



**Minutes of the Full Governing Body
 of Swanmore CE (Aided) Primary School
 held on Thursday 21st May 2018 at 7pm**

Present: Judy Hillier (LA Governor/Chair) JH
 Nick Smith (Foundation Governor/Vice Chair) NS
 Andrew Wilkinson (Foundation Gov) AW
 Cheryl Young (Foundation Gov) CY Andy Vincent (Co-opted Gov) AV
 Ian Wollam (Foundation Gov/Vice Chair) IW Jill Phipps (Ex-officio Gov) JP
 Sarah Chase (Foundation Gov) SC Kevin Joyce (Foundation Gov) KJ
 John Paterson (Headteacher) JSP Tanya Clay (Staff Gov) TC
 Bobbie Branson (Foundation Gov) BB

In Attendance: Kate Dalton (Clerk) KD, Renata Bush (SBM) RB.

Apologies: Chris Newhouse (Foundation Gov) CN, Jon Flynn (DHT) JF, Emma Palk (Parent Governor) EP

		Actions
1	JH welcomed everyone to the meeting. The theme for the meeting was the 'Provided by Best People' element of the Strategy. Apologies were received and accepted from Chris Newhouse, Jon Flynn and Emma Palk. The meeting was declared as quorate. SC led the group in prayer.	
2	There were no new declarations of interest.	
3	Approval of minutes from last meeting on Thursday 22nd March 2018: After some minor amendment the minutes were agreed and approved.	
4	Matters arising from last meeting: <ul style="list-style-type: none"> • Promotion of school – JSP and Marketing Group to take further • SFVS submitted successfully • Staff Pastoral Plan – to be taken further by Personnel Committee and presented at next FGB meeting in July. Actions – Appendix 1: <ol style="list-style-type: none"> 1. To be removed from Action list 2. Pastoral Plan to be finalised by Personnel Committee in June. 3. EP has reviewed governor pages of website, profile and photos have been updated. Profiles will need to be edited again in September. 4. Governor display board still to be completed. 	
5	School Update: JSP shared a report with an update around the theme 'Provided by Best People'. This contained recent additions and actions that the school has undertaken under the following headings: People – Driven, Engaged and Innovative <ul style="list-style-type: none"> • TH leading a review of all project planning • Increase number of TA's – extending recruitment/assessment process Engaging – Parents and Community <ul style="list-style-type: none"> • Reviewing reporting to parents – using in-year assessments to show progress 	

- Making SDP more concise with more accountability
- SH has done more work on hard-to-reach parents

Learning – Active Training and Development

- Greater attendance at national conferences
- More in-house training for TA's
- HT and DHT attending coaching sessions
- Training for staff moving key year groups

School of Choice

- More recognition for staff
- Increased adult support in class
- Continuous improvement in facilities
- Use time in staff meetings for tasks

Governors received this update very positively and were impressed with the progress made against these criteria.

Q. What key messages have you taken away from the coaching sessions you have attended?

A. Focus has been on problem solving and leadership approaches/styles. Also discussed self-development.

JSP shared a School Update report with the group prior to the meeting. Since the last meeting there has been 1 child in Yr6 who has left to be 'home educated'.

Q. Why are children being withdrawn from school?

A. Figures are very low in the school and many of the children who do leave do so in Yr5/6 for cultural reasons and not because parents are dissatisfied with the school.

There is one possible incident of reported bullying since the last meeting.

Q. Why only a 'possible' incident?

A. Further observation and investigation is needed. This could come back to parents lack of understanding of 'bullying'. JSP, IW and JH are aware and involved.

There is a wider issue of how governors get involved in complaints from the school community. We have to make the complaints process clear. Governors can get approached directly with parents wanting to side-line the school.

There followed a discussion around how governors should deal with parents contacting them directly. Governors should not be receiving emails from parents.

Achievement:

Yr2 are on track.

KS2 SATS are complete.

Data capture is due at the end of May so achievement data has not been updated for other year groups yet.

Q. How are the children who have just taken their SATS?

A. When asked, most of the children responded that 'it was fun'. Some questions they could do, some not. I haven't seen any children upset by the process. The children's well-being was paramount and they were offered healthy snacks of fruit before sitting exams and given the opportunity to visit the wood for relaxation.

