

**Minutes of the Meeting of Governors
of Swanmore CE (Aided) Primary School
held on Thursday 24th September 2015 at 7.00 p.m.**



Present: Judy Hillier, (Chair)
Mr John Paterson, (Headteacher)
Mrs Bobbie Branson, Foundation Governor (PCC)
Mr Andy Houghton Foundation, (DBE)
Mr Nicholas Smith (NAS), Foundation
Mrs Chris Tatum, Foundation Governor
Dr Andy Vincent, Parent Governor
Ms Sarah Chase, Foundation (PCC)
Mr Pete Hurley, Parent Governor
Ms Penny Eliot, LEA
Mrs Louise Ward, Staff Governor

In Attendance: Jon Flynn (Deputy Head teacher), Ms Renata Bush (Business Manager), Mr Ian Ayres (Clerk).

1. Welcome, Prayers and Apologies

Judy Hillier welcomed Governors to the meeting and the Chair invited Mrs Chris Tatum to open the meeting with a prayer. Apologies were received and accepted from Mrs Cheryl Young Foundation (DBE/PCC) Mrs Nicola Sanchez Foundation (PCC), Ms Jill Phipps (Ex Officio DBE).

2. Declarations of Interest and meeting quorum.

There were no declarations of interest. It was noted the meeting was quorate, meeting the 50% level of Governor attendance required.

3. Election of Chair

Ian Ayres (Clerk) took the Chair for this item. A nomination had been received for Judy Hillier as Chair. The nomination was proposed by Penny Eliot and seconded by Chris Tatum. IA asked for any other nominations. There were no other nominations. Judy Hillier was unanimously elected as Chair. JH took over the Chair.

4. Election of Vice Chair

A nomination had been received for Nick Smith as Vice Chair. The nomination was proposed by Sarah Chase and seconded by Andy Houghton. JH asked for any other nominations. There were no other nominations. Nick Smith was unanimously elected as Vice -Chair.

5. Election of Treasurer

Nick Smith was prepared to be nominated. The nomination was proposed by Louise Ward and seconded by Penny Eliot. JH asked for any other nominations. There were no other nominations. Nick Smith was unanimously elected as Treasurer.

6.F&B Membership

When PH stands down a new member will be needed. There were no volunteers. Anyone who wants more information or feels able to volunteer in the future were asked to contact IA/JH.

7.C&S membership

SC volunteered to take up the vacancy created by PH standing down.

8. Personnel

The Committee does not have parents or staff members for reasons of confidentiality BB and CT volunteered to take up places on the committee. It was agreed to move the meetings to 3.00 pm on a Friday.

9. H&S

With AH standing down new members are needed. The commitment is a once a term inspection with some remote working to follow up on actions required. Members also need to undertake H&S Foundation training (a 2.5 hour session). JH volunteered to join the committee.

10. Pay Committee

This will continue with the current membership.

11. Admissions

SC volunteered to serve on the committee. Need to check if parents can serve on the committee. **Action IA**

12. Exclusions

PE and BB volunteered to serve on the committee.

13. Existing committee Chairs were asked to convene their committees, elect a new Chair and review the Terms of reference but are to bear in mind the feedback from the Strategy day.

Action All existing committee chairs

14. LEA Governor Appointment: It was noted Penny Eliot has been confirmed as the LEA representative with a term of appointment until 31/8/2019

15. Appointment panel

Members need to undergo training. CT volunteered to become a member of the panel.

16. Training and Head Teacher performance review

CY has taken on the lead for governors training. David Mustey (external advisor) will be involved in the Head Teacher Review.

17. Feedback from Strategic away day

JH felt it was a constructive day and the external facilitation was helpful. The main message from the day was about making the FGB more effective. As part of that there is a potential proposal to simplify the Committee structure in the school and create two larger committees, which would concentrate skills and expertise and broaden out the number of Governors who have knowledge in specialist areas. AV felt it had been a good opportunity to have a more open discussion, with a level of challenge. There was a consensus reached at the away day, however not all governors attended.

JP felt it had created space to look at the issues. JH felt it had been an opportunity to make stronger links with the Senior Leadership Team, one practical proposal was for Governors to attend inset days. The strategy away day had also identified that the School Development Plan should include wider areas of risk such as environmental and financial risks and new housing development in the school catchment area and consequent impact on numbers on the school roll.

The need to heighten Governors' profile with parents was recognised as an issue, hopefully this would be addressed by the 'Governor gate rota', which needs more promotion to parents. In addition feedback from the Learning Walks is now being obtained. The Visit Policy needs to include the Learning Walks process and be developed in consultation with staff. **Action PH**

JH referred to the Governors Skills Review. This had good overall scores but had shown a need to increase confidence in chairing and improve links to local business.

