



**Minutes of Meeting of the Full Governing Body
of Swanmore CE (Aided) Primary School
on Tuesday 13 May 2025 at 6pm in School**

Date: 13 May 2025	Start time: 6.04pm	End time: 7.40pm
Present	In attendance	Apologies
John Paterson (JSP) Head Teacher	Caroline Brownlie (CB) Clerk	Emily Sandoval (ES)
Sam Lee (SL) Chair	Kirsten Cook (KC)	
Steve Tooke (ST) Vice Chair		
Andrew Wilkinson (AW) Vice Chair		
Bobbie Branson (BB)		
Nina Cawley (NC)		
Tanya Clay (TC)		Absent
Hannah Horner (HH)		Rev Andy Davis (AD)
Olivia New (ON)		
Anna Walklate (ARW)		
Ian Wollam (IW)		

Item	Subject	Action
1	Welcome and apologies Prayer	
	Everyone was welcomed to the meeting and SL led a prayer. CB had joined Swanmore as the new clerk to governors and introductions were made. Apologies were received and accepted from ES. The meeting was as quorate.	
2	Register of pecuniary interests	
	None declared	
3	Minutes of previous meeting held on 25 March 2025	
	3a) Approval - Two dates were changed to reflect the date of the next meeting, and the clerk's start date. The minutes of the previous meeting were then agreed as a true record and were electronically signed. 3b) Actions and matters arising - see action log	
4	Safeguarding	
	The report was available to view before the meeting, and a summary of the main points were given at this meeting: <ul style="list-style-type: none"> • CPOMS is being used and incidents uploaded correctly. • It is reported that the DSL is completing duties in line with guidance. 	

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	<p>The behaviour policy will be looked at in conjunction with safeguarding to ensure the policy is robust.</p> <p>No further questions.</p>	
5	Head Teacher report	
	<p>The report was available to view before the meeting, and a summary of the main points were given at this meeting.</p> <p>A discussion took place around the increase in the number of children struggling to come into school and therefore using the colouring club. It is becoming popular, and the reasons behind this were discussed. Staff were to looking towards independence from this club rather than dependence.</p> <p>Q: Who runs the club? A: ELSA /support staff run this.</p> <p>Q: What are the reasons why the children are struggling to come in? A: Classrooms can be hectic first thing, and the club is quieter. A separate door is also used. There is an adult there to welcome them more personally which is not always possible in class. Adult pupil ratio is also high. The physical gap between children leaving their parents is better compared to a general classroom morning entrance.</p> <p>Q: Can these techniques be rolled out throughout the school? A: Staff have other strategies to help children into school eg morning jobs. Comment: Older children are deemed more capable to complete special morning jobs eg putting out chairs, but KS1 children are needing adult support therefore completing morning jobs in the classroom doesn't necessarily work as more adult support is needed.</p> <p>Q: What happens if the lead is off sick? A: Another adult can step in so that the club can continue. A 6 week cycle is being considered to help children reintegrate into the normal morning routine. In addition, the cost of staff restricts increasing the capacity school can offer.</p> <p>Q: Do the parents see the club as a quick fix to get the child into school, or are they keen to see their child progress to a normal entry? A: Every parent has a different mindset in relation to their own child, circumstances and needs.</p> <p>Comment: A governor saw the struggles that parents were dealing with at drop off and that parents appeared very appreciative of the provision. Governors saw the usefulness of children becoming resilient and independent. A Monday has been seen as a trickier day for morning drop off.</p> <p>Q: Can an improvement in attendance and work be seen as a result of the club? A: Children's punctuality has improved, and children are transitioning into class better.</p> <p>Q: Are any reasons for needing the club and subsequent improvements being tracked? Are there any common themes to why children are struggling to come into school? A: This can be tracked and will be used to look at a 6 weeks cycle program of reintegration.</p> <p>Suspension data was discussed and the strategies school has used in different circumstances. Governors asked if the behaviour policy should have more detail on the intention of incidents. The behaviour policy is due to be reviewed and could include where the policy can be applied and when variations are needed.</p> <p>Staffing update: there are interviews taking place next week with a good number of strong applicants for each role.</p>	JP

