



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



Date: 25 March 2025	Start time: 6.00pm	End time: 7.40pm
Present	In attendance	Apologies
Sam Lee (SL) Chair	Jackie Finney (JF) Clerk	Nina Cawley (NC)
John Paterson (JSP) Head Teacher	Kirsten Cook (KC)	
Hannah Horner (HH)		
Emily Sandoval (ES) virtual		
Tanya Clay (TC)		
Ian Wollam (IW)		
Andrew Wilkinson (AW) Vice Chair		
Olivia New (ON)		Absent
Bobbie Branson (BB)		Rev Andy Davis (AD)
Anna Walklate (ARW)		
Steve Tooke (ST) Vice Chair		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and apologies Prayer	
	SL welcomed everyone to the meeting. Apologies were received and accepted from NC. The meeting was quorate. ON has joined the team as a Staff Governor and introductions were made. SL led the prayer.	
2	Register of pecuniary interests	
	None declared.	
3	Minutes of previous meeting held on 4 February 2025 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	
4	Safeguarding	
	This information is on HSS and SL discussed the report. SL met with Bex Lamport (BL) before half term. BL has good relationships with families and is aware of a new child joining the school with additional needs. Parental mental health and domestic abuse are the main issues. Racism amongst children is a challenge in school and JSP is arranging for an external company to come into school to help with this. Q Are children who are being targeted happy to come forward? A Yes, as far as we know and we respond to every incident that we are aware about. Q Do you address incidents with parents (victim and perpetrator)? A Yes.	

	<p>Another safeguarding training session will be run next term. Governors to let SL know if they would like anything included.</p> <p>Following recent safeguarding training, IW commented that it is preferable to have two safeguarding leads. A Governor is required to shadow SL and then look to share the role. All Governors to consider this role and speak to SL if they have any questions.</p> <p>Q Does safeguarding information get transferred from school to school when a child moves? A Most schools use CPOMS so we receive the records. SL confirmed that Bex is very organised when a child moves from Swanmore to another school.</p>	All
5	<p>HT report to include:</p> <ul style="list-style-type: none"> • Agree budget for staff training and development • Attendance • Wellbeing update • Questions submitted prior to the meeting 	
5.1	<p>KS2 data is a challenge. Children sat papers recently and the data was lower than expected. We are investigating this more, however there are some children in this cohort who are reluctant to engage with interventions. We are releasing staff to run more interventions and Sarah Davies will come into school to help with this. Reading data is low; however, all areas are a focus.</p> <p>Q How is the academic progress in Years 4 and 5? A We are using PIRA and PUMA testing in these year groups and then SATS in Year 6. JSP has discussed this with the Lead Learning Partner, however results are better in these year groups than Year 6.</p> <p>Q Is it individual children there are issues with? A We have some families who fail to engage with the school and poor attendance for some pupils is affecting data.</p> <p>Q Is Adele continuing TC's excellent work on attendance? A Yes.</p> <p>Q Have you had a problem like this before with the test scores in Year 6? A No.</p> <p>Q Are the children motivated to succeed? A Parents are keen for children to be happy and outcomes are perceived as relevant to the school and not the child.</p> <p>Q Have you spoken to other schools in the cluster about this? A I haven't spoken about data; however, all schools are struggling with the resilience and mental health of pupils.</p> <p>Q How is KS1 data? How do you monitor this? A We do moderation with other schools, however, KS1 data is strong.</p> <p>Q Do Year 6 staff feel supported? A JSP is liaising with them as they will be feeling pressurised. This group of pupils is not as engaged as previous year groups.</p> <p>The reading test will be re-run to establish if the results were accurate.</p>	
5.2	<p>Training Budget</p> <p>We do not have the new financial year figures yet to be able to set the training budget. Clerk to put on May FGB agenda.</p>	Clerk
5.3	<p>Attendance:</p> <p>National Figures: Attendance is 94.5% Authorised ab is 4% Unauthorised ab is 1.4% Persistent Ab (PA) is 16%</p> <p>We currently remain better than those of national levels. We issued 22 attendance letters, of the 22, 19 have made improvements and the 3 have been passed to the EBSA team to follow up on.</p>	
5.4	<p>Welfare Update</p>	

