



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



| Date: 28 November 2023 | Start time: 6.00pm | End time: 7.35pm |
|----------------------------------|--------------------------|-----------------------|
| Present | In attendance | Apologies |
| Ian Wollam (IW) Chair | Jackie Finney (JF) Clerk | Andrew Wilkinson (AW) |
| John Paterson (JSP) Head Teacher | | |
| Hannah Horner (HH) until 7.25pm | | |
| Jenny Maunder (JM) | | |
| Tanya Clay (TC) | | Absent |
| Sam Lee (SL until 7.15pm) | | |
| Peter Wilkins (PW) | | |
| Nina Cawley (NC) until 7.25pm | | |
| Bobbie Branson (BB) | | |
| Anna Walklate (ARW) | | |
| Joe Maphosa (JMA) | | |
| Steven Tooke (ST) | | |

Blue type denotes support and challenge from the Governors

| Item | Subject | Action |
|------------|---|----------------|
| 1 | Welcome and apologies Prayer | |
| | IW welcomed everyone to the meeting. Apologies were received and accepted from AW. The meeting was quorate. JMA was welcomed to the team. It is JM's last meeting and she was thanked for her contributions to the Governing board and school. PW led the prayer. | |
| 2 | Register of pecuniary interests | |
| | JMA's partner works in the school. | |
| 3 | Minutes of previous meeting held on 26 September 2023 | |
| | 3a) Approval | |
| | 3b) Actions and matters arising | |
| 3a | The minutes of the previous meeting were agreed as a true record and were electronically signed. | |
| 3b | See action log KCSIE quiz – SL is looking into making the quiz more user friendly (action point 4.1). JMA's partner Kate works as a TA in school. JF to update pecuniary interests on the hub (completed). | |
| 3b1 | All Governors to send link visit reports to SL. SL to allocate a subject to JMA. | All/SL |
| 3b2 | Governors to sign up for gate rota for the next 3 weeks. | Those who can. |
| | SL has put herself forward as Chair from September 2024. PW can pick up F&B Chair role if required. | |

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| 4 | Update from Katherine Burdett on SEND | |
| | The report was uploaded to Governor Hub. ARW entered the meeting at 6.17pm. | |
| 5 | Safeguarding | |
| | <p>RL and SL met in November. The report is on Governor Hub. There are more incidents being reported and families feel comfortable to approach RL with any concerns. SL is confident that the school are following all procedures correctly. Parenting, mental health, parents splitting up and domestic violence are trends across the referrals.</p> <p>Q Are the senior team and staff receiving external support where required? A It can be difficult to gain support. We are ensuring that staff have access to peer supervision. Q Do you do any reflective practice? A It is not common practice in teaching; however, we try to learn from experiences. Q Are you sufficiently aware of charities that could support families? A JSP is very happy to liaise with Governors to gain extra information. IW, BB and SL to meet to investigate support available.</p> <p>IW explained that there is a lot of experience on the Governor team that can support staff and will be pleased to do so.</p> <p>The police are arranging a time to talk to children regarding social media. This followed a parent identifying inappropriate material on child's smart phone. Images did not originate from anyone in our school. The NSPCC are running a session in school in February.</p> | IW/SL/BB |
| 6 | HT report to include: <ul style="list-style-type: none"> • SEND information report • SEF • Approval of School Development Plan • LLP report • Questions on report submitted prior to the meeting | |
| 6.1 | The HT report was uploaded to Governor Hub prior to the meeting and JSP discussed the documents. JSP is working on how to reach minority groups with JMA and will report back to the Governors. | JSP/JMA |
| 6.2 | <p>Homework review – JSP is reviewing what families need/want to know. The newsletter will have a paragraph from Governors every other month.</p> <p>Attendance EMTAS have been contacted, regarding GRT attendance and have advised us to not agree to T code (travelling) if the attendance for the times the children should be at school is below 90%. We have updated the documents and shared with families at the coffee event. The first round of communication has gone to families at the end of the Oct half term and this tends to have a positive impact. Where families have <85% attendance we will refer to the ALP (Attendance Legal Panel)- although they have relaxed their guidance and will send 2 warning letters initially. We have clarified the need to have at least 90% attendance. Due to behaviour issues with other children, the pastoral team have not had time to work on parental engagement. A Governor commented that some parents cannot read, so sending letters to some families may not be beneficial. Attendance figures are still above county and national average; however, our target remains at 97%.</p> <p>Q Are pupils encouraged to work from wherever they are to keep the child 'tethered' to the school. A Yes, they are given a pack so they can do schoolwork. Sometimes, we can't send work to families as they have no fixed abode. TC will speak to the child over the phone to monitor safeguarding. Q What if a child is in hospital? A We have had children do schoolwork from hospital if they are in for long periods. Q Do you have records of which families cannot read?</p> | |

