



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



Date: 16 May 2023	Start time: 6.00pm	End time: 7.30pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	Sam Lee (SL)
John Paterson (JSP) Head Teacher	Bex Parker (BP)	Renata Bush (RB)
Hannah Horner (HH)	Zoe Morgan (ZM)	
Jenny Maunder (JM)		
Tanya Clay (TC)		
Andrew Wilkinson (AW)		
Nina Cawley (NC)		
Bobbie Branson (BB)		
Anna Walklate (ARW)		
Peter Wilkins (PW)		
Steve Tooke (ST)		

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 wished to thank JSP and the team for their hard work and commitment over the past year and at the recent Ofsted inspection. ST was welcomed to the group. Apologies were received and accepted from SL and RB. The meeting was quorate. IW 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 28 March 2023</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 were electronically signed.	
<b>3b</b>	See action log	
<b>4</b>	<b>Safeguarding</b>	
	Update provided by SL via email. SL and BP are due to meet on Monday 22nd May. CPOMS is still being well used, and BP is monitoring those who aren't regularly logging in. Also continuing to keep a record of low-level incidents. Only one of note is the racist incident that JSP has put on his HT report. <b>Recent referral numbers (taken from last H&amp;S report) - 22nd March - 21st April</b> Inter-Agency Referral (IARF) to Children's Services from DSL - 3 Early help hub (EHH) referrals - 0 Open cases to children's services - 4 Families stepped down from CS support - 0	

	<p>PPN (Public Protection notice from Police) reports received - 1</p> <p>Police visits to school - 0</p> <p>Social worker visits to school - 3</p> <p>Section 47/17 requests - 1</p> <p>Family welfare calls from MASH (Multi agency safeguarding hub)- 1</p> <p>Signposted families for further support - 3</p> <p>Trends across referrals - Domestic Violence, Parental splits, and arguments</p> <p>In terms of Domestic Violence - BP attended DV inset day at St Johns, has made some useful contacts and there is a DV keyworker coming into schools to work with certain children.</p> <p>Numbers slightly lower than previous month, but this period did include Easter holidays.</p> <p><a href="#">Q Are all staff happy with using CPOMS?</a></p> <p><a href="#">A Yes, it is being utilised across the school with all staff.</a></p> <p><a href="#">Q Do staff see the value of using CPOMS?</a></p> <p><a href="#">A Yes, BP reviews and cross references cases. Information goes to phase leaders who then discuss cases with their teams.</a></p>	
5	<p><b>HT report to include:</b></p> <ul style="list-style-type: none"> <li>• Receive report from designated teacher for Children in Care</li> <li>• Review of transition arrangements</li> <li>• Review of racist incidents data</li> <li>• Attendance</li> </ul>	
	<p><b>Governor questions/answers</b> – information is on the hub (questions from SL). JSP explained that racist language in school can sometimes be inappropriate due to a child's age. If racist comments are directed at someone deliberately, this can lead to exclusion.</p> <p><b>Reading</b> – JSP shares information from Bishops Waltham library who run reading sessions in the holidays.</p> <p><a href="#">Q Who are going to be the mental health first aiders?</a></p> <p><a href="#">A Debbie Kay, Lucy Keeping, Abbie Cole.</a></p> <p><b>Admissions</b> – currently at 59, however this is likely to change before September.</p> <p><a href="#">Q Are there any spaces across the other years?</a></p> <p><a href="#">A Year 1 and 2 have a waiting list. There is a space in Year 3.</a></p> <p><b>Transition arrangements</b> - Last year children came into Year R over a 2-week period. This year, home visits will take place at the end of July, and this gives staff a flexible week to help families transition. HH and NC commented that families are pleased with the transition arrangements compared to last year.</p> <p><b>Attendance data</b></p> <p><a href="#">Q Out of the children who are absent, is there a plan in place to improve attendance for next year?</a></p> <p><a href="#">A Extra Bank holiday Monday's triggered parents taking children out of school for long weekends. There has been Strep A and Scarlet Fever in school. We have chased several pupils and some of the attendance has improved. We are liaising with the Hampshire Attendance Team who are working with a couple of families. They are visiting the school in June to review the list and see what can be done to improve attendance. If family's attendance is improving, they don't get involved.</a></p> <p><b>Creative Kidz</b></p> <p>The contract for wrap-round care with Creative Kidz expires in July 2024. For various reasons, including Covid, the arrangement has not been as financially productive as was once hoped and has become less attractive to parents. JSP is looking at a range of options for wrap-around provision and updated the Governors on information gained so far.</p> <p><b>Survey results</b></p> <p>The results are generally positive, however, as always, there is work to be done. Lunchtime is a focus, and we are looking at supervision as adults need to be more visible. The results will be discussed with the SLT. Governors will review the results in the Pay &amp; Personnel committee.</p> <p><a href="#">Q Staff questionnaire – mental health, IW commented there are 5 members of staff who have given a lower score. Are you aware of this?</a></p>	

