction on a social basis and Ellie Bolton agreed to organise some social events to permit teambuilding.	<b>Ellie Bolton</b>
<b>8</b>	<b>Governor committee structure</b>	
8.1	Governors reviewed a number of the ideas and proposals that had been discussed at the WGB training.	
8.2	Governors agreed that the creation of a Governing Body Steering Group would be very worthwhile.	

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

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

# Meeting Minutes

*for the*

## Governing Body

---

Item	Subject	Action
8.3	Governors agreed that pupil care and wellbeing was becoming an issue with a much higher profile and which could well warrant the creation of a new committee, or working group reporting to a committee, dedicated to the topic.	
8.4	It was discussed and agreed that it might be more appropriate for the existing Community Committee to have 'working group' status (even if the name of the committee remained the same for the benefit of external members) and to work to a true Community Committee with a wider remit including not just the management of the community facilities but also other community aspects such as the Parents Association, pupil welfare etc.	
8.5	However it was agreed that it would be appropriate for SEN issues to be managed by a Curriculum, Standards and Improvements Committee.	
8.6	Governors agreed that there should be a Site Working Group and discussed whether it should report to a Community Committee or the Finance and Resources Committee. Governors agreed that this did not really matter provided the group had a strong remit.	
8.7	It was agreed that the Vice Chair should call a meeting to form a GB Steering Group to discuss and agree the final organisation of the committee structure. Those invited would be the Chair and Vice Chair of the FGB together with the HT and the chairs of all existing committees plus Ian Troup as a representative of a prospective Curriculum Committee.	
8.8	The Clerk advised that each committee should have sufficient members to be reasonably assured that there would be a quorum at every meeting.	
8.9	The Vice Chair invited all those Governors who were nearing the end of their term of office to consider their position and to indicate to him if they intended to seek re-appointment or not. This information would be needed for the planning of committee membership.	
8.10	It was agreed that in future the minutes of committee meetings would be sent to committee members only with an e-mail to other Governors	

---

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

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

# Meeting Minutes

*for the*

## Governing Body

Item	Subject	Action
	to advise them that the minutes would be available for inspection on the VLE.	
<b>9</b>	<b>Items for awareness/sign off</b>	
9.1	The Vice Chair reported that he had indicated to Governor Services that the college wished to continue to use the LA Clerking Service. Governors agreed with this action. The Vice Chair also indicated that he would be contacting Governor Services to clarify the long-term clerking arrangements, (whilst thanking the existing interim clerk for his continuing service and support).	<b>Vice Chair</b>
9.2	All other items under item 9 had been covered earlier on the agenda.	
<b>10</b>	<b>AOB</b>	
10.1	Governors wished to thank the HT and staff for the swift clarification of some misinformation provided at a recent parents' evening.	
10.2	It was reported that there had been little response from parents to the request for individuals to take over the management of the Parents Association.	
<b>11</b>	<b>Date of next meeting</b>	
11.1	11 <sup>th</sup> May 2009.	

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

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