

## **BRUNE PARK COMMUNITY COLLEGE**

### **Minutes of the Full Governing Body Meeting held on 12<sup>th</sup> September 2011 at 6.00 pm in M1**

**Present (P):** Mrs Bray (P), Mrs Clark (P), Mr Clinton (P), Mr Foster (P), Mr Gill, Mrs Howe (P), Dr Johnson, Mrs Kircher (P), Ms Lawrence (P), Mrs Newall (P), Mr Roberts (P), Mr Robinson (P), Mrs Robinson (P), Mrs Rose (P), Mrs Ruddick (P), Mr Witham

**In attendance:** Mr Anders, Interim Headteacher  
Miss Dearden, First Vice Principal  
Mr Rolfe, Vice Principal  
Mrs Orr, Clerk to the Governors

#### **INTRODUCTION AND WELCOME**

1. Mrs Rose opened the meeting by welcoming the three additional authority governors, the new LEA governor and the Interim Headteacher and invited them to introduce themselves.
2. Mr Robinson (additional authority governor), Chair of The Henry Cort Community College and held the Chair of the Fareham and Gosport 14-19 Consortium Joint Governance Group.
3. Mrs Robinson (additional authority governor), HCC Children's Services Department, Area Manager (Post 14 Learning) and previously the Learning and Skills Council.
4. Mrs Bray (additional authority governor), previously a governor at Cams Hill School for over 6 years.
5. Mr Clinton (LEA governor), previously the Contract Services Manager and formerly the Admin Manager and Clerk to Governors at Brune Park Community College and formally a Conservative Councillor for Gosport.
6. Mr Anders (Interim Headteacher), current Headteacher of Park Community School, Leigh Park, Havant.

#### **ITEM 1 - BIENNIEL ELECTION OF CHAIR OF GOVERNORS**

7. The clerk notified governors that the only nominee for Chair of Governors had been Mrs Rose. Mrs Rose was asked to leave the room to allow governors to discuss and elect. Governors agreed to elect by a show of hands and unanimously appointed Mrs Rose as Chair of Governors; she was asked to return to the room and conducted the remainder of the meeting.

#### **ITEM 2 – BIENNIEL ELECTION OF VICE CHAIR**

8. Mrs Rose notified governors that the only nominee for Vice Chair of Governors had been Mr Clinton. Mr Clinton was asked to leave the room to allow governors to discuss and elect. Governors agreed to elect by a show of hands and unanimously appointed Mr Clinton as Vice Chair of Governors; he was asked to return to the room.

#### **ITEM 3 – APOLOGIES FOR ABSENCE AND ABSENTEES**

9. Apologies had been received from Mr Gill (holiday) and Mr Witham (unable to attend) prior to the meeting. Governors accepted these apologies.

#### **ITEM 4 – DECLARATION OF INTEREST AND PECUNIARY INTEREST FORMS**

10. There were no declarations of interest. Governors were reminded to return the Pecuniary Interest forms to the clerk by 15<sup>th</sup> September 2011.

#### **ITEM 5 – UPDATED SEF WITH JUDGEMENTS PRESENTED – CONFIDENTIAL ITEM**

The subsequent discussion and decisions are confidential items (paragraph 11 - 26 of the minutes). The distribution of these confidential minutes is therefore limited to governors, the Interim Headteacher, members of the senior leadership team who attended the meeting and the Clerk to the Governors.

#### **ITEM 6 – GCSE RESULTS BY DEPARTMENT – CONFIDENTIAL ITEM**

The subsequent discussion and decisions are confidential items (paragraph 27 - 34 of the minutes). The distribution of these confidential minutes is therefore limited to governors, the Interim Headteacher, members of the senior leadership team who attended the meeting and the Clerk to the Governors.

#### **ITEM 7 – DISCUSSION WITH SLT AND UPDATE ON COLLEGE ACTION PLAN – CONFIDENTIAL ITEM**

The subsequent discussion and decisions are confidential items (paragraph 35 - 42 of the minutes). The distribution of these confidential minutes is therefore limited to governors, the Interim Headteacher, members of the senior leadership team who attended the meeting and the Clerk to the Governors.