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	The parent and staff survey ends on 16 May 2025 and results were be collated and brought to the next FGB. It was noted that some parents had missed the information to complete the survey and it would be sent out again as a separate item.	KC/JP
	Questions/comments submitted prior to the meeting. Reponses in blue from JSP	
	<p>Suspensions we see in year 6 over the year 5 suspensions. Could we also include the number of children for the annual summary, please. It might be useful to see if there's a widespread behaviour issue in a year group. Updated on report</p> <p>While attendance is generally good, there's a slight downward trend in the whole school roll-on figures over the weeks reported here: 95.8->95.5. Do we specifically look at those trends over a longer period of time? Don't tend to regularly look year on year. Tends to be at the end of each year. Do look at groups.</p> <p>In a similar vein, the PA roll on trend over this period shows increases 8.7 -> 10. Do we know what's driving this? Some children have medical conditions and anxiety is a challenge. We try to look at trends, eg is it on a Friday or if they're staying with specific family member.</p> <p>Attendance - Persistent Absence is now at 10% (circa 40 children) - can you share some of the strategies we have in place to reduce this figure? What strategies , interventions do EBSA offer? Colouring club, ELSA sessions, meet an adult they know, regular calls.</p> <p>Attendance - are there specific strategies / interventions we are applying to improve attendance of children in receipt of FSM? EBSA meets family to discuss the issues they may be facing and then there is a plan to work to resolve/overcome the issue. Some families do not face the same challenges and they are monitored and then issued penalty notices. For some families children attend 'colouring club' in the mornings to help them to come in calmly.</p> <p>Suspensions - Note we have suspensions in Years 1 and 2 which is obviously of concern - what strategies / interventions are we deploying and in particular with regard to parent engagement? What were the injuries incurred by children and adults? Both children are LAC, when heightened. Hitting and kicking.</p> <p>This week is SATS week - what is your view / assessment of what the outcome will be? I imagine where some children have not come in/refused to sit them, we will be lower than we anticipated.</p> <p>Curriculum Transition / Updates - can you provide an update on progress and brief overview (we will cover in more detail in the July C&S). Staff are reviewing to ensure the key learning points are very clear, so the teachers know what the children must finish knowing. This will then help the assessment tasks to be even tighter. We have reduced the contend in the planning but that is being reviewed by teachers at the moment. P4C is embedding well and we hope to run enrichment activities (similar to the college) as of next year.</p> <p>Staff - Can you provide an update on staff well being and any issues Waiting on returns</p> <p>Parent and Staff surveys - can you provide on progress of these. Waiting on returns</p>	JP
6	Finance and 24/25 Budget Update from the F&B meeting	
	A separate report was available on HSS for governors to view, and a summary was given to explain the figures.	
7	Approve annual budget plan (by 31 May 2025)	
	Staffing was noted as the biggest expenditure.	

