



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



Date: 30 March 2021	Start time: 7.00pm	End time: 8.10pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Sally Beazley (SB)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	
Andy Vincent (AV) Vice Chair		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Bobbie Branson (BB)		Absent
Judy Hillier (JH)		Cheryl Young (CY)
Peter Wilkins (PW)		
Tanya Clay (TC)		
Jon Flynn (JF)		
Emma Palk (EP)		
Lisa Foster (LF)		
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 SB. The meeting was quorate. SL led the prayer. The Governors wished to thank SB for her time as a Governor. JFY to end her term on Governor Hub. (Completed)	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 2 February 2021 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 ● Published Admissions Number (PAN) arrangements 	

	<ul style="list-style-type: none"> ● LLP report ● Budget for staff training and development – to be covered in May ● Attendance 	
	<p>JSP discussed the report which was uploaded to the hub prior to the meeting. The school have employed an external sports company for the summer term for daily outside sessions to increase physical activity in the children. We have some staff off sick at the moment. Data has shown some slippage in attainment due to Covid, however not as much as we were expecting. We are looking at which families we need to engage with and this will be a focus for next term.</p> <p><i>Q Is there an increase in the number of case studies?</i> <i>A Yes, we will work on a focused number to ensure a high quality of provision.</i></p> <p><i>Q Do children come off case studies?</i> <i>A Yes if they progress, however we track this over time and monitor.</i></p> <p><i>Q How are you helping Year 6 children with transition to secondary school this summer?</i> <i>A We are working on both the academic and emotional needs of this group. We may not be able to have residential trips but we're looking at day trips to give them good experiences. We are hoping to put on a production this summer, Covid permitting. We are working with the secondary school to ensure the children have a positive transition.</i></p> <p><i>Q Have you had any children not attending school due to Covid fears?</i> <i>A No, we have had good attendance since 8 March. Attendance is 97.9%.</i></p> <p><i>Q How did the virtual parents evenings go?</i> <i>A The staff felt it went well, time keeping was convenient, there were no childcare issues, some parents had found it convenient as they were still at work. Overall it was well received.</i></p> <p><i>Q What will be the biggest challenge looking at the summer term?</i> <i>A Closing the gaps for the children. The gap between the top and the bottom has widened so it is a priority to narrow this down.</i></p> <p><i>Q Will you put in more resources to close the gap?</i> <i>A We need to look at the curriculum and resources and understand where the gaps are. HIAS are sending assessment materials so JF will be looking at this. HCC are looking at 'minimum sufficiency' to ensure children are at a level in order to build on this for next year. Behaviour has been good across the school.</i></p> <p>Year R September intake currently has 59 1st choice places. Which, taking into account the challenges in promoting the school, is fantastic. Governors would like to be able to support the school in the summer term, Covid restrictions permitting. AV joined the meeting.</p>	
5	Format of future meetings	
	<p>IW asked the Governors: 'How do we structure meetings in order to attract high quality Governors?'</p> <p>Comments from Governors included:</p> <ul style="list-style-type: none"> ● Attendance has improved since conducting meetings on Zoom. ● It would be good to have a mix of virtual and face to face meetings. ● Committees could be virtual, FGB face to face. ● F&B – every third meeting could be face to face. ● JSP would prefer the time of the FGB to be earlier. <p>IW will put together a plan for next year and circulate. The meeting on 18 May FGB will be virtual, the FGB on 15 July will be face to face (restrictions permitting).</p>	IW
6	Updates from the committees	
6.1	Finance and Buildings	

	The update was uploaded to the hub prior to the meeting. We had aimed in our budget for this year to spend roughly half our surplus on physical investments and extra targeted teaching. As a result of the pandemic, however, our forecast outturn for 2020-21 is a very small deficit so we will perforce enter the next year with a surplus of about £115k. The Governors approved the SFVS and this will be submitted to HCC. The Governors wished to thank JSP and RB for their hard work over the last, very unpredictable year. Budget information is on the hub.	
6.2	Curriculum and Standards	
	The update was uploaded to the hub prior to the meeting. There was no meeting in March as children had only just come back. SL is meeting with JF prior to the May meeting.	
6.3	Personnel	
	The update was uploaded to the hub prior to the meeting. BB discussed the update.	
6.4	Health and safety	
	The update was uploaded to the hub prior to the meeting. The meeting was held to review the Covid risk prior to children returning to school on 8 March.	
6.5	Comms	
	The FAQ's are now up on the website. A Governor newsletter will go out next term. Governors to send ideas to EP. AW mentioned the Pupil Premium document on the school website which is useful for Governors to read.	All
7	Governor Training 20/21 and Governor Recruitment to include skills audit summary	
	LF is booked onto safeguarding training. Training is easier to access online. SL is on a course and has put out a questionnaire which will help SL and the Governing Body. Please can Governors respond to SL.	
8	Review Governor Body Development Plan	
	Covered in the Chair's report.	
9	Chairs report	
	The Chairs report was uploaded prior to the meeting. IW discussed the report. A parent election will be run in the summer term to replace EP. LF will take over safeguarding from JH. We need a Governor to take over training. Another advert has gone out for Scot's vacancy.	
10	Strategy update	
	Already covered.	
11	Risk register	
	JH to add arrows.	JH
12	Policies	
	Exit interview policy Child Protection and Safeguarding Policy addendum	
	The above policies were approved by the Governors. The addendum details Siobhan as a contact for safeguarding, if Siobhan is absent, staff need to go to JF. JF to amend.	JF
13	Correspondence	
	A thanks to the Governors was received from JSP.	
14	Future event dates - TBC	

15	Any other business	
	Agreement of electronic signatures Agreement to store all Governor information online	
	Governors agreed that a paper copy of documents would be kept in the school. All papers will also be kept on Governor Hub and JFY will sign documents electronically when minutes have been approved.	
15	Impact of meeting	
	<p>Accountability/Compliance Governors approved the SFVS, the above policies and approved electronic signatures for minutes.</p> <p>Strategic Leadership Governors challenged the SLT on how Year 6 children are being prepared for secondary school and how the school aims to close the gap in higher and lower achievers.</p> <p>People It was decided that a parent election will take place in the summer to replace EP. LF will be taking over safeguarding from JH.</p> <p>Evaluation The Governors reflected on the past year and decided to have a mix of virtual and face to face meetings going into the new academic year.</p>	
16	Date of next meeting: 18 May 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		