

**Minutes of the Meeting of Governors  
of Swanmore CE (Aided) Primary School  
held on Thursday 9th July 2015 at 7.00 p.m.**



**Present:** **Judy Hillier (Chair)**  
Mr John Paterson (Headteacher)  
Mrs Bobbie Branson  
Mr Andy Houghton  
Mrs Nicola Sanchez(NS)  
Mrs Cheryl Young  
Mr Nicholas Smith (NAS)  
Mrs Chris Tatum  
Mrs Louise Ward  
Dr Andy Vincent  
Ms Jill Phipps (J.Phi.)  
Ms Sarah Chase

**In Attendance:** Ms Renata Bush (Business Manager)  
Mr Ian Ayres (Clerk)  
Jenny Pincombe SEN Manager (part)(J.Pin.

1. Welcome, Prayers and Apologies

Judy Hillier welcomed governors to the meeting and the Chair invited Mrs Jill Phipps to open the meeting with a prayer. Apologies were received and accepted from Mr Peter Hurley and Mr Jon Flynn (Deputy Headteacher)

JH introduced and welcomed Jill Phipps as the ex officio Governor from the Diocese and Sarah Chase as a new Foundation Governor.

JH also explained that Andy Houghton and Pete Hurley will be resigning as Governors once new governors are appointed, however both would like to contribute to the FGB after the posts are filled. Andy by mentoring new governors and Pete by continuing to lead on the Learning Walks. JH thanked them for their contribution over the years and said that the vacancies will be advertised in the new term, with a notification to parents of the pending vacancies at the end of this term.

2. Declarations of Interest

There were none.

3. Overview of SENCO and Statementing Procedures

Jenny Pincombe outlined the changes in the approach to this.

It will now include disability:

- A code of practice will be issued in September 2015
- The age range will now be 0-25 years.
- 'Statements' have become 'Education Health Care Plans' and will cover cognition and learning, physical and sensory aspects, communication and interaction and social & emotional & mental health difficulties.

- There will be an emphasis on tracking in class and the support should be “additional and different “
- Teachers will need to run interventions and bring those into the classroom at times .They will also be required to drive the planning and review and meet more regularly with parents

Teachers are being prepared with a briefing on the code, teaching staff interventions, the focus of SEND, the recording and tracking meeting with parents and HIAS.

NAS asked how much extra time is required .J Pin. said that this can vary from half an hour per day to an hour a week, plus some emotional support. JH asked about the tracking of the system. J.Pin. said assessments will be done in reading and the Sandwell tests will be applied in Mathematics. Tracking the emotional aspects will be far more difficult. J.Pin. explained there is likely to be 16 children in the system in September.

NAS said the system felt very ‘bespoke’ to individuals. J.Pin. agreed and teachers will need to get familiar with it. J.Pin. confirmed there is some support from a specialist teacher adviser and that there is little crossover between pupil premium and SEND. JP explained that Swanmore has 4-5% of pupils in the system and sometimes the relatively small numbers can create a problem for staff in giving the system enough attention.

JPin. was thanked for her presentation. It will be circulated with the minutes.

IA

#### 4. Minutes of the Meeting of 19 May 2015 and Review of Action Points

The minutes were reviewed and signed as an accurate record of the meeting.

#### 5. Review of Action Points

- School council feedback to Chair regarding Governors day: completed
- Learning walks :completed
- The rota for welcoming parents at the school gate: outstanding. N.San can attend if she is able to take name badge off site. JH to organise a rota for the new term
- PCC nominated Sarah Chase as the new governor.
- Laptop security :outstanding
- Strategy day: previously circulated dates will be cancelled. The day will need to be reset by email.
- Minutes of most committees now being produced and centrally filed both hard copy and electronically.

JH

AV

IA

IA

#### 6. Year 6 School Council representatives

JH welcomed Eleanor and Solomon as the School Council representatives and Governors were asked to introduce themselves. Eleanor and Solomon were invited them to talk to the Board about the work of the school council and what changes they felt the school could make.

They said the council had improved school clubs, Minecraft had been a success; the Governors day had also been a success.

Things to improve are: improved locks to the WC ; bigger school meals for year 6’s ; not

ACTION

to have mixed changing rooms ; longer PE lessons ; a change to the ‘red/yellow card ‘ behaviour warning system to make it more of a deterrent and to recognise when people have got more red and yellow warnings ; lessons overrunning which shortens break times .

