



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



Date: 26 March 2024	Start time: 6.00pm	End time: 7.25pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	
John Paterson (JSP) Head Teacher	Kirsten Cook (KC)	
Hannah Horner (HH)		
Emily Sandoval (ES)		
Tanya Clay (TC)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Nina Cawley (NC)		<b>Absent</b>
Bobbie Branson (BB)		Joe Maphosa (JM)
Anna Walklate (ARW)		
Peter Wilkins (PW)		
Rev Andy Davis (AD)		
Steve Tooke (ST)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b> <b>Prayer</b>	
	IW welcomed everyone to the meeting. There were no apologies received. The meeting was quorate. AW led the prayer.	
<b>2</b>	<b>Register of pecuniary interests</b>	
	None declared.	
<b>3</b>	<b>Minutes of previous meeting held on 6 February 2024</b> <b>3a) Approval</b> <b>3b) Actions and matters arising</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record and were electronically signed.	
<b>3b</b>	See action log JSP to let NC know when the Science Lead is in place.	JSP
<b>3b1</b>	KC to circulate policies and review dates.	KC
<b>4</b>	<b>Safeguarding</b>	
4.1	SL updated the Governors on safeguarding in school. All reports are available to read on HSS. Year 1 is a group with a lot of need, this is possibly due to the impact of lockdown. <a href="#">Q I understand the behaviour of some children in Year 1 a cause for concern and presumably this could increase as they go through the school?</a>	

	A Yes we had initial insight into this from Pre School and Year R, we are looking at preventative work with this group. We need to access available resources early on. The Primary Behaviour Service (PBS) will give support if required and we would rather access this for Year 1 children rather than deal with problems when they get to Year 5. We are aware of most issues from pre-school. JSP to liaise with pre-school to see if any preventative work can be put in place for future Year R children. JSP said he had few concerns about behaviours in the Year 2, 3 and 4 cohorts	JSP
4.2	SL is confident that the school are following all the correct processes regarding safeguarding. Ideas are being discussed to ensure pupil voice is being captured. JSP to feedback on pupil voice.	JSP
<b>5</b>	<b>HT report to include:</b> <ul style="list-style-type: none"> <li>• Published Admissions Number (PAN) arrangements</li> <li>• Budget for staff training and development</li> <li>• Attendance</li> <li>• Wellbeing update</li> <li>• Parent and staff survey update</li> <li>• Questions submitted prior to the meeting</li> </ul>	
<b>5.1</b>	60 places have been offered (combination of 1 <sup>st</sup> and 2 <sup>nd</sup> choice places).	
<b>5.2</b>	The budget for 2024/25 is being developed but not been finalised yet. This will be reported on in the F&B and FGB meetings in May.	
<b>5.3</b>	Wellbeing – Lara is continuing to get better but is still off work. Jo in Year R is managing an increased workload. Year 6 – Bex Lamport and Katherine Burdett are covering this year group. After Easter we have supply cover for 3 days a week to release Bex and Katherine. We are advertising for vacancies in Years 2 and KS2 . SL advised that informal conversations with staff when Governor’s visit, all helps with staff wellbeing.	
<b>5.4</b>	Attendance – this has been affected by children off with chicken pox and parents have taken children out of school for ski trips. We have issued several Fixed Penalty Notices. Attendance remains above regional and national levels but below our internally set target of 97%.	
<b>5.5</b>	Suspensions – more suspensions have been issued as a result of applying the new behaviour policy in KS2. Most pupils suspended are Pupil Premium children. Q If a pupil is suspended, do you check a parent is at home with their child? A We don’t phone and check, however the parents receive information when a pupil is suspended saying the child must be at home with an adult. Q Are you finding this is the same in other local schools? A Yes. This is a national issue. IW explained that the school have lost staff due to behavioural problems in Years 5 and 6 and some parents have moved their children to other schools. Q What are you doing to help with this in the future? A JSP would like to employ a learning mentor who will be a TA. This person would enable Bex, Katherine and JSP to free up some time and the learning mentor would work with children in a positive, preventative way. Q Do you have any evidence that the suspensions have a positive effect? A With the majority of children yes but there are a few children who don’t care about being suspended. It does have an impact and demonstrates we have boundaries in school. The policy is also generally supported by staff.	
<b>6</b>	<b>Finance and 24/25 budget</b>	
	AW discussed the latest 23/24 forecast update (which is on HSS) and remains on track with budget. Pupil numbers are a challenge and each child brings circa £4K of funding. Our finances this year are based on the Census figures from last year. Behaviour issues have an impact on the school finances as we must pay for supply cover for staff who leave. If children leave, the funding reduces accordingly. We are being very cautious with spending as we are aware that I.T resources will need updating. Keeping Bex and Katherine out of classroom and maintaining our staff structure is a priority.	