#### **ITEM 8 – MINUTES OF PREVIOUS MEETING – 4<sup>TH</sup> JULY 2011**

43. The minutes of the previous meeting held on 4<sup>th</sup> July 2011 were agreed. It was noted that the minutes for the confidential extraordinary full governing body meeting held on 25<sup>th</sup> July and 6<sup>th</sup> September had been circulated and would be reviewed at the next full governing body meeting.

#### **ITEM 9 – SIGNING OF THE MINUTES**

44. The minutes were signed by Mrs Rose, Chair of Governors.

#### **ITEM 10 – MATTERS ARISING FROM MINUTES**

45. Item 6 (23) Safeguarding Training – this training had been booked for Monday 10<sup>th</sup> October, 6.00pm and would also include Health and Safety training. All governors were expected to attend.

**Action: All Governors**

46. Item 7 (24) Netbook update – Mrs Rose had spoken to Mr Brooks, Assistant Principal and reported that, due to low numbers of interested parents, the netbook scheme as discussed last year would not be taking place at this present time. Governors asked if this could be communicated to parents. Mrs Rose would liaise with Mr Brooks.

**Action: Mrs Rose**

47. Item 13 (47) Joint meeting with Bay House re GEIP – Mrs Rose noted that a meeting with the Gosport Education Improvement Partnership and Bay House School had not been set at this present time. The newsletter would continue to be circulated to all governors as usual.

48. Item 14 (49) Safeguarding Annual return – Miss Dearden noted that this had been passed to the Senior HR Manager and was aware of the submission deadline of 30<sup>th</sup> September 2011.

**Action: Miss Dearden**

49. Item 15 (50) Governors' Annual Meeting – Mrs Rose noted the summer annual meeting had not taken place due logistic problems of trying to getting governors together on one day during the holidays. No further action would be required at this stage.

#### **ITEM 11 – COMPOSITION OF COMMITTEES**

50. Governors discussed the composition of the committees and agreed that Mr Roberts would join the Standards Committee, Mr Clinton would join the Standards, Resources and Community Management Committees, Mrs Ruddick would join the Community Management Committee, Mrs Robinson and Mr Robinson said they would join both the Standards and Resources Committee initially, and Mrs Bray would join the Resources Committee. The number and make up of Committee meetings would be reviewed in January 2012.

#### **ITEM 12 – ELECTION OF CHAIRS OF COMMITTEES**

51. Resources Committee – governors agreed to defer the election of the Chair until the next committee meeting to be held on 19<sup>th</sup> September.

52. Standards Committee – governors agreed to defer this decision until the next committee meeting to be held on 26<sup>th</sup> September.
53. Community Management Committee – governors voted unanimously to re-elect Mrs Newall as governor.

#### **ITEM 13 – TERMS OF REFERENCE FOR COMMITTEES**

54. Community Management Committee – Paper C – governors discussed and amended the Terms of Reference for the Community Management Committee to be presented to the committee at their next meeting on 29<sup>th</sup> September 2011.
55. Resources Committee – Paper D – governors discussed and amended the Terms of Reference for the Resources Committee to be presented at their next meeting on 19<sup>th</sup> September 2011.
56. Governors agreed that the budget should continue to be approved by the Full Governing Body and discussed the reports required for the Resources Committee to enable them to be kept informed of the financial situation of the College and discussed the use of the College credit card.
57. Standards Committee – Paper E – governors discussed the Terms of Reference for the Standards Committee to be presented at their next meeting on 26<sup>th</sup> September 2011.

#### **ITEM 14 – CHAIR AND MEMBERSHIP OF GOVERNORS’ DISCIPLINARY, GRIEVANCE AND APPEALS PANELS**

58. Mrs Rose noted that this had been discussed in the extraordinary general meeting held on 6<sup>th</sup> September 2011. Governors would continue to nominate panel members on a case by case basis and would, where possible, ensure the Vice Chair attended stage 1 meetings and the Chair attended stage 2 meetings. Governors were content with this approach.