	<p>The group met and devised an approach to speak with colleagues around what would support wellbeing. We will come back together and create actions from the feedback. Parent and Staff questionnaires will go out shortly after the Easter break.</p>	
5.5	<p>Governor questions/comments submitted before the meeting. Responses in blue from JSP.</p> <p>On the KS2 data for 23/24 (and we were aware that the out-turn for Yr6 would not be as good as previous years) I note that compared with Local and National our higher standards, reading and maths scores were lower which was obviously a concern.</p> <p>What are your thoughts for this year's Yr6 (note at the last data set the combined was 57 - though score looked odd Reading 71, Writing 69, Maths 67) and initial thoughts on next Year 6.</p> <p>Can you provide your view of KS1 progress given there is no SATS process - I think you were trying to establish a comparison with local schools? <i>Schools are waiting for county guidance on progress. Outcomes for KS2 are looking challenging. We are increasing support in an effort to achieve the most attainment we can.</i></p> <p>In your report on the turbulence data has there been any movement in the Spring term? <i>Need to update when Emily is back.</i></p> <p>Good to read that following the issue of attendance letters there has been an improvement in 19 instances.</p> <p>Can you provide details of the learning and any actions arising from the allegation against a member of staff. <i>Spoken to staff about touching children, especially if they may perceive it differently. There is a need to protect themselves too. This case is now closed.</i></p> <p>In the SEF can you discuss/update on progress on the areas for development particularly curriculum development and behaviour in school. <i>Staff have updated planning for the term ahead, looking to reduce the content. The year teams have then taught it and are due to feedback to leads how that went. We then need to monitor that the children have learnt the key knowledge.</i> <i>Curriculum development – JSP would like to have an enrichment afternoon and we have introduced Philosophy for Children (P4C). Staff will have time this year to practice fitting this into the timetable and next year it will be included. This will be reviewed on a continual basis and progress will be monitored.</i></p> <p>In general, behaviour is very good. There are some individual children who are struggling emotionally. Some are 'Looked After' and their trauma can come to the fore and that needs managing. For others, their anxiety levels are high and it makes attendance challenging. Some children's additional needs are making it more challenging for them and there are a very few children who need support with behaviours.</p> <p>We've got the second part of the Kit training being scheduled for the team and continue to work with the SEND, PBS and inclusion teams. We are still in the implementation stage; however, staff are seeking help from other staff members who have received more in depth training.</p> <p>Last year we had a few issues around the residential trips - how have they gone this year? <i>Both Minstead and Wales were hugely successful. Swanage is being planned currently.</i></p>	
6	Budget update	
	<p>This information was discussed in F&B and the information is on HSS. From the start of the new financial year, we have a deficit of £97K which wipes out our surplus. We spent more on non-people costs which is being looked at. This year, teachers pay will have to come from the school budget, there will be no grants. Our aim is to retain as much of the staffing structure as possible. Education supplies is a focus and the budget for this has been lowered this year. There will be an extra ordinary F&B next month to discuss the future budget.</p>	

7	Approve Schools Financial Value Statement (SFVS) for submission before 31 March	
	This information was discussed in F&B and the information is on HSS. Governors approved the SFVS.	
8	Agree priorities for next financial year based on school improvement priorities	
	Already covered. We are aiming to increase money coming into the school through fundraising etc. Governors discussed how fundraising information could be shared on social media. JSP advised the Governors that there may need to be a staff restructure due to financial constraints.	
9	Governor business: <ul style="list-style-type: none"> • Governor Training 25/26 • Link Governors • Future events dates • Vacancies • Review progress against Governing Body development plan • Update on new Clerk 	
9.1	Update on new Clerk – Caroline Brownlie will be the new Clerk from the beginning of April. SL is working on a new list of meeting dates and Caroline already works as part of a flat structure in another school.	
9.2	SL is including lunch time drop-in slots as part of Governor monitoring. There is a learning walk on Thursday.	
9.3	26 th June – Governors Day. Lunch is included.	
9.4	Training – SL is going to populate the spreadsheet and ST suggested sharing this on Google Docs. This will highlight gaps where training needs to be booked. Whole Governor Body Training needs to be booked for next year. Governors to look at training and feedback to SL. Suggestions are below: <ul style="list-style-type: none"> • Working with parents • Setting strategic direction • Managing the work of the Governing body • Governor visits to school • Effective Governance. 	All
9.5	Vacancies – ON has joined as Staff Governor. SL to contact HCC regarding any possible candidates for the foundation governor vacancy.	SL
9.6	Progress against Governor Development Plan – Governors discussed using the NGA self-evaluation plan. For £250, the whole plan can be run for the team. Governors approved moving forward with this. IW to arrange.	IW
9.7	Link Governors – ARW was thanked for her work on this. If Governors are having difficulties completing the visits, please speak to SL, JSP or ARW. The next round of link visits is due in June. TC had a GRT meeting on 10 February with EMTAS. 6 families attended. There will be a termly clinic at the school and Helen from EMTAS will come in to talk to children about wellbeing, attendance, what they would like to do when they are older etc. There was positive feedback from the families, and the next meeting is on 29 April with a community engagement officer attending. TC will be attending this.	
10	Questions on committee minutes and verbal update on Pay and Personnel	
	Pay and Personnel verbal update from IW – this meeting is taking place tomorrow. F&B minutes are on HSS and were discussed earlier in the meeting. The H&S meeting was cancelled, however H&S reports are on HSS.	
11	Risk Register	
	The register was reviewed and uploaded to HSS before the meeting. IW, ARW and ST have met to discuss this in more detail and have a further meeting planned. The risk register should show the direction of travel.	

12	Policies and procedures for review: <ul style="list-style-type: none"> • Model lesson observation policy 	
	The above policy was approved by the Governors.	
13	Impact of meeting Accountability/Compliance Governors approved the SFVS and model lesson observation policy. Strategic Leadership The SLT was challenged on Year 6 data. People JF is leaving and Caroline Brownlie will be the new Clerk from the start of April. ON joined the team as Staff Governor. Evaluation It was decided that two safeguarding Governors were required on the board.	
14	Date of next meeting: 13 May 2024 at 6pm	

Agreed signed electronically: Sam Lee (Chair)

Dated 13.05.2025