



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



Date: 18 May 2021	Start time: 7.00pm	End time: 8.25pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JFY) Clerk	David Payne (DP)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Judy Hillier (JH)
Sam Lee (SL)		Andy Vincent (AV) Vice Chair
Andrew Wilkinson (AW)		Cheryl Young (CY)
Bobbie Branson (BB)		Lisa Foster (LF)
Peter Wilkins (PW)		
Tanya Clay (TC)		Absent
Jon Flynn (JF)		
Emma Palk (EP)		
Jon Flynn (JF)		

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 DP, JH, CY, AV and LF. The meeting was quorate and held via Zoom. JH is standing down from the Governing Body with immediate effect due to her work on the vaccination programme. JFY to end JH's term (completed). The Governors are extremely thankful for the contribution JH has made over the years to the school and the Governing Body. PW led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 30 March 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"> ● Receive report from designated teacher for Children in Care ● Review of transition arrangements ● Review of racist incidents data ● Attendance 	
	JSP discussed the report which is on the hub.	

	<p><i>Q Are parents invited to sports day?</i> <i>A Yes, however there will be a morning and afternoon session. This depends on lockdown ending on 21 June.</i></p> <p><i>Q Can you share how you plan to help children catch up?</i> <i>A We have some staff changes to include additional teaching and we have appointed 3 teachers on temporary contracts (0.6) for next year. Support from the extra teachers will be spread across the years. We would like PP data to improve across the school so this will be a focus for next year. We are looking at how to utilise TA's to increase support in school.</i></p> <p><i>Q Are you considering a summer school/before and after school club?</i> <i>A We are looking at the best way to support children and are considering a 2 or 3 week summer club which will be fun but will include English and Maths. Support will be targetted at children who have a significant need. Staff are considering if they are able to help with this. There is money in the budget for before and after school teaching in the Autumn term if necessary.</i></p> <p><i>Q How would the finances work for these plans?</i> <i>A We have allowed £10K within the budget already. We were looking at replacing toilets in Year 4 and this work could be postponed to allow us to pay for cover. There would not be a charge to parents and we could use the mini bus for transport. We are also looking at Active Me 360 as part of the scheme.</i></p> <p><i>Q Will there be any Government funding for this?</i> <i>A JSP will investigate.</i></p> <p><i>Q Are any other primary schools running schemes?</i> <i>A JSP doesn't know but is attending a cluster meeting next week so will find out.</i></p> <p><i>Q If you run it for part of the day, how will parents cope who are working?</i> <i>A If the barrier is transport, we may be able to overcome this. There will be some people we can't reach.</i></p> <p><i>Q Is there the possibility of having more resources in Year R and 1? This could provide a solid foundation to prepare children for school higher up?</i> <i>A Yes, the SLT are looking at this and extra time has been planned for Early Years and KS1.</i></p> <p><i>Q Maths – there are a number of children scoring above 110, are we able to stretch them appropriately?</i> <i>A Yes, we are good at keeping children at 'greater depth'. Some children join the school needing extra support and this affects the figures.</i></p> <p><i>Q Are Year 6 going to be prepared for Year 7?</i> <i>A The college are engaging with us and there is a 2 day transition. They are having individual schools rather than the whole community on transition days which won't allow children to meet new people. The children are well prepared for Year 7. The college are running a transition week for Year 6 pupils.</i></p> <p>Staff wellbeing – JSP discussed the results which are on the hub. Feedback is good and the team have become stronger as a result of Covid.</p> <p>Results of parent questionnaire – we had a good response with lots of positive comments.</p> <p><i>Q Does behaviour get worse as a child progresses through the school?</i> <i>A Children develop and become more challenging in any school. We manage behaviour carefully and, at the moment, due to Covid, the classroom set up is not helpful. Hopefully this will change after 21 June.</i></p> <p><i>Q Are you planning Year 6 interviews?</i> <i>A Yes, this is planned for Governors day.</i></p> <p>Attendance figures are good. It is the highest it has been for the last 5 years (96.9%). Appointing TC as Attendance Officer has had a positive influence. BB left the meeting.</p>	JSP
5	Approval of budget	
	AW discussed the report which is on the hub. We ended the year with a surplus of £36k, very much better than the deficit we had planned. The F&B report to the FGB explains how this came about, principally all due to Covid including savings on staff, deferment of some	

