**Bourne Community College**

**Full Governors Meeting**

**Wednesday 14th November 2018 5pm**

**Present:**

Mrs S Legrave

Mrs Watkins

Mr D Fowler-Watt

Mr A Knowles

Mr R Ashcroft

Mr P Moore

Mr N Brown

Mrs M Sullivan

Mr M Race

Dr C Jackson

Mr A Turner

Rev. D Nason

Mrs D Shepherd

Mr P Veness

**Apologies:**

Mr D Ellis

Mr I Coulson

Mr R Hayes

Mrs B Jones

Mrs M Sullivan

Clerk in attendance: Claire Rainey

1. **Governor Safeguarding Presentation**

As Bourne Community College Designated Safeguarding lead, Mrs Murray-Brown gave a presentation to Governors with the focus on Child Protection, with the importance of the documents that all Governors need to be aware of, in particular, Keeping Children Safe in Education 2018, Child Protection Policy and Working together to Safeguard Children. Mrs Murray-Brown reminded the Governors that their role as school Governors is to be aware of the policies and procedures that are in place. Mrs Murray-Brown also informed the Governors that it’s through regular audits that any weakness’s detected within the school are remedied without delay.

Mrs Shepherd arrived at 5.14pm.

Mrs Murray-Brown informed the Governors that they can sign up to a weekly safeguarding briefing, held by Andrew Hall.

Mrs Murray-Brown has asked the Governors to ensure that the above policies are read, the Governors then need to report this to Fiona Menzies, Head Teacher P.A.

There was a short quiz on Safeguarding, Governors were asked to match the acronyms with the definitions.

1. **Welcome from Chair**

Mrs Legrave welcomed all Governors to the meeting and introduced them to Emma Hawkins, the new Clerk to Governors. Mrs Legrave also thanked Mrs Murray-Brown for the presentation and reminded the Governors to ensure the policies are read.

1. **Apologies**

Apologies were received from Mr Ellis, Mr Coulson, Mr Hayes, Mrs Jones and Mrs Sullivan.

1. **Urgent Matters & Declarations of Interest**

There were no urgent matters or declarations of interest made.

1. **Minutes of meeting 19th June 2018**

These minutes were recorded as a true and accurate reflection of the meeting. Mrs Legrave informed Governors that over the summer break, the Bourne has lost two Governors, Mrs Lesley Anne-Neville and Mr Derek Weisner. Mrs Legrave is making enquires to ensuring the Governors are replaced.

1. **Matters Arising**

There were no matters arising.

1. **Head Teachers Report to Governors**

Prior to the meeting Mrs Watkins circulated the report to Governors. Mrs Watkins gave a brief overview of the report. The new extended Leadership team is now in place with over 7 new leadership positions, the expansion of the Bourne and the overall PAN is 716, the new Student Movement is made up of 60 students and going very well, Learning Walks are taking place each week and are staff specific for possible CPD needs, Attendance figures are increasing and our Attendance Officer is working hard to continually improve this, Exclusions have increased this year to 156 compared to 79 in 2017. Mrs Watkins then went on to discuss the summary of examination results and explained how the Bourne is above national statics, with the major focus on Grade 4+ and 5+. In Attainment 8, the Bourne achieved 4.35, the target was 4.5 and for Progress 8, the Bourne achieved -0.29, the target was -0.1.

There was one question following the report regarding the learning walks, Mrs Watkins explained the Bourne is tightening up on these walks, Catherine Hall has been appointed to oversee they are taking place.

There were no further questions.

1. **Strategic Plan 2018 – 2020**

Prior to the meeting Mrs Watkins circulated the report to the Governors. Mrs Wakins informed Governors of the ranking system for the report, green, amber and red.

A Leadership – Mrs Watkins informed Governors of the new intake numbers, this is the largest intake, and Mrs Watkins is very pleased with this.

9. All Premises improvements to be fully budgeted – Red on report. Mrs Watkins informed Governors that there is no money available for this to happen.

11b. Staff Sickness – Red on report. Mrs Watkins informed Governors that she has made it very clear to staff that any medical appointments should be made after school hours and what she expects from them. There are a number of staff who have been absent due to dependents being ill, however these staff do work hard after school to recover the time lost.

D. Outcomes – Numbers 1, 2, 8 and 9 are red on report. There was a discussion around the subjects and outcomes as well as the use of FFT 20 and ongoing support from LA and our partnership with Downlands.

13. 70% of Students gaining post 16 access to Level 3 courses – Red on report – Mrs Watkins informed the Governors that this did not happen as they didn’t get English ad Maths to start at Level 3.

Mrs Watkins went on to inform the Governors that the Leadership Team are currently in the process of changing the plan, to only have 4 areas on the report. This will be presented at the Full Governors Meeting in June 2019.

