



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

5 February 2019

Date: 5 February 2019	Start time: 7pm	End time: 8.55pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Ian Wollam (Foundation Gov/ Chair) IW	Jackie Finney (Clerk) JFY	Cheryl Young (Foundation Gov) CY
Bobbie Branson (Foundation Gov) BB	Renata Bush (SBM) RB	Jon Flynn (DHT) JF
Lisa Foster (Foundation Gov) LF		
Andrew Wilkinson (Foundation Gov) AW		
Emma Palk (Parent Governor) EP		
Chris Newhouse (Parent Gov) CN		
Jill Phipps (Ex-officio Gov) JP		
Sarah Chase (Foundation Gov) SC		
Sam Lee (SL) (Foundation Gov) SL		
John Paterson (Headteacher) JSP		
Tanya Clay (Staff Gov) TC		
Judy Hillier (LA Governor) JH		
Andy Vincent (Co-opted Gov) AV		

*Blue type denotes support and challenge from the Governors*

Documentation for all agenda items were distributed and uploaded to Google Drive prior to the meeting for Governors to consider.

Item	Subject	Action
1	<b>Welcome and Apologies</b>	
	The chair welcomed the Governors to the meeting. Apologies were received from CY and JF. The meeting was quorate. AW led the prayer.	
2	<b>Register of Pecuniary Interests</b>	
	No pecuniary interests were declared.	

3	<b>Approval of the minutes of the Full Governor Body (FGB) meeting on 11 December 2018.</b>		
3a	The minutes of the meeting on 11 December 2018 were agreed as a true record. The chair was authorised to sign the minutes.		
3b	<b>Matters arising and action log</b>		
	25.9.18	9.1 JSP to arrange for staff to contact link Governors–JSP to send IW staff email addresses.	JSP
	11.12.18	7 JP to amend wording of admissions policy – completed.	
	11.12.18	10 Governors newsletter. Circulate then send to parents –completed.	
	11.12.18	11.1 Produce report following parent survey – completed.	
	11.12.18	11.2 Investigate links with parish link scheme – there is no progress to report. AW to keep Governors updated, ongoing.	AW
	11.12.18	14 Ask Diocese to include school achievement in newsletter-the Diocese are aware as JP has sent a letter. Completed.	
4	<b>HT report</b>		
4.1	<p>JSP discussed the report which was shown on the ICT screen in the meeting. Attendance was above target up to Christmas but had deteriorated to 95.9% at the time of the meeting. Communications had been sent to parents using HCC guidelines, rules pertaining to lateness were also included. Office processes for parent engagement had also been reinforced.</p> <p>The exclusion figure has increased due to issues with one child, however the situation is improving.</p> <p>JSP will work a day a week at Olivers Battery until Easter.</p> <p>The school are already considering the revised Ofsted Inspection proposals and engaging in the Consultation process to forward plan. The quality of education, behaviour and attitudes, personal development and leadership and management are the new key areas. Inspection will take place over two days for ‘good’ schools.</p> <p><i>Q Do we need to have a plan within the SDP to ensure we are on track to meet Ofsted requirements?</i></p> <p><i>A We are already looking at this and will formulate a plan.</i></p> <p><i>Q Do Governors need to do anything while we are in the consultation phase?</i></p> <p><i>A JSP will feed back to Governors after meeting with staff.</i></p> <p><i>Q Will ‘outstanding’ schools now fall back into the inspection regime?</i></p> <p><i>A Yes. There will be more focus on disadvantaged children.</i></p> <p><i>Q Are Ofsted increasing capacity to cope with demand?</i></p> <p><i>A Yes, JSP has registered interest and is contacted as required.</i></p> <p>LLPR</p> <p>The visit was a positive one and areas have been identified to progress. (see report). The school has been assessed as requiring ‘low support’.</p> <p><i>Q Will the focus be on progress rather than attainment for disadvantaged pupils?</i></p> <p><i>A Yes, they will look more at the work we are doing, the impact overall and how much the pupils can remember about the curriculum.</i></p> <p><i>Q Do you believe you will achieve the actions and get the high outcomes required?</i></p> <p><i>A Reading across the school and end of school data for Year 6 are the two identified areas. This will be monitored by the Curriculum and Standards committee.</i></p> <p>School Development Plan – no points raised.</p>		JSP
4.2	A confidential discussion followed regarding JSP’s potential future role and how this may affect the school. Governors to email thoughts and questions to JSP and IW over the next couple of days. The Governors delegated final decisions on this to JSP, IW, AV and JH.		All
5	<b>Parent survey results</b>		

