



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



Date: 13 July 2023	Start time: 6.00pm	End time: 7.45pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	Renata Bush (RB)
John Paterson (JSP) Head Teacher	Zoe Morgan (ZM)	Bobbie Branson (BB)
Hannah Horner (HH)	Kirsten Cook (KC)	
Jenny Maunder (JM)	Bex Parker (BP)	
Tanya Clay (TC)	<i>Bev Smither Senior Lunch Supervisor</i>	
Sam Lee (SL)	<i>Gemma Joner Lunch Supervisor</i>	
Andrew Wilkinson (AW)	<i>Naomi Hunter Year 1 TA</i>	
Nina Cawley (NC)	<i>Helen Case Year R TA EY</i>	
Anna Walklate (ARW)	<i>Collette Sullivan Year 6 TA</i>	
Peter Wilkins (PW)	<i>Lucy Keeping Year R TA EY</i>	
Steven Tooke (ST)	<i>Debbie Kaye Year 2 TA</i>	
	<i>Rachel Wade Year 3 TA</i>	
	<i>Zoe Thomas Year 1 TA ELSA</i>	
	<i>Helen Dales Year 5 TA</i>	

Blue type denotes support and challenge from the Governors

Red type denotes questions/comments from support staff

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b> <b>Welcome to KC</b> <b>Prayer</b>	
	IW welcomed everyone to the meeting. Apologies were received and accepted from RB and BB. The meeting was quorate. IW led the prayer.	
<b>2</b>	<b>Update from Young Governors</b>	
	Four young Governors from Years 5 and 6 spoke to the Governors about life in school. Governors thanked the young governors for their efforts and contributions to the school during the year.	
<b>3</b>	<b>Register of pecuniary interests</b>	
	NC is now a Foundation Governor instead of a Parent Governor. JF to update the hub (completed).	
<b>4</b>	<b>Lunchtime restructure – Proposals/Options (support staff joint discussion)</b>	
	<p>The support team, (detailed above in italics), joined the meeting. IW thanked them for attending and explained that this is part of the consultation process. JSP thanked the staff for coming back into school for the meeting.</p> <p>JSP – It is evident we need to increase the level of supervision at lunchtimes. We continue to have difficulty in recruiting lunchtime supervisors though we continue to try. We need to provide a better lunchtime experience which will also benefit afternoon learning.</p> <p>Lunch time cover has been highlighted by staff, parents, and Ofsted as an issue. This meeting is part of the consultation process for any changes implemented. JSP explained that ideally cover would be</p>	

