

**Ratified Minutes of the Cabinet Meeting
held September 29th 2009 at 4 pm in Headteacher's Office.
Lower School**

Present:

Mrs Barbara Browning (BBR))

Mrs Lynda Johnson (LJO)

Mrs Shirley Lawes (SLA)

Mr Mark Lynn (MLY)

Mrs Lucy Monk (LMO)

Mrs Lesley Swarbrooke LSW)(Chair)

Clerk: Mr John Malkin

Item		Action
1	Apologies: none.	
2	Declarations of Interest a Governor may have regarding any item(s) on the agenda LSW – Governor at Sandown School, MLY – Governor at William Parker,	
3	Approve the Minutes from the meeting on May 15th 2009; The Minutes of the meeting held on May 15 th 2009 were duly approved and signed.	
4	Matters Arising: The pay policy agreed at the FGB will be reviewed at the next Pay Committee meeting. The LEA code of conduct needs to be adopted at the next FGB – it is pointless to have two in progress. It was agreed that an update on the progress of Hastings College be pursued, and that LMO would look at possible visit times to coincide with a future FGB. All Governors reiterated their view that a collaborative approach to post 16 provision in Hastings is the best way forward.	Clerk to ensure 2 agenda items.
5	Terms of Reference Cabinet: No real change was regarded as necessary. The current TOR was proposed by LMO and seconded by LSW.	
6	Update on the School Development Plan and Improvement Plan: LMO talked Governors through target setting for 2010 and 2011, which the FGB should sanction in December 2009. Changes had been made to responsibilities at Senior Leadership level, after the retirement of a colleague. The document had been so set up that “RAG” would feature three times a year. Each target has clear performance criteria, and the school has recently embarked on a performance management cycle, with the precise intention of assessing progress. Appendix 21 on Page 28 was regarded as good practice by the DCSF. MLY urged a greater clarification of language though other Governors felt that the document was indeed clear. LJO regarded it as imperative that all Governors are acutely aware of this document. LMO reiterated her view that Governors should concentrate on three fundamental questions: What are the school's strengths, in what areas is improvement needed, and what are the school staff doing to ensure that this improvement takes place. She highlighted section 1.6 as an example. It was agreed that different Governors have varying interests, and each Governor may well have a “pet” target on which to concentrate.	
7	Link Governor Report templates: Governors discussed their varying experiences in the departments, and LMO stated that she had not really “pushed” for Governor completion of the relevant forms, as some Governors may have felt slightly uneasy about the task. The document “Going into School” was circulated, the format of which was praised. It is hoped that the FGB Training Session planned for the 30 th September will ensure that Governors feel more confident about their role in visiting the school.	
8	School Profile 2009/10: LMO circulated the questions from the School Profile (attached), explaining the underlying rationale and where additional information could be found – eg Ofsted/ Post 16 Action Plan etc. How we move forward depends on future meetings and how they are organised. Exemplars from other schools were easily obtainable, and LMO undertook to provide Governors with them for the next meeting.	

9	Date of next meeting: Wednesday December 2nd at 4.00pm	
---	--	--

The meeting closed at 5.05