

## LONDON BOROUGH OF HAVERING

### BRITTONS SCHOOL & TECHNOLOGY COLLEGE GOVERNING BODY

Minutes of the Meeting of the Governing Body for Brittons School and Technology College held at the School on 25 March 2004

#### **PRESENT:**

	Mr C Saunders (Chairman)
Mrs B Balkwill	Mrs K Rawling
Mr K Cullwick	Mrs R Reynolds
Mr D LeI	Mrs A Rootes
Rev Dr R Love	Mrs S Roots
Mr A Maloney	Mrs B Saunders
Mrs C McBride	Mr R Sheffield

#### **In Attendance:**

D Ingham	Clerk
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#### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from P Gordon and Mr D Grange. Consent was given for the absences. It was also noted that Mrs Rolland was still too unwell to attend. It was agreed that the chairman would write to her in recognition she would not be able to continue as a governor and to thank her for her services to the school and governing body over many years.

#### **2 MEMBERSHIP OF THE GOVERNING BODY**

It was noted that there were no changes in the membership of the governing body.

#### **3 INSTRUMENT OF GOVERNMENT**

The instrument was noted.

#### **4 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 28 November 2002 were signed as a true record subject to 'Sea' being replaced by 'Army'(minute 7ii)b) refers).

#### **5 CHAIRMAN'S ACTION**

The chairman had agreed the school closure as detailed within the Principal's report. In addition he had sanctioned expenditure for making the expensive overhead projectors more secure in the wake of a number of thefts and had approved that the school make a new video for use at the next open evening. He had circulated the Governors' Newsletter to members of the governing body.

## 6 **REPORT OF THE PRINCIPAL**

The report was received and arising therefrom:

- i) School Organisation Change Proposals-it was unanimously agreed to go ahead with the proposals. The appropriate consultations had taken place.
- ii) School Action Plan-the plan was noted.
- iii) London Riverside Training Centre-the Principal explained the delays in the provision of the building but confirmed that it should be in place by the end of the month. Part of the borough's adult education programme would be run from this facility and it was hoped that another building might be provided in the near future which would help to consolidate the borough's adult provision for the area at the school.
- iv) PPI Project-the continuing problems were noted.
- v) Traffic Calming-no further information had been received from the borough. The governing body found this to be very disappointing given the length of time the matter had been under consideration.
- vi) Safer Routes to School Project-this important initiative was noted and, given the tight deadlines, the governing body unanimously agreed to delegate responsibility to the chairman for formally approving the plan for Britton's School. It was reported that one of the local crossing patrols appeared not to link with the school's session times and the Principal agreed to investigate this.
- vii) Lesson Monitor-the Principal reported that the implementation difficulties had almost been resolved.
- viii) Personnel Committee-the minutes of the meeting held on 27 January 2004 were received.
- ix) Finance and Facilities Committee-the minutes of the meetings held on 2 December 2003 and 10 February 2004 were received. Minute 4 of the 10 February contained confidential information. This would need to be amended and the minutes re-circulated.
- x) Health and Safety Committee-the minutes of the meeting held on 28 January 2004 were received.
- xi) Curriculum Committee-the minutes of the meetings held on 4 November 2003 and 13 January 2004 were received.
- xii) Technology College Steering Committee-the minutes of the meeting held on 20 January 2004 were received.
- xiii) Pastoral-the minutes of the Pastoral Committee meeting held on 7 January 2004 and the minutes of the School Council meeting held on 25 November 2003 were received.
- xiv) ICT-the Principal reported that the school's technicians had discovered some major difficulties in how the ICT suiting had been undertaken and this pointed to inadequate advice received from the LEA at the time of implementation. The school's development regarding ICT was therefore behind schedule but progress was now being made.
- xv) Private Finance Initiative-the Principal circulated information containing details of a proposal to invest in the school. If approved this would extend the range of joint school/community facilities significantly. It was further explained that this was at an early stage and no guarantee could be given about a positive outcome. The governing body supported the proposal unanimously.

## **7 COMMITTEES**

Because of pressure of committee work the governing body reviewed its decision to amalgamate the Finance and Facilities Committee with the Personnel Committee. It was unanimously agreed to retain the former model for the time being. As a result of this decision it was agreed to retain the current terms of reference and constitutions for the various committees and working groups until the Autumn Term meeting of the governing body. In the meantime these groups would be asked to look at their working arrangements and put appropriate recommendations to the governing body at its meeting in the Autumn Term.

## **8 GOVERNOR TRAINING**

Mrs Roots had attended a link governor meeting. This had proved to be very interesting and informative. In addition she had attended a very helpful course on exclusions. Discussion followed on the training questionnaire attached to the agenda papers and the chairman completed it in agreement with the views of the governing body.

## **9 LEA/GOVERNING BODY PARTNERSHIP**

The report was circulated and noted. The governing body unanimously agreed to delegate responsibility to the Principal for staff dismissals subject to him undertaking a consultation exercise with LEA Personnel staff prior to any such action being taken against any member of staff. The governing body would remain responsible for hearing any appeals against dismissal.

## **10 CODE OF PRACTICE FOR GOVERNORS**

The governing body unanimously agreed to adopt the code as attached to the agenda papers.

## **11 DATE OF NEXT MEETING**

It was confirmed that the next meeting of the governing body would be held at the school at 7pm on 15 July 2004.

**Chairman** .....

**Date** .....