



## Minutes of the Full Governing Body of Swanmore CE (Aided) Primary School



Date: 15 September 2020	Start time: 7.45pm	End time: 8.45pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Sally Beazley (SB)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	
Cheryl Young (CY)	Jill Phipps (JPH)	
Andy Vincent (AV) Vice Chair		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		<b>Absent</b>
Judy Hillier (JH)		
Peter Wilkins (PW)		
Tanya Clay (TC)		
Lisa Foster (LF)		
Jon Flynn (JF)		
Emma Palk (EP)		
David Payne (DP)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies Prayer</b>	
	IW welcomed everyone to the meeting. Apologies were received and accepted from SB. The meeting was quorate. JH led the prayer.	
<b>2</b>	<b>Annual register of pecuniary interests</b>	
	The Governors all signed the annual pecuniary interest summary sheet. Governors declared pecuniary interests to the clerk prior to the meeting.	
<b>3</b>	<b>Election of Chair and Vice-Chair</b>	
	IW was formally elected as Chair and JH and AV were formally elected as Vice-Chairs.	
<b>4</b>	<b>Minutes of previous meeting held on 14 July 2020 4a) Approval 4b) Actions and matters arising</b>	
<b>4a</b>	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
<b>4b</b>	See action log	
	AV left the meeting at 8pm.	
<b>5</b>	HT report to include:	

	<ul style="list-style-type: none"> <li>• Covid Update</li> <li>• Published Admission Numbers</li> <li>• Plan for off site visits for Governor approval</li> <li>• School Development Plan for Governor approval</li> <li>• Review of lunch time provision</li> </ul>	
	<p>The report was uploaded to the hub prior to the meeting. The children have returned to school happy and engaged. Staff have approached being in school in a confident manner. Attendance is at 96%. Sixteen children are not attending school at the moment and we are monitoring this. Two or three children have been withdrawn from school to be home educated, one is concerned about Covid. Numbers on roll are 424 with a waiting list in Year 3. We are focusing on building the school community initially before starting to establish education gaps. There are some staff changes to provide extra support for children and we have received approximately £20K to help fund this. We will also receive money for tutors.</p> <p><i>Q Has the behaviour been good?</i>  <i>A Yes, excellent.</i></p> <p><i>Q How will you manage catch up provision?</i>  <i>A It depends on where the gaps are. It may be small group or whole year group support.</i></p> <p>JH commented that feedback from parents has been very good.</p> <p>There have been some staffing issues where staff have children off unwell. The delay on receiving tests could have a knock on effect on how long staff are off work and as a consequence, the supply cover costs may increase.</p> <p><i>Q If children are off school what is happening?</i>  <i>A We are reviewing the remote learning guidance and will pick the right approach for the school.</i></p> <p><i>Q How are you encouraging reluctant families to send children back?</i>  <i>A We talk to the families regarding their issues and try to alleviate their concerns.</i></p> <p><i>Q Who monitors home education?</i>  <i>A We refer to HCC who do a risk assessment with the family.</i></p> <p><i>Q Do the school have a supply of Covid tests?</i>  <i>A Each school have approximately 10 tests. More can be ordered tomorrow.</i></p> <p><i>Q How is school lunch provision?</i>  <i>A It is tricky for the staff at the moment due to staggered lunch times. Feedback on food quality has good.</i></p> <p><i>Q Is Creative Kidz up and running?</i>  <i>A Yes although numbers are lower.</i></p> <p>Approval for off site visits – trips have been postponed. Provision is the same as last year, classes are in bubbles and the school are following Covid guidance.</p> <p>The Governors approved the plan for off site visits for when they resume.</p> <p>Approval of SDP – JFY put on the next agenda (completed)</p> <p>JSP discussed the 3 Year Subject Focus Cycle which is on the hub.</p>	
<b>6</b>	<p><b>Governor roles:</b>  <b>Committees – confirmation of chairs and members</b>  <b>Confirmation of Governor roles</b></p>	
<b>6.1</b>	<p>Chairs of committees:  Curriculum and Standards – SL  Finance and Buildings – AW  Personnel – BB  Health and Safety – LF  Admissions - AW</p> <p>The Governors approved the above roles. LF is shadowing JH on safeguarding.</p>	
<b>7</b>	<p><b>Safeguarding audit</b></p> <p>JH and JF are meeting to discuss the safeguarding audit and this will be submitted before the end of the month. All Governors have read the latest KCSIE document. Governors need</p>	

	to do the online e-safe learning (already on action log). Governing body development action plan – JH will do a presentation on safeguarding for the Governors. JFY to put on next agenda. (completed)  Training – EP to send induction training certificate to JH. New Governors can book directly on to training to link with their committee.	EP
<b>7.1</b>	IW to email Governors regarding gaps in training.	IW
<b>8</b>	<b>Updates from the committees (all verbal except Personnel)</b>	
<b>8.1</b>	<b>Personnel</b>	
	This was information was uploaded to the hub prior to the meeting and BB discussed the document. JFY to put documents into a 'Knowledge Box' file on the hub. (Protecting children, Governor handbook, Swanmore Governor handbook). We need a wellbeing strategy that incorporates a pastoral care approach. (completed)	
<b>8.2</b>	<b>Health and safety</b>	
	The one way system in school needs more signs. There are some issues with parents not socially distancing. There will be challenges going into coughs and colds season.	
<b>9</b>	<b>Chairs report</b>	
	The Chairs report was uploaded to the hub prior to the meeting. IW discussed the report.	
<b>10</b>	<b>Correspondence</b>	
	None received.	
<b>11</b>	<b>Dates of future events</b>	
	None to discuss as future events are cancelled due to Covid. The school are looking at alternative ways to run events. FOSPS want to run some events where possible. JSP is meeting with FOSPS next week to discuss this.	
<b>12</b>	<b>Any other business</b>	
	JPH was thanked for her hard work on the Governing team and was presented with a card and flowers.	
<b>13</b>	<b>Impact of meeting</b>	
	<u>Accountability/Compliance</u> Governors approved plan for off site visits should they happen next year. <u>Strategic Leadership</u> Governors questioned JSP on how the school are meeting the needs of children through the Corona Virus outbreak into the Autumn. <u>People</u> JPH ended her term as a Governor. <u>Evaluation</u> All Governors have read the KCSIE document and JH will provide safeguarding training at the FGB in November.	
<b>14</b>	<b>Date of next meeting: 17 November 2020 at 7pm</b>	

Signed

Dated 17 November 2020

**Glossary of Terms used in minutes and associated documents:**

FFT	Fischer Family Trust	FGB	Full Governing Body Meeting
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FMSIS	Financial Management Standards in Schools	FSM	Free School Meals
GDC	Governors' Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years R,1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
PTA	Parent Teacher Association	SEND	Special Education Needs & Disabilities
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SDP	School Development Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference
EHCP	Education Health Care Plan		