

Swanmore Church of England (Aided) Primary School

January 2017

Chair of Governors update and work plan for the Full Governing Body

As children succeed, we succeed... no child left behind

1. Introduction

This report is written to give a general overview of the governing body's work each term and is the monitoring tool for the Swanmore Primary School Full Governing Body's work programme.

2. General Update

2.1. A recent Ofsted review has shown that there have been considerable changes to the role of governing bodies in the past 3 years and the landscape of school accountability continues to change beyond recognition. The challenges are:

- Knowing how to hold leaders to account
- Understanding the governors strategic role
- Knowing how governors and teachers should work together
- Making time to manage the workload in a voluntary capacity
- Keeping up to date with the changes in education, legal responsibilities and the inspection framework
- Ensuring boards have the right skills and knowledge
- Recruiting governors with the required skills
- Accessing good advice and support

Below I have tried to map out our evidence and would welcome thoughts by governors of our gaps especially since our Strategic Workshop on the 18th Jan using SWOT and PEAT analysis:

Question	Evidence	Gaps
Knowing how to hold leaders to account	Constructive challenge in meetings including robust review of data Governors allocated to roles and working in different committees to ensure learning good enough to challenge Governors training	
Understanding the governors strategic role	County and Diocese training in place Induction internally and externally	Who holds FGB to account
Knowing how governors and teachers should work together	Professional relationships Learning Walks School Gate Rota Subcommittee management HT and Chair meetings Cakes	

Making time to manage the workload in a voluntary capacity	Systems and processes in place with a distributed governance system Clerk employed	Time is a big factor Clerk new to job
Keeping up to date with the changes in education, legal responsibilities and the inspection framework	Member of County LA and training opportunities Member of NGA Attendance at conferences Twitter feed from Ofsted and DFE External reviews – county and diocese Self-review	Use benchmarks more
Ensuring boards have the right skills and knowledge	Board skill mix undertaken annually and when any vacancies occur Chair and Governors annual 1:1	Policy review
Recruiting governors with the required skills	Wide recruitment Head hunting So far more good applicants than posts	
Accessing good advice and support	County SLA LLP NGA Head Teacher and Pyramid Learning community scheme Governors with good data analysis , health and safety, financial, SEN and personnel skills in place	Legal skills Local business rep More parent input/interface

2.2 Dioceses area briefing update

Sarah has attended a recent Pray and Bake event led by Diocese. It is important the school and the church community continue to strengthen their relationships and knowledge of each other. Sarah and Jill are looking to engage more of the church community in school voluntary activities.

Ewe Matters – our Ewe model will arrive at the school in February. The school will design and decorate it as part of Diocese wide initiative and the models will eventually be displayed at the Cathedral at the leavers service at the end of the school year.

2.3 Academy Update

I have attached two recent documents that give further overviews of the political situation around the future of academies. At our recent strategic away day we have committed to strong relationships and collaboration with other school in the near future but not yet considering formal partnerships. I will summarise the outcomes of the away day in a late briefing.

2.3 Learning Walks.

There have been no reported learning walks yet this term. Two are planned in the next two weeks

2.4 The Governors Meet and Greet School Gate Rota

There have been three School Gate Governors feedback forms all demonstrating very friendly happy children and parents who are recognising governors and have confidence in the school. One or two incidents shared where parents are appropriately and happily dealing with them with the teachers. One parent concerned lunches are served on trays not plates and a recurring issue around pre-school finishing at 15.00 and Primary School finishing at 15.30 with little provision for parents to wait especially in the cold weather. All actions fed back to school and no governor's actions raised

2.5 Whole Governing Body Training – Policies

Following a number of comments from governors we have booked a whole governing body training session on policies for the 26th January 18.00 – 20.00. The Behaviour and Marking Policy will be used as examples at the training.

