



Date: 2 July 2019	Start time: 7.00pm	End time: 8.50pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Chris Newhouse (CN)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Andy Vincent (AW) Vice Chair
Cheryl Young (CY)		Andrew Wilkinson (AW)
Jill Phipps (JPH)		Tanya Clay (TC)
Sam Lee (SL) from 7.20pm		Jon Flynn (JF)
Bobbie Branson (BB)		
Sarah Chase (SC)		
Emma Palk (EP)		
Judy Hillier (JH)		
Lisa Foster (LF)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and apologies Prayer	
	IW welcomed everyone to the meeting. Apologies were received and accepted from CN, TC, AW, AV, JF. The meeting was quorate. BB led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 21 May 2019 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
3b	See action log IW to arrange one to one sessions with Governors. Governor Newsletter – Summer issue to be issued by end of term Governor Newsletter – Contributions to EP by 12/07/19	IW EP All
4	HT report to include: <ul style="list-style-type: none"> • Outcome of effectiveness of TA's (action point from Feb FGB) • Note and agree Professional Day Closure dates for the new academic year • Review of home/school agreement 	
4.1	JSP discussed the report in detail which had previously been uploaded to Google Drive. It was decided to move next year's meeting to 16 July so that SATS results can be discussed (completed).	
4.2	Next year, registers will close at 9.05am from 9.15am to encourage early attendance. The attendance data includes exclusions and families going on holiday. Year R children have higher absence figures as children don't have to be in school if they are not five. Attendance levels across the school is higher than the national figure, but the school remains committed to its 97% target. SL entered the meeting.	

	<p>Attainment Data Next year, if children are 80% they are classed as ARE to help guide staff. Tests will be run alongside teacher assessment.</p> <p>TA interventions are very valuable. It is hard to quantify how effective TA's are at the end of the year, however they provide focused interventions for children which is very valuable. TA work is of a consistently high standard across the school and benefits teacher well-being.</p> <p><i>Q What training do TA's receive from school?</i></p> <p><i>A We conduct a skills matrix to identify gaps in training, provide whole team training and targets are set through performance management.</i></p> <p><i>Q How are TA's taught the Maths curriculum?</i></p> <p><i>A TA's are in the Maths lessons so learn with the children, however this is more difficult in Year 5 and 6.</i></p> <p>Three TA's will be going through the apprenticeship scheme.</p>	
5	SEF	
	<p>JSP discussed the SEF priorities which are detailed in the report on Google Drive. Case study impact was discussed in the last C & S meeting and is a focus for next year. Ofsted will have increased focus on the curriculum and this was discussed at the SLT strategic day. Subject development plans will be produced by staff for all subjects, not just English and Maths and there Governors will link with staff on all subjects. Dates for these visits will be arranged.</p> <p>We are keen to involve families to work with the children on a wide range of subjects e.g bike maintenance and this will be within school time for an hour, once a week for four weeks.</p> <p>We are reviewing the behaviour policy based on the Paul Dix approach. Richard Wharton is running a restorative justice session for staff in September.</p> <p>JSP reviewed the investment plan. The Diocese have been particularly supportive in supporting the school with the new fencing around the school. Thank you letter to be sent</p> <p>Governors noted and approved the INSET days for 2019/20.</p>	<p>JSP</p> <p>IW</p>
6	<p>Update from the Committees</p> <ul style="list-style-type: none"> • F&B • Project Acorn • C&S • Personnel • Comms • Health & Safety • Link Governor update • Foundation Governor update 	
	<p>F & B – the report was uploaded to Google Drive prior to the meeting and IW discussed the headlines. The Capital and Governors accounts were discussed, there is £3K in the Governors account and £35K in the Capital account. All Governors approved the accounts.</p> <p>Project Acorn – there was a meeting with Creative Kids (CK) this afternoon. CK will continue providing services for the next 5 years. We have bettered our budgeted position for self delivery and eliminated the risk and effort of doing it ourselves. We have agreed the following:</p> <ul style="list-style-type: none"> • Income will go up at 2% per annum. • PP children will receive a 50% discount with the school covering the other 50%. • No increase in rates for children for the first year, future increases will be based on cost. • School holiday clubs and INSET days – CK to submit proposal, if provided the school will receive a day rate for such provision. • Communications to parents will be joint from now on. <p><i>Q Is the care provided just for Swanmore Primary children?</i></p> <p><i>A Yes, and they must provide cover for all children. CK are keen to include children from all areas, however this is open to discussion.</i></p> <p><i>Q How often will we review the contract?</i></p> <p><i>A On a termly basis. The financial structure is fixed for the 5 year term.</i></p> <p><i>Q Do CK have their own policies and procedures?</i></p>	