1. **Summary of SEF**

Prior to the meeting this was circulated to all Governors. Mrs Watkins reminded Governors this is a summary only and that the Self-Assessment is moderated by the Local Authority.

Under Personal Development, Behaviour and Welfare there was a discussion around the new behaviour system that came in to force in September 2018, an online portal, Go 4 Schools, used by both parents and students, however this has been changed to SIMMS which is more efficient and seems to be working more effectively.

Mrs Watkins informed Governors that Mrs Murray-Brown and Mr Carter are now taking lunchtime detentions, this is reducing the poor behaviour seen previously and the feedback so far has been that lunch time detentions are a lot less disruptive than after school.

There were no questions following the overview.

1. **Committee Reports:**

**Curriculum & Achievement – Chair: Dr Jackson**

Dr Jackson started by informing the committee of the serve concerns after the last meeting, 10th October, with the Music presentation. The Science presentation by Tanya Midwinter was thought to be excellent. Dr Jackson spoke about the review of Exam Results, she informed the Committee that they had asked for improvement strategies for this year and the PIXL strategy was looking like it could work.

Regarding the impact of the new Leadership Posts, Dr Jackson is keen to see the impact of the posts that will be feedback at the next Curriculum and achievement meeting.

There were no questions or comments.

**Finance Committee – Chair: Mr M Race**

Mr Race gave a brief summary to the committee, and addressed the 2 core elements updates from May budget with Mr Moore. Following the May Budget, it was agreed that the £80,000 reserve is simply not substantial.

Mr Race informed the committee that 1 year budgeting was not going to be sufficient and that Bourne should look to the 3 year budget planning.

Mr Moore will be submitting a 3 year budget at the end of November 2018 – this will need to be approved and sent to the Local Authority. Mr Moore will be actioning this.

Mr Race also informed the Governors that the new build and classroom will be starting in January 2019. The school catering provider, Caterlink, now in post and all positive so far.

There were no questions or comments.

**Personnel & Welfare- Chair: Mr Donald Fowler-Watt**

Mr Fowler-Watt informed Governors of the two presentations given at the last committee meeting, by Nicky Constable, Think Family Link Worker and Sam Vincent, School Attendance Officer, both of which gave the Governors insights to their roles, Mr Fowler-Watt was very appreciative of this.

Mr Ellis was due to report to the Committee regarding Staff Voice – however in his absence Mrs Watkins informed Governors that the support and teaching staff have been having regular catch up meetings and are working with Mr Ellis and Mrs Farley to encourage the working relationships.

There were no further questions or comments.

**Premises & Environment - Chair: Mr Nigel Brown**

Mr Brown started by informing Governors of the help and support received by Mr Coulson in the COSHH Training. In regards to the school security, it has been agreed with Mr Colley, that both him and Mr Brown will action the walk round the school grounds.

Mr Brown also informed Governors that over the summer break the caretaking team were given a list of tasks to ensure are done, this seems to have worked well and will continue to be given during the school breaks.

The roof on the Science block is now completed.

The new build, planning permission has now been granted and on December 17th the will be an archaeological dig, whereby 7 trenches will be dug. Providing nothing of interest is found the work is due to start February.

Mr Brown informed Governors that following staff memory sticks should be encrypted, this is something Ofsted will check.

There were no comments or questions.

1. **Head Teachers Targets**

Mrs Legrave had previously circulated to Governors prior to the meeting. Mrs Legrave thanked Mr Knowles and Dr Jackson for attending the review that took place in October, it was also attended by Sally Evans, new Advisor.

1. **Student Movement**

Prior to the meeting this report was circulated to Governors, the report informed Governors of the new Student Voice and how it is now structured. The meetings are held once per half term by Head Girl and Head Boy, this also involves a member of SLT and Leader of Year.

The committee was also informed that Ryan Aqua will be working on the Student Sports Council.

There were on comments or questions,

1. **Governor Links**

Mrs Watkins thanked the Governors who had been making visits to the Bourne and then reporting back. Mrs Watkins told the committee that the staff enjoy seeing the Governors around the campus. Mr Brown has been doing a lot of work with the students who have been on work experience and was impressed by the students representing the Bourne. The only feedback was that if Governors were needed to help with such activities then more notice would be required.

1. **Governor Training**

Each Governor has been given a hand out for The Key, which is a vital tool for knowing, what, as Governors we should be looking at for how governance is evaluated, by Ofsted. Dr Jackson encouraged all the committee to register for The Key in order to be able to obtain more information.

1. **Any Other Business**

All Governors were reminded that Mrs Menzies is still outstanding the signed Register of Business (Pecuniary) Interests, please send back to Mrs Menzies as soon as possible.

Mrs Watkins reminded Governors that Careers Fair will be held on Friday 23rd November.

1. **Date of next Meeting 12th March 2019**

**Meeting finished at 6.45pm.**