



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



Date: 14 May 2024	Start time: 6.00pm	End time: 7.35pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Jackie Finney (JF) Clerk	Peter Wilkins (PW)
John Paterson (JSP) Head Teacher	Kirsten Cook (KC)	Tanya Clay (TC)
Hannah Horner (HH)		Rev Andy Davis (AD)
Steven Tooke (ST)		Joe Maphosa (JMA)
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Nina Cawley (NC)		
Anna Walklate (ARW)		
Emily Sandoval (ES)		
Bobbie Branson (BB)		

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 PW, BB, AD, TC and JMA. The meeting was quorate. SL led the prayer. PW has stepped down as Governor from immediate effect due to work commitments. He was thanked for all his hard work with the school and board.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 26 March 2024 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 JSP to email Governors a date for link visits.	JSP
3b1	NC to obtain the form required to apply for funding from NATS. We need a project in mind to apply for. JSP to put a 'wish list' together with a variety of budgets.	NC/JSP
4	Safeguarding	
	The safeguarding report was uploaded to HSS prior to the meeting. BL is currently involved with several families. There are now worry boxes in school for pupils to put concerns in and they have requested that these boxes be locked. Childrens Services have changed their systems which is helping when referring. The secondary school have been liaising with us and the main issue is Year 7 using vapes. SL has circulated 'smart phone free childhood' information.	

	<p>The racist incidents involve a family where this has happened to their child before. All due processes were followed; however, it happened again. SL and BL discussed this and agreed that this sometimes comes from attitudes at home. We would like to involve the family to work on educating adults.</p> <p>Q What are the consequences of racist incidents?</p> <p>A We meet with the family and child and endeavour to educate. We work on the victim and perpetrator meeting and discussing the situation. JMA ran an excellent session at the INSET day where he shared personal experiences of racism.</p> <p>BB joined the meeting at 6.20pm.</p> <p>Q Do you use the Early Help Hub?</p> <p>A It depends on the referral and whether it is appropriate to refer to Early Help.</p>																	
5	<p>HT report to include:</p> <ul style="list-style-type: none"> • Receive report from designated teacher for Children in Care • Review of transition arrangements • Review of racist incidents data • Attendance 																	
5.1	<p>JSP discussed the report which was uploaded along with answers to questions from Governors. A serious safeguarding situation which recently happened in school was discussed during the meeting.</p> <p>School turbulence:</p> <p>Q Are the numbers higher than normal?</p> <p>A Yes, there have been issues in Year 5.</p> <p>Q Do you track waiting lists?</p> <p>A Yes, Emily has worked through this and we have 4 children starting in September.</p> <p>Attendance</p> <p>There have been some families taking their children out of school for family holidays. Some families can't afford to take their children away in the school break so this is their only option. We have trained the pastoral care team in Emotional Based School Avoidance (EBSA) which has been well received. This intervention is time consuming and involves SLT time. The children of the GRT families who attend the coffee mornings have increased their attendance so this is an excellent piece of work. GRT have been advised by EMTAS that their children must attend school at least 90% of the time. It was suggested that coffee mornings could be extended to PP families.</p> <p>Behaviour</p> <p>We are working with a couple of children in Year 1. Families JSP has spoken to feel supported. Year 5 is calmer; however, we have a few tricky children in Year 6. The Swanage school trip went well despite a couple of issues that could have been avoided.</p> <p>IW, ES and AW recently conducted a learning walk and were impressed with the behaviour in classes.</p>																	
6	<p>Approval of budget 24/25</p> <p>AW discussed the 24/25 budget. We end 2023/24 in a financially strong position with a surplus of £178K (£56K better than budget). This surplus enables us to recommend a budget that keeps the staff structure essentially as it is now which is a positive outcome. The budget does show a cumulative deficit in 2027 which Governors are aware of and will need addressing in years two and three of the budget period. Non staff costs have been cut already to save money. IW commented that staff are aware of roles, classes etc for September. KC was thanked for her hard work on the budget. The budget will be reviewed in November to establish whether we will need to put BL and KB in class more. The Governors approved the budget as detailed below.</p> <table border="1"> <tr> <td>Total Income</td> <td>2,358,472</td> <td>2,372,692</td> <td>2,412,241</td> </tr> <tr> <td>In Year Surplus (Deficit)</td> <td>(46,919)</td> <td>(84,935)</td> <td>(115,822)</td> </tr> <tr> <td>Surplus (Deficit) Brought Forward</td> <td>178,348</td> <td>131,429</td> <td>46,494</td> </tr> <tr> <td>Cumulative Surplus (Deficit) C/Fwd</td> <td>131,429</td> <td>46,494</td> <td>(69,328)</td> </tr> </table>	Total Income	2,358,472	2,372,692	2,412,241	In Year Surplus (Deficit)	(46,919)	(84,935)	(115,822)	Surplus (Deficit) Brought Forward	178,348	131,429	46,494	Cumulative Surplus (Deficit) C/Fwd	131,429	46,494	(69,328)	
Total Income	2,358,472	2,372,692	2,412,241															
In Year Surplus (Deficit)	(46,919)	(84,935)	(115,822)															
Surplus (Deficit) Brought Forward	178,348	131,429	46,494															
Cumulative Surplus (Deficit) C/Fwd	131,429	46,494	(69,328)															