	<p><i>A Yes</i></p> <p>CK will provide numbers to the school on how many pupils are attending. JSP is communicating information to parents.</p> <p>C & S – headlines are on Google Drive. Personnel – headlines are on Google Drive. JH ran through the information. Comms – EP is working with Calvin regarding information on Governors for the new website. EP will produce the next newsletter. Health and safety – no meeting since the last FGB. Information was covered in JSP’s report. We are looking at drainage on the school field. Link Governor update – covered in JSP’s report. Foundation Governor update – there are three people who have expressed an interest in becoming a Governor. Applications to be progressed.</p>	EP
7	Agree Governor roles for the next academic year	
	<p>Health and Safety – SL will be Chair. C & S – to be confirmed. All other committees to remain the same.</p>	IW
8	Review Governor training and receive report from DTG on value for money	
	<p>SL to arrange health and safety training. Governors must complete safeguarding training. The annual Governor conference was excellent and key issues from a training perspective included:</p> <ul style="list-style-type: none"> • Governors need to be aware of the new OFSTED handbook and understand how the curriculum has changed • Governors to consider the new SEND Framework Assessment/Self Evaluation toolkit • Governors to review a number of school strategies to assure alignment including the Staff Development Strategy, the Behaviour (staff and pupils) Strategies, and the Transition Strategy • Governors to review the TA training approach • Governors to assure themselves of the level of Parental Involvement and strategic fit • The importance of the Link Governor Role • Governors to be trained and understand Safeguarding, Child Protection, PREVENT and Equality and understand the potential impact on the child. 	SL
9	<p>Safeguarding to include:</p> <ul style="list-style-type: none"> • action plan • discussion on child protection policy • review of safeguarding arrangements (audit to be completed by 30 September) 	
	JH discussed the child protection policy which was circulated at the meeting and was uploaded to Google Drive prior to the meeting.	
10	Strategy	
	IW discussed the information provided from the Governor Strategy meeting on 4 June which is on Google Drive. The strengths and weaknesses were discussed in the FGB and this document will be reviewed regularly. Further meeting dates will be arranged.	
11	Correspondence	
	None to discuss.	
12	Chairs report	
	<p>IW ran through the report which is on Google Drive. Governors are sorry to see SC leave the team and thanks were given for SC’s hard work. A Governor is required to co-ordinate Governor presence at events. IW thanked all Governors for their hard work this year.</p>	
13	Policies and procedures	
	<ul style="list-style-type: none"> • Health and safety policy • Child protection policy 	

	<ul style="list-style-type: none"> • Complaints policy • Lettings policy • Charging policy • SEN policy 	
	<p>All policies were approved by the Governors. SEN – CY has met with Zoe regarding revisions required and discussed this at the FGB. Governors should be aware of how money is spent. The SEN policy will be taken to the next C & S meeting. JFY to amend agenda (completed).</p>	
14	Any other business	
	SC was presented with a leaving gift and thanked for her work and support.	
15	Impact of meeting	
	<p>Meeting reflected on what had been achieved in the current school year and how our strategy and focus should progress in the New School Year. Particular emphasis being on understanding the impact of the new Ofsted Framework and a review of our safeguarding obligations.</p>	
16	Date of next meeting: 24 September 2019 at 7pm	

Signed

Date: 24/9/19

Glossary of Terms used in minutes and associated documents:

FFT	Fischer Family Trust	FGB	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		