	<p>Q A Governor commented that some parents from FOSPS felt the money was not being spent as they would like.</p> <p>A JSP and KC have met with the team and some FOSPS members wish to have a greater input in how the money is being spent. JSP will work with the FOSPS Committee on this to address concerns and consider expectations. The FOSPS team are highly committed and have already raised approximately £12K. The Governors noted their thanks to FOSPS for their contributions both to the finances and life of the school.</p> <p>The SFVS was approved.</p>	
<b>7</b>	<b>Update on access to reception area</b>	
	<p>We are looking at making the reception area more welcoming and accessible. We are working with the Diocese to try and secure £100K of funding to reconfigure the layout.</p> <p>Q When will this work take place?</p> <p>A We have to wait for the Diocese to let us know. We are hoping for it to take place in the next academic year.</p>	
<b>8</b>	<b>Focus area: Curriculum</b>	
	To be discussed in C&S.	
<b>9</b>	<p><b>Governor business:</b></p> <ul style="list-style-type: none"> <li>• Governor Training 24/25 and Governor Recruitment to include skills audit summary</li> <li>• Link Governors</li> <li>• Future events dates</li> <li>• Succession planning</li> <li>• Review progress against Governing Body development plan</li> </ul>	
	<p>Governor Training - We need to consider Whole Governor Body Training for 2024-25. Governors to email BB with any ideas.</p> <p>Link Governors – this information is on HSS. If any Governors know of anyone who would come and talk to the pupils about local history, please let Rachel Jones (Year 3 Lead) know. Governors to consider how a large timeline could be made waterproof to put outside. Training in school – staff are going to training and then cascading this information to other staff.</p> <p>Future event dates –</p> <p>Learning walk, 26 April – 1 Governor needed</p> <p>Learning walk, 28 June– 1 Governor needed.</p> <p>10 May – Book look</p> <p>Gate rota – this will go out soon.</p> <p>Sports day – 14 June.</p> <p>Governors day – 5 July. This is also the date for the summer fair.</p> <p>15 July – thank you tea for staff at 3.30pm.</p> <p>Governors to let TC/IW their availability for the above dates</p> <p>Succession planning – put on the next agenda (completed).</p> <p>Review progress against Governing Body development plan – not discussed.</p>	<p>All</p> <p>All</p>
<b>10</b>	<b>Questions on committee minutes and verbal update on Pay and Personnel</b>	
	<p>All minutes since the last meeting are on HSS for Governors to read.</p> <p>Pay and Personnel – the priority is ensuring we are doing all we can to support the well-being of our staff. Staff feedback is important and the survey results will help us move forward. Survey’s will be circulated after Easter.</p>	
<b>11</b>	<b>Risk Register</b>	
	<p>This has been updated. Government funding needs to keep up with inflation and this is a risk. Behaviour, staff loss and staff morale are all ‘amber’.</p>	
<b>12</b>	<p><b>Policies and procedures for review:</b></p> <ul style="list-style-type: none"> <li>• Admissions Policy 2025/2026</li> </ul>	

	The above policy was approved by the Governors. Our admissions policy comes from the Diocese and our order of admissions differs to other schools.	
<b>13</b>	<b>Chairs report</b>	
	<p>The report is on HSS for Governors to read. IW highlighted the extracurricular activities that take place in the school. HSS is taking a little while to settle in, however IW is speaking to Sarah Hicks from HCC on Thursday about this.</p> <p>We are a full Governing Body with no vacancies.</p> <p>Income Generation – we have drafted a letter to send to local businesses. ARW is waiting for Bex to produce a leaflet to go with the letter. Governors to let ARW know if they can distribute letters/leaflets to local businesses.</p> <p>HH and NC were thanked for producing the Governor newsletter.</p>	All
<b>13.1</b>	NGA – IW to forward on NGA emails and look into how Governors can receive the magazine.	IW
<b>14</b>	<p><b>Impact of meeting</b></p> <p><b>Accountability/Compliance</b> Governors approved the SFVS and policies.</p> <p><b>Strategic Leadership</b> The SLT was challenged on pupil behaviour and staff wellbeing.</p> <p><b>People</b> AD was welcomed to the Governing Board.</p> <p><b>Evaluation</b> It was decided that the school will use HSS rather than Governor Hub from now on.</p>	
<b>15</b>	<b>Date of next meeting: 14 May 2024 at 6pm</b>	

Signed

Dated 14 May 24