



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



Date: 26 September 2023	Start time: 6.00pm	End time: 7.30pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	Peter Wilkins (PW) Vice Chair
Bobbie Branson (BB)		
John Paterson (JSP) Head Teacher		
Hannah Horner (HH)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Jenny Maunder (JM)		Absent
Tanya Clay (TC)		Joseph Maphosa (JMP)
Nina Cawley (NC)		
Steve Tooke (ST)		
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. The meeting was quorate. Apologies were received and accepted from PW. IW led the prayer.	
2	Annual register of pecuniary interests	
	All pecuniary interests have been updated.	
3	Minutes of previous meeting held on 13 July 2023 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and will be electronically signed.	
3b	See action log JMP's Governor role is currently on hold. IW will be contacting him to get an update.	IM
4	Safeguarding	
4.1	SL met with Bex in school. A safeguarding report was uploaded prior to the meeting. SL is sending a KCSIE quiz to the Governors. All Governors to complete the quiz.	SL/All
4.2	Governors to book onto 'monitoring and evaluating safeguarding' training. If the course is full, please put your name on the waiting list.	All

	<p>All Governors approved the safeguarding audit, and this will be submitted by the end of the month.</p> <p>HH joined the meeting at 6.07pm.</p>	
	<p>JF to put review of safeguarding audit actions and Governor safeguarding training on February agenda (completed).</p> <p><i>Q Do you compare the school safeguarding data to other schools' data?</i></p> <p><i>A No. Each cohort/school is different.</i></p> <p><i>Q Are you concerned about any cases?</i></p> <p><i>A We have high confidence in our processes, however there are concerns as Domestic Violence incidents have increased over the last 18 months.</i></p>	
5	<p>HT report to include:</p> <ul style="list-style-type: none"> • Update on lunchtime supervision • Published Admission Numbers • Plan for off site visits for Governor approval • School Development Plan for Governor approval • Questions submitted on report. 	
5.1	<p>JSP discussed the report which was uploaded to the hub prior to the meeting. JSP highlighted that the beginning of term had seen 6 or 7 children with behavioural challenges. This included a couple of new children that have joined the school in years 3 & 5. Children with additional needs have moved up into new classes with different staff which is always a challenge. This has meant a difficult time for a number of staff at the start of the new term. The SLT has prioritised addressing these issues over other development areas. T. We are advertising for new staff, and we will use supply staff to back fill vacant roles. The Governors offered their support to staff should they want to talk to anyone. Two members of staff have requested to reduce their hours, so JSP is monitoring staff emotional concerns too. We have a member of staff off on long term sick which we are having to back fill.</p> <p><i>Q How long does it take to get help from Primary Behaviour Support?</i></p> <p><i>A We hear back quickly; however, we will not be visited until the end of October. There is a checklist we must go through in the meantime.</i></p> <p><i>Q Can you receive outreach support from special schools?</i></p> <p><i>A There is a 6-month waiting list due to demand.</i></p> <p><i>Q Has the mental health support team in school been fully trained?</i></p> <p><i>A Yes.</i></p> <p>Additional lunch time supervision. Several lunch time staff have been recruited and some are also taking on reading with children. Rota to be completed which will determine the extent of support required from TAs.</p> <p><i>Q What is the benefit of using Arbor?</i></p> <p><i>A It allows us to collate information on all areas across the school, e.g. linking attendance with attainment. We are hoping to save money on other software in the future.</i></p> <p>Governors approved the following school trips for the year:</p> <ul style="list-style-type: none"> • Yr 3 camp • Yr 4 Minstead • Yr 5 Swanage • Yr 6 Wales <p>Governors approved £1,000 for the staff Christmas dinner from the Governors account. JSP to send SL a list of subject leads along with a date.</p>	JSP
5.2	SL to allocate a link area to ST.	SL
	Attendance – the attendance project at HCC has been shut down. We are contacting families who have children with persistent absence.	
	<p>Numbers on roll – 421</p> <p>Questions on the HT report - JSP has answered these and uploaded the answers.</p>	

	Active Me 360 – if there are 8 or less children for 3 weeks or more, they may cancel the session. JSP is considering subsidising the session to keep it running.	
6	Focus areas: Parental engagement	
	This was covered in the HT report and the focus is on attendance. <i>Q What are small group working parties?</i> <i>A We have a topic and let parents know (e.g. SEND, homework etc). If parents are interested, they can attend.</i> <i>Q How are groups advertised?</i> <i>A JSP will investigate this.</i>	JSP
7	Governor business: <ul style="list-style-type: none"> • Training update to include course updates • Link Governors • Future events • Vacancies 	
7.1	BB to contact Governors detailing training needs dependent upon the committees of Governor roles they have and courses to be booked. Governors to book training.	BB/All
7.2	Governors to respond to TC, if not already done so regarding availability for learning walks, Book Looks and Gate Rota. Link Governors – covered above.	All
8	HT performance review	
	<i>Q Where does the advisor come from?</i> <i>A We pay an external advisor. He provides an excellent review which involves challenging targets set. Governors are keen for the review to take place as soon as possible in the school year so that targets are shared with the SLT.</i> The Governors approved the external advisor, Jonathon Hannam. AW, IW and BB will attend the meeting on Friday.	
9	Risk register	
	The risk register has been updated and IW uploaded the report prior to the meeting. IW discussed areas where risk has reduced due to improved processes in school. Attracting sufficient numbers: <i>Q Do you send out flyers?</i> <i>A We haven't needed to in the past. We try and have our open day as late in the term as possible, to hopefully remain 'fresh' in parents' minds. JSP has liaised with the pre-school and the cohort is much smaller for next year.</i> <i>Q 6.1 – should this risk change due to challenges with staffing?</i> <i>A Yes. IW to amend. 6.4 – IW to raise this risk due to behaviour in school.</i>	IW
10	Questions on committee minutes Verbal update from IW on Pay and Personnel	
	The minutes are on the hub for Governors to read. BB has left the committee and was thanked for her hard work over the years. AW has joined Pay and Personnel. Exit interviews – all had positive reasons for leaving and everyone would recommend Swanmore Primary as a positive place to work.	
11	Policies and other items requiring approval: <ul style="list-style-type: none"> • Behaviour in schools (School Behaviour Policy) • Approve Governors Good Practice Guide • Child Protection Policy to include Statement of Procedures for Dealing with Allegations of Abuse Against Staff • Safeguarding policy 	

	The above policies were all approved by the Governors.	
12	Chairs report	
12.1	NC and HH agreed to share the comms role. A paragraph will be included in the school newsletter. JSP to ask Bex to contact HH and NC regarding the cutoff date for the October newsletter. Andrew Davis has been appointed as the new Vicar. He starts in January 2024.	JSP
12.2	Succession planning – Governors to let IW know if interested in taking on the Chair role.	All
12.3	There is a Governor conference next week. If anyone would like to attend, let IW know. Many thanks to the Hunters Inn who have donated £1,000 to the school following a raffle.	All
13	Impact of meeting	
	<u>Accountability/Compliance</u> Governors approved the plan for off site visits for next year and the policies. <u>Strategic Leadership</u> The Governors challenged JSP on the external advisor for the HT performance review and pupil attendance. <u>People</u> A new Vicar has been appointed and will start in January. <u>Evaluation</u> All exit interviews were positive.	
14	Date of next meeting: 28 November 2023 at 6pm	

Signed

Dated 28 November 2023