



Date: 10 December 2019	Start time: 7.00pm	End time: 8.45pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	Bobbie Branson (BB)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Judy Hillier (JH)
Cheryl Young (CY)	Chris Newhouse (CN)	Emma Palk (EP)
Andy Vincent (AV) Vice Chair		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Jon Flynn (JF)		<b>Absent</b>
Lisa Foster (LF)		
Peter Wilkins (PW)		
Tanya Clay (TC)		
Jill Phipps (JPH)		
David Payne (DP)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b> <b>Prayer</b>	
	IW welcomed everyone to the meeting. The Governors introduced themselves to DP. CN was thanked for his hard work in the Governor role and was presented with a gift of thanks. Apologies were received and accepted from BB, EP and JH. The meeting was quorate. PW led the prayer.	
<b>2</b>	<b>Register of pecuniary interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Minutes of previous meeting held on 24 September 2019</b> <b>3a) Approval</b> <b>3b) Actions and matters arising</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record and the chair was authorised to sign.	
<b>3b</b>	See action log	
	25.9.19 (7.4) A letter is being sent to parents who have children with a medical need. 25.9.19 (14) We need Governors for the learning walk in May and book looks in June. Governors to contact LF.	All
<b>4</b>	HT report to include: SEND information report SEF	

	<p>Approval of School Development Plan Approval of Exclusions Policy Review of school dinners</p> <p>All of the above reports were uploaded for Governors to read prior to the meeting.</p>	
	<p>Exclusions numbers are monitored by HCC. Fifteen exclusions within a term will trigger a panel meeting. After exclusions totalling 5 days in a term, parents can request a meeting to review those exclusions. One family requested such a review this term and the meeting has been held. The exclusions were upheld. The meeting was useful and lessons were learned from the process.</p> <p>JSP ran through the data (information is on the hub). Reading, writing and maths data is positive. We are looking at how to support the lowest 20% of children with the help of our LLP.</p> <p><i>Q Will the data improve over the year?</i> <i>A We set our targets high and we aspire to be over 80. We have identified children who have areas to focus on.</i></p> <p>The expectations in KS1 have changed, so to be greater depth in writing, pupils have to demonstrate more creativity in their work. A Governor commented that the marking can differ from class to class.</p> <p>We are looking at why we teach and when we teach it, and have mapped out the curriculum, ensuring that co-ordinators know their subjects well.</p> <p><i>Q Why are we doing this piece of work?</i> <i>A We are looking at the Ofsted framework and wish to ensure we offer a broad curriculum to pupils.</i></p> <p>JSP ran through his aspiration to develop ‘umbrellas’ of learning to incorporate the curriculum, wider life experiences and healthy lives, e.g. the use of gym equipment, healthy dinners etc.</p> <p><i>Q Is there a county expert you can discuss this with?</i> <i>A Our LLP is a useful source of advice.</i></p> <p>JSP explained the school are looking at school dinners with the aim to improve provision. JSP is back full time at the school in January 2020 and thanked the Governors for their support with the secondment. The Governors wished to thank the SLT for helping make this work. Lots of positive feedback has been received from Wickham.</p> <p>JSP discussed the curriculum layer document which is on the hub.</p> <p>The following vision statement was adopted by the Governors: ‘Swanmore Church of England Primary School’s Christian values of Honesty, Charity and Respect strive to develop children in to caring, reflective and proactive individuals; aspiring for the greatest achievement in all they do, seeking to improve themselves and the world around them.’</p> <p>JSP discussed the summary of the school self evaluation plan.</p> <p><i>Q How do we measure improvement?</i> <i>A There is more detail in the full plan which this summary is based on.</i> <i>Q Will the plan put too much pressure on staff?</i> <i>A The staff are well supported and we will help them manage their workload. A meeting will take place with staff to ensure they can share ideas on this.</i></p>	
<b>6</b>	<b>Updates from the committees</b>	
<b>6.1</b>	<b>Finance and Buildings</b>	
	<p>AW discussed the update which is on the hub. We are continuing to provide extra TA time, funded by JSP’s secondment money and Creative Kids income. PP spending was</p>	

