

**Minutes of the Full Governing Body meeting
 of Swanmore CE (Aided) Primary School
 held on Thursday 22nd March 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 Emma Palk (Parent Gov) EP
 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
 Chris Newhouse (Foundation Gov) CN

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

Apologies: Bobbie Branson (Foundation Gov) BB, Andy Vincent (Co-opted Gov) AV, Tanya Clay (Staff Gov) TC.

	There was a delay to the start of the meeting due to the training over running. Nick Smith (Vice Chair) chaired the meeting. Meeting started at 7.20pm.	Actions
1	NS welcomed everyone to the meeting. Apologies were received and accepted from Bobbie Branson, Tanya Clay and Andy Vincent. Meeting was declared as quorate. JP led the group in a prayer.	
2	Declarations of Interest CY declared an interest - see previous minutes.	
3	Approval of minutes from meeting on Thursday 8th February 2018. Minutes were approved with no changes or amendments.	
4	Matters arising from last meeting: <ul style="list-style-type: none"> • Strategy document update (IW) – on agenda • BB to share notes from DP briefing – complete • H&S Committee to update FGB on DP changes – carry forward to next meeting. • Manual of Personnel Practice – on agenda • Costing to supply fruit in staff room – take to Personnel Committee • Governor surgeries – discussed at Personnel Committee • Governor’s Day – ongoing Actions – Appendix 1 <ol style="list-style-type: none"> 1. Finalise strategy and consider a risk register – on-going 2. Pastoral Care Plan – carry forward to next meeting in May 3. School website – EP has been in touch with Alison and will meet after Easter. Focus will be governor pages of the website. AV and JH will meet to discuss the way forward for the rest of the website. 4. Governor display board will follow from the website - ongoing 	
5	School Update JSP shared the report at the meeting.	

	<p><u>Staff Attendance</u> Yr2 currently have 2 staff members absent (one on long term sick, one given compassionate leave) which is being covered internally in the main. The same supply teacher is coming in 3 days per week, which means continuity for the children. The situation should improve after Easter as we are hoping the member of staff off sick will come back.</p> <p><u>Achievement</u> Yr5/6 are not where we would like them to be. JF is doing some intervention work in the afternoons. Additional work is being done to support children with EGPS. Yr6 should show improvement after interventions.</p> <p><u>Engagement</u> The children who were showing as less engaged have now improved.</p> <p><u>SDP</u> Some areas have slipped due to staff absence.</p> <p>Q. Is there anything the governors can do to help during the staff absence? A. There will be a financial impact which governors need to be aware of, otherwise JSP and JF are picking up extra duties. Yr2 may become a concern if SH does not return after Easter, further discussion may be needed then.</p> <p><u>SIAMS</u> Positive result. Outstanding in Christian Character and Worship and Good in RE and Leadership. A letter went out to parents regarding the results. There followed further discussion on the best way to approach marketing the school and what messages we want to communicate. The Marketing Group may need to look at how to promote this result – governor/school newsletters, May edition of parish magazine and update school website.</p> <p>Q. Was Ellie Cousins (RE Lead) pleased with the results? A. Yes, she was very happy. The inspector was very complementary of her work in the school and commented that this would only get stronger as she got more experienced.</p>	JP
6	<p><u>Update from Strategy Group</u> IW shared the revised strategy document at the meeting. There have been some layout changes to make it more user- friendly. May need some minor revision before it goes on the website. Progress against the Top 5 Priorities was discussed.</p> <ol style="list-style-type: none"> 1. Achievement: 95% ARE, 95% 6 steps in Target Tracker, + progress in KS1 and KS2. 2. OFSTED Report areas of focus: Lower attaining pupils and Maths 3. Attendance to 97.5% 4. SLT to drive forward strategy and implementation plan 5. Agree and implement the replacement IT/IS requirements. <p>Acheivement/attainment and attendance is reviewed/monitored in depth at the Curriculum and Standards Committee. There was further discussion around progress against the ‘Best Education’ objectives. A report will be produced annually for governors regarding progress against all the objectives, this could be presented at an AGM. Objectives must be measurable and exit interviews, pupil voice and conferencing could be used to measure whether the curriculum is ‘engaging and diverse’.</p>	

7	<p>Committee Updates</p> <p><u>Finance and Buildings -</u> NS shared a report with the group prior to the meeting. SFVS – approved by the committee. Minor changes were identified at this meeting. JH to sign off and RB to submit. IT – x2 options for IT provision were considered. The order has been placed for server and back-up. Further discussions to take place regarding the next phase – IT equipment for use by pupils. Classbooks to be trialled as possible replacement for the IT suite.</p> <p><u>Curriculum and Standards -</u> Headlines were published with the agenda.</p> <p><u>Personnel –</u> Headlines were published with the agenda. Pastoral Plan – a monitoring plan has been added and some minor updates complete. This will be approved at the next meeting in May.</p> <p><u>Health and Safety –</u> Headlines were published with the agenda. SC and Scot Murray completed a walk around accompanied by a pupil. This was thought to be useful and bought a different perspective. Any issues raised are being addressed by Scott.</p>	<p>JH/RB</p> <p>JP</p>
8	<p>Policies</p> <p><u>Data Protection Policy</u> – Approved by H&S Committee. Minor change required where IW is incorrectly listed as Chair of F&B Committee, change to NS. JH recommended that Governors complete the e-learning course on DP.</p> <p><u>Governors Allowance Policy</u> – Approved by F&B Committee</p> <p><u>Pay Policy</u> – Approved by Pay Committee</p> <p><u>Manual of Personnel Practice</u> – Approved by Personnel Committee. The Governing Body confirm adoption of the MoPP for year 2018/2019, including any subsequent in-year amendments, having reviewed all of the policies contained within the Manual and having localised policies where required.</p>	<p>IW</p>
9	<p>Chair’s Report</p> <p>JH shared her report prior to the meeting. She wanted to highlight that governors must be mindful of the additional workload of JSP and JF when contacting them for/requesting information. NGA Code of Conduct – recommend adoption of this into the Governor’s Handbook. Governors thought that this was a good idea. JH went through the areas on the action plan that remain outstanding. Governor 1:1 meetings have been taking place and are almost all complete. JH will send out reports. The Governing Body must decide whether to continue with the SLA with HCC Governor Services. All agreed that we should continue to pay this and that, particularly taking into account the amount of training attended by governors, it was good value for money.</p>	
10	<p>Governor Training Update</p> <p>CY now has an up to date list of all the training undertaken by governors. However, this does not include training/CPD that is undertaken outside the HCC training</p>	

	programme. Governors to notify CY of any training completed externally.	All
11	<p>AOB</p> <p>Governor's Day – 21st June 2018. AV to take the lead.</p> <p>Sports Day – 12th July 2018. AV to organise refreshments with governors helping.</p> <p>Nick Smith will be resigning from his Foundation Governors role from September 2018. So there will be a vacancy for a new Foundation Governor and Chair of Finance and Buildings Committee.</p>	
	<p>Date of Next Meeting: 17th May 2018 at 7pm</p> <p>Other dates: 19th April 2018 at 6pm – Training: 'Moving the School from Good to Outstanding'</p>	