

BRUNE PARK COMMUNITY COLLEGE

Minutes of the Full Governing Body Meeting held on 7th November 2011 at 6.00 pm in M1

Present (P): Mrs Bray (P), Mrs Clark (P), Mr Clinton (P), Mr Foster (P), Mr Gill (P), Mrs Howe (P), Mrs Kircher (P), Ms Lawrence, Mrs Newall (P), Mr Robinson (P), Mrs Robinson (P), Mrs Rose (P) Chair, Mrs Ruddick (P), Mr Smyth (P), Mrs Strowger (P), Mr Witham (P)

In attendance: Mr Anders, Executive Headteacher
Miss Dearden, Head of School
Mr Rolfe, Deputy Headteacher
Mr Duff, ex Chair of Governors, Item 2 only
Mrs Orr, Clerk to the Governors

ITEM 1 – WELCOME AND INTRODUCTION OF NEW GOVERNORS

1. The Chair welcomed Mr Smyth, Staff (Support) Governor, and Mrs Strowger, Parent Governor and they in turn, introduced themselves.

ITEM 2 – PRESENTATION OF DON ALLEN AWARDS

2. The Chair re-introduced Mr Duff to the governors and thanked him for his service to Brune Park Governing Body. Mr Duff was handed his Don Allen certificate and badge from Governor Services. Mr Duff thanked the governors for the cards and emails he had received, and thanked the governors for their support for the current Chair, Mrs Rose.
3. Governors gave their thanks to Mr Kentfield, ex Governor, in his absence. The Don Allen certificate and badge would be posted to him.

ITEM 3 – APOLOGIES FOR ABSENCE AND ABSENTEES

4. Apologies had been received from Ms Lawrence, work commitments. Governors accepted these apologies.

ITEM 4 – DECLARATIONS OF INTEREST

5. There were no declarations of interest.

ITEM 5 – MINUTES OF PREVIOUS MEETING – 12TH SEPTEMBER 2011

6. The minutes of the previous meeting held on 12th September 2011 were agreed.

ITEM 6 – CONFIDENTIAL MINUTES OF EXTRAORDINARY MEETINGS

7. 25TH July 2011 – paper B – the minutes of the extraordinary meeting held on 25th July 2011 were agreed.
8. 6th September 2011 – paper C – the minutes of the extraordinary meeting held on 6th September 2011 were agreed.
9. 4th October 2011 – paper D - the minutes of the extraordinary meeting held on 4th October 2011 were agreed.

ITEM 7 – SIGNING OF THE MINUTES

10. The minutes from the meetings held on 25th July, 6th September, 12th September and 4th October 2011 were signed.

ITEM 8 – MATTERS ARISING FROM MINUTES

11. Item 10 (45) Safeguarding Training – the training had taken place on Monday 10th October 2011.
12. Item 10 (46) Netbook update to parents – the Chair confirmed that this information had been included in the November Parents' bulletin.

13. Item 10 (48) Safeguarding Annual Return – the Head of School confirmed that this had been submitted on 26th September 2011.
14. Item 21 (67) Full Governing Body Training Event – this was confirmed as having taken place on 2nd November 2011, with Literacy being the focus.
15. Item 23 (72) Governor Vacancies – the Chair advised that, as per item 1, the Staff (Support) governor and parent governor vacancies had been filled. Due to an unexpected change in circumstances, Mr Roberts had resigned and another election would be taking place for a new parent governor.
16. There were still two partnership governor vacancies and this continues to be advertised on the website and in the Parents' bulletin.

ITEM 9 – REPORTS FROM GOVERNORS' COMMITTEES

17. Resources Committee – 19th September 2011 and 17th October 2011 – governors noted papers E and F as minutes of the meetings.
18. Standards Committee – 26th September 2011 – governors noted paper G as minutes of the meeting. Mr Gill noted that Health and Safety, and the RAP were on the agenda to be discussed. In addition SEN would be on the agenda for the Standards Committee meeting on 14th November 2011. The committee had discussed the terms of reference and agreed to remove the statement 'Reviewing Annually the Governors Curriculum Statement' as it was not clear what this referred to.
19. Governors asked if there was a statutory requirement to review the curriculum annually; it was thought that there was not a statutory obligation. The clerk was asked to clarify this.

