



**Minutes of the Full Governing Body Meeting**  
**Swanmore CE (Aided) Primary School**  
**25 September 2018**

Date: 25 September 2018	Start time: 7pm	End time: 8.50pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Ian Wollam (Foundation Gov/ Chair) IW	Jackie Finney (Clerk) JFY	
Judy Hillier (LA Governor) JH Vice Chair	Renata Bush (SBM) RB	
Andrew Wilkinson (Foundation Gov) AW		
Cheryl Young (Foundation Gov) CY		
Andy Vincent (Co-opted Gov) AV Vice Chair		
Jill Phipps (Ex-officio Gov) JPh		
Sarah Chase (Foundation Gov) SC		
John Paterson (Headteacher) JP		
Tanya Clay (Staff Gov) TC		
Bobbie Branson (Foundation Gov) BB		
Chris Newhouse (Foundation Gov) CN		
Jon Flynn (DHT) JF		
Emma Palk (Parent Governor) EP		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
1	<b>Welcome and Prayers</b>	
	The chair welcomed the Governors to the meeting. JH was thanked for her previous work as Chair and thanks were given to Nick Smith and Kevin Joyce who previously stood down. JPh led the prayer.	
2	<b>Apologies and Annual Register of Pecuniary Interests</b>	
	There were no apologies. All attending signed a pecuniary interest form.	
3	<b>Approval of the minutes of the Full Governor Body (FGB) meeting on 5 July 2018.</b>	
3a	The minutes of the FGB meeting on 5 July 2018 were agreed as a true record. The chair was authorised to sign the minutes.	

3b	<b>Matters arising and action log</b>	
	<p>Action 8 from the previous meeting. IT - JP updated. We have ordered the laptops and they are on site and being prepared. The IT suite is being maintained for the present, but we will consider the potential benefits of mobile technology as we commence using the laptops. This will be monitored through F &amp; B.</p> <p><b>Ongoing review of school website to ensure Ofsted compliant and core values are clearly visible – ongoing.</b>  <i>Q Are you happy for suggestions to be made regarding the website?</i>  <i>A Give any suggestions to JP and they will be discussed with the leadership team.</i>          IW and EP to get together to discuss. EP to check the website against statutory requirements.</p> <p><b>Governor display board and website to be updated with governor photos and profiles – ongoing.</b>          RB and JH to work on this.</p>	<p>IW/EP</p> <p>RB/JH</p>
4	<b>Committees – confirmation of Chairs and members</b>	
	<p><i>Q Any news of potential new Governors?</i>  <i>A Yes, one is completing an application form and we are waiting to meet another, possibly for the new year. We have had no response to an advert from the Parish magazine. It is important to ensure we have the right Governors who are willing to give the time and have a good skills match. Anybody wanting to apply needs to send an application to IW.</i></p> <p>Andy is the Chair of C &amp; S – he will be back in November, so IW will continue until then.</p> <p>Admissions and Pay and Appeals for Admissions –          JPh – Admissions          IW – Pay</p> <p>Appeals on admissions – we have only had one. The Chair is identified by JP, so this ensures no conflict of interest. We will appoint a Chair of Admissions when required. Appeals regarding staff would go to the Personnel committee, however Governors would need the necessary training before becoming involved.</p> <p>Terms of Reference have been emailed to all Governors, and these will need approving in the first committee meetings.</p> <p>There may be the need for an exclusions committee, so in this case, a chair could be identified within C &amp; S.</p> <p>The main work takes place in committee meetings and IW thanked the Governors for their hard work within the committees.</p>	
5	<b>School Update to include:</b>	
	<ul style="list-style-type: none"> <li>• Reflections on 17/18</li> <li>• KS2 Results</li> <li>• People/Organisation</li> <li>• Number on role for 18/19 and any issues arising</li> <li>• Targets/Priorities/Risks for Year</li> <li>• School Expectations for the Year</li> </ul>	
	<p>A copy of the HT report was circulated prior to the meeting. JP discussed the report. There are 414 pupils on role and attendance is positive (97.6%). We have had one exclusion to date. We are working to help integrate the pupil back into school. We have completed the School Development Plan differently and the SLT have more</p>	

