



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



Date: 2 February 2021	Start time: 7.00pm	End time: 8.36pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Lisa Foster (LF)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Jon Flynn (JF)
Cheryl Young (CY)		
Andy Vincent (AV)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		Absent
Judy Hillier (JH)		
Peter Wilkins (PW)		
Tanya Clay (TC)		
Sally Beazley (SB)		
Emma Palk (EP)		
David Payne (DP)		

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 LF and JF. The meeting was quorate and held via Zoom due to the Corona Virus situation. AW led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 17 November 2020 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	
4	HT report to include: <ul style="list-style-type: none"> ● Covid update ● School development plan ● ASP data ● Predicted pupil numbers and budget implications 	

	<p>JSP discussed the report that was uploaded to the hub prior to the meeting. The importance and concern for the mental health of parents, children and staff was highlighted.</p> <p>The LLPR commented that safeguarding procedures and practice in school was robust</p> <p><i>Q Do you worry about families mixing outside of school?</i></p> <p><i>A There will always be people that adhere to the guidelines and others that are less compliant. We are trying to keep everyone as safe as possible. We have 20% attendance which demonstrates that families wish to support the school where possible. HCC have commented that attendance is increasing across the county each week. We are keen to keep groups to no more than 16 pupils. This means the bubble size is bigger, however it allows us to have teachers at home focusing on home learning.</i></p> <p><i>Q Do you have a list of priority children should you be near the pupil limit?</i></p> <p><i>A The criteria has been put in place by the Government. At times, it is difficult to establish whether parents are critical workers. We try not to turn children away.</i></p> <p><i>Q Do you think some families are unhappy that a T.A is taking the class?</i></p> <p><i>A Some families will always want a teacher teaching their child. It is important however, that children at home have teacher input.</i></p> <p>Attendance – we have over 50% of SEND children attending school. JSP thanked TC for all her hard work on attendance which has improved.</p> <p>LLPR – the document was uploaded prior to the meeting and JSP discussed the report. The meeting was held virtually and was very positive. We will have a new LLP- Jeremy Malessa-Thompson from now on.</p> <p>We are reviewing staffing for the remainder of the year to ensure pupil gaps in learning are addressed ready for September.</p> <p><i>Q Are the staff being given any extra support and guidance on mental health?</i></p> <p><i>A HCC have released materials for children and parents. We are reviewing this and sending it out in sections as it is a large document. We are also looking at a cluster approach to share good practice across the schools. SB has offered to run a session for staff on mental health. SB also has lots of ‘bite sized’ information for parents. SB will send this information to JSP.</i></p> <p><i>Q How are staff coping with testing?</i></p> <p><i>A Staff are happy that they have the opportunity to have a test.</i></p>	SB
5	Parent Survey Update	
	<p>We had 102 replies and responses were positive, although some parents are struggling with home schooling alongside working from home. The Governors congratulated the school on the service they are providing.</p> <p>Pupil numbers – there are 58 first choices. Lock down has meant that we haven’t been able to provide tours. We think we will be full in September.</p>	
6	Updates from the committees	
6.1	Finance and Buildings	
	<p>AW discussed the update which was uploaded to the hub prior to the meeting. We have a budget deficit of £47K, but we anticipate an improvement on this figure in the end of year outturn figure.</p> <p><i>Q Is there any update from Creative Kidz?</i></p> <p><i>A We have asked them to provide holiday cover for some critical worker children over the half term break and they have agreed. This will ensure we can keep children safe in the school over the break.</i></p> <p>The Governors approved the school covering the cost of Creative Kidz providing child care in school during through the half term holidays.</p> <p>The Governors approved the children’s kitchen refurbishment costs being funded from the Governors account. Anticipated cost circa £1000.</p>	
6.2	Curriculum and Standards	

