



**Minutes of the Full Governing Body
 of Swanmore CE (Aided) Primary School
 held on Thursday 8th February 2018 at 7pm**

Present: Judy Hillier (LA Governor/Chair) JH Andy Vincent (Co-opted Gov) AV
 Tanya Clay (Staff Governor) TC Emma Palk (Parent Governor) EP
 Ian Wollam (Foundation Governor/Vice Chair) IW
 Bobbie Branson (Foundation Governor) BB Jill Phipps (Ex-officio Gov) JP
 Sarah Chase (Foundation Governor) SC Kevin Joyce (Foundation Gov) KJ
 John Paterson (Headteacher) JSP
 Chris Newhouse (Foundation Governor) CN

In Attendance: Jon Flynn (Dep HT) JF, Renata Bush (SBM) RB, Kate Dalton (Clerk) KD

Apologies: Cheryl Young (Foundation Governor) CY, Andrew Wilkinson (Foundation Governor) AW, Nick Smith (Foundation Governor/Vice Chair)

		Actions
1	<p>JH welcomed everyone to the meeting. Apologies were received and accepted from Cheryl Young, Andrew Wilkinson and Nick Smith. The meeting was declared as quorate. JP led a prayer. There were no declarations of interest.</p>	
2	<p>Approval of minutes from last meeting on Thursday 14th December 2017. Minutes were reviewed and approved. Actions from last meeting – Appendix 1 on agenda</p> <ol style="list-style-type: none"> 2. Pastoral care plan – will be finalised by the Personnel Committee and brought to FGB in March. 3. Extended school provision – further discussion at F&B Committee. Taken off actions list. 4. Review of school website – JH to discuss with AV regarding next steps. By end of February 2018. 	
3	<p>School Update JSP circulated a written report prior to the meeting. Staff attendance – this has been changed on the report to state number of days absence rather than a percentage. Yr2 have had some staff disruption due to illness. This has been covered by redeploying current staff to minimise impact on pupils. 6 days absence is the trigger point for further action. Return to work interviews are being conducted. SDP – this shows more ‘red’ due to the fact that we are at the start of term.</p> <p>Q. Data shows there was one ‘Racist Incident’. What was this? A. These incidents are rare and are usually children using a word that is considered racist without fully understanding what they are saying. It is not being used as a derogatory term.</p> <p>Q. Is this new data since the last FGB meeting in December? A. No this is cumulative.</p>	

	<p>There is new County guidance being issued regarding issuing penalties for pupil lateness and falling attendance. It is a more involved process with clearly laid out steps which should be followed. This guidance takes a slightly harder line on absenteeism. The school will currently issue a penalty after 10 sessions of absence but not lateness or persistent absence. JSP will introduce this new guidance gradually. Further details will be discussed at the Curriculum & Standards Committee.</p> <p>Q. Is there any progress on the plan to meet with parents with children with high absenteeism? A. We are waiting for current data to identify those children who need to be targeted. We are placing more calls to home to see if help and support is needed.</p> <p>JSP is meeting with the Attendance Officer for the secondary school to see how they tackle absenteeism.</p> <p>Q. Data shows that there is one child considered 'disengaged or not motivated'. A. This is the same child that was highlighted in the data last meeting and discussed then.</p> <p>SIAMS visit is due by the Easter holidays. JSP had some information to share with governors to help prepare for the inspection regarding the schools approach to teaching RE.</p>	
4	<p>PE and Sports Funding This money is ring-fenced. Planned expenditure is displayed on the website. JSP wants to recruit an individual to run sports/games during lunch break to encourage children to get active. Blaze- A-Trail – very successful. Some children who come along to this before school do not take part in any other school activity. Money is also being spent on hiring and travelling to the swimming pool.</p>	
5	<p>Update from Strategy Group IW shared a draft strategy document prior to the meeting. Strategic Objectives have been condensed and the document has been widened to include values, ethos, vision and purpose. The next steps are to agree the draft and how progress against the objectives will be measured. IW invited comments from the group:</p> <ul style="list-style-type: none"> • The format needs to be more creative and impactful • Questions to be considered: How do we embed this strategy in everyday life? How do we reward these behaviours? • Make these objectives a regular part of the FGB agenda on rotation or relate each agenda item to one objective each meeting. Next FGB will focus on the 'Best Education' objective. • Performance indicators are needed. • How do we provide recognition eg. 'Value Champions' Award. • Include SIAMS under 'Best Education'? • Include 'Parents and Wider Community' under 'Engaging' point? • Include mention of well-being in the 'School of Choice' point? <p>The draft document was agreed in principal. IW will take forward these comments and make some changes to the draft in conjunction with JSP. To be bought back to FGB at March meeting.</p>	<p>JH/KD</p> <p>IW</p>

