



**Meeting of Community and Partnership Committee
8th October 2013
School Library
4.30pm**

MINUTES

Governor Members Present: Mick Baker, Richard Bradford (from 4.36pm), Alison Frost, Reg Hook,

Officers Present: Teresa Carter (Clerk), Sue Middleton, Jo Wait (for items 4a & 5b)

Others In attendance: Derek Swindells

Agenda item

Action

Note - The minutes are recorded in original agenda order. Items 1e, 6a and 4a were taken immediately after apologies for absence. Mick Baker chaired the meeting until he was formally appointed under item 1b. The Clerk chaired item 1b.

1 Introductions

a) Apologies for Absence

Apologies for absence received from Anne Barker, Rosamond Lomax and Marilena Ward.

b) Appointment of Chair of Committee

AGREEMENT - The Community & Partnership Committee appointed Mick Baker as the Chair of the Committee for one year.

c) Appointment of Vice Chair of Committee

AGREEMENT - The Community & Partnership Committee appointed Marilena Ward (subject to her acceptance) as the Vice Chair of the Committee for one year.

d) Declarations of Interest

None

e) Review of Agenda, Agreement to Consent Items and Requests for Any Other Business.

The order of the agenda was amended (see note above) and item 5a was removed from the consent agenda and taken at the end of the meeting.

2 Last meeting Dated 23rd April 2013

a) Approval of Minutes

The Community and Partnership Committee reviewed and approved four pages of minutes from the meeting held on 23rd April 2013. The Chair signed them as confirmation of their accuracy.

b) Matters Arising Not Included Elsewhere on Agenda

- Homework policy review responsibility passed to Student Experience & Outcomes Committee.

3 **Main Strategic Items**

a) **Strategic Priorities 2013-16**

Governors considered the school's strategic document and the priorities relating to the Communication and Partnership committee and in particular page six and seven of the document. It was noted that several of the commitments made in the plan had been covered in discussions at the meeting. These included the following:

- Communication with parents, staff and students.
- Building on parental engagement.
- Extending engagement with the local community.
- Building links with alumni.

There was a brief discussion regarding the developments to support student literacy across the whole curriculum.

4 **Other Governance and Regular Items**

a) **Parents Forum**

Five dates were planned for parents forum events with the next scheduled for 18th November for year 10 parents. Forum events would be attended by the Headteacher, senior management team members, head of year and the head of school appropriate to the year group. Parents' views would be invited on a variety of issues including those of particular relevance to the year group. Governors suggested that on the reply slip to confirm attendance an additional section be inserted to enable parents to highlight any issues that they would like to be considered.

There was further consideration on how to engage all parents with discussions on use of targeted forums led by different staff members, parenting skill sessions and partnership working currently underway under the "achievement for all" programme.

ACTION - Committee member to attend parent forum event and feedback to committee at next meeting. AF

b) **Communications Procedures Working Group**

It was reported that a working group had not been set specifically for communication but that this had not prevented an exploration of different communication methods. Parent Governors confirmed that as parents they were happy with the level and methods of communication and particularly the use of email. It was noted that Governors were not receiving notification of the school newsletter and did not have access to the school calendar.

ACTION - Clerk to liaise with school link to provide Governors with access to the school calendar and an email reminder when newsletter was published. TC

c) **Committee Terms of Reference**

The Community and Partnership Committee considered its terms of reference and the amendments suggested but felt that as the organisation of the Governing Body and committee structure was under review it was not appropriate to make any changes.

AGREEMENT - The Community and Partnership Committee agreed their current terms of reference without amendment.

5 **Consent Agenda**

a) **Safeguarding and Financial Implications of Items Discussed/Agreed**

In addition to earlier discussion under 1e above. Governors felt that some clarity regarding the type of issues for discussion at parents' forums would be required to avoid information of a personal matter relating to students being raised in an open forum.

6 **Policies and Other Documents for Review**

a) **Schools Engagement Plan**

Jo Wait presented the existing engagement plan and asked for Governors' input regarding its review. The engagement timeline on the last page was examined in detail and progress towards achieving the plans discussed.

- Student discussion groups currently looking at how student voice had been represented and whether student parliament was the most effective method to engage students. Students historically had not been involved at a point in planning where they might be able to have influence over decisions and it was hoped that this would change under any new arrangement. Governors were keen to enable students to raise issues with them but did not feel that representation on the Governing Body was the most appropriate method for this. The Head Girl and Boy had started an informal but supervised online blog to enable all students to contribute to discussions.
- The reunion of ex Dorothy Stringer students had been successful in getting more support for particular school projects. Further events were being planned which would include alumni meetings with current students regarding career paths. The use of social media to promote the alumni activities was being explored.
- Community engagement had been developed through an expanded summer fair and consideration was being given to a campus wide event for the Brighton Festival in May 2014.
- Fundraising had been well supported by parents and targeted towards improvements to the canteen facilities. It was felt that the canteen was an area that affected all students and student voice had highlighted lack of seating and facilities as areas that they would like to see improve.
- Governors mentioned that they might be able to assist with developing business relationships through their contacts outside of school.

ACTION - The engagement timeline to be a live document for committee review each term. SM/JW

7 **Any Other Business**

None

Meeting ended at 5.45pm

Date of next meeting - 21st January 2014

Actions from Community and Partnership Meeting 8th October 2013

	<u>By Who</u>	<u>By When</u>
Committee member to attend parent forum event and feedback to committee at next meeting.	Alison Frost	21 st Jan 2014
Clerk to liaise with school link to provide Governors with access to the school calendar and an email reminder when newsletter was published	Teresa Carter	End Oct 13
The engagement timeline to be a live document for committee review each term.	Mick Baker Sue Middleton	Termly