



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



Blue type denotes support and challenge from the Governors

Date: 18 July 2024	Start time: 6.00pm	End time: 7.30pm
Present	In attendance	Apologies
Ian Wollam (IW) Chair	Caroline Brownlie (CB) Cover Clerk	Hannah Horner (HH)
John Paterson (JSP) Head Teacher	Bex Lamport (BL)	Rev Andy Davis (AD)
Steven Tooke (ST)	Kirsten Cook (KC) Business Manager	
Tanya Clay (TC)		
Sam Lee (SL)		
Andrew Wilkinson (AW)		
Nina Cawley (NC)		
Bobbie Branson (BB)		Absent
Anna Walklate (ARW)		Joseph Maphosa (JM)
Emily Sandoval (ES)		

Item	Subject	Action
1	Welcome and apologies Prayer	
	IW welcomed everyone to the meeting. Apologies were received and accepted from two Governors. The meeting was quorate with over 50% in attendance. IW led the prayer.	
2	Register of pecuniary interests	
	There were no pecuniary interests declared.	
3	Minutes of previous meeting held on 14 May 2024 3a) Approval 3b) Actions and matters arising	
3a	The minutes of the previous meeting were agreed as a true record and the Chair agreed their electronic signature could be added.	
3b	See action log To add to March 2024 item 13. Meon Valley Lions have available funds if a project is identified. A composing toilet and drum kit projects had been identified and Meon Valley Lions will be contacted. Liaise with ARW regarding the drum kits.	JP/KC
4	Safeguarding	
	A verbal summary of the report was given by BL. The safeguarding audit to be submitted by 30 th September will be looked at in September. Updates on key children was given. Children of concern have support over the summer as they are known to social services. Q. There are higher Children's Services cases in certain months. Are there any reasons? A. No particular reasons stand out when analysing the data. Q. Can you explain the racist incidents, and the increase in numbers?	

	<p>A. There has been an increase in reported cases and the specific reasons are given in the report. Staff are more aware of incidents and responding accordingly. There is therefore an increase in recording and reporting. School has meaningful procedures in place and are supporting families to be more aware of diversity. School are in contact with MTAS, and links with the school will commence in September with assemblies and parent contact.</p> <p>Comment: an observation was made at a recent meeting by our EDI Governor, Joe Maphosa that racial incidents are primarily a social issue, and the recent election and football could be a contributing factor to opinions and language that is used in society which is then seen copied in school.</p> <p>Q. Are other schools contacted to share trends and different methods of dealing with racist incidents? A. It's not something that is done, but we will do so in future.</p> <p>ST reported that a parent, following a recent incident, was very happy with the procedure used to deal with a racist incident. A suggestion was made to raise awareness and celebrate different cultures by inviting visitors to school. Children enjoy visitors to school, and this could have a positive contribution to a more inclusive and tolerant culture.</p> <p>Q. How can parents be informed what words should, and should not be used at home and in school. A. Words used with the intention to offend are recorded as a racist incident. It is the perceived offence that has to be noted, not the use of a particular word.</p>	JP/JM
5	<p>HT report to include:</p> <ul style="list-style-type: none"> ● Review of Outcomes Data, EY, Phonics, SATS ● Note and agree Professional Day Closure dates for the new academic year ● Attendance ● Exclusions ● Staff structure for 2024/2025 ● High level Targets / Objectives for 2024/2025 ● SEF 	
	<p>Governor Questions sent prior to the meeting in grey, with answers.</p> <p><u>Outcomes Data</u> JP reviewed the data that was included within his report and on Governor Hub.</p> <p>Q. We see a number of charts showing that in a lot of cases we see outcomes are less successful than the last 2 years. Sometimes this is in line with Hampshire and National trends and sometimes it isn't. Were any of these results surprising? Are there any that are particularly concerning? Are there any trends we're seeing that we need to adjust for?</p> <p>A. EY data has appears to have dipped a bit this year. This relates to 4-5 children not being given the Personal/social strand for Good Level of Development (GLD). This is one element within GLD. Jo has explained partly her concern and partly not having Lara to 'bounce' discussions around. Where Lara has not been able to be in for part of the year, this has impacted on the provision we could offer. This will change next year.</p> <p>Q. For year 6, have we looked at the outcomes data split across the 2 classes? Has the disruption with teaching staff and pupils in Y6K shown in the outcomes?</p> <p>A. The KS 2 data comes from Yr 6 end of KS tests. There is a difference between the 2 classes. 6LB is generally has lower attainment than 6H. This is not a surprise as this class has had the change of staff and the majority of the behaviour issues. What is pleasing is that the combined outcomes for ARE remain strong in comparison to Nat and county.</p>	