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| | <p>A No. Some families don't feel that school is important, so this is a challenge we must try and overcome by building strong relationships. JSP to provide Governors with more information about the racist incidents. There are better conversations amongst staff and JMA commented that training and information given is being acted upon. Q Does disability come under racist incidents? A No, we approach SEND pupils in a different way. To be reviewed.</p> <p>Exclusions This term there have been 5 ½ days exclusion related to the same child. We are working with PBS (Primary Behaviour Service), Inclusion Team, EMTAS and EP (Educational Psychologist) in planning provision. We have:</p> <ul style="list-style-type: none"> • Increased adult support • Changed provision. • Introduced an alternative curriculum for 3 afternoons. <p>The situation is improving gradually but is taking up a lot of staff time. Q Are you talking to the children in the year group to understand the impact on them? A No as JSP does not wish to exacerbate the situation. The school is following the guidance from the PBS. We must put interventions in place before considering exclusion. Governors thanked JSP for what staff are doing to address these challenges.</p> | | | | | JSP | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | JSP | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.3 | JSP to review actions before the parent and staff surveys are sent in the Spring. | | | | | JSP | | | | | | | | | | | | | | | | | | | | | | | | |
| 6.4 | JSP discussed the Governors questions and answers document which was uploaded to the hub. Active Me 360 are taking over from Creative Kidz in January. Lorraine Lee came into school to run a session on the INSET day. Lorraine supported the adult's learning about behaviours and strategies to support the children. Governors are keen to support the team in school through these challenging times. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Approval of revised budget (approved by F&B committee) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Total Income</td> <td>2,287,513</td> <td>2,322,727</td> <td>(35,214)</td> <td>2,284,580</td> <td>2,230,333</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>3,302</td> <td>(1,822)</td> <td>5,124</td> <td>(95,901)</td> <td>(157,476)</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>124,524</td> <td>124,524</td> <td>0</td> <td>122,702</td> <td>26,801</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) C/Fwd</td> <td>127,826</td> <td>122,702</td> <td>5,124</td> <td>26,801</td> <td>(130,675)</td> </tr> </table> <p>The committee asked KC to look at 'non people' costs to see if savings can be made. JSP has shared printing costs with staff to see if costs can be reduced. The Governors approved the revised budget.</p> | Total Income | 2,287,513 | 2,322,727 | (35,214) | 2,284,580 | 2,230,333 | In Year Surplus/(Deficit) | 3,302 | (1,822) | 5,124 | (95,901) | (157,476) | Surplus/(Deficit) Brought Forward | 124,524 | 124,524 | 0 | 122,702 | 26,801 | Cumulative Surplus/(Deficit) C/Fwd | 127,826 | 122,702 | 5,124 | 26,801 | (130,675) | | | | | |
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| 8 | Focus area: Curriculum | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Move to the next meeting (completed). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Governor business: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> • Training to include course updates • Link Governors – already discussed • Future event dates – already discussed • Parent survey – going out in the Spring • Vacancies • Chair succession planning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 9.1 | Governors to contact IW regarding availability high attainers training. An email has already been sent out. | All |
| 9.2 | BB has received training for the designated Governor role. A formal induction programme needs putting in place. KC and BB to work on a training policy. | KC/BB |
| 9.3 | IW to work with BB on the induction for new Governors. | IW/BB |
| 9.4 | BB will be putting a training matrix in place along with a mechanism to feed back to Governors following courses attended. Skills audit and self-evaluation needs to take place. ST attended training yesterday and Fischer Family Trust and P Light is something Governors should have access to. SL left the meeting at 7.15pm. | BB |
| 9.5 | SL to liaise with JMA following diversity training. | SL |
| 9.6 | Vacancies – NC knows someone who may be interested in the Foundation Governor role. NC to give details to IW. | NC |
| 10 | Questions on committee minutes Verbal update from IW on Pay and Personnel | |
| | JSP's review took place with an external advisor. Objectives have been cascaded to the team. Q Where are you with recruiting the KS1 Lead? A We have a draft advert and hope to appoint in February with a likely start date of September. | |
| 11 | Risk Register | |
| | The register has been updated and uploaded to the hub. | |
| 12 | Policies and procedures for review: <ul style="list-style-type: none"> • Pay • Adopt MOPP (School personalisation of policies) • Capability of staff - performance • Disciplinary policy • Staff discipline and grievance – procedure for addressing. • Performance Management Policy and Capability Procedure (Part of MOPP requiring localisation) • Staff code of conduct policy • Governor's code of conduct policy • Job share policy • Dignity at work policy • Adopt HCC Governors Good Practice Guide • Review and adoption of HCC documents • Manual of financial practice and procedure • Whistleblowing policy • Attendance | |
| 12.1 | The above policies were discussed in the relevant committees and the Governors approved them. KC to show future changes in highlighted text. | KC |
| 12.2 | IW to divide policies between Governors so they can be discussed during link visits. | IW |
| 12.3 | Monitoring effectiveness of policies to be added to all committee agendas. | JF |
| 13 | Chairs report | |
| | IW discussed the report which was uploaded to the hub prior to the meeting. JSP has started working on refreshing the vision for the school. The next session is on 2 January and Governors are welcome to attend and be involved. BB will continue to work on the website. IW and ST to meet to discuss ST taking on the staff survey. | IW/ST |
| 14 | Impact of meeting | |

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| | <p>Accountability/Compliance Governors approved the revised budget and policies.</p> <p>Strategic Leadership The SLT was challenged on behaviour in school.</p> <p>People NC knows someone interested in becoming a Foundation Governor. IW will follow this up.</p> <p>Evaluation BB will be re-evaluating the training for Governors and organising a skills audit.</p> | |
| | <p>Date of next meeting: 6 February 2024 at 6pm</p> | |

Signed

Dated 6 February 24