<p>provided by lunch time staff. There are problems recruiting for lunch time due to the geography of the school. More adults are needed outside at lunch time due to the changing needs of the children Our thoughts include:</p> <ul style="list-style-type: none"> <li>• Some support staff working over lunch time This could mean either a reduced lunchbreak or maintaining an hour's lunch break with a resulting reduction in class time.</li> <li>• Staggering KS1/KS2 lunch times which means the food will be served over a longer period.</li> </ul> <p>The extra cost for this would be £5K a year for lunchtime staff with Edwards and Ward.</p> <p>Q Does an overlap of lunchtimes affect the length of the school day?</p> <p>A No as the lunch time would be 45min long which is 20min shorter than normal.</p> <p>Q If we were to change the timings of the school day, what is the process?</p> <p>A We are allowed to change the timings of the school day without warning but would choose to give parents a year's notice.</p> <p>Q How many more people do you need outside?</p> <p>A Four more adults.</p> <p>Q If you tweak the lunch times how much would it cost in extra staffing?</p> <p>A Approximately 5k for the year.</p> <p>Q How are you trying to recruit lunch time staff? It is not on parent mail. Could this be implemented?</p> <p>A Yes. We can also advertise monthly in the Parish Magazine. We are also considering trying to recruit lunchtime staff by adding an hour on for reading. Hopefully this may make the role more attractive.</p> <ul style="list-style-type: none"> <li>• Staggered lunch times could affect events, e.g. sports day.</li> <li>• If we staggered the lunch break, prospective employees may apply as it is more worthwhile to be employed for two hours rather than one.</li> <li>• If you give support staff an hour's break, you get the best out of the staff for the rest of the day. TAs work in the lunch break preparing resources etc. If TAs are not able to support teachers, it will affect their work too.</li> <li>• TA's help at lunch time clubs and these would be affected.</li> <li>• Wearing high visible vests, having SLT present will all help behaviour at lunch time.</li> <li>• If all the lunch time staff knew a particular year group well, this may help behaviour.</li> <li>• Lunch time staff – there are 10 in total, 6 full time, 4 part time.</li> <li>• Year 6 children could be given some responsibility with adults supporting.</li> </ul> <p>ZM feels lunch time is a long period of unstructured time and this affects behaviour in the afternoon.</p> <p>Q Is it the same children that are always difficult to deal with?</p> <p>A Generally yes. Bev goes to the teacher with any issues, and they are put on CPOMS.</p> <p>Q Bev, do you think the behaviour management is effective?</p> <p>A It depends on the child.</p> <p>Q Recruitment - do people start then leave or are they just not recruited? Do you do exit interviews?</p> <p>A A mixture of both. We get a few Year R parents take up roles, but they don't always stay.</p> <p>Q What if you doubled the pay of lunch time staff, would you get more people interested?</p> <p>A Yes possibly.</p> <p>Q Bev do you think morale is good?</p> <p>A We are short staffed, so it is very challenging.</p> <p>Q What would having more staff help with?</p> <p>A Staff morale, opportunities to engage with more children, discipline.</p> <p>Q Could you advertise in a wider area?</p> <p>A Yes.</p> <p>Q Do the children mix at lunch time? Would this be affected?</p> <p>A If we have staggered lunch time there would be an overlap when all children are together.</p> <p>Q Would my pay be affected as I'm on two different contracts?</p> <p>A No. Nobody will be asked to work more for the same pay.</p> <p>Q Will this be a volunteer situation, or will we have to do this?</p> <p>A We have asked for volunteers already. Today is the start of the consultation process.</p> <p>Governors felt a recruitment drive over the summer would be good, especially if adding reading to the role is a possibility. The support staff left the meeting at 6.50pm. ARW left the meeting.</p>	
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	<p>The Governors would like the recruitment of the lunch time supervisors reinvigorated. AW advised that there is money in the budget for this.</p> <p><a href="#">Q Are the lunch time staff employed by HCC?</a></p> <p><a href="#">A There is a TA role and a lunchtime role and therefore there needs to be a consultation.</a></p> <p>Time will be built into the first INSET day to discuss this further. JSP will advertise the role over the summer. HH to speak to support staff again when in school.</p>	JSP/HH
<b>5</b>	<p><b>Minutes of previous meeting held on 16 May 2023</b></p> <p><b>Approval</b></p> <p><b>Actions and matters arising</b></p>	
	The minutes of the previous meeting were agreed as a true record and were electronically signed.	
	<p>See action log</p> <p>NC and FOSPS were thanked for their help and support over the year.</p> <p>IW and JSP have had a positive meeting with the churchwardens regarding the role profile for the new vicar when appointed. Approval has been given and the Vicar, when recruited, will work with the school. Churchwardens / JSP / IW were aligned on needs.</p>	
<b>6</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• <b>action plan</b></li> <li>• <b>review of safeguarding arrangements (audit to be completed by 30 September)</b></li> </ul>	
	BP and SL are meeting on Monday for the termly catch up. Safeguarding numbers are on the hub. BP will add termly figures to the document. SL is supporting BP with the safeguarding audit.	BP/SL
<b>7</b>	<p><b>HT report to include:</b></p> <ul style="list-style-type: none"> <li>• Bridging the attainment and skills gap</li> <li>• Note and agree Professional Day Closure dates for the new academic year</li> <li>• Review of home/school agreement</li> <li>• Attendance</li> <li>• Exclusions</li> <li>• Staff structure for 2023/2024</li> <li>• High level Targets / Objectives for 2023/2024</li> <li>• SEF</li> <li>• Update on mental health support for TA's (from May meeting)</li> </ul>	
	<p>All the above information was uploaded to Governor hub prior to the meeting.</p> <p>EY, Phonics, KS1 and KS2 data were all strong and above county and national averages.</p> <p><a href="#">Q What is combined?</a></p> <p><a href="#">A Reading, Writing and Maths score.</a></p> <p>ARW re-joined the meeting.</p> <p>We are above national standard for disadvantaged children. The challenge is if you pull resource from one area, it affects another. The gap between Swanmore and county/national average is increasing which is a positive picture. Parent Governors commented that parents could help their children more in Maths if they were aware of methods used in the classroom. JSP and the Governors thanked all the staff for their hard work this year.</p> <p>Racist incident – JSP refreshed himself on the definition of racism. If you are in the vicinity of a racist incident, you are exposed to racism, so you are the victim. JSP has realised that although you think something is not perceived as racist, if someone feels it is, it is racist. JSP has learnt a huge amount from a parent who was involved, and JSP is pleased to report that the parent will become a co-opted EDI Governor.</p> <p><a href="#">Q Do you talk to parents of all children involved?</a></p> <p><a href="#">A Yes and parents have been receptive. We have received training from EMTAS on GRT families.</a></p> <p>Governors approved the professional days for next year.</p> <p>Friday 1st September</p> <p>30th October</p>	