Q. Looking at the draft high-level targets, some early thoughts:

a. "To further develop and refine assessment process with lessons and across units"

i. Why is this important? What will it achieve?

A. It is an aspect that came through in the Ofsted report and LLPR. Where we have not done as much as this year as we would have wanted, we need to look next year. I've signed up to a county project to support this- assessment in the foundation subjects. By improving assessments, I'm hoping what is taught to children meets their needs better, so they are thinking more and not sitting through things they know as much. This I hope, in turn, improves outcomes further.

b. "To increase outcomes for children through improving combined percentages"

i. Is this specifically about KS2 RWM?

ii. How could you track progress towards this throughout the year?

No, this is in each year group. When we do data drops through the year, we collect this data. The aim is to improve this each year in readiness for the end of the school. To improve combined outcomes, we need to push individual subjects, so outcomes across the board would improve.

EY

Results were positive, but social and emotional aspects are taken into account for GDS in Early Years.

Q. Are dips from previous years of concern?

A. Assumptions could be made about the influence of society in this area, but the data could easily be mis-interpreted so assumptions about the influence of society shouldn't be made. We do not believe that this year's dip is an indication for future years or a barrier in the progress of this cohort through school.

Comment: one child relates to a large percentage so this should be taken into account when looking at the figures.

KS2

Whilst ARE results were 2% lower than previous years, encouragingly results remained above national and county results. The lower results were expected given the challenges faced by some children and the disruptions experienced through the year. The changes in staff during the year were considered a contributory factor.

The higher attainers have reduced slightly but reading, writing and maths are ahead of national and county at ARE.

Comment: Hampshire attainment generally seems to be levelling out to a national level whereas previously, Hampshire was significantly above national average.

Governors noted from recent pupil conferencing, that there appears to be a noticeable difference between the two year 6 classes. The 'split' process (which children in which class) was discussed and explained. Many factors are taken into account when deciding on the class members including friendships and behaviour/conflicts.

Understanding of turbulence in the summer term (Leavers and new arrivals)

We tend to see movement in the summer term as families move in/out of the area or the school they are currently in are unable to take a sibling or they didn't get into the school they wanted. It is also likely we will see some movement in the Autumn term as people move in the summer and/or places then become available in this/other schools.

Targets

Data will be looked at in more detail to guide the work for the new academic year.

Professional days

INSET days were approved by Governors.

	<p><u>Attendance</u> It was reported that some parents have been concerned about the new attendance guidance (in particular the accruing of days off) and when it will come into force. It will be communicated to parents that the school is following the DfE guidelines. The expectation is that the new Government will require more detailed reporting on absenteeism.</p> <p><u>Suspensions</u> The 'red lines' and sanctions within the Behaviour Policy are now leading to more suspensions so this explains the increase in the number of cases reported. Governors were informed that children with additional needs may require different behaviour plans and sanctions need to be considered in the light of this. Internal suspension data is also collated.</p> <p>It was reported that staff felt supported and confident that behaviour is dealt with fairly, and that classes are calmer. The current suspension cases were summarised whilst keeping the children and families anonymous. SLT were praised for their professional and sensitive way in dealing with the suspensions.</p> <p>Q. How close has the school come to a permanent exclusion? A. A significant improvement in the school processes and support from PBS has enabled a child to move away from a potential exclusion. Support for the child for the next academic year is being discussed in school.</p> <p>JP, BL and the team were thanked for their hard work and input over the last few months which had been challenging at times. The staff were noted as a real credit to the school.</p> <p>The staffing structure for the next academic year was shared with Governors. All staff are aware of their new roles for the coming year.</p> <p>Thanks were given to JP for the report, and recognition was given to all for their perseverance through a challenging year.</p>	
6	Questions on committee minutes	
	<p>A verbal update on the Pay and Personnel committee was given. Exit interview notes will be shared in due course.</p> <p>30 years' service recognition and thanks was given to Jo Hughes and Tony Hughes. KC was thanked for her organisation of the long service awards.</p>	IW
7	Agree Governor roles for next academic year	
	<p>Election of Chair – IW had given notice they were standing down as Chair. SL has put their name forward to take over. No other nominations had been received. SL left the room and was then unanimously elected as Chair to start in September 2024 for a term of 4 years. IW will continue as a Foundation Governor.</p> <p>Election of Vice Chair – AW is happy to be re-elected and ST had put their name forward. As no other nominations had been received, AW and ST were both unanimously elected as Vice Chairs.</p>	
8	Governor business:	
	<ul style="list-style-type: none"> • Review of induction arrangements for new Governors • Link Governors • Update on meeting schedule for 2024-25 	
	ES to look at the induction process and report back.	ES
	A Governor is required to lead the Link Governor process going forward. The role was briefly discussed and interested Governors should contact the new chair.	All

