



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



Date: 28 March 2023	Start time: 6.00pm	End time: 7.35pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	David Payne (DP)
John Paterson (JSP) Head Teacher	Renata Bush (RB)	Peter Wilkins (PW)
Hannah Horner (HH)	Zoe Morgan (ZM)	
Jenny Maunders (JM)		
Tanya Clay (TC)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Nina Cawley (NC)		
Bobbie Branson (BB)		
Anna Walklate (ARW)		

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 and PW. The meeting was quorate. DP is leaving the team at the end of the term. JF to amend the hub (completed). AW led the prayer.	
2	Register of pecuniary interests	
	NC is a member of staff and Chair of FOSPS. This information has been added to the hub.	
3	Minutes of previous meeting held on 29 November 2022 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and were electronically signed.	
3b	See action log	
4	Safeguarding	
	SL met with BP for the termly safeguarding meeting. A training session was run on Friday and the notes are on the hub. SL will add a safeguarding question to the link visit questions. Governors to check staff understanding of whistleblowing in school for this round of link visits. SL recently attended a safeguarding course and SL and BP will work together on the safeguarding audit. SL reviewed an anonymous CPOMS file and was impressed with the quality of the system and the input from staff. BP monitors who use it. Q Does CPOMS link to social services? A You can transfer information between schools, but it is not linked to HCC. Governors must complete official safeguarding training every two years. SL was thanked for her work on this.	SL

5	HT report to include: <ul style="list-style-type: none"> Published Admissions Number (PAN) arrangements Budget for staff training and development Attendance Wellbeing update Parent and staff survey update Questions submitted prior to the meeting 	
5.1	RB has decided to retire in August, so we are drafting an advert in readiness for next term. BB to arrange an exit interview with RB (if she wants one).	BB
5.2	<p>Creative Kidz (CK) – their contract is up for review in Summer 2024. We will be considering what we would like our before and after school provision to be like in the coming months. The current arrangement was established to provide an income stream alongside before and after school provision. We need to consider what our future “wrap round provision” requirements are. Do we want to enhance the provision we provide? Do we see it as a way of attracting families (EG: free or low cost), do we still want an income stream? RB will review the work completed previously prior to the award of the current contract. Governors to let JSP and IW know if they would like to be involved with a small working party to discuss this further.</p> <p>JSP discussed the questions that were submitted prior to the meeting. This information is on the hub along with answers to the queries.</p>	ALL
5.3	<p>Relationships & Sex Education (RSE) – SL, PW and IW have already met with JSP & Rachel Wilkie to review the proposed revised RSE Policy. Staff training will be arranged for this. The Government have announced that they are reviewing RSE to reflect the world as it is now. Further review meeting to be arranged.</p> <p>Q Do parents get informed of what you cover? A Parents have seen a copy of the policy; however, this was sent during Covid. We have held small sessions where parents have been invited into school.</p> <p>MHST (Mental Health Schools Team) have a new team where Mental Health practitioners come into school. JF to update the glossary and share with Governors (completed).</p> <p>Attendance – the gap between the advantaged and disadvantaged children has increased slightly. We have one GRT pupil who is also SEND which affects the data. As a school, we are above average for attendance.</p> <p>Parent and staff surveys will be sent next term.</p> <p>Q How are the team in general? A The phase leaders are looking after their phases. Staff are tired and the stress of waiting for Ofsted affects wellbeing. HH is the Wellbeing Governor lead and JSP and HH met recently to discuss wellbeing in school. BP is doing the mental wellbeing training and ‘champions’ will be developed as a result.</p> <p>Data – there is an improving picture, and this includes PP children.</p>	JSP/IW
6	Update on Pay and Personnel committee to include approval of revised P&P Terms of Reference	
	The staffing structure for 2023/24 has been agreed and it will be the same as 2022/23. TA development is an area of focus. Staff turnover is lower compared to other schools. The Governors approved the revised Terms of Reference. We are advertising for a teacher role and a maternity cover.	
7	Finance and 23/24 budget	
	<p>We are now in a time where there is a lower birth rate, so school applications are lower, and teacher costs are uncertain as teaching unions remain in dispute with Government.</p> <p>The F&B have reviewed the three budget options with the “do nothing” budget generating a potential £360k deficit in Year 3. An option with non-staff savings is the preferred option which is expected to achieve a break even in Year 3. Staff costs account for 70% of the expenditure of the school. We are unsure what the Government are contributing to schools to help cover increased staff costs. An income generation team has been put together to try and raise money alongside FOSPS.</p> <p>The Governors approved the SFVS.</p>	

8	Governor business: <ul style="list-style-type: none"> • Governor Training 23/24 and Governor Recruitment to include skills audit summary • Link Governors • Future events dates • Succession planning • Review progress against Governing Body development plan 	
8.1	Link meetings – SL has sent dates to Governors and the proforma is on the hub. SL will resend it to Governors. All subjects are covered.	SL
8.2	<p>Governor training – every year we receive whole Governor training as part of the SLA. Governors to let IW know what they would like training on.</p> <p>Governors can book onto training on the hub and many courses are online. There is specific training on subjects that link to committees.</p> <p>PW is continuing with the team and is extending his term. A Parent Governor election will take place next term to replace DP. IW and ARW have met and reviewed the advert for the role to manage expectations of new people wanting to join the team.</p>	All
8.3	<p>Everyone to read ZM's PP statement.</p> <p>Governors to volunteer for events over the summer term.</p> <p>TC confirmed that another GRT meeting will take place next term.</p> <p>Comms – a section on Governors will be included in newsletters.</p>	All
8.4	JF to add Chairs report to future agendas.	JF
9	Questions on committee minutes	
	None	
10	Risk Register	
	The risk register has been updated and uploaded to the hub. A new Governor with fundraising skills would be a useful addition to the team. Governors to update the team following training, and it was decided a proforma will be designed and circulated by IW.	IW
11	Policies and procedures for review: <ul style="list-style-type: none"> • Accessibility plan policy statement • School Equalities Policy – Appendix B • School information published on a website • Admissions Policy 2024/2025 • Home School Agreement – PW to amend typos • Governors Allowances 	
	All the above policies were approved by the Governors. The home school agreement will be amended by PW. The agreement will be sent to parents every year.	PW
12	Impact of meeting Accountability/Compliance Governors approved the SFVS and policies. Strategic Leadership The SLT was challenged on attendance and staff wellbeing. People PW is extending his term and DP will leave at the end of the term. Evaluation It was decided that a new Governor with fundraising skills would be a useful addition to the team.	
13	Date of next meeting: 16 May 2023 at 6pm	

Signed

Dated 16 May 23