2.8 New and vacant governor posts

- I have been formally accepted as the Authority Governor which means we have a Co-opted Governor Vacancy and will go out to wide both head hunting and advertise in the church, community and school newsletter
- Welcome to our new Foundation Governors Andrew Wilkinson

3. Chair of Governors and Head Teacher meetings

Issues covered in meetings this term included:

- FGB agenda setting
- Discussions around internal staffing changes
- Review of Data
- LLP meeting
- Work life balance

4. Compliments and Complaints and Exclusions

- There have been two complaints from one complainant. The final response to the second complaint, from myself as chair, is due on the 26th January and then a governors panel will be formed to consider one and perhaps both responses, as the complainant is dissatisfied with both the head teacher and chair responses.

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Appendix 1

Issues from Learning Walks and Meet and Greet School Gate Discussions – March to September 2016. New updates and additions highlighted in yellow highlight below:

Issues raised for further consideration	Outcome	Impact	Action
March 2016			
1	PE classes can be cancelled too often by some teachers	Issue resolved and closed	Improved wellbeing of children P1,2,3
2	Meal portions – still appear some concerns for older children. Children with packed lunches appear not to be able to eat indoors and this has created problems for one child who ends up not eating.	Issue resolved and closed	Improved wellbeing of children P1,2,3
3	Parent Mail has some issues	Issue resolved and closed	Improved communication with parents P4
4	<p>Bullying. Two governors in separate weeks had discussions with parents about potential bullying – some reports in yr1 and yr3 that have been dealt with immediately by the teacher. What is the general approach and strategy to identify and reduce perceived bullying incidents</p> <p>July 2016 Parents still raising that they perceive there is an element of bullying amongst children. No specifics have been raised with governors and parents are encouraged to speak to the teachers and HT</p>	<p>Overview presented but there still seems to be an issue about the perception of bullying.</p> <p>This may be just perceptions and poor behaviours however, it is an ongoing theme at the school gate and requires review and action</p> <p>No further issues raised this term</p>	<p>Improved wellbeing of children P1,2,3,4</p> <p>Curriculum and Standards Committee to review policies with DHT, School Council, Staff and HT September 2016 CT</p> <p>C&S committee reviewing policy</p> <p>Policy reviewed with School</p>
5	Lost property despite all clothing marked	Issue resolved and closed	Improved wellbeing of children P4

6	Some parents concerned about academies	FGB to discuss but fast moving agenda means this cannot be resolved until year end. Newsletter ongoing and speaker to attend FGB	Improved wellbeing of children P4	Governor Newsletter produced to include updates on strategic progress JH Chair's report on web Time limited strategic group to agreed next steps for parent involvement
7	Access for siblings	Family referred to admissions policy Marketing Group to review with Admissions committee if necessary	Improved wellbeing of children P1,2,3	Marketing Group to be formed Autumn 2016 JH Admissions policy complete for Nov FGB
8	Yr 1 and Yr2 productions in working time so some parents cannot get to see them	Issue resolved and closed	Improved relationships with parents P4	
9	Skip area by yrR quite messy	Issue resolved and closed	Safe environment and good place to visit and work P4	
June 2016				
10	Management of SEN children	Discussed with HT and YrR teachers. SEN leads to review	Improved wellbeing of children P1,2,3	New SEN governor leads to review in September Governor SEN in place. Training for SEND lead in place
11	Help for Spelling in Yr 2 – how is it taught? What is the	HT to invite English lead to	Improved wellbeing of	Governors leads in

	approach to spelling? – suggest we have link governors for subjects	present to FGB Identify lead governors for subject areas	children P1,2,3	place
12	Do we fine children when they are taken out of school and who does the money go to?	Closed Nov 2016	Improved relationships with parents P4	
13	Registration at what point do children get a late mark and when is registration taken?	Closed Nov 2016	Improved wellbeing of children P1,2,3	
14	Cost of school events appears to be prohibitive for some families. What contingencies does the school have in place to ensure equality?	Closed Nov 2016	Improved relationships with parents P4	
July 2016				
15	The emotional challenges for both pupils and staff were raised by a number of parents around the national SATs.	Parents generally were complementary around how the school managed this		No action
16	The traffic calming systems and car parking were raised	Potential for accidents		Parish Council update via CN
September 2016				
17	JP to review with staff any affordable changes to staff room that would improve their wellbeing		Safe environment and good place to visit and work P4	
November 2016 and January 2017				
	No new actions but there will be some outcomes from the strategic away day for inclusion by March 2017 meeting			

Appendix 2 Work Plan actions

Governors have met with the chair for both induction and for 1:1s Spring to Summer 2016. The outcomes for action are listed below and will be incorporated into a Governors Work Plan if short term action is insufficient. All actions will be for the benefit of our children's outcomes, both wellbeing and academic and linked to the Scholl Improvement Plan (SIP).