	<p>The meeting schedule had been streamlined to ensure efficiency at meetings. Focus groups will be held to ensure Governors can support school in the best way.</p> <p>If Governors cannot attend a meeting, they were asked to read papers and submit questions or comments in advance as remote input is still valuable.</p> <p>The calendar has been arranged so that the clerk can continue, and thanks were given to JF for her clerking work.</p>	
9	Chair's Report	
	<p>The report was available to view before the meeting which included useful updates, dates and thanks.</p> <p>One point expanded on was for Governors and staff to revisit the strategy in September and in particular our approach to behaviour to ensure everyone understands it and are on the same page.</p> <p>Governors want to ensure that staff are trained and supported, and it was noted that the behaviour policy may need to be amended to take account of changing behaviours that school might have to deal with. Staff and parent surveys were noted as key to finding out the current challenges and ensuring communication between school and home is open.</p> <p>Parents have fed back that communication has improved since Arbor had been introduced.</p> <p>District heads report that there has been an increase in complaints across many schools. Training and support is available.</p> <p>Q. Does the complaints policy need revisiting? A. Governors are focussed on being helpful towards concerns raised, but the complaints procedure could be followed more strictly to ensure a consistent approach. Governors should familiarise themselves with the policy.</p> <p>It was recognised there was a need for a reset on the Communications policy and expectations and a revised policy / approach was being developed.</p>	JP
10	Risk Register	
	<p>The risk register was updated and uploaded to HSS prior to the meeting. There were no questions on the report.</p> <p>SEND report – the report was available to view on HSS. Praise was given to Katherine Burdett for the report, and to the supportive team.</p>	
11	Policies and procedures for review:	
	<p>Policies and procedures:</p> <p>From Finance & Budget</p> <ul style="list-style-type: none"> • Charging and remissions • Lettings Policy • Terms of Reference <p>From Pay & Personnel</p> <ul style="list-style-type: none"> • School Complaints • Staff Acceptable Use of ICT Policy & Code of Conduct • Online Safety Policy • Social Media Policy • Recruitment Policy <p>From Health & Safety</p> <ul style="list-style-type: none"> • Children with health needs who cannot attend school 	

	<ul style="list-style-type: none"> • Supporting pupils with medical conditions • Health and safety • First aid in schools • CCTV policy 	
	All above policies had been approved by separate committees, and were approved by the full governing body at this meeting.	
12	Any other Business	
	<ul style="list-style-type: none"> • The Governor accounts will be presented to the auditor once a cheque clears into a new bank account. • Planned summer holiday works in school were shared. • IW was thanked for his time as Chair and presented with gifts. 	
13	Impact of meeting	
	<p>Impact of meeting</p> <p>Accountability/Compliance Governors approved the above policies.</p> <p>Strategic Leadership The HT was challenged on attainment figures and behaviour via the report.</p> <p>People IW stood down as Chair, but will remain as a Governor. AW and ST will be Vice.</p>	
14	Date of next meeting: Tuesday 8 October 2024 at 6pm	

Signed Electronically signed Sam Lee

Dated 8 October 2024