	<p>ownership for areas of development. Our Governor strategy headings have been used to help link Governor/SLT plans. Our academic aim is to achieve 85% or greater combined attainment for the children. Last school year we were 77 combined.</p> <p><i>Q We have ARE 95+ in the strategy, could we have a single figure?</i>  <i>A Yes. This plan (85%+), just looks at one year, whereas the strategy is aspirational over a 3-year period.</i></p> <p>Maths – this has improved, and we have the HIAS inspector coming to work with us to help improve further.  English – reading is strong but there are areas where we need to improve.  KS1 data – our reading score was disappointing (unexpected staff absences were a contributory cause). Borderline children were affected as a result. We have an action plan for Year 3, which will address this. Non-ARE children achievements – we are working with the harder to reach families to help improve the situation. Relationships with these families is improving.  Case studies – there was a small movement.  <i>Q Was the limited movement because the plan was ineffective or not being applied?</i>  <i>A More information is required, and more time is needed to investigate this.</i>  JP has been working with other schools on PP and rapid improvement for ARE children.</p>	
	<p><i>Q Is there a reason for the coloured boxes on the report and specifically, why is the exclusions box green?</i>  <i>A Yes, JP is comfortable with reasons why and it was appropriate.</i>  <i>Q What is the maximum number of places within the school?</i>  <i>A 436</i>  <i>Q How many do we have in the budget for the year?</i>  <i>A 410</i>  <i>Q What about the 19/20 budget?</i>  <i>A There are currently 414 in school - the October census will affect the 19/20 budget.</i></p> <p>Guidance has been issued to parents regarding lateness and holidays. Lateness has improved already.  Staffing – a list has been included in the report.  <i>Q Are you happy with the new staff?</i>  <i>A Yes, the new HLTA is very keen and organised. Year 4 – the TA is new to the role, but it is great to have a young male staff member on the team. The Senco has started Senco accreditation and she’s getting to know the children well.</i></p> <p><i>Q Do you have a member of staff on maternity leave soon?</i>  <i>A Yes, a Year 1 teacher will be going on maternity leave.</i></p> <p>JP discussed the KS1 results that are positive.  KS2 – staffing has changed with extra support being put in from the beginning of the year.  <i>Q Is there a gap growing with Greater Depth (GD) children and children with more needs?</i>  <i>A Yes, there is a gap. Over the last 7 years there has always been GD. The gap is closing, but we would like it to happen quicker.</i>  <i>Q There are strategies in place regarding interventions from staff, will this take time to demonstrate progress?</i></p>	