	Issues raised for further consideration	Outcomes	Impact	Actions
1	Staff and governor relationships need to develop more	Learning Walks Induction for new gov's Pimms event Governors Day School Gate rota Teachers invited to present to FGB on their special subject	Improved working relationships P1,2,3,4	Governors undertake visitor roles – reading and visits A social event Governors to attend assemblies September JH
2	FGB meetings need to focus on important issues not get distracted by typos etc and not to use jargon	All governors to read papers before meeting and identify minor typos etc before meeting. Jargon to be reduced Papers to go out early enough to see actions	Effective working P4	New clerk appointed
3	Need to review strategic direction – academies, NOR, community growth and marketing, impact on finances and reputation etc Separate out tactical SIP objectives from higher strategic objectives	Achieved. Time limited group to take actions forward	Clear vision and direction P1,2,3,4	Time limited group to be formed and slides typed up JH
4	All governors to be pro-active especially in their area of expertise	All governors to attend either or both Finance and Curriculum meetings New governors to be enlisted for skills base New structure Review governing body effectiveness and skills audit annually 1:1s with all governors and chair annually Lead roles to be identified	Clear vision and direction P1,2,3,4	
5	Reduce deficit		Clear vision	Paper to FGB

			and direction P1,2,3,4	July /Sept 2016 JP Action plan in place monitoring ongoing
6	Refresh School Values	JPhipps leading working group with foundation governors to ensure commitment from staff, pupils, church and parents	Clear vision and direction P1,2,3,4	Values section to be added to Newsletter - Jill Phipps Jan 2016
7	Develop a pastoral care system for staff and governors	Jill Phipps to lead	Good place to work P4	JP Feb 2016 Work underway
8	Develop collective worship and a worship council	HT and Jill Phipps to lead	Clear vision and direction P1,2,3,4	achieved
9	Improve governor communication with local schools	JH to meet with other chairs – ongoing HT attendance and feedback from Pyramid	Clear vision and direction P1,2,3,4	Achieved but ongoing
10	Feedback from pupils	Exit interviews with Yr6 Governors Day School Gate rota Learning Walks	Clear vision and direction P1,2,3,4	
11	Feedback from Parents	School Gate rota Parent Governors to link to Parent Forum with HT	Clear vision and direction P1,2,3,4	
12	Environmental issues: <ul style="list-style-type: none"> • Wet playing fields • Parking • Prayer Garden 	H&S committee to consider and identify cost to F&B committee for consideration	Good place to go to school P4	H&S agenda item IW F&B priority list consideration
13	Understand more how homework is addressed by the school	HT to present at FGB Ask questions at school gate	Parental support P1,2,3,4	JP to present overview November 2016 Achieved and closed

Swanmore Primary School
Statutory Policies

Reference documents:

- 1 Statutory policies for schools – advice on the policies and documents that governing bodies and proprietors of schools are required to have by law – Department for Education September 2014
- 2 Governor Services guide to policies and other documents required by law – Hampshire Governor Services May 2013

A – Statutory policies required by education legislation

B – Statutory policies required by other legislation

C – Other statutory documents

D – Documents referenced in statutory guidance

E – Other expectations of governors mentioned in statutory guidance

<i>Index</i>	Section	Document/Policy	Date approved	Review date	Notes
1	A1	Capability of Staff	24 th September 2015 (FGB)	November 2016	Part of HCC MOPP – Performance Management Policy
2	A2	Charging & Remissions	19 th May 2015 (FGB)	November 2016	
3	A3	School Behaviour	September 2016	September 2017	
4	A4	Sex Education	July 2016	2020	
5	A5	Special Educational Needs		July 2016	
<i>See Index 1</i>	A6	Teacher Appraisal	24 th September 2015 (FGB)	November 2016	Part of HCC MOPP – Performance Management Policy
6	A7	Teachers' Pay Policy	29 th September 2016	September 2017	Includes support staff