In reply Governors felt that:

- Looking at adjusting portion sizes appropriate to year groups will be looked at in the catering contract with the HCC. JP
- The ‘warning system’ could be altered to make people do a task instead. JH agreed to lead on this piece of work with the DHT JH/DHT
- PE lessons will be looked at to see if those affected by bad weather could be repeated. Teachers will be spoken to about overrunning classes. JP

The Headteacher will feedback to the Year 6 Council when these things have been considered. JP

Eleanor and Solomon said they would have lasting memories of friends and the residential courses when they move on from the school. The chair thanked them for giving up their time to come and share these very helpful insights into improvements for the school.

7. Correspondence

- Two letters of thanks have been received. All governors are welcome to review the register at any time.
- A consultation document on Winchester City Council Economic planning. No response is required.

**Main Agenda Items**

8. Chairs Report

**Nominations and elections process 2016**

Any nominations for posts (Chair, Vice Chair, Committee Chairs) to the Clerk who is taking advice from the Hampshire Governors regarding the elections process. ALL/IA

**Skills audit**

This will be circulated for completion with the date for the strategy day. IA

**Governor training**

The session will be “How to support and challenge with accountability”  
It was agreed to invite Hambledon School Governors if they can do the date that is set, (PE believes Hambledon will reciprocate the offer).The Clerk will canvas Governors for dates. IA

The remainder of the chairs report was noted and will be published on the website along with the FGB minutes IA

## 9. Headteacher 's report

### **Performance management report**

JP circulated a report, with new data analysed only that afternoon, showing raw test scores. The report was shared by the HT with a 'health warning ' that there was still a certain amount of analysis and validation that needed to be undertaken to be sure of its accuracy.

JP explained the report showed very positive levels of 'Attainment' that are above national and county scores.

However, in terms of the 'Average points scores' the results were slightly less positive, in particular with writing.

In terms of 'Progress' this was also slightly under the national average.

NAS queried the improved figures in the brackets in the 'Average points scores'. JP explained these were adjusted figures where scores where there were no previous comparators scores were taken out for a more accurate data analysis.

There will not be clearer data picture available until November 2015.

NS queried if the dips in performance are statistically significant, but it was felt this is difficult to be totally accurate on until all the national data is updated. However action is in hand to monitor and track each individual child and support improvement, combined with support for teaching staff. JP will be looking at how attendance data might impact on these figures.

JH felt the actions to be taken, and their sustainability, need to be clearly highlighted in the progress on the School Improvement Plan and shared in detail at the Strategic Workshop in September. NAS and JH stated they felt much more confident about the data.

LW asked how this will impact on preparation for OFSTED. In terms of the Disadvantaged Group Gap analysis JP explained that the table included the different standards 'aspired' to and 'expected'. Essentially any gap between 'Pupil Premium' and 'Other' that is less than 1, is good. It was noted that at this point the SEND groups do not appear to be progressing as well as PP but that this is being addressed.

NS asked if having more SEN training back in the classroom would help. JP felt teachers felt positive about this area overall, but are concerned about getting trained and the time they have to manage this.

JH highlighted how critical the performance outcomes are in considering any proposal regarding Academy status. JP and JH will be meeting with the Diocese to discuss the implications of this as a church school in the new term.

JH

### **Admissions**

It was noted that J Phi., as chair of the Admissions Committee is reviewing the admissions policy and that new guidance is due for the Sept 2016 intake of children.

ACTION

There was a discussion around the numbers entering Year R in September and factors which may impact on school numbers in the future. LW commented that there is some anecdotal evidence that people go to the local school because of 'friendship pull', and with the new local housing development in Swanmore this may increase the numbers of young families in the area and possible admissions to the school. JP said there was also poor and incorrect anecdotal evidence of a perception that there are a high number of traveller children at the school.

NAS highlighted the adverse financial impact of dropping admissions below certain levels.

Governors had a wide ranging discussions on measures to be taken to address this. These included :

- The need to compare with other schools.
- Governors to attend 'new parent' viewing days
- The need to have a marketing plan for the school and ensure new parent visits to the school are positive.
- Improvements to the website.

It was agreed:

- to set up a marketing group for the school to include JP/JH/AV
- JP to take LA advice on admissions.

JP/JH/AV  
JP

**Staffing structure**

This will be circulated to Governors.