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	<p style="text-align: center;">Values (£) 2025-26</p> <table border="1" data-bbox="228 243 1325 543"> <tr> <td data-bbox="228 243 488 310">Income</td> <td data-bbox="488 243 1325 310">2,418,176 Two million, four hundred and eighteen thousand, one hundred and seventy six</td> </tr> <tr> <td data-bbox="228 310 488 378">Expenditure</td> <td data-bbox="488 310 1325 378">2,520,727 Two million, five hundred and twenty thousand, seven hundred and twenty seven</td> </tr> <tr> <td data-bbox="228 378 488 411">In Year (Deficit)</td> <td data-bbox="488 378 1325 411">(102,551) One hundred and two thousand, five hundred and fifty one</td> </tr> <tr> <td data-bbox="228 411 488 478">Surplus Brought Forward</td> <td data-bbox="488 411 1325 478">124,495 One hundred and twenty four thousand, four hundred and ninety five</td> </tr> <tr> <td data-bbox="228 478 488 543">Cumulative Surplus C/Fwd</td> <td data-bbox="488 478 1325 543">21,944 Twenty one thousand, nine hundred and forty four</td> </tr> </table> <p>PE funding has not been agreed yet by the government, so this had been taken out of the school budget. There are a lot of unknowns at present and the budget has been set accordingly. The budget will more accurate in the November figures.</p>	Income	2,418,176 Two million, four hundred and eighteen thousand, one hundred and seventy six	Expenditure	2,520,727 Two million, five hundred and twenty thousand, seven hundred and twenty seven	In Year (Deficit)	(102,551) One hundred and two thousand, five hundred and fifty one	Surplus Brought Forward	124,495 One hundred and twenty four thousand, four hundred and ninety five	Cumulative Surplus C/Fwd	21,944 Twenty one thousand, nine hundred and forty four	
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8	Approve 3 year budget plan (by 31 May 2025)											
	<p>The governors thanked the finance committee and KC for their work on the budget.</p> <p>The 3 year budget was agreed, and the governing body is aware of the future year deficit as shown on this plan, and will take action to address it.</p>											
9	Governor Business											
	<p><u>Training attended</u> Sustainability – some useful topics discussed with other governors SL Safeguarding training in person – a good insight IW</p> <p><u>Whole governing board training topic</u> Agreed on two topics to be booked - “Working with Parents”, and “Managing the Workload of the Governing Body”</p> <p><u>Visits</u> A learning walk and a book look - Governors discussed being able to ensure teachers are not unduly stressed having visitors in school. Governors wanted visits to be positive, and the focus of the visit shared with the teachers if appropriate. Teachers would like to know the outcome of a visit and any feedback.</p> <p><u>GRT coffee morning</u> EMTAS representative and the Home Education Team attended along with 8 families over a range of year groups. The topic was ‘educating your child at home’. The processes and expectations for educating at home were discussed. Some parents were not aware that a minimum of 5 hours of education are expected each day. The learning is checked once a year and progression and development needs to be shown.</p> <p>Q: As a community, how do we help the parents change their own negative schooling experiences on their children. A: Some families have some time to make a decision on the next steps.</p> <p>Governors discussed if families are influenced by other GRT families. Differences in engagement were seen between, and also within families too. The progress of successfully school educated GRT children could be shared within the GRT community to show some positive outcomes.</p> <p>Governors discussed if links to secondary schools could help improve the GRT education, and ST will make contact with Swanmore Secondary School board of governors to see if making links once a year</p>	<p>SL</p> <p>ST</p>										

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	<p>would be beneficial.</p> <p><u>Governor monitoring and meetings spreadsheet</u> This was shared with governors including responsibilities, meetings and policy review dates. The governors appreciated seeing an overview of the work to be completed. This will be stored on a Google Drive.</p> <p><u>Collaborative agreement</u> The purpose of a collaborative agreement was explained to governors before a discussion on the pros and cons. Other schools are to be approached to see if they have the capacity to add Swanmore to their collaborative agreement.</p>	JP
10	Risk register	
	<p>The register was shared with governors prior to the meeting.</p> <p>Governors identified the actions needed to mitigate risks. It was noted that there are common risks over all school eg falling, number on roll, and mitigation can go some way to reducing these risks. Some risks will be allocated to individual owners, rather than committees, as a result of the board's move to a flat structure</p> <p>Thanks were given to those involved in bringing the document together.</p> <p>ST left the meeting at this point.</p>	
11	Policies and procedures	
	<p>Governors discussed that not all polices need to be brought to FGB for approval and the below list will be approved and picked up via the meetings spreadsheet. Governors agreed that separate working groups may be more effective at reviewing policies. Statutory policies will need to be brought to FGB.</p> <ul style="list-style-type: none"> • Absence management • Behaviour • ECT • Premises management • School info on website – a meeting on 6 June 2025 with IW to discuss with KC 	SL
12	Inset days to be shared and approved	
	The INSET days had been shared in the head teacher's report. Attendance will be monitored around the INSET day before a bank holiday weekend.	
13	Impact of meeting	
	<p><u>Accountability/compliance</u> - Governors approved the budget</p> <p><u>Strategic leadership</u> - Governors and SLT discussed the challenge around attendance.</p> <p><u>People</u> - Caroline Brownlie joined as new clerk. Chair to progress plans to recruit an additional foundation governor. Agreed a governor needs to take on EDI role.</p>	
<p>Dates of next meetings</p> <ul style="list-style-type: none"> • Friday 11 July 2025 2pm – F&B Committee • 15 July 2025 6pm - FGB 		

Approved by the Full Governing Body on 15 July 2025