

LONDON BOROUGH OF HAVERING

BRITTONS SCHOOL AND TECHNOLOGY COLLEGE GOVERNING BODY

Minutes of the Meeting of the Governing Body held at the School
on Thursday, 23rd November 2006 at 7.00 p.m.

PRESENT:

	Mr C Saunders (Chair)	
Mrs B Balkwill		Mrs B Saunders
Mr K Cullwick		Mr R Sheffield
Mr P Elmore		Ms D Stiles
Ms F Guest		Ms K Taylor
Mr D LeI		Mr D Warren
Rev Dr R Love		Mrs K Warren
Mrs C McBride		

In Attendance:

Mr G Clements	Clerk
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1. APOLOGIES FOR ABSENCE

- i) Apologies for absence were received from Mrs S Roots, Ms R Reynolds and Mrs E Brunt. Governors gave their consent to these absences.
- ii) The Chair reported that he had received no response from either Mr Grange or Mr Hansen concerning their interest in continuing as governors. The Governing Body unanimously agreed to the disqualification of these two governors.

Action: GBSU

- iii) The Chair welcomed Mr P Elmore, new Parent governor; Ms K Taylor and Ms F Guest, new Staff governors.

2. ELECTION OF VICE-CHAIR

- i) It was agreed that the length of term of office of the Vice-Chair would be one year.
- ii) On the proposal of Mr Cullwick, seconded by Mrs Balkwill, Mr D LeI was elected unanimously as Vice-Chair until 22nd November 2006, or until the date of the first autumn term meeting, whichever is the later.

3. MEMBERSHIP OF THE GOVERNING BODY

- i) There were no changes to the membership of the Governing Body to note.

- ii) The Chair reported that no nominations had been received for Support Staff governor.

4. COMMITTEES/GOVERNOR LINKS

- i) The current list of committee membership was reviewed and changes were agreed.
- ii) The Pastoral Committee was renamed the Care and Guidance Committee.
- iii) It was noted that no changes to the delegated powers and constitution of the Governing Body's committees were required.
- iv) The Finance Committee confirmed that it had carried out its annual review of the limits of its delegated authority on expenditure and virements
- v) The Personnel Committee confirmed that it had carried out its annual obligation to review staff pay.

5. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of 13 July 2006 were signed as a true record.

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the previous meeting.

7. CHAIRMAN'S ACTION

- i) The Chair reported that he had sanctioned two school trips, both to France.
- ii) The Chair tabled a letter from the National Governors Association inviting them to join the organisation.

8. PRINCIPAL'S REPORT

The Principal's report was received and following were matters arising therefrom:

- i) Proposed Partnership Plan
It was agreed to convene a meeting for governors to explore this issue in greater depth (see *Confidential item 1*).

Action: The Principal

- ii) Subject Development plans
Governors were requested to send any comments directly to the Principal. He assured them that they would receive the overall school development plans from the Senior Leadership Team as a separate document.
- iii) School Profile
The school profile would be revised as soon as examination results were finalised.
Action: The Principal
- iv) Audit report
It was agreed that this report would be discussed at committee level.
- v) Pupil Registration Regulations – September 2006
Changes to regulations, particularly concerning absence due to pupils taking holidays in term time, were noted. After a full debate, it was agreed that authorisation of such absence should be left to the Principal's discretion.
- vi) London Challenge
Response to this initiative, which focused on raising the attainment of Year 11 students on the GCSE C/D borderline, had been very positive. Parents had been most supportive of the programme which required commitment to extra study sessions on two nights per week for a period of four weeks.
- vii) School Travel Plan
On the proposal of Mr Cullwick, seconded by Rev Dr Love, governors gave their unanimous consent to amendments to this plan involving the improvement of lighting and the provision of a waiting area for parents.
- viii) Vision for 14-19 2005-2008
The comprehensive provision of specialised diplomas through partnership with other Havering schools and colleges was considered confidentially (*see Confidential item 1*).
- ix) Disability plan
The disability plan was approved. Governors thanked the Director of Learning Support and Guidance for her work in producing the plan.
- x) Safer School recruitment
Ms Stiles agreed to contact the Principal's Personal Assistant for the instructions needed to access on-line training.
Action: Ms Stiles
- xi) Lunchtimes
Issues arising from the unsatisfactory behaviour of some pupils at lunchtimes were considered confidentially (*see Confidential item 2*).

- xii) Minutes of Curriculum Committee meeting
No questions were raised concerning the minutes of the meeting of 7 November 2006.
- xiii) Minutes of Pastoral Committee meeting
No questions were raised concerning the minutes of the meetings of 1 November 2006.
- xiv) Minutes of School Council meeting
With reference to the meeting of 10 October 2006, it was reported that most of the requests made by pupils had been met. With reference to the Youth forum, Rev Dr Love reported that feedback had been very positive and he commended the quality of questions raised by pupils.
- xv) Minutes of Personnel Committee meeting
No questions were raised concerning the minutes of the meeting of 3 October 2006.
- xvi) Minutes of Finance and Facilities Committee meetings
No questions were raised concerning the minutes of the meetings of 20 June and 17 October 2006. At the meeting of 20 June, arrangements for making their annual declaration of pecuniary interests were confirmed. Also the lettings policy was reviewed.

9. **ADOPTION OF MODEL JOB PROFILES AND GRADING STRUCTURES**

The contents of the briefing paper were noted.

10. **POLICIES**

A checklist of statutory policies was received. The Chair assured governors that the school had all the required policies.

11. **PARTNERSHIP REPORT**

The information points in the Partnership Report were noted.

12. **GOVERNOR TRAINING**

- i) The Link governor was not present to provide a report.
- ii) No governors had attended training.

13. **EXPENSES FOR SCHOOL GOVERNORS**

Governors agreed that their policy not to claim for any expenses did not need to be changed.

14. **GOVERNOR INVOLVEMENT**

It was agreed that opportunities for governors to experience greater involvement with the school should be explored by committees at their next meetings and reported back at the next full governors' meeting.

Action: All Committees

15. **'IMPROVING SCHOOL PERFORMANCE: A GUIDE FOR SCHOOL GOVERNORS'**

Consideration was given as to how best to use this publication from the National Audit Office. With reference to page 5 of the document, Rev Dr Love highlighted the problem of there being a shortage of young male role models.

16. **2006 ANNUAL HAVERING GOVERNOR CENSUS**

The forms were completed by all governors present.

17. **PECUNIARY INTERESTS**

All governors present completed their annual declaration of pecuniary interests. The Chair agreed to obtain declarations from all those who were absent.

Action: The Chair

18. **ITEMS FOR NEXT AGENDA**

It was agreed that Governor Involvement with feedback from committees should be included in the next agenda

Action: GBSU

19. **DATES OF MEETINGS**

The date and time of the Spring Term meeting of the Governing Body was confirmed as Tuesday, 13th March 2007 at 7:00 p.m.

Meeting closed at 9.25 p.m.

Chairman

Date