

**Appendix One
Minutes of the Meeting of Governors
of Swanmore CE (Aided) Primary School
held on Thursday 19th November 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) (part)
Mr Nicholas Smith (NAS), Foundation
Mrs Chris Tatum, Foundation Governor(part)
Dr Andy Vincent, Parent Governor
Mrs Cheryl Young Foundation (DBE/PCC)
Ms Penny Eliot, LEA
Mrs Louise Ward, Staff Governor
Mrs Nicola Sanchez Foundation (PCC)
Ms Jill Phipps (J.Phi), (Ex Officio DBE)
Mr Chris Newhouse, Parent Governor

In Attendance: Ms Renata Bush (Business Manager), Mr Ian Ayres (Clerk).
(AD: Alison Dingley)

1. Prayers

The Chair invited Jill Phipps to lead the Governors in a prayer.

2. Welcome, and Apologies

Judy Hillier welcomed Governors to the meeting. Apologies were received and accepted from Ms Sarah Chase, Foundation (PCC) and Jon Flynn (Deputy Head teacher). It was noted Mr Pete Hurley, Parent Governor has stepped down from FGB, although he will still be involved in the Learning Walks programme. The new Parent Governor is Chris Newhouse, who was welcomed to the meeting. Governors introduced themselves and Chris explained he had one child at the school and was serving on the Swanmore Parish Council.

3. 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. JH noted that declarations of pecuniary interest will be published on the schools website. Guidance from Hampshire CC will be circulated about what about needs to be disclosed.

Action Governors and IA

4. Minutes of the Meeting of 24th September 2015 and Review of Action Points

The following alterations to the minutes were agreed:

Item 14 should read "...term of appointment until ..." not unit.

Item 19 :should read "days and" not days and

Item 19: Chairs report: should read "now updated" not altered.

Item 21: wording around OFSTED inspection cycles to be revised to reflect the fact that precise dates are not known in advance.

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

5. Review of outstanding Action Points

Committees

All committees have now met and reviewed Terms of Reference (see later in the minutes) except the Curriculum and Standards Committee, who is awaiting some dates of the production of the national performance information, before setting their meeting dates to align with FGB. **Action JF** to supply dates for when performance information is produced. NS to provide future C&S committee dates

Admissions committee membership: The advice from HCC is that it would not be good practice for Governors with children at the school to serve on this committee. **Action JH** to discuss with SC

Learning Walks: The draft Learning Walks policy will be circulated to Governors. **Action JH**
There will then need to be consultation with the staff. **Action JH/PH**
A rota of governor participants will be established and as part of the process children will be invited to present learning they are proud of at the end of each session.

Laptop security guidance: AV has posed questions to AD and awaiting replies.

Year6 actions

-Portion sizes: These are being monitored.

-PE: Staff have been asked to rejig timing of sessions where possible.

-Review of warning system: There is now a more positive approach within the school to this system. The school council are invited to update the Governors as to their perception of progress on the above issues in January 2016. **Action IA/JP**

Website: AV has now tested the site against the OFSTED requirements. In summary:

- Some links need to be clearer, perhaps included in a summary page.
- Some documents are undated.
- Some information is difficult to find

NAS queried who had responsibility for the website. JP confirmed AD manages the inputs to the website, but others have responsibility for content. An OFSTED button can be created: **Action JP** to organise a review and update of the website to correct where possible and to create a list of work needed.

The design of the site then to be reviewed. NAS to identify a contact which can help with the work on a 'pro bono' basis.

Formation of marketing group – January To be linked to the website review. **Action JH/AV**

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

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

Values discussion: covered in Chair's report.

Exceptional payments: JP has sought advice on this, but the guidance has been very general. JP has spoken to staff about this and explained that 'exceptional' will mean work beyond their normal role. LW commented that the staff had appreciated the openness around this, some other schools had not publicised it at all. JP is able to make recommendation to the pay committee. CN queried what the amount of the payment was and it was confirmed it was 3% and applies to support staff. Teaching staff are on a different system.

Governor recruitment: The parent governor vacancy is now filled. The Foundation Governor is proving to be more difficult, particularly to find people with the time and the skills. J. Phi has put an advert in the Methodist Church.