	<p>A JSP has commented on this in an email, encouraging staff to talk to others/come forward for support. Teaching staff scored higher on mental health and JSP commented that there is more work to do to support TA's. JF to add this to the next agenda (completed).</p> <p>Q Who supports the lunchtime staff?</p> <p>A BP holds a meeting with them once a month which is proving to be useful. This session also includes training on safeguarding etc.</p> <p>Q Parent questionnaire – SEND - of the parents who have children with SEND, 1/3 of the responses are 'no'. Why?</p> <p>A We are working to encourage communication with these families. We have 3 families who have a child with SEND and 1 or 2 replied 'no'.</p> <p>Q Do we know who the families are? Did they leave a name?</p> <p>A This was optional; however, we are in regular contact with these families anyway.</p>																	
6	<b>Approval of budget 23/24</b>																	
	<table><tr><td>Total Income</td><td>2,287,513</td><td>2,285,035</td><td>2,279,989</td></tr><tr><td>In Year Surplus/(Deficit)</td><td>3,302</td><td>(2,373)</td><td>(57,125)</td></tr><tr><td>Surplus/(Deficit) Brought Forward</td><td>124,524</td><td>127,826</td><td>125,453</td></tr><tr><td>Cumulative Surplus/(Deficit) C/Fwd</td><td>127,826</td><td>125,453</td><td>68,328</td></tr></table> <p>AW discussed the budget (details are on the hub).</p> <p><b>Revenue budget 23/24</b></p> <p>This has been worked out on the staffing model which has been finalised.</p> <p>Neither the teachers' nor support staffs' pay increase has been agreed yet, so this is the biggest threat to the budget. This increase must be funded from the school budget and there is no definite confirmation that the Government will fully fund any increase above that already offered.</p> <p>We have 427 on roll for this year's budget and this number is used for the 3-year budget but numbers could drop to 422 the following year. The school is looking to make savings in eg educational supplies. The deficit number of £57,125 in Year 3 is due to staffing, which we are aware of.</p> <p>The Governors all approved the 2023/24 budget. The Governors wished to thank RB for her hard work on the budget.</p> <p>Q Is the budget shared with the SLT?</p> <p>A Yes.</p>	Total Income	2,287,513	2,285,035	2,279,989	In Year Surplus/(Deficit)	3,302	(2,373)	(57,125)	Surplus/(Deficit) Brought Forward	124,524	127,826	125,453	Cumulative Surplus/(Deficit) C/Fwd	127,826	125,453	68,328	
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7	<b>Approve three year strategic plan</b>																	
	Covered above.																	
8	<b>Verbal update from Pay and Personnel committee</b>																	
	BB discussed which staff are leaving this year and exit interviews will be arranged. Katherine will be taking on ZM's role. HH is meeting with JSP to discuss wellbeing on 19 May.																	
9	<b>Focus area:</b> <b>Wellbeing and training</b>																	
	Postponed to next meeting.																	
10	<b>Governor business:</b> <ul style="list-style-type: none"><li>Review progress against GB development plan</li><li>Discuss Whole Governor Body Training for 23/24</li><li>Course update</li><li>Future event dates</li><li>Link visits</li><li>Vacancies: 1 Foundation (Ex Officio), 1 Co-opted</li></ul>																	
10.1	BB circulated some options for Whole Governor Body Training. <p>AW would like to hear more about 'More Able' children in C&amp;S meetings.</p>																	

	IW will enquire about whether 2 Whole Governor Body Training sessions could be run.	IW
<b>10.2</b>	Future events – TC will send a schedule on future events. Governors were thanked for their help with events.	TC
<b>10.3</b>	IW to send an email about the Fair on 7 July, Swanmore Fete 8 July, Thank you Tea 17 July.	IW
	Subject link visits – SL has uploaded the report. The Governors are in a good, established termly link visit rota. Governors need to be aware of 'follow ups' from link visits. Link visits can take place at a staff meeting; however, this does not always suit everyone.	
<b>10.4</b>	Governors to contact IW if they know anyone who would like to be a co-opted Governor. Swanmore is due to have a Vicar who will also cover a wider area. IW commented that the candidate must be aware that being an Ex-officio Governor is part of the role. IW and JSP to send a letter regarding the above matter.	IW/JSP
<b>11</b>	<b>Questions on committee minutes</b>	
	None	
<b>12</b>	<b>Risk Register</b>	
	School numbers and 'soft promotion' of the school was discussed as part of the F&B committee. Having improved 'wrap-around' care may help attract more pupils. The SLT will be in contact with local pre-schools after half term.	
<b>13</b>	<b>Policies and procedures for review:</b> <b>Health &amp; Safety Committee – Wednesday, 3<sup>rd</sup> May 2023</b> <ul style="list-style-type: none"> <li>• Children with health needs who cannot attend school</li> <li>• Supporting pupils with medical conditions</li> <li>• Health &amp; Safety</li> <li>• First aid in schools</li> </ul> <b>Personnel Committee – Friday, 5<sup>th</sup> May 2023:</b> <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Newly Qualified Teachers (NQT) now Early Career Teachers (ECT)</li> </ul>	
	The Governors approved the above policies.	
<b>14</b>	<b>Chairs report</b>	
	IW discussed the report which is on the hub.	
<b>15</b>	<b>Impact of meeting</b> <b>Accountability/Compliance</b> Governors approved the policies. <b>Strategic Leadership</b> The SLT was challenged on attendance and staff wellbeing. <b>People</b> IW and JSP are keen to ensure the incoming Vicar is also an ex-officio Governor. ST was welcomed to the team. <b>Evaluation</b> Everyone was thanked for their hard work during the Ofsted inspection.	
<b>16</b>	<b>Date of next meeting: Thursday 13 July 2023 at 6pm</b>	

Signed

Dated 13 July 23