<i>Index</i>	Section	Document/Policy	Date approved	Review date	Notes
7	B1	Data Protection	July 2016	2020	
8	B2	Health & Safety	9 th July 2015	November 2016	

<i>Index</i>	Section	Document/Policy	Date approved	Review date	Notes
9	C1	Admissions Arrangements	February 2016	February 2017	
10	C2	Accessibility Plan	May 2015 (HT)	2018	

<i>See index 3</i>	C3	Behaviour principles written statement			Part of School Behaviour Policy A3
<i>Index</i>	<i>Section</i>	<i>Document/Policy</i>	<i>Date approved</i>	<i>Review date</i>	<i>Notes</i>
<i>See index 3</i>	C4	Written policy on behaviour principles			Part of School Behaviour Policy A3
<i>N/A</i>	C5	Central record of recruitment and vetting checks	N/A	N/A	Live excel spreadsheet
<i>11</i>	C6	Complaints procedure statement	July 2016	2020	
<i>12</i>	C7	Freedom of Information Publication Scheme			
<i>13</i>	C8	Governors' allowances (schemes for paying)			
<i>14</i>	C9	Home-School Agreement document	September 2016	September 2017	
<i>15</i>	C10	Instrument of Government			
<i>N/A</i>	C11	Minutes of, and papers considered at, meetings of the governing body and its committees	N/A	N/A	Held in School Business Manager's office
<i>N/A</i>	C12	Premises Management documents	N/A	N/A	Refer to Health & Safety Policy Section
<i>16</i>	C13	Equality Information and objectives (public sector equality duty) statement for publication			
<i>N/A</i>	C14	School information published on a website			
<i>N/A</i>	C15	Register of business interests of headteacher and governors	Agenda item at every meeting	N/A	Record of pecuniary interest forms kept in SBM'S office
<i>N/A</i>	C16	Register of pupils' admission to school			Live document
<i>N/A</i>	C17	Register of pupils' attendance			Live document
<i>17</i>	C18	Staff discipline and grievance (procedure for addressing)	24 th September 2015 (FGB)	November 2016	Part of HCC MOPP adopted by FGB annually

Index	Section	Document/Policy	Date approved	Review date	Notes
18	D1	Child Protection policy and procedure	September 2016	September 2017	
19	D2	Early Years Foundation Stage (EYFS)	December 2012	September 2015	
20	D3	Statement of procedures for dealing with allegations of abuse against staff	24 th September 2015 (FGB)	November 2016	Part of HCC MOPP adopted by FGB annually
21	D4	Supporting pupils with medical conditions	12 th February 2016 (Health & Safety Committee)	November 2016 (in conjunction with Health & Safety Policy	

Index	Section	Document/Policy	Date approved	Review date	Notes
N/A	E1	Safeguarding Report to LA	Submitted October 2015	To be submitted October 2016	Completed by HT annually
N/A	E2	Receiving and responding to Designated Teachers Report			
N/A	E3	Compliance with requirements for Assessment, Recording, Reporting pupil data			
N/A	E4	Complying with requirements for exclusion of pupils			
22	E5	Whistleblowing Policy	24 th September 2015 (FGB)	November 2016	Part of HCC MOPP
23	E6	Schools Financial Value Standard	Submitted March 2015	To be submitted March 2016	Submitted annually by SBM
24	E7	Considering principles and good practice on consulting children and young people			
N/A	E8	Provision of financial statement to LA	Submitted March 2015	To be submitted March 2016	Submitted annually by SBM. Part of SFVS – question 21
25	E9	Ensuring school staff liaise appropriately with other agencies to			

		protect children			
N/A	E10	Meeting all requirements for managing staff employment in schools	24 th September 2015 (FGB)	November 2016	FGB confirms use of HCC MOPP annually.

MOPP – Manual of Personnel Practice
HCC – Hampshire County Council
FGB – Full Governing Body
SBM – School Business Manager