	20th November 2nd January 3rd May Home School Agreement – this will be sent annually to all year groups. Wording will be amended for KS2 families. <a href="#">Q Do you collect signed agreements?</a> A No.	
<b>8</b>	<b>Questions on committee minutes</b> <b>Verbal update on Pay &amp; Personnel</b>	
	Nothing to add. Minutes are on the hub for information.	
<b>9</b>	<b>Agree Governor roles for next academic year to include:</b> <ul style="list-style-type: none"> <li>• <b>Election of Chair</b></li> <li>• <b>Election of Vice-Chair</b></li> </ul>	
	IW was elected as Chair and PW/AW were elected as Vice Chairs.	
<b>10</b>	<b>Chairs report &amp; Governor business:</b> <ul style="list-style-type: none"> <li>• Discussion on whole Governor Training for 2024</li> <li>• Appointment of co-opted EDI Governor</li> <li>• Vacancies</li> <li>• Future events</li> </ul>	
	Chairs report – IW wished to remind everyone that following Ofsted, it is important to remember everything that has gone well and thanked JSP, the SLT and the rest of the team for their hard work. Succession planning – if anyone is interested in taking on the role as Chair in the future, please contact IW who is happy to help and give advice. JSP commented that IW has done a great job as Chair and would like to see a handover take place before IW eventually steps down. IW thanked ZM for her hard work and wished her well. The Governors and JF were all thanked for their hard work.	
	Governors approved a new co-opted Governor. IW to send JF details.	IW
<b>11</b>	<b>Risk Register</b>	
	Nothing to report.	
<b>12</b>	<b>Policies and procedures for review:</b> <ul style="list-style-type: none"> <li>• Special Needs policy and SEND information report.</li> <li>• Sex &amp; Relationships Education policy</li> <li>• Lettings</li> <li>• Charging &amp; Remissions</li> </ul>	
	The above policies were approved by the Governors.	
<b>13</b>	<b>Impact of meeting</b> <b>Accountability/Compliance</b> Governors approved the policies. <b>Strategic Leadership</b> The SLT was challenged on lunch time provision. <b>People</b> KC was welcomed to the team. A new Governor was co-opted. <b>Evaluation</b> JSP will try and recruit more lunch time staff over the summer. HH will speak again to support staff about the lunch time provision.	
<b>16</b>	<b>Date of next meeting: 26 September 2023 at 6pm</b>	

Signed

Dated 26 September 23