6. Correspondence

There was no correspondence.

(CT left at this point.)

Main Agenda Items

7. Chairs Report

JH reported that the Fireworks event had been a great success and has invited the Chair of FOSP's to come to the January 2016 meeting to update the Governors on the year's programme. **Action IA** to send Chair of FOSP's the date of the meeting.

The *Head teacher's performance review* has now been completed.

The *Admissions policy* is out to consultation.

The *Values group* have recommended continuing with and strengthening the current set of values until after the next OFSTED inspection, but to support three open book assemblies a term and to produce a newsletter. These are designed to broaden the impact of the values and give them more depth.

Complaints: Potential data breach: An investigation has been undertaken into the situation and actions put in place to improve processes around the management of confidential data including awareness training for staff.

The need for an *FGB attendance register* was noted and will be published on the website.

Committee membership: **Action IA** corrections are needed to the list of committee memberships.

(AH arrived at this point)

8. School update

JP explained the school has worked with the County Inclusion Team in relation to a *potential permanent exclusion*.

JP fed back on the visit of the *Prospect Team*, who had undertaken and interim review of the progress of the School Improvement Plan. He noted staff had responded positively to this. NAS was interested to know what the rate of progress was.

It was reported the *Citizenship programme* will start in the summer. JH observed that a staff member will need to go through the Prevent training and make links on the safeguarding side with NS.

JH also commented that CY is updating the *Governor's training record*. AV said all Governors should be attending some training, NAS observed that there has been in house training (e.g. SEN presentation).

Classroom development

This is now out to tender and it is hoped that work will start at the beginning of the Spring term. It maybe necessary to 'team teach' using the staff room. The need to avoid any impact at the time of the sats was highlighted. BB felt the message to parents around this, needs to be well managed.

Teacher Performance Management has now been completed and the report shared with the personnel committee. JH highlighted that teachers will get individual pay settlements.

Staffing: Kay Haskins is leaving JP explained her work on ELSA would be transitioned.

RAISEONLINE

JP explained the format of the new material. It is now possible to see how the school differs from the national average. It was noted that although performance has not diminished the criteria have. The 2015 data shows some improvement on the 2014 data, but SEN results are an area to develop further. JH & NAS feel FGB need to see the whole picture of performance, it appears that focused effort does create some improvement in the specific area, but other areas then don't make the same rates of improvement. PE noted that the SEN data can be significantly impacted by the performance of one or two individuals. NAS felt that

SLT should be asked to give their views about identifying the issues and solutions.

JP explained that the Prospect Team had outlined a process of continuous improvement and the need to increase the speed of addressing issues with reviews on a 1 or 2 week basis.

NAS noted the impact that the standards in SEN can have on the school as a whole. JH asked how the improvements will be tracked. JP said that progress is being tracked against development points. They are also comparing 'book reviews' with other schools, but that in the current set of performance grids progress shows outcomes for the year end. For this reason elements of the Hampshire system will be used, which will track progress through the year more accurately and enable action to be taken earlier. The KPI's will be shared with parents. AV was concerned that the same effort is made with maths.

Prospect review

JP tabled a report on the findings. The team had been impressed by the loyalty of the children, and agreed that given the school's advantages, it could perform at an even higher level. Staff are working hard on the marking and are looking to reinforce to children what is needed and make sure that is achieved. He also said the inspectors could pick up on isolated things (e.g. doodling in books) and then see if there were themes across the school or class.

There had been a discussion over security on site and how this was balanced with the risks. FGB could show had to show it had shown proper consideration of the issues.

Safeguarding had been totally compliant. JH suggested all Governors needed to have DBS checks. JP requested two Governors be nominated to oversee the monitoring and ensure demonstration of impact. It was agreed that the Chair and Vice chair be involved.

It was noted OFSTED inspection timescales may have slipped but the school would work to the May '16 date.

Data from the school website was tabled and will go to C&S Committee. Governors will let JP have any queries on the tabled papers.

9.C&S

Safeguarding review went well. A couple of amendments had been made to the system following review by the lead governor in this area and the submission to Hampshire CC had been made early.