	<p>IW discussed the results which had previously been uploaded to Google Drive. A good amount of surveys was completed (25% of parents) and a positive message was received. Half a Year 5 class did not complete the survey due to circumstances at the time the survey was held.</p> <p><i>Q How do we feedback results to staff and parents?</i>  <i>Alt would be useful to state every comment has been considered. If there have been changes already made, it would be good to outline these in the response. The school will analyse results and proposals will be given to relevant committees to discuss.</i>  <i>IW, EP and BB will work on communication to parents. A more extensive report will be sent by parent mail and a condensed report via the Governors newsletter.</i>  <i>The survey questions will be reviewed to include capturing which year the child is in when the survey takes place.</i></p>	<p>JSP BB/EP/I W  BB</p>
6	<b>Update from the committees – reports are on Google Drive</b>	
6.1	<p>F &amp; B – AW discussed the headlines from the committee. The December accounts are healthy and show that the school is broadly on track.</p> <p>SVFS – this was discussed in the Finance committee by the Governors. The Governing Body approved the document, and this will be submitted by 31 March 2019.</p>	
6.2	<p>C &amp; S – IW discussed the headlines. There were two presentations, one on reading and one on parent engagement. They were both excellent and a high level of commitment and passion was self-evident. IW will let Governors know of any presentations occurring in C &amp; S meetings, so link Governors can join the meeting when relevant.</p>	
6.3	<p><i>Q Are the school doing enough to ensure that dependent learning is not happening?</i>  <i>A The school invested in TA's at the beginning of the year and we are reviewing the outcomes e.g. TA's working on a one-to-one basis with a child. Class TA's work with children in the afternoon who need support following the morning lessons. The data will be analysed at the end of the school year. JSP to update at the July FGB. JFY to put on July agenda. (Completed).</i>  <i>Q What do you think about having no TA's, smaller classes and more teachers?</i>  <i>A Accommodation would be an issue along with costs. Some TA's are for children with EHCP's.</i></p>	JSP
	<b>Verbal updates</b>	
6.4	<p>Personnel-the next meeting is on Friday.</p> <p>Safety-Governors approved the 'supporting pupils with medical needs' policy. The committee received an update on H &amp; S works from Scot. The main discussion was around the fencing. There was an inspection in November and the recommended height is 1.8m. Our lowest fence point is 1.2m, the front is 1.4m. There will be a meeting in March where the committee will discuss the fence height and whether the two school buildings that are separate could be joined by doors. We would receive funding from the Diocese if it was agreed that the project was needed. We discussed the recent lock down drill – if a child is out of the classroom at lock down, they can't get back in so further discussions will take place.</p>	
7	<b>Policies and Procedures</b>	
	<p><b>Governors Allowance Policy</b>  <b>Governor Training Policy</b></p> <p>The above policies have been circulated. The Governors all approved the above policies.</p>	
8	<b>Project Acorn</b>	
	<p>The Acorn team have agreed a September start and there will be a detailed planning meeting in March.</p>	
9	<b>Comms update</b>	
	<p>EP discussed her report which had previously been uploaded to Google Drive. IW thanked EP for updating the Governor board in the school and the December Newsletter.</p>	EP