6	<p>General Data Protection Registration</p> <p>There are changes to the way the school will handle data protection which will need to be implemented by May 2018. The school must appoint a Data Protection Officer – RB was nominated by the Health & Safety Committee to take up this position. All present agreed to this appointment.</p> <p>BB went on a briefing regarding the data protection changes and will share her notes with the group.</p> <p>H&S Committee will update FGB on progress in March.</p>	BB RB/IW
7	<p>Committee Updates – key headlines were provided with the agenda prior to the meeting. Additional items to note:</p> <p>Finance & Buildings Committee – Next meeting on 28th February.</p> <ul style="list-style-type: none"> • The funding for 2018/19 has not yet been formally announced. National Funding Formula Option A is likely to be adopted which should see the school in a positive position as there are 10 more NOR at census. Budget will be approved by end of May for 2018/19. • IT update – Server and back-up storage is failing. Replacements will need to be purchased this financial year. Meeting being held on 2nd March with the intent of finalising the expenditure. <p>Health & Safety Committee</p> <ul style="list-style-type: none"> • Perimeter fencing needs replacing. A bid will go to F&B Committee. There are other possible funding options including money from the diocese and County. <p>Pay Committee</p> <ul style="list-style-type: none"> • The Pay Policy has been discussed and approved by members of the Pay Committee. IW will circulate to governors for awareness. 	
8	<p>Policies for Ratification</p> <p>Admissions Policy – this has been out for consultation on the website. No comments received.</p> <p>Policy was agreed and ratified by all present.</p> <p>Pay Policy – as above.</p> <p>Data Protection Policy – taken forward to next meeting.</p> <p>Privacy Notice – this was circulated to governors prior to the meeting.</p> <p>Policy was agreed and ratified by all present.</p> <p>Manual of Personnel Practice – JH will take recommendation to Personnel Committee.</p>	JH
9	<p>Chair's Report</p> <p>Written report was circulated to governors prior to the meeting.</p> <p>HT appraisal has taken place where HT objectives were agreed, these include targets around closing the gap for lower attaining children, improving teaching of maths and increasing the effectiveness of SLT in delivery of SDP.</p> <p>Q. How will we monitor progress against these objectives?</p> <p>A. Individual children will be tracked at the C&S Committee, so improvement in lower attaining children can be monitored. Data will show improvements in maths ARE results. Appraisals of members of SLT could show evidence of their involvement in the delivery of SDP.</p> <p>Governor participation in Learning Walks, Meet and Greets and book scrutiny has been very good. The expectation is that each governor will do one 'Meet and Greet'</p>	

	per year. During the Chair/HT meetings it was discussed whether Governors could purchase fruit for the staff each Monday to help promote wellbeing. RB will look into the costs of this and bring a proposal to the next meeting.	RB
10	Governor Training The HCC Training and Development Programme has been published and circulated. JH encouraged governors to attend courses as they are free of charge under the SLA. Governors to bring details of any formal or informal training that they have attended to the one-to-one meetings with the Chair.	
11	Any Other Business Governor Surgeries – A discussion took place regarding whether they need to continue. No staff attended the last one. Take this forward with the Personnel Committee. JSP to ask staff what they think. They could be arranged when the staff felt there was something that they want to discuss. New governors should attend any committee meeting as an observer with a view to decide which one's they would like to sit on. Every governor should be a member of either the C&S or F&B as a minimum, but can also attend any of the other committees. Governor's Day – 21 st June 2018. AV and JP will lead with support from TC. Sports Day – 12 th July 2018. Governors should be visible at this event.	BB/JSP AV/JP/TC
	Date of Next Meeting Thursday 22 nd March 2018. 6pm – FGB training on GRT followed by FGB meeting at 7pm. Apologies received from Tanya Clay and Bobbie Branson.	

Appendix 1 – Actions

Action Required	By Whom	Date of Completion
1. Strategic Working Group to finalise strategy and vision format and consider a risk register	Ian Wollam/Judy Hillier	February 2018.
2. Finalise Pastoral care system for staff and governors	Jill Phipps/John Paterson/Bobbie Branson	March 2018
3. Ongoing review of school website to ensure Ofsted compliant and core values are clearly visible	Andy Vincent and Jill Phipps/Kevin Joyce/Emma Palk	JH to discuss with AV re: next steps. By end of Feb 18.
4. Governor display board and website to be updated with governor photos and profiles	Judy Hillier and Kate Dalton	February 2018.