

## Minutes of Full Governing Body

**Date:** 25<sup>th</sup> September 2013  
**Time:** 6.00 p.m  
**Venue:** Library

### Persons Present

Ian Appleton	Dawn Bushrod
Jackie Barker	Heather Lawrence
John Lawrence	Hadleigh Garland
Sue Merry	Tony Jerrett
Dawn Bushrod	David Olley

### In attendance

Sandra Wren (Clerk)	
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### Apologies

Kevan Walsh	Tamsin Leyman
Shaun Isaac	Pep Monk
Graham Pike	Phil Ward
Heather Holmes	

### Action Points

No	Action	By Whom	Timescale
1.	<b>Appointment of Responsible Officer</b>	All	Next FGB
1.	<b>Updated Committee Structure/Link Governor List</b> To be sent to governors by clerk	Clerk	ASAP
4.	<b>School Review Cycle</b> Agenda item for each committee – support and challenge	Chair/Clerk	Autumn Committee Meetings
5	<b>Skills Audit</b> Skills audit from each governor to be sent to clerk	All/Clerk	ASAP
5	<b>Policies</b> Time line of all policies in place to be sent by clerk	Clerk	ASAP

No	Agenda Item	Action
1.	<p><b>Welcome and Apologies</b> All welcomed to the meeting. David Olley welcomed to his first meeting as governor to TSC. All those present introduced themselves. Apologies from KW, HH, TL, PW, GP, SI and PM</p> <p><b>Pecuniary Interests &amp; correspondence</b> There were no pecuniary interests for this meeting. Governors were reminded to complete and return the annual Declaration of Interest from to the clerk.</p> <p><b>Election of Officers (including RO/Company Secretary)</b> No nominations were received for the role of chair and vice chair. JL and GP were happy to continue in these roles for one more year. All governors present elected JL as Chair and GP as Vice Chair. There were no nominations for the role of RO as this stage. To be agreed upon by next meeting. All governors present elected JB to Company Secretary.</p> <p><b>Agree committee structure</b></p>	Next FGB

	<p>PM happy to relinquish roles on any of her committees. DO would like to be involved in B&amp;F. Committee structure to be updated and sent to governors by clerk.</p> <p><b>Agree Link Trustees</b> As per changes made. Updated Link Trustees to be send to governors by clerk.</p> <p><b>Agree Responsible Officer – As above, to be agreed by next meeting. Agenda item at committee meetings also.</b></p>	<p>Clerk</p> <p>Clerk</p>
<p>2.</p>	<p><b>Minutes of previous meeting &amp; matters arising</b> Previous minutes agreed a true record and signed by chair.</p> <p><b>Matters Arising</b> Governors are reminded to read through their pupil premium document and ensure they are aware of how it works and what the college is using this for.</p> <p>Tree preservation order – The council officer responsible for putting the preservation order in place visited the site for a meeting at the end of last term. He was very helpful and informative. The whole site was looked at and the situation is being resolved amicably. The meeting proved very helpful with practical advice. A blanket preservation order has now been lifted and leylandi can be trimmed and the dying cherry tree at the front of the college can be removed. Neighbours to the college have been informed by the council officer and the councillor concerned with placing the order in the first place has been advised that the oaks are safe and that some of the areas concerned did not actually belong to the college. Appropriate pruning can continue. Governors were advised that the blanket preservation order was placed as a precaution in case any were felled unnecessarily.</p> <p>School House – the internal refurbishment of the school house is complete and the garden is kept tidy by our grounds man. A review of the plans regarding the drive way to the property will be looked at taking account of those trees that have a preservation order placed on them. Once the review has taken place, plans will be resubmitted. Our insurance company is aware of the current situation and provision is in place to keep the house secure.</p> <p><b>AOB items for consideration later in the meeting</b> Two additional items tabled by IA and DB.</p>	
<p>3.</p>	<p><b>Head Teacher’s briefing on exam results</b> 79% of students gained 5 or more A*-C grades but only 31% gained 5 or more A*-C with English and Maths, which is a shock result. This was due to very poor English results. The average grade achieved by students was a C, higher than last year and the average point score was 324.5, again better than in previous years.</p> <p>16% of pupil premium pupils gained 5A*-C grades with English and maths, the pupil premium gap is 23%, middle attainers did poorly with only 28% <u>gaining 5A*-C grades with English and Maths.-</u></p> <p>Expected progress, <u>i.e 3 levels of progress</u> in English <u>was</u> 42% with maths being 62%. These figures for maths are good. 32% of students achieved 10 or more passes at A*-C grades with 9% gaining 4 or more A* and A grades. A good number of students were within 5 marks of a pass. Maths performed very well. In year 10 the FFT target, <u>for this cohort</u> was 46%, they achieved 57% which has been a great success.</p> <p>BTecs did very well with high grades in dance, sport and business. There were however some concerns with science, English and technology.</p>	

Reasons for results:

- They were a weaker year group with an average KS2 score of 26.3 against a national average of 27.8
- There were few HIGH ability students, 22% as opposed to the national figure of 32.4%
- We had 22.6% low ability children as opposed to 15.1% nationally.
- The year group were very difficult to motivate with some students having little support at home. The previous year group completed many hours of work at home towards their exams.
- We can show the reasons why the results for English were so poor when Ofsted visit. By January we will be able to show improving results and progression of our current pupils.