	<p>SL discussed the update which was uploaded to the hub prior to the meeting. The parents evenings in March will be cancelled as children won't be back in school until 8 March. We will hold virtual parents evenings around 4 weeks after children are back. We will also provide parents with a written, academic report later in the year.</p> <p><i>Q What support is being given to Year 6 children? Will they have taster sessions at secondary school?</i></p> <p><i>A Year 6 use Google Classroom which is the same system as Swanmore College. They are being set tasks to encourage accountability to help with the transition. Virtual tours of the school can be arranged nearer the time when we know what the guidance is.</i></p>	
6.3	Personnel	
	<p>IW discussed the update which was uploaded to the hub prior to the meeting. This long lock down will put a lot of pressure on staff and parents and the committee are aware that the mental health of all needs to be monitored and supported. Jill Phipps is involved with the staff and the church are keen to support the school where possible. Sally Beazley has also offered support and is planning to meet staff in February.</p> <p>The staff structure is not likely to change for next year.</p>	
6.4	Health and safety	
	<p>IW discussed the update which was uploaded to the hub prior to the meeting. Governors were reassured that the normal day to day health and safety checks were continuing alongside Covid considerations (e.g. fire drill). TC is attending a course on mental health awareness on 22 February.</p>	
6.5	Pay	
	No meeting since the last FGB.	
7	Strategic risk register	
7.1	<p>Each of the committees are discussing the risk register in committee meetings and JH updates the register accordingly. JH discussed the report which was uploaded to the hub. The Health and safety committee are to ensure safety risks are not increasing.</p>	IW
7.2	<p>Impact on children and staff health and wellbeing – JSP to monitor this and raise the risk as necessary. C&S to discuss the risk around parents evening. JFY to add to C&S agenda (completed).</p>	JSP
7.3	<p><i>Q Are the risks increasing/decreasing? Are we monitoring how they are changing due to Covid?</i></p> <p><i>A JH will add arrows to the register to demonstrate this. Risk around staff well being was highlighted as one where risk was increasing.</i></p>	JH
7.4	<p>It was agreed that risk 5b "covid impact on staff well being and children outcomes" should be raised to level 4. Strategies are in place to provide support to staff.</p> <p><i>Q Is there an employee support line?</i></p> <p><i>A Yes and staff are aware of this. JSP is trying to help staff to do the best they can in a difficult situation. Staff put themselves under pressure to provide the same level of service as in normal circumstances.</i></p>	JH
8	<p>Policies and procedures for review:</p> <p>Equalities policy</p> <p>Governor allowances policy</p> <p>CCTV policy</p> <p>Admissions Policy 2022/23</p> <p>SEND policy</p>	
	<p>All policies were uploaded to the hub prior to the meeting and discussed in committee meetings prior to the meeting. The Governors all approved the above policies.</p>	
9	Comms update to include review of information published on school website	

	EP has reviewed the website and everything is in order. RB will upload the approved admissions policy before the end of February. Committee information needs updating. EP to send to JFY.	EP/JFY/RB
10	Training and Governor development update	
	This was uploaded prior to the meeting and JH discussed the report. Improving Attainment in vulnerable Groups (GT219) was agreed as the preferred choice for the next Whole Governor Training. This will hopefully be planned for the Autumn. JH to book.	JH
11	Change of title: Wellbeing and Pastoral Care Strategy to Mental Health and Pastoral Care Strategy	
	JH to amend the title.	JH
12	Strategy update	
	Nothing to add.	
13	Chairs report to include: .decision regarding subscription to Governor Services .decision about LA clerking service & agree contracted hours	
	The Chairs report was uploaded prior to the meeting. IW discussed the report. The Governors wished to thank JSP and the team for their incredible work during this difficult time. EP and AV will be ending their terms in the summer. We will need a parent election in the summer to replace EP. SB will leave at the end of this term. JFY to update the hub. The SLA and clerking service were both approved by the Governors. JFY to inform HCC (completed).	JFY
14	Correspondence	
	None received.	
15	Future event dates	
	None to report.	
16	Any other business	
	None.	
17	Impact of meeting	
	Accountability/Compliance Governors approved the policies, clerk contract and HCC service level agreement and the school covering the cost of providing Half term child care through Creative Kidz Strategic Leadership Governors challenged the SLT on how the staff and wider community are being supported with their mental health through the pandemic. Risk register reviewed and mitigation measures agreed. People It was decided that a parent election will take place in the summer to replace EP. Evaluation Whole Governor Training was agreed and JH will book for the Autumn.	
18	Date of next meeting: 30 March 2021 at 7pm	

Signed

Dated

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		