	<p>Engagement: There is on-going work to support a specific child.</p> <p>Pupil Attendance: New Code of Practice is available and will be shared with parents this term. There are various reasons why attendance is below target: children going on one-off holidays, annual holidays (skiing), traveller families and children being kept of school for minor ailments. Curriculum and Standards Committee will do some detailed work on a 'route map' on how we could achieve our target of 97% and will continue to monitor this.</p> <p>Staff Absence: KC is off until January 2019. A temporary teacher is on a short-term contract to cover. Employing temporary staff on a contract is more costly than using an agency, but you get more commitment from the individual and better continuity for the children.</p> <p>Staffing: There will be changes to teaching staff in Yr1,2,3,4 and 6 as staff are periodically rotated. JF will be partly in class in Yr6. TA adverts are currently live and interviews will be week commencing 25th May. A staff survey was sent out before Easter but we did not get a good return rate so another may be sent out next half term.</p>	
6	<p>Update from Strategy Group Progress against objectives was discussed in the last agenda item. Good progress against infrastructure target. The document is not yet on the website. The governors thought that it would be good idea to give the document to a recently qualified teacher to gauge their understanding and the usability of the document before putting on the website for public consumption.</p>	IW/JSP
7	<p>Committee Updates Finance and Buildings Committee: RB shared a report with governors prior to the meeting. 17/18 outturn for information only. NS gave a summary of the figures. We will end the year with a surplus of £29,000 which is more than predicated. NS talked through the figures of the proposed budget for 18/19. We enter the next financial year in a strong position and a healthy surplus. This year will be treated as an 'investment year' with spend on further improvements in IT infrastructure and an incremental increase in TA provision (which must be sustainable). With this option we will end the year with a deficit, but a cumulative surplus of £50,000</p> <p><i>The committee recommend this budget to members of FGB. Governors unanimously voted to adopt the budget proposal.</i></p> <p>JH thanked RB, JSP and NS for all the work they have put into supporting the school to remain in a good position financially. It is worrying that some schools are only now starting to look at how they might save money by undertaking a restructure. It is important to engage with staff to show how the school is in a positive position.</p> <p>Curriculum and Standards Committee</p>	

	<p>Held an interim meeting prior to the next data capture at the end of May. JF updated the group on the targeted work he has been undertaking with groups of children. The impact of this should be evident in the data. CY updated the group on how we are tracking the progress of SEND children. CY will meet with JF every 3 weeks to monitor progress and report to the committee. IW will send a copy of the agenda to all governors who are invited to attend as observers.</p> <p><u>Personnel Committee</u> HCC have recently undertaken an audit of school complaints policies and found that many were not sufficient. BB has reviewed our policy and will take recommendations for changes to the Committee. CP policy will be reviewed by the Committee in September.</p> <p><u>Health and Safety</u> The Health and Safety Policy is due for review and the Committee recommend adoption of the HCC model policy. This was shared with governors prior to the meeting. There were several comments from governors for improvements to the policy. Governors to send these to IW who will discuss them with HCC.</p> <p><i>All governors agreed that the model policy be adopted in the interim, but that changes will be discussed by the committee.</i></p> <p>GDPR – A report was shared with the group prior to the meeting to give an update on compliance. RB has recently attended training. A toolkit is available from the DfE. Privacy Notices will go out to parents this week. HCC have provided templates. Further training need to happen with staff.</p>	<p>IW</p> <p>BB</p> <p>IW</p>
8	<p>Policies Discussed in previous agenda item.</p>	
9	<p>Chairs Report A detailed report was provided prior to the meeting. Key dates:</p> <ul style="list-style-type: none"> • Governors Day – 21st June 2018 • Sports Day – 12th July 2018. Refreshment for parents to be provided by governors • Governors/Staff Day – 16th July 2018. 3.45pm at Barnaby’s. <p>It is important for governors to understand the handling of confidential information, particularly by email, but it has not been deemed necessary for governors to have a school email address. JSP and JH attended the recent Diocese briefing where they received a presentation regarding ‘Heart Smart’. Governors should make contact with their subject link teacher as soon as possible. Learning Walks have been completed for the year. Generally good feedback from parents at the ‘meet and greets’. JH recommend adoption of the Governors Code of Practice. All governors agreed. This will send to all new joining governors.</p> <p>Q. How are we attracting volunteers into the school? A. We have put out a skills request and had more response than we have had in previous years. The library is staffed by volunteers and we have volunteer readers in</p>	<p>All</p> <p>JH</p>

	<p>class, but not as many as we would like. Repeat attendance is important for the children rather than one-off visitors.</p> <p>Governors suggested that volunteering be promoted to parents at school events. Companies could also be targeted to release staff to volunteer. There are lots of people in the village who work for NATS. JH will liaise with CN to approach NATS HR/Personnel department.</p> <p>Instrument of Governance:</p> <p>The current document was shared with governors prior to the meeting. This needs reviewing regularly.</p>	JH
10	<p>Training Update</p> <p>Governors to let CY know of any external training or CPD that they attend. Hampshire Governor Services does not keep track of e-learning courses, so governors to let CY know what courses are completed.</p> <p>CY and JH to complete a matrix to show what courses/training have been completed.</p>	CY/JH
11	<p>AOB</p> <p>A new action plan will be completed which will include those agreed actions as a result of the whole governing body training.</p> <p>BB has been reappointed as Foundation Governor for a further term of 4 years.</p> <p>Reminder to sign up for Governor's Day and sports day – rota to be circulated.</p> <p>A social event will be arranged to say 'good bye' to NS – date in July TBC.</p>	NS/JH