#### **ITEM 15 – GOVERNORS’ STUDENT DISCIPLINE COMMITTEE – TERMS OF REFERENCE**

59. Governors noted the Terms of Reference, Paper G and made no amendments. Mr Witham would continue to Chair the GDC panel and Mrs Newall would continue to be a panel member. Mr Clinton joined the panel, and the following governors would undertake training in October 2011 and join the panel: Mrs Kircher, Mrs Lawrence, Mr Roberts, Mrs Ruddick, and Mrs Clark.

**Action: Mrs Rose as TLG**

#### **ITEM 16 – REVIEW OF GOVERNORS’ PRINCIPAL’S PERFORMANCE PANEL**

60. Mr Witham and Mrs Rose would continue to form the PMR panel. Mr Clinton and Ms Lawrence would also join the panel and would undertake training.

**Action: Mrs Rose as TLG**

#### **ITEM 17 – REPORTS FROM GOVERNORS’ COMMITTEES**

61. Resources Committee – 18<sup>th</sup> July 2011 – governors noted Paper H as minutes from the meeting.
- i. PAN Admission numbers – Dr Johnson had noted at the meeting held on 18<sup>th</sup> July that he would investigate decreasing the PAN Admission numbers. No action had been taken on this point and would be deferred until the next FGB. It was raised by governors that the effect on the local community would need to be considered.
62. Standards Committee – 20<sup>th</sup> June 2011- governors noted Paper I as minutes of the previous meeting.

#### **ITEM 18 – UPDATE FROM ENQUIRY PANEL – CONFIDENTIAL ITEM**

63. Mrs Rose reported there was no further update from the Enquiry Panel at this stage.

#### **ITEM 19 – GOVERNOR LINKS WITH SENIOR LEADERSHIP TEAM**

64. Governors discussed best practice used by schools for linking with the senior leadership team and would review how this was done at the College at the next FGB meeting. Some suggestions that arose as part of the discussion were:
- Members of SLT attending governor meetings where appropriate;
  - SLT members providing a presentation to governors on what they were involved in;
  - Link governors with departments had been useful;
  - Subject leaders presentation to parents and governors;

- Involving students;
65. Governors agreed on the importance of good relationships with the senior leadership team, departments, parents, students and cluster schools.

#### **ITEM 20 – THE EQUALITY ACT 2010**

66. Governors noted the changes to the Equality Act as detailed in Paper K.

#### **ITEM 21 – FULL GOVERNING BODY TRAINING EVENT**

67. Governors agreed that literacy would be the focus of their training event.

**Action: Mrs Rose**

#### **ITEM 22 – REVIEW OF GOVERNORS' ALLOWANCE POLICY**

68. Governors discussed the benefits and disadvantages of the payment of allowances and unanimously agreed to continue with the policy that allowances would not be paid to governors at this time and would be reviewed on an annual basis.
69. It was noted that there was a scheme whereby expenses were claimed and then donated back to the College as gift aid.

#### **ITEM 23 – GOVERNOR VACANCIES AND ELECTION OF COMMUNITY GOVERNOR**

70. Mrs Newall had previously circulated a request to governors detailing her role in the local community and asking them to consider her application for the Community Governor vacancy.
71. Governors unanimously voted to elect Mrs Newall as the Community Governor.
72. Governor vacancies for the staff (support), parents, and two partnership governors would be advertised.

**Action: Clerk**

#### **ITEM 24 – CHAIR'S ACTIONS AND CORRESPONDENCE**

73. Governors noted the contents of Papers M and N detailing Chair's Actions and Correspondence.

#### **ITEM 25 – EXTRA ITEM DISCUSSED – HEALTH AND SAFETY**

74. Governors discussed and unanimously agreed to rejoin the Health and Safety SLA.

#### **ITEM 25 - DATES OF NEXT MEETINGS**

75. 7<sup>th</sup> November 2011  
5<sup>th</sup> December 2011  
6<sup>th</sup> February 2012  
26<sup>th</sup> March 2012  
21<sup>st</sup> May 2012  
2<sup>nd</sup> July 2012

76. The meeting closed at 8.40pm.