7	Approve three year strategic plan	
	Discussed above.	
8	Questions on committee minutes Verbal update from Pay and Personnel committee	
	Pay and Personnel – the staffing structure was confirmed for the coming year. We only have one TA post to fill. The committee approved the Governors Induction and ECT policy. The ECT in school will be asked to review the policy and feedback on support provided during induction. JSP is reviewing the staff induction process.	
9	Governor business: <ul style="list-style-type: none"> • Review progress against GB development plan • Discuss Whole Governor Body Training for 24/25 • Succession planning • Future event dates • Link visits 	
	<p>Whole Governor Body Training – ST commented that effective training is probably best done as part of a group on the individual Governor Effective Questioning training course.</p> <p>JSP sent a survey to families to ask questions about how the school communicate but the response was low. Caroline Willis (ex-Governor) has offered to provide help to the school as this is an area she works in.</p> <p>Monitoring Behaviour in Schools and Inclusion Attendance and Wellbeing were agreed as the two WGBT courses for the year.</p> <p>Developing Outstanding Governance will be investigated for the future.</p> <p>PW was Vice Chair for FGB and Vice Chair for F&B. If anyone is interested in these roles, please email JF.</p> <p>We need another Foundation Governor and BB will send out a self-assessment and skills audit so that we can recruit to meet the needs of the team. BB has refreshed the training policy and created the induction policy. All new Governors will have a mentor and will complete specific training for relevant committees alongside general, mandatory training e.g safeguarding and Governor induction training. This will be a focus for next year.</p>	BB
10	Risk Register	
	<p>The risk register was updated and uploaded to HSS prior to the meeting. IW discussed the risks, some of which are increasing and these are detailed in ‘amber’ on the report.</p> <p>Q What is the maximum number of children in a class? A KS1 is 30 unless a child has medical needs and then sometimes, we go over 30. In KS2 there is no limit, however we have capacity for up to 32 children. Usually, we have 4 vacancies in KS2 at the start of Year 3.</p> <p>Q How do you mitigate the amber risks to lower the risk to green? A The central column details what we are doing to mitigate the risk. The amber is ‘pre-mitigation’ being in place.</p> <p>IW to add new staff induction to the risk register. IW to include impact and probability on the report and ST will help produce an excel sheet to monitor progress.</p>	IW/ST
11	Policies and procedures for review: <ul style="list-style-type: none"> • ECT - approved • Home school agreement - approved • School equalities statement – to be reviewed by IW as detailed on P&P action log. • Governor induction policy - approved 	
	The above policies were all approved by the Governors as detailed above. The home school agreement will be sent out annually.	
12	Chairs report	
	This was shared before the meeting.	

	<p>Q What was the response rate from the parent survey? A 15%.</p> <p>Q Is it anonymous? A Yes.</p> <p>The results will be analysed and compared to the general view of the Parent Governors before deciding on the response required.</p> <p>BB to be taken off the lead for questionnaires. IW to action.</p>	IW
13	<p>Impact of meeting</p> <p>Accountability/Compliance Governors approved the above policies and the 24/25 budget.</p> <p>Strategic Leadership The SLT was challenged on attendance and safeguarding.</p> <p>People PW has left the board from immediate effect.</p> <p>Evaluation Governors decided on Monitoring Behaviour in Schools and Inclusion Attendance and Wellbeing for the WGBT.</p>	
14	Date of next meeting: Thursday 18 July 2024 at 6pm	

Signed

Dated 18 July 24