	The deadline for information to be included in the next newsletter is 22 March 2019. EP has completed a compliance check on the website. There are some issues e.g.the SEN policy needs updating. EP to give JSP all the information that needs changing/updating.	EP/JSP
10	<b>Training and Governor Development including skills audit</b>	
	JH discussed the information that had been distributed prior to the meeting. JH recommended that the Governors subscribe to the Governor Services training subscription for 2019-20. Governors need to let JH know if they have received safeguarding training. Training can be via the work place, but a certificate must be sent to JH. Course names change so JH will group them to make it easier to identify needs. Skills audit – JH has received some back, it is very helpful and informs future learning needs and identifies gaps. Governors to forward their skills audits to JH. A summary of the skills audit will be brought to the FGB for April. Governors to book themselves onto courses.	All
11	<b>Strategy update</b>	
	The “Best People” section will be reviewed at the Personnel Committee.	
12	<b>Chairs report</b>	
	IW discussed the report. There are four candidates for the IT technician position. Finance budget for next year – this must be approved by FGB by May. JFY to put on the May agenda. (Completed) Hampshire Schools Forum need a primary school representative – AV is considering this role. The Governors Services subscription and the LA Clerking service were both discussed and approved by the Governors for the forthcoming year.	
13	<b>Governors emails/administration/documents</b>	
	The Governors liked the layout of Google Drive and it was discussed that documents can be uploaded directly to the drive or emailed to JFY to upload. JFY will email Governors when the agenda for a meeting has been uploaded and will check 10 days before a meeting to ensure documents have been uploaded in time for Governors to consider. The new emails will be used from Monday 25 February, after this date, personal emails will not be used.	
14	<b>AOB</b>	
14.1	JH has completed the termly safeguarding check. Everything was in place apart from a full register of training for the Governors. The full review is in September. JFY to put safeguarding as an agenda point on Personnel agendas. (Completed).  There was a security incident at the college recently, parents were briefed via. Parent Mail.  Year R Applications for next year. There are 55 first choice. Final numbers will be received in April, but we expect to have a full roll for the year.	
14.2	The Parish Council are supportive of providing money for the playing field, but they would like a proposal of what the school would like,along with estimated cost. JSP to talk to Scot about this.	JSP
15	<b>Impact of meeting</b> Governors informed on future Ofsted proposals and likely impact. Survey feedback from parents reviewed, actions agreed on responses required and future engagement/ communications plans. Updates on performance/ finance / C&S / training / safety and comms confirmed plans generally on track	
	<b>Date of next meeting: 2 April 2019</b> <b>Future FGB dates:</b>	

	<b>21 May</b> <b>2 July</b>	
--	--------------------------------	--

Signed

Dated

Meeting Date	AP No	Subject	New Action or update	Responsibility	Ongoing or Completed
25.9.18	9.1	JP to arrange for staff to contact link Governors.	Update	JSP	Ongoing
11.12.18	11.2	Investigate links with parish link scheme.	Update	AW	Ongoing
05.02.19	4.1	Ofsted Inspection Consultation – Feedback to Governors after meeting with staff.	New	JSP	
05.02.19	4.2	Governors to feedback following confidential discussion regarding JSP future role	New	IW	
05.02.19	5.1	Analyse survey responses /actions and pass to relevant committees.	New	JSP	
05.02.19	5.2	Feedback survey results to parents through parent mail and Governor newsletter. Feedback results to staff	New	BB/EP/IW	
05.02.19	6.3	Analyse effectiveness of TA's and report back in July.	New	JSP	
05.02.19	9.1	Give info to JSP following compliance check on website.	New	EP	
05.02.19	9.2	Content for Newsletter to EP by 22 <sup>nd</sup> March	New	All	
05.02.19	10	Complete skills audit and forward to JH.	New	All	
05.02.19	14.2	JSP to talk to Scot re playing field proposal.	New	JSP	

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

FFT	Fischer Family Trust	FGBM	Full Governing Body Meeting
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		