

## Minutes of Full Governing Body

**Date:** 28<sup>th</sup> November 2012  
**Time:** 6.00 p.m  
**Venue:** Library

### Persons Present

Ian Appleton	Sue Merry
Phil Ward	John Lawrence
Tony Jerrett	Graham Pike
Dawn Bushrod	Kevan Walsh
Tamsin Leyman	Alison Roberts
Jackie Barker	Shaun Isaac
Heather Holmes	

### In attendance

Sandra Wren (Clerk)	Andrew Williams (Auditors)
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### Apologies

Pep Monk	
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### Action Points

No	Action	By Whom	Timescale
4.	Pupil Premium – presentation to governors for Summer FGB meeting	IA	July 10 <sup>th</sup>

No	Agenda Item	Action
	<p><b>Talk by Andrew Williams from the Auditors</b>            Andrew William, client liaison and audit partner of Moore and Stevens Auditors, attended this meeting to give a brief overview of the audit, which has gone very well. There were a few minor issues but overall everything is well controlled. Explanation given to governors as to the different areas of the report including funding. Funding is split into several categories including restricted and unrestricted. Incoming resources include value of property which would not necessarily get re-valued if property costs increase. However revaluation can take place every five years if requested but governors were advised to leave as is. Unrestricted funds are those we can use as and when we please. Governors were asked to note the biggest cost, that of teaching and the change to pensions. An explanation of the pension pot was given on how movement will affect funds. The teachers' pension scheme is separate to that of the government scheme, coming out of general taxation where local government schemes come from a pot of monies.  <i>Accounts and representation letters duly signed by Chair and HT at this meeting.</i>            Andrew Williams was thanked for attending the meeting.</p>	
1.	<p><b>Welcome and Apologies</b>            All welcomed to the meeting. Apologies received and accepted from PM.  <b>Pecuniary Interests &amp; correspondence</b>            Pecuniary interest from KW.</p>	
2.	<p><b>Approval of Audited Accounts and re-appoint of Auditors for 2012/13</b>            Governors agreed to the appointment of Moore and Stevens as Auditors for the</p>	

	<p>coming year. Audited accounts were agreed by governors and accounts were duly signed by the Chair and HT. Representation letters were duly signed.</p>	
3.	<p><b>Minutes of previous meeting &amp; matters arising</b> Minutes of the previous meeting were agreed a true record.</p> <ul style="list-style-type: none"> <li>• <b>Schools Forum</b> – no other correspondence has been received with regards school forum. The four representatives previously detailed to governors were duly elected.</li> <li>• <b>Inset Days</b> – governors were reminded upcoming inset days which they are welcome to attend. The next one taking place on February 1<sup>st</sup>, looking at literacy and numeracy, with a Hampshire advisor attending.</li> <li>• <b>Old Account</b> – letter drafted and awaiting signature to authorise the closure of the colleges old account, used prior to becoming an academy.</li> </ul> <p><b>AOB items for consideration later in the meeting</b> There were no other items for consideration</p>	
4.	<p><b>Head Teacher's report</b> As per report previously sent to governors. Areas highlighted were: Staffing - A new catering manager has been appointed, an ex-head chef, who has some great ideas. This will hopefully generate more income.</p> <p>Curriculum – we await the outcome of government changes to exams and how these will effect students at TSC</p> <p>Training – we have applied for a continued professional award with the assessor attending college next week. We have been awarded silver and re assessment in the summer term will make us very close to getting gold. Mark Shippide was congratulated by governors for his work in this area.</p> <p>Student progress sees the next round of MACs being carried out. Pupil premium is a hot area for Ofsted. PP explained to governors. IA feels TSC is moving in the right direction with regards PP. (presentation to governors on pupil premium at summer term FGB)</p> <p>Governors were advised that our family of schools have not noticed any difference in the quality of service given to them since the post of school games organiser has stopped. By hosting that post ourselves we are still providing a significant amount of activity to other schools.</p>	
5.	<p><b>Reports from Committee</b> <b>P&amp;S</b> – Report contents noted by governors. The meeting was very informative especially with changes being made to teacher standards. <b>P&amp;C</b> – Report contents noted by governors. <b>B&amp;F</b> – Report contents noted by governors. <b>PCW</b> – Report contents noted by governors. Governors were advised that not having an education welfare officer in place any more has not affected the college much as Louise Evans is very supportive. Louise also works with pupils in primary, so a good link is in place. A vote with regards EWO will go back to schools forum after 18 months. Governors will be kept informed of any changes.</p> <p><b>Review of Policies</b></p> <ul style="list-style-type: none"> <li>• <b>Performance Review Support Staff</b></li> <li>• <b>SMSC</b></li> <li>• <b>Literacy Policy</b></li> <li>• <b>Admissions Policy</b></li> <li>• <b>Anti Bullying Policy</b></li> <li>• <b>Allegations Against Staff Policy</b></li> </ul> <p>All policies were agreed by governors <b>Review TOR – Admissions/P&amp;S Only</b> TOR was agreed by governors.</p>	