AV pointed out that the facilitator 's experience had been that Governors' work load needs to be timetabled and perhaps a Governors work plan needs to be developed. JF noted that if the facilitator's school has been in special measures their workload would have been prescribed by the Local Authority. JH agreed to work with a small group to develop a work plan based on the strategy away day action plan. **Action JH**

18. Minutes of the Meeting of 9th July 2015 and Review of Action Points

The following alterations to the minutes were agreed:

Item 3 remove the slash after "there is likely to be 16 ..."

SEN presentation has not been sent

Item 6 Noted the girl from year 6 was Eleanor (not Gillian)

Item 9 It was NAS (not NS) who had " highlighted the adverse financial impact "

Item 10 Health and safety : should read was "the committees intention to bring forward the Health and safety **policy ..**" not review

Item 10 Personnel : should read "... .. when an exclusion, **a teacher issue and HT/DHT** work life balance issues were discussed"

With these amendments the minutes were signed as an accurate record of the meeting.

19. Review of outstanding Action Points

AV queried what feedback had been given to the Chair from the School Council in respect of actions taken following the representation from the School Council at the last FGB.

AV asked if school governors should be attending the parent viewing days and it was agreed if they had the time then they are welcome to attend and talk to parents. If governors do this they should complete a visiting form (appendix in the governors handbook) to ensure a record is held of all visits

SEN Presentation :needs to be sent out **Action IA**

Laptop security guidance :to be completed by next FGB meeting **Action AV**

Year6 actions

-Portion sizes are being changed, where the style of food allows it.

-The school council will report back to FGB.

NAS said the message to children to drink water needs to be reinforced.

Chairs report: now updated and can go on the website. **Action IA**

Website: The website will be reviewed by next FGB **Action AV**

Academy status: JH/JP attending an Academy Conference 25/11/2015 and then meeting the Diocese.

Formation of marketing group outstanding **Action JH/AV**

Admissions policy: has now been changed to coincide with the parish boundaries.

Risk review will be formulated: **Action JH /JP**

Handbook revisions to be agreed: **Action AV /JH**

Values discussion: This will be deferred until after a discussion with J.Phi. **Action JH /JP**

20. Correspondence

A letter of thanks had been received from the St George Foundation. This was circulated .JP reflected on the successful charities day held at the school

Main Agenda Items

21. Chairs Report

Skills audit: JH said she had not received all of the reviews back yet. It will be important to identify all the skills available as some will be lost when PH and AH step down. JH will be meeting individually with all Governors for an annual review.

New Governors: Two new Governors have been identified and an advert is also prepared to go out. **Action JP**

Governor training: Whole Governing body training for the “Holding to account” session has been set for 3/12/2015

NAS queried what sort of cycle OFSTED is now operating on. JP said if OFSTED keep to their usual cycle it could be expected next Spring. There is quite a big step to take to get an ‘outstanding’ rating. The inspection is likely to start fairly light touch and go deeper if inspectors feel there are issues to examine. The Governors discussed strengthening the website and improving ‘parental perceptions’ of behaviour.

Governors should be prepared for the fact that any inspection can happen when certain Governors are not available so all should be prepared to participate. It was noted that a ‘two committee structure’ would spread skills and knowledge to a wider group and help Governors prepare for the inspection. PH felt the ‘two committee’ approach would also strengthen leadership capacity.

Western area Governors meeting : The Chair reported back on what the meeting covered:

- Pupil Premium is safe.
- Outdoor education is slipping.
- Budgets: An overall increase of 6.5%, but primary schools are above this figure and secondary schools are well under it.
- Staff costs have risen by 5%.
- Approaches to Academy status were covered.
- Next meetings 23/2 and 24/4 and other FGB members are invited to attend with JH.

22. School update

School numbers: JP said school numbers are stable but there are issues about a number of parents wanting to decelerate their summer born children. PH commented this could impact on age range GCSE results. JH felt that further contact needs to be established with the local secondary school and will write to the Governors. Action JH

NAS asked how interest is maintained with the families. JP reported that ‘taster’ days are offered and staff keep in touch in informal ways.

Attendance: A new attendance policy is in force with penalty fines and a points system for absences from school. The payments will go to Hampshire County Council.

Exclusions: The circumstances of the latest exclusion were explained.

Support needs: There was a discussion about the reasons for supporting those with behavioural challenges and from different backgrounds. PE was concerned about the impact of the new housing development. JP reported that HCC’s guideline is for every 100 new houses 30 children would need school places. The new development could produce c.20 children wanting school places.

Classroom improvements: The planning for the new classrooms is developing well. JP explained it is likely that the kiln will be retained in the improvements, in part because costs of removal could be significant. NAS explained that it is important to progress the improvements now because the offer of funding support might not be repeated.