10. F&B

Papers had been circulated before the meeting.

The revised Terms of reference for Finance and Buildings were agreed.

The Scheme of Financial management was noted. This is to be put on the website

The Whistleblowing policy was ratified. NAS explained the school was likely to be in deficit in the year due to:

- The costs of the Victorian classroom.
- The proposal to put in place Year 6 additional teaching support.
- Supply costs, although 50 % had been covered internally and supply costs are considerably reduced from previous years.

The overall cumulative surplus will end the year at 5.7%, 2016/2017 is likely to be a difficult year financially and planning is in place to ensure quality does not suffer.

All relevant factors and information have been taken account of in the revised budget. The revised revenue

budget was approved.

PPG and sport premium schedules were shared with the FB and will go on the website.

11. Pay Policy

This was ratified subject to a final statement on the recognition of 'exceptional' items

12. Health and safety

The new Terms of Reference were agreed subject to the revision of the opening paragraph. Action AH

The Health and Safety internal inspection has been carried out and was passed.

13. Personnel

The committee has met and minutes completed. BB to be sent a copy of the minutes. **Action PE**

14. Items next for next meeting

- Learning walks – Policy update JH
- Committee structure – Options paper JH
- FOSPS – Chair to be invited Action IC
- Maths senior lead to attend **Action JP**

15. AOB

- It was noted that the Admissions Policy has been fully updated to take into account of deceleration.
- *Emergency response plan:* **Action RB** to circulate plan
- Previous Ofsted review circulated again for Governors to read.
- 13/12/15 Governors invited to drinks at JH 's lunch time after church
- No Christmas meal this year.
- *School Gates rota:* The focus will be at the end of the day when parents have more time to stop. Parents' feedback to be circulated by JH and summarised in the Chairs report
- *Parents email:* Some Governors have difficulties in accessing this electronically still.
- Xmas Card to be sent to Felix Burrow from the Governors. **Action JH**
- *Governor's day:* A day will be organised in the Spring Term, not too near 'sats time'. **Action JP:** to suggest some dates for **AV to organise** around.

The Chair thanked all governors for their contribution and attendance at the meeting.
Meeting closed at 9.10 pm

Dates of Future Meetings

Whole Governing Body Thursday 28th January 2016

Action Required	By Whom	Date of Completion
<i>Pecuniary Interests:</i> Some guidance from Hampshire CC will be circulated about what about needs to be disclosed.	IA	Next meeting
<i>Curriculum standards meeting dates:</i> supply dates for when performance information is produced.	JF	Next meeting
<i>Admissions committee membership:</i> The advice from HCC is that it would not be good practice for Governors with children at the school to serve on this committee. JH to discuss with SC.	JH	Next meeting
<i>Learning walks:</i> The draft Learning Walks policy will be circulated to Governors. Consult with the staff.	JH JH/PH	Next meeting Next meeting
<i>Year6 actions</i> The school council are invited to update the Governors as to their perception of progress on the above issues in January 2016.	IA/JP	Next meeting
<i>Website:</i> organise a trawl through of the website to create a list of work needed.	JP	Next meeting
<i>Formation of marketing group:</i> outstanding could be linked to the website review.	JH/AV	Next meeting
<i>Risk review will be formulated:</i> outstanding	JH /JP	Next meeting
<i>Handbook revisions to be agreed:</i> outstanding	AV /JH	Next meeting
<i>Chair of FOSP's</i> to be invited to the next meeting to be sent the date of the meeting.	IA	Next meeting
<i>Committee membership:</i> corrections are needed to the list of committee memberships.	IA	Next meeting
<i>Personnel Committee:</i> BB to be sent a copy of the minutes.	PE	Next meeting
<i>Next meeting :</i> Maths senior lead to attend	JP	Next meeting
<i>Emergency response plan:</i> circulate plan	RB	Next meeting
Card to be sent to Felix Burrow from the Governors.	JH	Next meeting
<i>Governors day:</i> A day will be organised in the Spring Term, not too near 'sats time'. Suggest some dates for AV to organise around.	JP	Next meeting