Action: Clerk
20. Governors sought clarification on the criteria for resits and were advised the school would look at all students on an individual basis and would provide students with the maximum opportunities for attainment. The cost of each resit would differ between subject and exams. Governors were advised that the school had rarely charged parents for resits.
21. The schools would consider if the child needed the qualification e.g. Maths/English; if it counted towards the 5 A*-C GCSEs; and if it contributed to the RaiseOnline categories and if it would ensure that the child made at least 3 levels of progress.
22. Consideration would also be taken by the school as there was a move towards the examination boards only accepting the latest grade; however this differed between boards at the current time.
23. Governors asked who would make the decision for the student to resit and were advised that a recommendation would be made by the Subject Leader to the Assistant Headteacher (Curriculum). At times parents have requested a resit which would be considered.
24. Governors were advised that students were tracked to ensure they were studying the right programme of study. The current Year 11s would be taking their Maths exams in November with the opportunity of retakes in March and then June 2012.
25. It was noted that students would have the opportunity at colleges and further education providers to take examinations once they left the school.
26. Community Management Committee – 29th September 2011 – governors noted paper H as minutes of the meeting. Mrs Newall noted that, although this was not related to Brune Park, governors hoped the situation between Woodpeckers and the Borough Council would be resolved and the playscheme would be advertised in the council's 'Stuff to do' brochures.

ITEM 10 – OFSTED UPDATE

27. An Ofsted monitoring visit had not yet taken place. There had been a briefing session for all staff from the senior leadership team earlier that day which had focused on areas of development and preparation for Ofsted.
28. The monitoring visit would focus on the progress made with teaching and learning, the development of the leadership, and partnerships with parents. The Executive Headteacher was confident the school could show progress towards the summer term and explained that support was being provided where required.
29. There would be focus on the in-school variation within departments and staff had been asked to remember that 'Pace' (staff) and 'Expectations' (of students) should be consistent; particularly with vulnerable students.

ITEM 11 – PLANNED ADMISSION NUMBERS

30. Governors discussed the benefits and disadvantages of reducing the PAN noting that reducing the numbers would give extra space around the school; however if the PAN was reduced it may not be possible to increase it again at a later date.
31. Governors asked if the school was full and were advised that there were currently less than 1600 students, with the maximum number being 1755 (351 per year group).
32. Governors discussed the financial implications of reducing the PAN, noting that the timetabling would reflect the number of students and staff required.
33. Governors discussed the implications for the catchment of Brune Park and agreed that reducing the PAN was not a priority at this current time.

ITEM 12 – RECRUITMENT OF HEADTEACHER

34. The Chair explained that panel for the recruitment of the Headteacher had met and were working on the advert, with the support of EPS. It was hoped the post would be advertised on 13th January with interviews possibly taking place on 29th February and 1st March 2012 and selection taking place on 2nd March 2011.
35. Details of training dates for the course 'Selecting and Interviewing for Headship' were circulated to all governors and the date for this training was agreed for Thursday 19th and 26th January 2012, 6.30pm – 9.00pm. All governors were invited to attend this training as all governors could be involved in the recruitment process.

ITEM 13 – HEADTEACHER'S REPORT

36. The Executive Headteacher talked to Paper I 'Headteacher's Report to Governors, November 2011' noting the new format which included information and statistics on standards, student attendance, sanctions, punctuality, a pastoral questionnaire, staffing, raising attainment plan (separate paper), significant achievements this term, and updates from other areas of the school.
 37. Standards data – the aspirational, achievable goals for the current Year 11s would be 74% 5 A*-C GCSEs (compared with the 2011 figure of 71%), and including English and Maths the goal would be 57% (compared with 47% for 2010).
 38. Student attendance – governors noted the rising attendance rate over the last 5 years, the Persistent Absence Plan for September 2011, the Persistent Absence Review March 2011 and analysis graphs. It was noted that whether a school opened in bad weather could affect attendance rates if low numbers of students attended.
 39. Sanctions – governors noted the lower number of exclusions that had taken place this year compared to previous years. The Deputy Headteacher explained that other strategies were in place to deal with misbehaviour with immediate seclusions being one of them. Students were sent home and asked to return at 2.30pm – 5.00pm to work with a member of the senior leadership team and a learning study group. Work produced would be marked and there would be more focus on ensuring that the students did not miss out on their learning. Governors raised the issue that a student attending a learning study group could be disruptive.
 40. Governors were informed that the inclusion sanction now took place in a classroom supervised by a senior member of staff; this replaced this previous inclusion sanction where a student would be placed in the corridor to work.
 41. Governors asked for feedback on the new sanctions system in due course.
- Deputy Headteacher**
42. Governors thanked the Executive Headteacher and welcomed the new informative and comprehensive format of the Report.