IA

**School attendance**

JP is drafting a letter on school attendance.

JP

The remainder of the Head teacher's report was noted.

10. Committee Updates**Curriculum & Standards**

NS reported that an extraordinary meeting of the committee had been held, the notes of which have been circulated to Governors. The meeting was very positive with a robust set of updated data and actions in place to address performance issues.

**Finance and Buildings**

NAS explained the F&B had met immediately prior to the FGB. The 1<sup>st</sup> Quarter financial figures are on track.

**Capital Account and Governors Account**

The Capital Account and Governors Account for financial year 2014/15 have been independently reviewed and the recommendation from the Finance & Buildings Committee is that they be approved. This was agreed.

**Health and Safety**

The minutes of the meeting of 18/6/15 have been circulated, AH highlighted the interventions on running and trip hazards and drains. ROSPA has offered to inspect the play equipment on an annual basis.

It was agreed to engage RoSPA to inspect the play equipment on an annual basis. AH also highlighted that it was the committees' intention to bring forward the Health and Safety Policy and make this an annual review rather than the current longer three year cycle.

The revised Health and Safety policy was approved.

JH enquired where strategic risks were picked up and if there was a risk register .Some work had been done on a risk register in 2013. JH /JP to decide which committee the risk register should sit with. JH to lead on the development of a Strategic Risk Register.

JH/JP

**Personnel**

PE confirmed two meetings had been held since last time when an exclusion a teacher issue and HT/DHT work life balance issues were discussed. It was confirmed issues with a teacher in year 5 are now resolved.

11.AOB

**Governor's handbook** is still to be reviewed.

JH

**Values Group**

Due to the importance of this item JH requested the meeting continued for an additional 15mins. This was agreed.

CT introduced the item. The values task and finish group had proposed to send out a questionnaire to governors, the congregation, staff and children to choose 3 new values out of 9 offered values .However the Governors and SLT felt the existing values

		<u>ACTION</u>
<p>had been through an ‘outstanding ‘ inspection only two years ago and queried the value of change at present. AV and NAS felt any change needs to be very measured especially in the light of any inspection and that the present values should be reviewed for their effectiveness prior to new values being identified.</p> <p>J.Phi. read out some of the proposed draft values and some options for strengthening the meaning of the values.</p> <p>It was agreed JP/CT/J.Phi. and the values task and finish group will meet to draw together a proposal to bring back to FGB in September</p> <p><b>Exit interviews</b></p> <p>It was noted that BB is doing these exit interviews for the two staff leaving.</p> <p>Exit Interviews were also undertaken for all Yr6 leavers by the Governors during Governors Day.</p>		<p>JP/CT/J.Phi.</p> <p>J.Phi./JP</p>
9.	<p><u>Items for next agenda</u></p> <ul style="list-style-type: none"> <li>• Examine options for increased IT support for Governors</li> </ul>	
<p>The Chair thanked all governors for their contribution and attendance at the meeting. Meeting closed at 9.20 pm</p>		

### **Dates of Future Meetings**

**Whole Governing Body**

Thursday 24th September

**ACTION**

<b>Action Required</b>	<b>By Whom</b>	<b>Date of Completion</b>
Circulate SEND presentation	IA	Next meeting
Rota for attendance at school gates	JH	Next meeting
Laptop security guidance	AV	Next meeting
Circulate date for strategy day and the skills matrix	IA	Next meeting
Year 6 Adjustment of portion sizes Review of 'warning system' Reschedule of PE lessons /classes overrunning Feedback to year 6 when issues considered	JP JH/DHT JP JP	Next meeting
Nominations for posts at September elections to the Clerk	All	Next meeting
Take advise from HCC Governor services on election processes	IA	Next meeting
Canvas for dates for Governor training	IA	Next meeting
Chairs report to be put on website	IA	Next meeting
Meeting with Diocese relating to Academy status	JH (JP)	
To set up a marketing group for the school to include	JP/JH/AV	Next meeting
Take LA advice on admissions	JP	Next meeting
Circulate staffing structure to Governors	IA	Next meeting
Draft /send a letter on school attendance	JP	Next meeting
Agree where strategic risk register should be formulated	JH/JP	Next meeting
Governors Handbook revisions	JH	November
Values group to bring proposal back to FGB	JP/CT/J.Phi	Next meeting