Safeguarding: The school has carried out the audit and NS has overseen the final submission and considered all was in order. NS sent an email update as she was not able to attend the FGB and stated she had gone through the audit with JP, challenged a couple of things where the interpretation the school has made of ambiguous wording in the audit tool. JP has submitted the amended audit to county, and has sent NS the confirmation of receipt email.

Changes to descriptors: JP reported that the school is introducing a standardised score approach to ensure every child is tracked. This will provide more detailed scores and will need some extra time to manage the data, JP felt this gives stronger evidence than the RAG rating on trends.

Parental and staff questionnaire surveys: the results were considered and JP described the actions in place linked to the outcomes of the surveys. The school will be blogging key learning on English and Maths from October. It was acknowledged that a small percentage of people do not have the internet and Parent Mail will also be used.

On reviewing the surveys, behaviour is perceived as a problem by some, but it was suggested this is in part due to a greater focus and recording of incidents. JH queried how staff are supported to deal with poor behaviour in class. JP and JF said that a staff meeting with training has reviewed the issues and that there are now some improved policies and procedures in place. The trend on the incidence of 'red' cards is being added to the KPI's.

Performance: JP commented on this and JH updated FGB with the update NS sent by email as she was not able to attend the meeting in person. JF is reviewing individually those not making progress. JP is talking to parents at parent's evenings.

23. Committee Updates

Curriculum & Standards

Met briefly on the Friday before FGB for an un-minuted meeting to review the data. JF explained the numbers and went through all the data, explained where Governors should consider in more detail and explained the likely reasons and the plans put in place to address them. The committee was happy with key stage 1. Outcomes.

The areas discussed were: Year 3 (current year 4) Maths, Year 4 (current year 5) as a whole especially boys' writing and maths, Year 5 (current year 6) as a whole, and year 6. JF and additional TA support have been deployed where they are needed to support the year groups where the disruption has been greatest. The year 6 progress data will need to be compared with the SATS results (attainment data) when they come out to see if lower reading progress is significant.

Safeguarding

Satisfactory outcome of the safeguarding review was noted.

Finance and Buildings

NAS scheduling meetings for the year. No issues to report.

Pay committee

AH reported the HCC policy meets the schools needs but may need some slight 'tailoring' to Swanmore's circumstances. The new chair will take on this responsibility.

JP feels he needs some Governor guidance on the criteria which will apply to 'exceptional payments' for staff. These payments are thought to apply to actions above and beyond someone's role which are not recognised in any other way. Guidance to be sought from other schools. **Action JP**

Pay committee to meet to review criteria and policy. **Action AH**

Personnel

Are meeting the beginning of October.

It was agreed to adopt the manual of Personnel practice as update by Hampshire County Council.

Health and Safety

No meeting since last time. It was noted a long term leak in the school hall roof had turned out to be a drain pipe backing up. This will be assessed for maintenance by the HCC maintenance team over half term.

22.AOB

- Inset days and school trip days were noted.
- CT explained that it is National Prayer week and a prayer bunting with cards is available to put prayers on for display in the church.
- JH noted that not all SC's questions sent to JH by email had been answered in the meeting and committed to respond in full to SC out of the meeting.

23 Items for next agenda

- New classroom: expenditure for possible special authorisation

The Chair thanked all governors for their contribution and attendance at the meeting.
Meeting closed at 9.15 pm

Dates of Future Meetings

Whole Governing Body Thursday 19th November

Action Required	By Whom	Date of Completion
Circulate SEND presentation	IA	Next meeting
Check if parent governors can serve on the Admissions committee.	IA	Next meeting
Consultation/feedback on Learning Walks	PH	Next meeting
Organise a small group to produce Governors work plan.	JH	January 2016
Existing committee Chairs were asked to convene their committees, elect a new Chair and review the Terms of Reference but are to bear in mind the feedback from the Strategy day of the potential changes in the committee structure.	All existing committee chairs	Next meeting
Chairs report to be put on website	IA	Next meeting
Laptop security guidance	AV	Next meeting
Website review	AV	Next meeting
Year 6 (School Council Issues) 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
Meeting with Diocese relating to Academy status	JH (JP)	25/11/15
Contact to be made with Swanmore Secondary School	JH	Next meeting
To set up a marketing group for the school to include	JP/JH/AV	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	JH/JP	Next meeting
New Governors: Two new Governors are required and adverts are being prepared	JP/JH	Next meeting
Exceptional payments Guidance to be sought from other schools	JP	Next meeting
Pay policy :Pay committee to meet to review criteria for exceptional payments and policy	AH	Next meeting