ITEM 14 – RAISING ATTAINMENT PLAN (RAP)

43. The Raising Attainment Plan, version 7 November 2011' was tabled as detailed in paper J. Governors were reminded this was a key document and would form the basis of any discussions with Ofsted.
44. The 7 Priorities for Improvement were detailed and broken down into the Activities to Deliver Aspirations showing specific success criteria with milestones and evidence required.
45. The Head of School explained there was a Learning and Teaching Impact Group who would support and coach other members of staff.
46. Additional priorities had been added to address in-school variation and the development of a literacy strategy across the curriculum.

47. Governors asked what the immediate strategy would be regarding any personnel concerns and were advised that staff who required extra support would receive this on an individual basis with correct procedures being followed.
48. Governors asked what they needed to do to monitor the RAP and were advised that they needed to continue to ask challenging questions for each of the priorities and actions to ensure the actions had been evidenced and minuted.
49. Governors asked if the school would need them to help further with any issues and were advised that the school was receiving support from the senior leadership team and other staff members from Park Community School and the local authority.

ITEM 15 – STAFFING

50. The Deputy Headteacher introduced the Paper detailing the updated Line Management Structure noting that the structure had been divided between support for Children (Preparation for Learning and Planning for Learning) and Adults (Teaching for Learning and Support for Learning), with Learning and Teaching overlapping into both sections. The red letters on the structure related to the 7 priorities from the RAP.
51. Governors praised the clear senior leadership structure and the RAP which had been circulated to all staff that day.

ITEM 16 – DELEGATED AUTHORITY TO DISMISS STAFF

52. Governors discussed the delegated authority to dismiss staff and agreed unanimously to delegate to the Executive Headteacher the authority to dismiss staff; it was noted however that this delegated authority did not relate to redundancies.
53. In the case of a redundancy or redundancies the Executive Headteacher would need to make recommendations to the governors for their approval and separate procedures would be followed.

ITEM 17 – POLICIES

54. Governors were advised that the senior leadership team would be looking at their policies the following week. The governors suggested that the Chair, the Clerk, and a few governors could meet to ensure the governing body was meeting the statutory duties with regards to policies.

Action: Chair

ITEM 18 – FINANCE AUDIT UPDATE

55. Governors were advised that the report from the recent audit had not yet been received and the governors would be kept informed.

ITEM 19 – REVISED BUDGET PLAN

56. Governors were updated by the Executive Headteacher and would receive the revised budget plan in due course. HCC systems were now being used and support was being received from EFS.
57. Governors would discuss the committee structure at the Resources Committee meeting to be held on 21st November.

ITEM 20 – HEALTH AND SAFETY POLICY UPDATE

58. The Head of School reported that the current Health and Safety Policy was compliant and asked governors to extend the approval until the end of December. The policy would be updated after the HCC Audit had taken place.
59. Governors unanimously agreed with this proposal.

Action: Head of School

60. Governors asked who was currently responsible for the line management of Health and Safety and were advised it currently was the Senior HR Manager.

ITEM 21 – GOSPORT EDUCATION IMPROVEMENT PARTNERSHIP

61. Governors were given a copy of the powerpoint presentation from the GEIP Conference held on 20th October 2011 for their information and noted the wide collaboration between primary and secondary schools in Gosport.

ITEM 22 - CHAIR'S ACTIONS AND CORRESPONDANCE

62. Governors noted the contents of the papers L and M detailing Chair's Actions and correspondence.

ITEM 23 – TRAINING LIAISON GOVERNOR AND GOVERNORS’ TRAINING UPDATE

63. The Chair asked for a volunteer to take over the Training Liaison Governor role and Mrs Ruddick volunteered and was accepted at TLG.
64. Governors reported on the recent courses they had attended:
- I. Meeting the needs of the Gifted and Talented Child (Mrs Clark).
 - II. Exclusion Practice and Procedures (Mr Roberts, Mr Clinton, Mrs Ruddick, Mrs Kircher, Mrs Clark and Ms Lawrence).
 - III. Performance Management Training (Mr Clinton, Mrs Rose, Ms Lawrence).
 - IV. Data Master Class for Secondary Governors (Mr Clinton).
 - V. Charing Matters (Mrs Rose).
 - VI. Induction Course for New Governors (Mrs Kircher and Mrs Clark).
 - VII. Understanding Finance in Schools (Mrs Kircher).
 - VIII. Selecting and Interviewing Staff (Mr Clinton).

ITEM 23A – EXTRA ITEM DISCUSSED

65. Governors would look at the data from Connexions regarding the destination of students after they left Brune Park in Year 11.

Action: Mrs Howe

ITEM 24 – DATES OF MEETINGS

66. 5th December 2011
6th February 2012
26th March 2012
21st May 2012
9th July 2012

67. The meeting closed at 8.10pm