

6 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 July 2003 were signed as a true record. (It was noted that although not presented at the meeting, Rev Dr R Love had sent his apologies and consent was duly given).

7 MATTERS ARISING FROM THE MINUTES

- i) Brittons Babes (minute 5a)iii) of 17 July 2003 refers- the Principal reported that because of technical reasons the school could not take over the management of this organisation. However, some accommodation swapping between the school and the Babes had resolved the situation.
- ii) Professional Assistant Training Centre (minute 5a)v) of 17 July 2003 refers-although the formal bid had been unsuccessful funding of £200,000 would be provided from London Riverside PLC. This would enable the construction of a suitable facility at a cost of around £137,000. The main uncertainty was in connection with ground works and the Principal would be negotiating a price as a matter of urgency. The Principal circulated details relating to the proposed siting of the centre together with details relating to the nature of the building. It was feasible that the centre could be constructed by the end of March 2004 providing various approvals were obtained. Planning permission would be required but this would not prevent the project being initiated. Discussion followed and the following were agreed unanimously, namely:
 - a) the Governing Body reaffirmed its approval to a training centre being constructed
 - b) the building (Thurstons) would be the same as that provided for the Sea Cadets and
 - c) to initiate this a suspension of financial regulations in relation to competitive tendering was approved
 - d) the location would be adjacent to other school buildings along the western side of the school
 - e) the chairman would liaise with the Principal over the cost of the ground works to determine whether the scheme could go ahead.

8 CHAIRMAN'S ACTION/REPORT

The Chairman reported that he had sanctioned expenditure of £5000 to enable the school resolve an urgent and critical computer virus problem.

In the absence of the Chairman the Vice-chairman had endorsed the decision to close the school on 16 October 2003 because of industrial action.

9 REPORT OF THE PRINCIPAL

The report was received and arising therefrom:

- i) School Organisation –the proposals as detailed in the report were agreed unanimously for consultation with parents.
- ii) Complaints Procedure – the governing body agreed unanimously to adopt guidance issued by the DfES.
- iii) Freedom of Information and Data Protection- the governing body agreed unanimously to adopt the policy as detailed in the report.
- iv) The Cassiopea Project- the latest developments were noted.

- v) PPP Project – the governing body was pleased to note that progress was being made albeit slowly in relation to the refurbishment schemes.
- vi) Traffic Calming- the Principal wished to place on record his thanks to staff and governors and to all the parents and students who attended recent meetings to discuss issues around traffic congestion in Ford Lane. As a result the traffic calming measures would be going ahead.
- vii) Personnel – the minutes of the Personnel Committee meetings held on 24 June and 30 September 2003 were received.
The Principal gave a general update regarding a confidential staffing issue.
- viii) Finance/Facilities- the minutes of the following meetings were received:
Finance and Facilities Committee – 6 May, 8 July and 7 October 2003
Health and Safety Committee- 16 June and 22 September 2003
Under the terms of the new governing body regulations the merits of delegating the responsibility of setting school budgets to the Finance and Facilities Committee were discussed and approved unanimously.
- ix) Technology College Steering Committee – the minutes of the Steering Committee meeting held on 14 October were received.
- x) Pastoral – the minutes of the School Council meeting held on 7 October 2003 were received.

10 COMMITTEES/WORKING PARTIES/GOVERNOR RESPONSIBILITIES

- i) Review of membership-the Chairman proposed a change in the committee structure whereby the Personnel and Finance and Facilities Committees would be merged into a single committee and the Technology College Steering Committee would be absorbed into the Curriculum Committee. This was discussed and agreed unanimously by the governing body. The membership of the committees was unanimously agreed as follows:

Pastoral Committee	Curriculum Committee	Personnel, Finance and Facilities Committee
Mr. C. Saunders	Mr. C. Saunders	Mr. C. Saunders (C)
Mr. D. Grange	Mr. D. Grange	Mr. D. Lel
Rev. Dr. R. Love	Mrs. B. Saunders	Mrs. S. Rolland
Mr. K. Cullwick (C)	Mrs. S. Rolland	Mr. P. Gordon
Ms R. Reynolds	Mrs. S. Roots (C)	Mrs. S. Roots
Mr. L. Scott	Ms R. Reynolds	Mrs. C. McBride
Mrs. C. McBride	Mr. M. Maloney	Mrs. K. Rawlings
Mrs. A. Rootes	Mrs. A. Rootes	Mr. L. Scott
Mrs. B. Saunders	Mrs. C. McBride	Mr. M. Maloney
Mr. R. Sheffield	Mr. R. Sheffield	Mrs. A. Rootes
	Mrs. B. Balkwill	Mr. R. Sheffield
Mrs. M. Hadow (Vice Principal, Observer)	Mr. T. Burr (Senior Vice Principal, Observer)	Mr. R. Ayre (Senior Vice Principal, Observer) Ms K. Taylor (Vice Principal, Observer)

Governing Body Discipline Committee (A) (Ten-day exclusions)	Governing Body Discipline Committee (B) (Permanent exclusions)
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3 or more governors

5 governors

Performance Management Committee

3 governors to be elected annually

Staff Dismissal Committee

3 governors

Staff Dismissal Appeal Committee

3 governors not involved in original decision

Link Governor- Mrs S Roots

Child Protection Governor-Mrs A Rootes

ii)Terms of reference- it was agreed unanimously to ask the various committees to redraft and submit to the governing body for consideration.

11 EXPENSES FOR GOVERNORS

It was unanimously agreed that it would be inappropriate to introduce expenses but that this position would be reviewed annually.

12 GOVERNOR TRAINING

The proposed training session for the 21 January 2004 would need to be confirmed and the clerk agreed to do this.

Mr Lel was due to attend training sessions for another governing body shortly and would feed back any useful information.

13 LEA/GOVERNING BODY PARTNERSHIP REPORT

The report was noted.

14 PECUNIARY INTERESTS

The school would be circulating the appropriate paperwork to governors over the next ten days.

15 ANNUAL MEETING WITH PARENTS

The report had been drafted but was not ready for consideration and it was agreed unanimously that this would be delegated to the chair for approval. Under new regulations the meeting would not need to be held unless parents of at least 15 registered pupils confirmed in writing that they would be attending. This would be made clear to parents when the report was circulated. It was further agreed that the proposals to change the pattern of the school day would be included in the report as part of the consultation process.

16 ITEMS FOR NEXT AGENDA

Discussion followed on whether it would be useful for individual staff to be invited to some governor meetings to discuss their priorities and ideas for development. After discussion it was unanimously agreed that governors should feel free to attend Faculty action planning sessions which should prove to be informative for governors.

17 DATES OF MEETINGS

It was agreed that the next meeting of the governing body would be held at the school on 25 March 2004 at 7 pm.

Chairman.....

Date.....