



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



Date: 6 February 2024	Start time: 6.00pm	End time: 7.30pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	Peter Wilkins (PW)
John Paterson (JSP) Head Teacher	Bex Lampport (BL)	Steve Tooke (ST)
Emily Sandoval (ES)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Anna Walklate (ARW)		
Tanya Clay (TC)		Absent
Nina Cawley (NC)		
Bobbie Branson (BB)		
Hannah Horner (HH)		
Joe Maphosa (JM)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and apologies Prayer	
	AW welcomed everyone to the meeting. AW chaired the meeting as IW is recuperating from an operation. Apologies were received and accepted from ST and PW. The meeting was quorate. AW led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 28 November 2023	
	3a) Approval	
	3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and the minutes were electronically signed.	
3b	See action log.	
4	Safeguarding	
	BL left the meeting. ES to sign up to safeguarding training. Governors to book safeguarding training if not undertaken training for a while. In depth safeguarding training is vital for all Governors to complete on a regular basis. 'Monitoring safeguarding culture in school' is a useful course to complete as well as regular training.	ES

	SL and BL have met to discuss safeguarding in school. SL is confident that safeguarding issues are being dealt with correctly when situations arise. The audit will be reviewed by SL and BL when they next meet.	
5	<p>HT report to include:</p> <ul style="list-style-type: none"> • School development plan • ASP data • Predicted pupil numbers and budget implications. • LLP report • Questions submitted prior to the meeting. 	
5.1	<p>Racist incidents report</p> <p>Q What are the follow up actions following incidents? A JM has helped JSP with producing a checklist and this is being used.</p> <p>Q Were there any reactions to this? A We have received positive feedback from families as communication has remained open and honest. We will aim to gain feedback on our processes from any families involved.</p> <p>Q Are you using the same procedure for homophobic incidents? A Yes.</p> <p>JSP will not be happy until there are zero incidents in school. ARW joined the meeting at 6.20pm.</p> <p>Q Has the ASP data changed our priorities? A No, it is a positive picture, especially as we are dealing with staffing issues. KS1 data is not published so we are considering what measures we use.</p> <p>BL returned to the meeting. LLP report</p> <p>Q The report shows inconsistency in some lessons, how is this being addressed? A BB has picked up on this on SEND visits and there are gaps. BB has met with Katherine Burdett who is investigating this. JSP explained that there is not a decline in standards, however, there has been a change in LLP. The HCC approach has also changed and the focus is different. Most of the learning walk was based on new colleagues. The plan is for Katherine to work with teachers on assessment, however, staffing has been an issue. Sarah Peters is our new LLP.</p> <p>BB suggested re-visiting the marking policy with staff.</p> <p>Q How is staff wellbeing in school? Are staff still affected by pupil behaviour? A Staff feel pressurised in school and this is not just due to behaviour. Some staff have personal issues which understandably causes stress. Behaviour in school has improved since 'Provision' was introduced. Covering for staff vacancies/staff off sick puts extra pressure on remaining staff.</p> <p>Q Is there any external support for staff? A Yes, there is a counselling programme which some staff have accessed and feedback has been positive.</p> <p>SL suggested feedback on the service could be shared anonymously. JSP explained the school pay extra so staff can access help quickly.</p> <p>Q Has Active Me 360 transferred over smoothly? A Yes. JSP is meeting up with them for a review after half term. It is well supported and more children are attending. NC and HH to gain feedback from parents on Active Me 360 and pass to KC.</p> <p>Q Is there anything more you can do to build staff morale? A We have a couple of staff twilight sessions on wellbeing. We have had one which was well received, but not well attended by non-teachers. We ask staff what we can do to support them, however we don't always get feedback.</p> <p>JSP and BL are confident that they know where staff are on the wellbeing spectrum, however being able to fix the problem is the issue. Staff are very supportive of each other.</p>	NC/HH
5.2	<p>Q Could you invite someone in from employee to support staff? A The counselling is available 24/7 and staff can access support quickly. KC will investigate any further support available.</p>	KC
5.3	SL to investigate information on how to self-refer to counselling.	SL

6	Focus area: Curriculum	
	JF to put on the next agenda (completed).	
7	Governor business: <ul style="list-style-type: none"> • Parent survey update • Training and Governor Development to include course updates. • Link Governors • Comms update to include review of information published on school website. • Future event dates • Vacancies • Correspondence 	
7.1	Parent survey – this will be sent after the lunch time provision has settled. Training and Governor Development – Hampshire Services for Schools is a new system being introduced. JSP explained that Governor Hub can still be used if we pay through The Key. JSP and IW to discuss this after half term. Training for 2024-25 is available to book. We will need to consider a topic for the next WGBT. 'Attending school attendance' and 'Supporting success for pupils experiencing vulnerability' are useful courses for Governors to book onto.	JSP/IW
7.2	Chairs of committees to look at training relevant to committees and contact committee members.	Chairs
7.3	Link Governors – some Governors are not completing visits and SL wished to know why. HH and NC is finding it hard to find the time. NC will take on Science. SL will discuss link subjects with ES and JM. Reports to be returned to SL by 19 March 2024.	SL/All
7.4	BB is unable to attend SLT meetings to feedback on PP due to work commitments. IW to arrange for a Governor to attend these meetings.	IW
7.5	Comms update to include review of information published on school website – BB will take responsibility for this.	BB
7.6	Future event dates – TC and IW to meet to discuss.	IW/TC
7.5	There is a FOSPS quiz on 24 February and Governors can enter a team by booking through the FOSPS website.	
7.6	Vacancies - We have no current vacancies.	
7.7	Correspondence – two parent complaints have been received since the last FGB and have been responded to by the school and Governors.	
8	Questions on committee minutes Verbal update from AW on Pay and Personnel	
8.1	H&S and F&B minutes are on Governor Hub for information. Q Are people paying extra on school trips to help other pupils? A Yes. The Persimmon scheme is coming online this month and they will fund local projects. JM to contact Persimmon and feedback to Governors.	JM
8.2	NC advised that NATS employees can request funding for a particular project. NC to investigate and contact ARW. Pay and Personnel – the following was discussed: <ul style="list-style-type: none"> • a complaint from a child (didn't meet LADO threshold) • staffing, recruitment and staff welfare • Provision and behaviour. 	NC
9	Risk register	
	This was last reviewed in November. IW will review the register before the next FGB.	IW

10	Policies and procedures for approval: <ul style="list-style-type: none"> • Decision regarding subscription to Governor Services • Decision about LA clerking service & agree contracted hours • Equalities policy • Governor training policy • Exit interview policy • Governors expenses policy 	
	The above policies and procedures were discussed and approved by the Governors.	
11	Managing effectiveness of policies - update	
	JSP to send a date for a meeting for the focus group to meet.	JSP
12	Impact of meeting	
	Accountability/Compliance Governors approved the clerk contract and HCC service level agreement as well as the policies. Strategic Leadership Governors challenged the SLT on racist incidents in school. People ES was welcomed to the team. Staff wellbeing was discussed in detail. Evaluation Following a discussion on staff wellbeing, KC will look further into packages of support for staff.	
12	Date of next meeting: 26 March 2024 at 6pm	

Signed

Dated 26 March 2024