These results were good other than for English. There were significant success stories in each ability profile.

Action:

- Tighter monitoring – already in place with monitoring taking place in every lesson on a daily basis. Homework is also being checked more vigorously.
- More focussed assessment with evidence
- More targeted intervention
- Support and challenge for English. HoD for English giving more feedback to staff and the lead English advisor will be attending the college.
- Early entry for English and maths
- iGCSE for English
- We already have better year 10 results compared to last year.

We will not go into the exam period and come out with such a shock result for English again.

A governor reminded all present that the predications made at committee meetings by IA were spot on although the English results were poor. Course work is now ~~becoming less important~~~~not seen as worth completing~~ as more emphasise is being put on a harder exam – this is down to government changes. A high percentage of students, 84%, passed English literature with only 62% of the same students passing English language. This would normally be the other way around.

A governor asked if students were unable to cope with the changes made to exams at the end of their schooling. We are not sure if this is the case. We have worked harder and students said they felt well prepared for exams but of course did not do as well as expected. Early intervention and early entry for some will take place and other strategies, previously proved effective in maths, will be used for English.

A governor asked about homework and the feedback from it. More emphasise is being placed on homework being carried out, with greater monitoring. We are in a better place with responses from students but we need to keep on top of this. Last year's cohort were very different with little parental involvement or help. Our current year 10 maths and science results are looking better than last year already so we are in a better position. There is hardly a child in year

	11 who has not already got a GCSE.	
4.	<p><b>School Improvement Plan</b> As per hand out to governors. It is good to see the programme in place during tutor time where different activities take place each day. The work with primary schools seems to be taking off. We will continue to develop ‘talk like a scholar’ group work. It is important for students to start and end conversations properly, for them to stop and think about how they are going to complete their work – think, talk, write.</p> <p>Quality of teaching is being looked at using professional development, performance review and the sharing of good practice to improve the overall quality. The quality of written feedback is also being developed so students are aware of where they are, what they need to do, how to improve and how to do it.</p> <p>Student progress – links with feedback and looking at those students who are falling behind, using good practice to intervene where necessary. Recording systems will continue to be monitored. Improvement in the quality of target setting and the tracking of students towards their targets will also continue.</p> <p>Curriculum – we continue to review the curriculum to meet students’ needs and ensure that it complies with the 2015 league tables and the proposed reformed national curriculum. We need to ensure the curriculum allows us to meet the new accountability measures.</p> <p>Enrichment – to improve the school environment through school council and PTA work as well as classroom development. To engage all primary schools into the New Forest School Games with TSC at the forefront of delivery. Also to enhance the school profile in the local community.</p> <p><b>School Review Cycle</b> – this will help with monitoring and evaluation. Governors will be able to question IA on this cycle and hold him to account on these activities – is it working, if not, why not. <b>Agenda item for each committee.</b></p>	<b>Chairs of Committees</b>
5.	<p><b>Governor Improvement Plan/Action Plan</b> Governors to look through this plan and take on board areas for improvement. A portrait of skills to be completed by each governor and sent to clerk to collate.</p> <p>A suggestion of additional finance training for whole governing body take place as we now have new governors on board.</p> <p>Governors are also reminded of attendance at the forthcoming open evening – Thursday 4<sup>th</sup> October.</p> <p>A discussion took place regarding the new pay policy and governors were advised that there had been no response from staff at this time.</p> <p>Clerk to send time line of policies to governors.</p>	<b>ALL.</b> Audit of skills to clerk.       <b>Clerk</b>
6.	<p><b>Off-site activities 2013/2014</b> Governors were happy for IA to allow trips as and when required. Governors were reminded that overseas trips are run by fully accredited companies with full insurance in place. Approved coach companies are used for day trips and a robust procedure is in place along with action plans for each trip.</p> <p><b>Delegated Powers</b> There are no changes to delegated powers. Financial delegation for IA stands at £30K (thirty thousand). Governors agreed to IA continuing to make decisions to</p>	

	dismiss members of staff through capability and for governors to be involved if an appeal is made.	
7.	<b>Adopt Manual of Personnel Practice</b> Governors agreed to adopt the Manual of Personnel Practice as our pay policy and discipline policy are based on it.	
8.	<b>Training</b> Notes from the governor conference were made available. Governors to liaise with JL with ideas for training.	
9.	<b>A.O.B/Date of next meeting (27.11.13)</b> <b>(A.O.B Items for future meetings)</b> <ul style="list-style-type: none"> <li>Notice of intent from several unions (<a href="#">NASUWT and NUT</a>) has been received advising members to take industrial action on October 17<sup>th</sup>. A joint meeting of unions will take place this week to see how many will take industrial action. If the majority of staff, affiliated to these unions, <b>do</b>es take action then we will have no option but to close the school to students. Those in other unions not affected will be expected to come into school and carry out work. Parents will be informed by the end of the week should the school need to close.</li> <li>Governors Social Evening – Friday 11<sup>th</sup> October, Coach &amp; Horses, Cadnam. Clerk to advise all.</li> </ul>	

Meeting closed at 7.45pm