

RATIFIED
Minutes of the CABINET COMMITTEE Meeting
held on May 15th 2009 at 4.30 in Head's Office Upper School

Present:

Mrs Lesley Swarbrooke (LSW) (Chair)
 Mr Tim Cosson (TCO)

Mrs L Johnson (LJO)
 Mrs Shirley Lawes (SLA)

Mr Mark Lynn (MLY)
 Ms Lucy Monk (LMO)
 Mrs Laura Dawson (LDA)

Clerk: Mr John Malkin.

Item		Action
1	Apologies for absence were received from and accepted for: Mrs Alison Smith	
2	Declarations of Interest a Governor may have regarding any item on the agenda: None.	
3	Approve, subject to any agreed amendments, the Minutes from the last Meeting of this Committee dated 12 January 2009: The Minutes were accepted as a true record of the Meeting, and duly signed.	
4	<p>Matters arising from the minutes of the last meeting: SLA took the initiative to produce Terms of Reference for various Governor Committees. LMO will, however, rewrite the Pay Document in light of the impending changes - an item for the next Personnel Committee Meeting on June 10. The Cabinet Terms of Reference had been formally reviewed – MLY urged less prescriptive vocabulary, and the removal of Paragraph 5 – agreed.</p> <p>The Specialist School Status needed an evaluatory tool of some sort, though not necessarily a fully-fledged committee, rather a review group, consisting of three Governors.</p> <p>The SEF will change later this year and LMO undertook to organise and bring a plan of all meetings, as she could predict what issues were likely to arise; thus a skeleton structure would already form the basis of Governors Meetings, augmented by further contributions from the FGB. SLA urged that each Terms of Reference be looked at during each committee meeting of the new academic year. SLA would send the clerk every Terms of Reference for distribution for the FGB on 10th June.</p> <p>LJO mentioned the review of the Code of Conduct working party, and it was established that the Clerk's Handbook contained much the same information. It would be put to the FGB as to which source would be used for reference.</p>	<p>clerk</p> <p>LMO</p> <p>SLA/Clerk.</p> <p>clerk</p>
5	<p>Update on the School Development and Improvement Plan: LMO went through the Appendices to the Plan, picking out pertinent targets throughout the year. Some targets would inevitably take priority, such as a Year 11 Plan. MLY suggested an additional column to add in the related target for the appendice.</p> <p>Appendix 8; It was vital to have a clear assessment for every subject, and the intention was to “sell” it to parents with the use of a parent-friendly document. The ragging system seemed to be generally popular, and the students seemed largely proud of their green achievements. LMO urged an element of caution with regard to the interpretation in that a red might just signify a “dip” in progress from an earlier peak. LDA's experience as a parent was, that whilst basically supportive of the system, it was being interpreted inconsistently by some staff. LMO felt that the colours combined with the levels would make for an ideal system. Should a student be absent for a test, then subject teachers would use coursework as a basis for assessment, or the test would be sat at a later stage. LMO stated that CfBT would be conducting a “Learning Walk” through the school, to ascertain whether Middle Leaders claims reflect the reality of the day to day</p>	

Signed:

(Chair)

Date

2009

	<p>situation with regards to AfL on Monday 18th May 2009.</p> <p>SEN levels of provision and support are being reviewed, and Inclusion plans would involve the whole range of students. A Literacy Plan is now in existence as is an ICT working party. The Student Voice plan was behind schedule, due to staff illness, and prospective Head and Deputy Head Girl interviews were shortly to take place. The Charter for Learning plan includes a reward system, similar to the system in operation at William Parker, thus points at Helenswood genuinely do mean prizes!</p> <p>The Charter for Learning target would look closely as to how best to deal with a minority of persistently disruptive students, for whom normal sanctions do not seem to work – LMO paid tribute to the excellent work of the Behaviour Support Team. In answer to MLY's question, LMO confirmed that there was one student currently excluded – earlier that afternoon! The Excellence Cluster keeps a record of school by school exclusions, but LMO urged caution when comparing figures of excluded students, as other schools who tend not to exclude, have areas where the most disruptive students can be effectively isolated – comparative facilities are lacking at Helenswood. TCO alluded to anecdotal evidence of low-level disruption in certain classes. The Community and Extended Services plan was in existence, and LMO was at work to streamline the targets. The Staffing Structure plan was rather contentious, and Governors agreed that this should not be in the public domain. The Budget had now been set, and the draft sent to County Hall, with the final figure to be confirmed at the June 10th FGB Meeting. LDA paid tribute to the <u>very good</u> work done by Jill Abbott.</p>	
6	<p>Link Governor's Report Template for Visits: All Link Governors will seek to meet with their chosen Departments on June 1st, and are recommended to use the paperwork entitled "Guidance for governors". The clerk will send the paperwork (when emailed to him by SLA) to all Governors on the list, and also thereby issue a general respectful reminder of the visits.</p>	Clerk/SLA
7	<p>Use of the Governor's website to support communication: LSW and LJO contended that the Governors made relatively little use of this facility, and a discussion ensued as to how the Governing Body communicates. LMO felt that more use could be made of the postal system. She thought that it was morally questionable that with a purely electronic system, Governors would in effect be forced to pay for their own printing. LJO and SLA did not mind doing this. However. It was agreed that, with immediate effect, the clerk would send Minutes and Agendas through the post, using the good services of Debbie Horne for photocopying and posting. PCA, SWE and NCU would be the exceptions, in that everything would be normally sent to them through the post.</p>	Clerk/Debbie
8	<p>Committee Structure for 2009-2010: After discussion as to the possible benefits, or otherwise, there was general support to amalgamate some committees, and it was recommended that Finance, Personnel and Premises business could conceivably be combined. Finance and Resources would also go together, and Curriculum would continue to be a separate entity in view of its complexity and many facets. This principle would be put to the FGB on June 10th.</p>	Clerk/Chair for agenda
	<p>Any Other Business: LMO requested that governors take with them the paperwork on the table, namely the School Development Plan. The Gaining Ground Programme, and a pamphlet on the pilot scheme of Achievement for All.</p> <p>LDA asked whether the school would want Hastings College to give an update on the new building, but LMO felt that the forthcoming FGB already had a very full agenda, and this could possibly take place in September.</p>	
	<p>Date of next Cabinet Committee meeting: September 23rd 2009 at 4.30 in the Upper School.</p>	

The meeting closed at 6.10