

## 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, 29 November 2007

#### **PRESENT:**

Mr C Saunders (Chair)  
Ms S Anderson Mrs C McBride  
Mrs S Asser Ms R Reynolds  
Mrs B Balkwill Mrs S Roots  
Mrs E Brunt Mrs B Saunders  
Mr P Elmore (*arrived 7.20 pm*) Ms D Stiles  
Ms F Guest Mr D Warren  
Mr D Lel Mrs K Warren  
Rev Dr R Love

#### **In Attendance:**

Mr G Clements Clerk  
Mr R Ayre Vice-Principal

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr R Sheffield and Ms K Taylor. Governors gave their consent to these absences as well as that of Mr K Cullwick.

#### **2. DECLARATION OF INTERESTS**

Governors had no interests to declare regarding any agenda items.

#### **3. ELECTION OF VICE-CHAIR**

- 3.1. Governors agreed that the term of office of the Vice-Chair would remain at one year.
- 3.2. On the proposal of the Chair, seconded by Mrs Asser, Mr Lel was elected to serve as Vice-Chair of Governors until the 28 November 2008, or the date of the Autumn Term meeting of the full governing body in 2008, whichever is the later.

#### **4. MEMBERSHIP OF THE GOVERNING BODY**

- 4.1. The current membership list was received. A few changes to details were noted.
- 4.2. There were no changes to the membership of the Governing Body to note.

## 5. COMMITTEES/WORKING PARTIES

- 5.1. The current list of committee membership was reviewed. Vacancies on each committee were filled.
- 5.2. Arrangements for the annual review of the delegated powers and constitution of the Governing Body's committees were noted. The annual review by the Finance Committee was completed at the most recent meeting and agreed by the Governing Body. It was agreed that all other committees would review their delegated powers at their next meetings and bring any changes to the Governing Body to approve.

**Action: Chairs of committees**

- 5.3. It was confirmed that the Finance Committee had carried out its annual review on the limits of its delegated authority on expenditure and virements.
- 5.4. It was confirmed that the Personnel Committee had carried out an annual review of staff pay at its most recent meeting of 2 October 2007.

## 6. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

The minutes of the previous meetings held on 10 July 2007 and 27 September 2007 were agreed and signed as a true record.

Matters arising from the minutes of the meeting of 10 July 2007:

Minute 3 refers: An election for parent governor has not yet been held.

**Action: The Principal**

Minute 4.2.1 refers: Mrs Asser asked that governors be invited to specific events rather than having to identify opportunities from the school calendar. Ms Anderson offered to help her in identifying school events that she would like to attend.

**Action: Ms Anderson**

Minute 4.2.2 refers: Pecuniary interests were addressed under Item 12 below.

Minute 6.1.2 refers: The Chair had adjusted, as necessary, the time-line of the Foundation Status consultation process. A meeting to discuss Trust Status was postponed until next term.

Minute 6.1.10.2 refers: Review of the DCSF survey was postponed until the next meeting of the Care and Guidance Committee.

Minute 9 refers: The Chair informed governors of the dates of school closures as agreed.

Minute 13 refers: In view of the adjusted time-line of the Foundation Status consultation process, an additional meeting was not required.

Minute 14 refers: As agreed the Chair informed governors of the future dates for meetings.

## **7. CHAIRMAN'S ACTION**

The Chair reported that he had approved the use of the school closure day on 29 October 2007 for completion of staff performance management. Mr Ayre confirmed that the process had been completed for all staff except one who was on long term sick leave. He approved the change of date for the Year 11 residential geography trip. He also approved two trips: Watersports in Southern France in July 2008 and Year 11 Football in Holland in February 2008.

## **8. PRINCIPAL'S REPORT**

In the absence of the Principal, the report was presented by Mr R Ayre (Vice-Principal) and arising therefrom:

### **8.1. School Evaluation Form (SEF)**

The features of this form were described and its importance for a successful inspection was emphasised. Governors were asked for their individual comments on each section before the end of term. Committees would then review the priorities and judgements within each section. Governors requested training in their response to the SEF as critical friends to the Leadership Team. Rev Dr Love stressed that it was important for governors to identify where praise could be given.

### **8.2. Performance Management**

This was completed on 29 October 2007 for all but the one staff member who was on long-term absence.

### **8.3. New National Curriculum**

It was clarified that the new curriculum would be phased in from 2008, starting for Year 7 only.

### **8.4. Training**

Governors were invited to attend a training day for implementation of the new National Curriculum.

### **8.5. Lunchtime Issue**

This was reported as a confidential item.

- 8.6. Finance and Facilities Policy  
The Governing Body received the revised policy and approved the changes.
- 8.7. Minutes of committee meetings  
Minutes of the Curriculum and Technology meeting of 6 November 2007 were not tabled as expected.

**Action: Chair to table at next meeting**

Minutes of the following meetings were presented:  
Care and Guidance of 31 October 2007  
Personnel of 2 October 2007 (including confidential item)  
Finance and facilities of 16 October 2007 (including confidential item)  
School Council meetings of 5 June and 9 October 2007

- 8.8. School Roll  
The increase in the school roll was noted.
- 8.9. London Performance Collaborative  
Four students received certificates at the award ceremony in recognition of their achievements. The school has received funding to enable it to participate again next year.
- 8.10. Letter from Andrew Adonis (Minister for London Schools)  
Governors noted the letter from the Minister congratulating the school on the significant improvement to its GCSE results. Governors recorded their thanks to staff for their contribution to this improvement.
- 8.11. All-weather Pitch  
A start to this project was scheduled for July 2008.
- 8.12. Foundation Status  
This was considered as a confidential item.

**9. PARTNERSHIP REPORT**

The Partnership report was received and points for information were noted. Ms Stiles confirmed that she had yet to complete the on-line Safer Staff Recruitment training. Ms Reynolds also offered to complete this training in school.

**Action: Ms Stiles**

**10. GOVERNOR TRAINING**

10.1. Mrs Roots advised governors that they should all have received the governors’ training directory. She also informed governors that they would receive a report of the recent Link Governors’ meeting that Mrs Asser also attended.

**Action: Mrs Roots**

10.2. Ms R Reynolds reported that she had attended excellent training on domestic violence. Mrs Asser reported that she had attended useful sessions on protocols for governors.

10.3. Governors requested training on succession planning and on their involvement as critical friends in the School Evaluation Form (SEF). It was provisionally agreed that SEF training would take place on Wednesday, 9 January 2008.

**11. EXPENSES FOR SCHOOL GOVERNORS**

Governors agreed unanimously not to claim any expenses.

**12. PECUNIARY INTERESTS**

Governors completed their annual declaration of pecuniary interests.

**13. ANNUAL HAVERING GOVERNOR CENSUS 2007**

Governors completed their census forms.

**14. ITEMS FOR NEXT AGENDA**

It was agreed that an item on succession planning should be on the agenda for the next full governors’ meeting.

**15. DATE OF NEXT MEETING**

The date and time for the Spring Term meeting of the Governing Body were agreed as Tuesday, 11 March 2008 at 7.00 pm.

The meeting closed at 9.18 pm.

**Chairman** .....

**Date** .....