	discussed and JSP is working on a document to demonstrate and track how the money is spent. We are closely engaged with FOSPS who are helping fund small and large projects. The revised Budget forecasts an in year deficit of £8,366 compared to the original budget surplus of £18,452. This change is attributable to the F&B Committee agreeing to bring forward expenditure on some investment projects. The cumulative surplus has therefore been reduced to £92,813 from £119,631. The Governors approved the revised budget.	
<b>6.2</b>	<b>Curriculum and Standards</b>	
	IW discussed the headlines which were previously uploaded to the hub. Tony Hughes has led some parent training sessions on multiplication systems (1, 10, 5 derive) used at school. SEND – CY has met with Zoe and progress has been made this term. CY will meet with Zoe again in February.	
<b>6.3</b>	<b>Personnel</b>	
	IW ran through BB's report which was uploaded to the hub. <i>Q Staff sickness – what is the determined number of days before losing the right to the 'golden ticket'?</i> <i>A JSP uses his discretion and looks at time taken off over the past few years. Golden tickets is a perk to support wellbeing, so there is no policy on this. There is a trigger for sickness and an HCC policy supports this.</i> <i>Q Do you have supportive actions attached to this?</i> <i>A Yes</i> DP left the meeting at 8pm.	
<b>6.4</b>	<b>Health and safety</b>	
	SL discussed the headlines which were uploaded to the hub prior to the meeting. Scot has been informed that he is not to go on the roof without somebody being with him.	
<b>6.5</b>	<b>Pay</b>	
	We received the proposed formula from HCC and accepted their recommendation. In addition the Pay Committee accepted JP's recommendations on teacher salary increases. Governors approved this decision.	
<b>6.6</b>	<b>Comms</b>	
	Apologies from EP. No update.	
<b>7</b>	<b>Policies and procedures for review:</b> <ul style="list-style-type: none"> <li>• Adopt HCC Governors Good Practice Guide</li> <li>• Agree Governing Body Code of Conduct</li> <li>• Admissions Policy</li> <li>• Child Protection Policy</li> <li>• Safeguarding Policy</li> <li>• Governors Fund</li> <li>• Adopt MOPP</li> <li>• Job Share Policy</li> <li>• Pay Policy</li> <li>• Terms of reference for all committees</li> </ul>	
<b>7.1</b>	<ul style="list-style-type: none"> <li>• Adopt HCC Governors Good Practice Guide</li> <li>• Agree Governing Body Code of Conduct – carry forward to the next meeting. (completed).</li> </ul>	
<b>7.2</b>	Admissions policy – A Governor commented that there are sometimes two children in the same cohort that are not necessarily related but live in the same house. JSP to check this before the Governors approve.	JSP

<b>7.3</b>	RB ran through the statutory policy register. Chairs of Committees to check the register and ensure that policies are covered in the relevant committee.	Chairs of Committees
	The above policies excluding the Admissions policy, HCC Governors Good Practice Guide and the Governing Body Code of Conduct were approved by the Governors. Terms of reference for all committees were approved by the Governors.	
<b>8</b>	<b>Training and Governor development update to include self evaluation</b>	
	<p>IW thanked the Governors for completing the questionnaires and participating in the workshop.. Feedback from HCC was good and the priority areas for development were identified as follows:</p> <ul style="list-style-type: none"> <li>• Governors to be more rigorous/challenging</li> <li>• Improvement of engagement with parents.</li> </ul> <p>A full summary of the output from the workshop is on the hub. Governors suggested building up a collection of evidence to support their work. JSP discussed the healthcheck on Governor Hub. IW to investigate this.</p>	IW
<b>9</b>	<b>Parent survey results</b>	
	<p>The results were uploaded to the hub prior to the meeting. The questions were changed to gain more feedback. JSP used 'Parent View' questions and asked parents to comment if they replied 'no' to a question. JSP has produced an action plan for the SLT in response to the survey. EP and DP will input into this.</p> <p><i>Q How did we compare to the responses last year?</i>  <i>A The responses were similar to last year. We are looking at putting together parent focus groups and EP and DP can work with the SLT on this.</i></p> <p>JF suggested establishing a parents focus group that reflected the demographic of children in the school. Proposal to be considered further, e.g. parents of SEND children, low attendance families etc.</p> <p>Better communications is a theme from the survey and a plan will be put in place e.g. sending parent emails on a particular day.</p> <p>Governors commented that feedback to parents on actions taken as a result of the survey is important.</p> <p>JF to ensure this is a regular agenda item. (Completed)</p>	JSP/EP/DP  JSP/JF/IW
<b>10</b>	<b>Strategy update</b>	
	IW to arrange a date for a strategy meeting.	IW
<b>11</b>	<b>Chairs report</b>	
	The Chairs report was uploaded prior to the meeting. IW discussed the report. There are interesting articles on Governor Hub to keep everyone up to date.	
<b>12</b>	<b>Correspondence</b>	
	None to discuss.	
<b>13</b>	<b>Any other business</b>	
	A Governor requested documents be uploaded as a PDF. Cars are parking on double yellow lines outside the school. CN to take this to the parish council meeting. Road safety to be discussed with the children. LF to email the police sergeant for the area.	CN/JSP/LF
<b>14</b>	<b>Impact of meeting</b>	
	<u>Accountability/Compliance</u> The polices and the budget were approved.	

	<p><u>Strategic Leadership</u> The SIP was discussed along with the SEF.</p> <p><u>People</u> DP was welcomed to the team and CN thanked for his work in the role.</p> <p><u>Evaluation</u> Governors discussed ways to improve: Governors to be more rigorous/challenging Improvement of engagement with parents.</p>	
<b>15</b>	<b>Date of next meeting: 4 February 2020 at 7pm</b>	

Signed

Dated 4 February 2020

**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		