	physical works and grants from Government. We enter the current year with a healthy surplus to invest in staff, services and facilities. The F&B Committee was happy that there was an appropriate balance between those aspects and aims to maintain a surplus of about £50k.	
6	Approve 3 year strategic plan by 31 May	
	AW discussed the report which is on the hub. Investment Plan - Items we plan to do this year include refurbishment of toilets and the Year R area, a new play trail and gym equipment, new WiFi and air conditioning for the hall. <i>Q Are you changing the kitchen in Year 4? If so how will the children cook?</i> <i>A Yes we are, however children will be able to use the main kitchen to allow more pupils to cook at the same time. Edwards and Ward who run the catering are keen to support this.</i> The FGB reviewed and approved of the 3-year Revenue Budget showing an in-year deficit of £102,635 and a cumulative surplus of £49,913 for financial year ending 31 st March 2022. RB and JSP were thanked for their hard work over this difficult year.	
7	Update from committees	
7.1	Finance and Buildings	
	Covered above.	
7.2	Curriculum and Standards	
	The update is on the hub and SL discussed the report.	
7.3	Personnel	
	The update is on the hub and BB discussed the report. <i>Q Is there any news on a return date for the teacher off on long term sick?</i> <i>A No, we are working on this with EPS. She will have a staged return.</i> <i>Q Has the safeguarding audit been arranged?</i> <i>A Yes, LF is meeting with JF and RB this week.</i>	
7.4	Health and safety	
	The update is on the hub and IW discussed the report. Governors will start to return to school to undertake usual duties.	
7.5	Comms	
	Nothing to report. IW to send information to EP.	IW
8	Governor Training <ul style="list-style-type: none"> ● Review progress against GB development plan ● Review of training and value for money 	
	IW to follow up with JH. SL is in week 3 of a training course with other Governors from across the county. We have a varied and skilled Governing Board. JFY to include feedback from SL on the next agenda (completed).	IW
9	Correspondence	
	Nothing to report.	
10	Policies <ul style="list-style-type: none"> ● NQT policy ● Children with health needs who cannot attend school ● Supporting pupils with medical conditions ● Health & Safety ● First Aid 	

	<ul style="list-style-type: none"> • Site Security (non-statutory) • Relationships and Sex Education Policy 	
	All policies were approved by the Governors.	
11	Chairs report to include:	
11.1	<p>The Chairs report was uploaded prior to the meeting. IW discussed the report.</p> <p><i>Q When is Ofsted likely to visit?</i></p> <p><i>A We are due a visit around October, however Covid may delay this.</i></p> <p><i>Q How is the member of staff who is recovering from long Covid?</i></p> <p><i>A Progress is slow and we are unsure if she will be back in September. We have temporary cover in place.</i> The Governors sent their best wishes.</p> <p>JH has resigned and AV will be leaving so we will need to recruit more people. We also need Governors to volunteer for the Vice-Chair role. We have advertised for a new Parent Governor to replace EP. We need a volunteer to cover training as JH has left.</p> <p><i>Q Do we have a date for the disadvantaged/SEND meeting?</i></p> <p><i>A JSP to organise.</i></p>	JSP
11.2	The next FGB will be face to face. The next F&B is in school, Personnel is virtual, C&S needs moving as it clashes with the Governors day. SL to change.	SL
12	Future event dates	
	<p>June</p> <p>16th – Governors Day – we would like as many Governors as possible to participate.</p> <p>22nd - New Year R induction evening – possibly 1 or 2 governors to attend?</p> <p>July</p> <p>6th – KS1 – Sports morning – possible Governor Support/presence</p> <p>13th – KS2 - Sports morning – possible Governor Support/presence</p> <p>19th – Governors Thank You Tea. As many Governors to attend as is possible please. Jill Phipps has agreed to help organise this and will contact TC.</p> <p>20th - Great Big Thank You Picnic – volunteers required to run the bar!</p> <p>TBC- Hope to arrange a Governor social – maybe at the Brickmakers?</p>	
13	Any other business	
	Claire has left so we are looking to explore how we build the link with the church. IW and JSP can attend a PCC meeting.	
14	Impact of meeting	
	<p>Accountability/Compliance</p> <p>Governors approved the above policies and the budget.</p> <p>Strategic Leadership</p> <p>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</p> <p>JH has decided to end her term from immediate effect.</p> <p>Evaluation</p> <p>Staff and parent survey results were reflected on and both had positive responses.</p>	
15	Date of next meeting: Thursday 15 July 2021 at 7pm	

Signed

Dated

Glossary of Terms used in minutes and associated documents:

FFT	Fischer Family Trust	FGB	Full Governing Body Meeting
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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		