6.	<p><b>Performance Management for Teachers/Capability Procedure</b>  New teacher standards were taken to P&amp;S and P&amp;C committee meetings. These are very useful documents for everyday practice of what we expect teachers to do. Based on these documents we have made slight changes to teacher's performance review, as they now have set objectives. The three objectives are professional practice, progress of pupils and professional development. Staff are also asked to complete a self-analysis. At their final review meeting we look at how well objectives have been met and totality of performance. Reviewers are then able to make recommendations with regard pay progression where necessary. The final review of totality is very important. It should show where change has happened, where progression has been made, why and show evidence to prove this.  P&amp;S committee members will be looking at this document at their next meeting.</p>	
7.	<p><b>Target Setting Year 10</b>  Details of statutory targets to be set cannot be found, even from Hampshire. However it is useful to have these so we have set our current year 10 target at 5A*-C including English and maths at 60% - challenging but a realistic target. This figure may need to be amended as BTec's and English and maths will be counted as one subject each and we are unsure as to whether others will be based on one subject. Ofsted are keen to see expected levels of progress. Ours is currently three levels of progress in English and maths and we expect to be close to the national average for this.  <b>These targets were agreed by governors.</b>  <i>(GP leaves at 6.52pm)</i></p>	
8.	<p><b>School Improvement Plan – Feedback</b>  The progress being made on the SIP is positive. CPD is good and our key focus will be on improving teaching and learning. We still have some work to do on learning outcomes but the more we look at good practice, the more improvement we make. The curriculum continues to be reviewed especially with new GCSE specifications coming in. Looking at KS4 and the new exam system we do have concerns.  We will also look at VLE and whether it is the best way forward for pupils. Good progress continues with regard community links and our parent forum continues to grow with a termly newsletter. We will continue with our TSC review and make sure copies are distributed to the community.</p>	
9.	<p><b>School House</b>  Governors are asked to consider options for the school house which is currently empty. It is an asset to the school and an asset to have a care taker on site. Consideration should also be given to renting the property out. This would mean a complete redecoration including a new kitchen and bathroom and a new drive for access. The cost for a new drive would be in the region of £17K (seventeen thousand). JB recommended to governors to consider spending money on refurbishment. Governors discussed the options open to them.  <b>Governors agreed to refurbishment of property. Quotes to be sought before decision made as to rent or sell.</b></p>	
10.	<p><b>Training</b>  Data Protection training at next meeting.  Directory of training sessions for new academic year still awaited.</p>	
11.	<p><b>A.O.B/Date of next meeting</b>  There was no other business to discuss  Next meeting Wednesday 27<sup>th</sup> March 2013  <b>(A.O.B Items for future meetings)</b>  None</p>	

Meeting closed at 7.12pm