

LONDON BOROUGH OF HAVERING

BRITTONS SCHOOL AND TECHNOLOGY COLLEGE GOVERNING BODY

Minutes of the Meeting of the Governing Body held at the School
on Tuesday 14 March 2006

PRESENT:

Mr C Saunders (Chairman)

Mrs B Balkwill	Mrs A Rootes
Mrs E Brunt	Mrs S Roots
Mr K Culwick	Mrs B Saunders
Rev Dr R Love	Mr R Sheffield
Mr A Maloney	Ms D Stiles
Mrs C McBride	Mr D Warren
Mrs K Rawling	Mrs K Warren

In Attendance: Mr G Clements Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Reynolds, Mr Lel and Mr Grange. These apologies were accepted by governors. The absence of Mr Hansen was noted.

2. MEMBERSHIP OF THE GOVERNING BODY

- i) There were no changes to the membership to be noted.
- ii) The current membership list was received. No corrections were required.
- iii) It was noted that the term of office of Mrs A Rootes would end on 31 May 2006. The need for a staff governor election to fill two vacancies was noted. Mr Sheffield agreed to arrange this election.

Action: The Principal

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 24 November 2005 and 1 December 2005 were signed as a true record.

4. **MATTERS ARISING FROM THE MINUTES**

With reference to the meeting of 24 November 2005:

- i) Item 8 vi) refers – The Principal informed Governors that he had received a letter confirming the redesignation of technology college status for a further three 3 years, although a few changes to the school's plan needed to be made. He promised to table the letter at the next Governing Body meeting.

Action: The Principal

- ii) Item 8 ix) refers – The Principal noted that the minutes of the Curriculum Committee meeting of 8 November 2005 had been included in the pack of information sent to governors as promised.
- iii) Item 8 x) refers – Governors were informed that the secondment from The Chafford School may have to be continued for a second term.
- iv) Item 8 iii) refers – Despite recent rumours to the contrary, the Principal confirmed his belief that siting of the all-weather pitch had received approval, as detailed in the Cabinet papers considered at the last meeting.

With reference to the meeting of 1 December 2005:

It was noted that the Chair had received a letter from the NUT raising a collective grievance. He was taking advice from the LEA Human Resources team.

5. **CHAIRMAN'S ACTION**

- i) It was noted that the Chair had approved the following actions:
 - a. An early closure of the school for staff training.
 - b. A ski trip to America and a field trip to Norfolk.
 - c. Sex education workshops by youth workers.
- ii) The Chair reported that he had distributed copies of the Governors' Newsletter and the Governors' Guide to the Law.
- iii) With reference to the Consultative Meeting with the Cabinet Lead Member for Children's Services, the Chair reported that he did not attend but Mr LeI usually did.

6. **PRINCIPAL'S REPORT**

The principal's report was received and arising therefrom:

- i) With reference to the Partnership Report, the Principal outlined in detail the Local Authority's plan for providing an integrated service through six locality groups and the role of Brittons School within this plan. He expressed some concern that the school's locality group, with 23 schools, seemed too large.
- ii) A draft of the School Profile was tabled. This matched the online template. This was agreed by Governors.
- iii) After detailed discussion of changes to the Excellence Cluster structure, governors agreed unanimously to merging the roles of the lead Home School Worker with that of the Director of Integrated Studies. It was also agreed that in order to make structural changes more quickly, this responsibility should be devolved to the Personnel Committee. The Chair assured governors that they would be notified of committee meetings at which these issues were to be decided.
- iv) With reference to the Havering Borough Profile, the Principal suggested that in order to meet the areas with most local employment opportunities, the school needed to consider ways to re-establish a catering training unit, in addition to continuing with the construction and product design initiatives. He outlined the difficulties in obtaining funding for long-term development. A Governor expressed his concern at the loss of job opportunities within the local community and the absence of investment in sustainable projects such as regeneration of the Mardyke Estate.
- v) The Healthy Schools audit was considered and it emphasised that the school was required to promote a healthy lifestyle for pupils and it would not gain the Healthy Schools award whilst it continued to provide a smoking room for staff. After lengthy debate it was agreed to consider adopting a non-smoking policy at the next Governing Body meeting. In the meantime, it was agreed that the Principal would raise this issue with the staff concerned.

Action: The Principal

- vi) Youth crime issues – Havering Crime Pattern analysis. It was noted that most crime occurred between 3.30 – 6.30 p.m. Demographic trends were also identified.
- vii) The programme of governors' training and events was noted.

- viii) A revised version of the Equal Opportunities and Racial Equality Policy was tabled. Minor changes had been made to the previous policy.
- ix) School Travel Plan – governors approved amendments to this plan and gave their support to a bid, to the DfES, to gain funding to complete the works. It was suggested that BP could be approached for support.
- x) It was noted that minutes of the following committee meetings were included:
 - Curriculum Committee: 8 November 2005; 17 January 2006
 - Pastoral Committee: 11 January 2006
(and School Council meetings of 22 November 2005 and 17 January 2006)
 - Personnel Committee 31 January 2006
 - Finance and Facilities Committee 7 February 2006
 No questions were raised by governors about any of these minutes.
- xi) The Principal thanked staff for their hard work and Governors also added their appreciation.

7. **GOVERNOR TRAINING**

- i) No report was received from the Link Governor.
- ii) Governors were positive about their group training session in January which focused on inclusion and exclusion.
- iii) Governors requested a training session in the Summer Term on 'Assessing their effectiveness as a Governing Body'. It was suggested that the school's Link Inspector would be able to provide this training. The date and time suggested were Thursday, 15 June at 6.45 p.m. (since amended to 22 June).
- iv) No governor volunteered to attend the Annual Governors' Conference 'Knowing your School Community and Meeting its Needs' to be held at CEME on Saturday 22 April 2006.
- v) The availability of 'Governance in Schools: A Toolkit' was noted.

8. **ITEMS FOR NEXT AGENDA**

The school's Smoking policy and clarification of the artificial pitch issue were requested as items for discussion at the next meeting.

Action: The Clerk

9. **DATE OF MEETING**

The date and time of the Summer Term meeting of the Governing Body were confirmed as Thursday, 13 July 2006 at 7.00 p.m.

The meeting closed at 9.17 p.m.

Chairman

Date