	<i>A Yes, in Year 6 we would like this to be as soon as possible. Additional interventions are in place. Parental involvement is important so JF met with Year 6 parents yesterday.</i>	
6	<b>Project Acorn Update</b>	
	IW provided an update on progress made. Two meetings have been held since the start of term. Planning was continuing in line with FGB approval given and the Acorn team would meet for a final decision to proceed before Christmas.	
7	<b>Committee Updates</b>	
7.1	<b>Finance and Building</b>	
	A meeting is scheduled for October. There are no financial decisions to be made at this FGB. Laptops have been purchased. We will be looking at the budget after the head count on 4 October 2018.	
7.2	<b>Curriculum and Standards</b>	
	The focus will be the targets and plans for the coming year. We will look at the behaviour policy and curriculum items. We will have an update from Zoe on the SEN programme.	
7.3	<b>Personnel</b>	
	The first meeting will need to be re-scheduled as it wouldn't be quorate. We will be reviewing the complaints policy and discuss the apprenticeship scheme in order to bring back to the FGB for ratification. JH, CY and JP are going to a Year R parents evening to meet parents and will feedback. BB and IW are going to arrange to attend a staff meeting.	IW and BB
7.4	<b>Safety</b>	
	We haven't met yet but discussed security after the recent lock down, and the update on GDPR. We will bring the statement of intent to the next FGB. Health and safety – this is complete around the school. <i>Q During the lock down was there a disabled door with a pad that couldn't be isolated?</i> <i>A There is a pad with a key where you can lock the door.</i> We have investigated the possibility of building a corridor between the two buildings, but initial indications are that the cost will be prohibitive.	
7.5	<b>Admissions</b>	
	The diocese has issued a new model admissions policy. JPh tabled a comparison between the model and our existing admissions policy. The main difference was that our existing policy prioritised out of catchment siblings over in catchment first children (the model policy prioritised in catchment, first children), and it was agreed that we should continue with our existing policy unchanged. We will review each year. <i>Q Have all the in-catchment children got a place this year?</i> <i>A Yes.</i> <i>Q Were they first choice children?</i> <i>A Yes7</i> All Governors were in agreement in keeping the Admissions Policy the same for 2020/21.	
8	<b>Strategy Update and Governor Focus</b>	
8.1	IW circulated the Strategy document prior to the meeting and asked if everyone was happy with the content. Every year there is something to work on so CPD is important. In-house training for TA's, work on apprenticeships, behaviour training (Behaviour Support Team will be involved as required). We will be continue developing the skills set of the staff. <i>Q Can the Governors support the staff in any way?</i>	

	<i>A Not individually, but staff appreciate seeing Governors and know that they care. Q Could we do a report against the strategy at the end of the year and refresh our top five? A Yes. JFY to put on the next agenda.</i>	IW/JFY
8.2	<i>Q Could physical health and wellbeing be a specific item? This is a high priority to help children attain well and the physical and mental health needs of staff need to be considered. A Yes, this could become one of our top priorities. Q National top 10% - how do we measure this? A IW will amend.</i>	IW
9	<b>AOB and Close</b>	
9.1	Link Governors – Kevin used to cover Science, so this now requires cover. It was agreed that JP would encourage staff to contact their Governor link to seek comments on their curriculum plans for the coming year.	IW JP
9.2	IW will look at the list and ensure all subjects are covered. <i>Q Will C &amp; S look at the broad range of subjects? A Yes, and the link Governor can be part of this meeting.</i>	IW
9.3	CY is attending the SEND conference on 3 October 2018. CY and Zoe will arrange to meet soon. Emma has been approached by a parent asking if homework can be sent online. JP considered this, but felt it is important to ensure children take responsibility for taking work home so parents can see what they are being set. <i>Q Will there be a Chairman's report? A Yes, A summary will be produced providing headlines.</i>	IW
9.4	<i>Q Could we have a training update? A JH has training booked and will complete a skills matrix to identify training needs. A summary will be produced.</i>	JH
9.5	AV will circulate a bar rota for 2 November fireworks night.	AV
9.6	There are now three Governors for school gate rota.	
9.7	IW to send JFY Governor roles for HCC system.	IW
	<b>Date of next meeting: 11 December 2018 at 7pm</b>	

Signed

Dated

Meeting Date	AP No	Subject	New Action or update	Responsibility	Ongoing or Completed
Summer term 18		Ongoing review of school website to ensure Ofsted compliant and core values are clearly visible	IW and EP to get together to discuss. EP to check the website against statutory requirements.	IW/EP	
Summer 18		Governor display board and website to be updated with governor photos and profiles	RB and JH to work on this.	RB/JH	
25.9.18	7.3	Arrange to go to staff meeting.	New	IW/BB	Complete
25.9.18	8.1	Strategy Update & Governor Focus	New	IW/JFY	

		Do a report against the strategy at the end of the year and refresh our top five – IW to action. JFY to put on next agenda.			
25.9.18	8.2	<b>Strategy Update &amp; Governor Focus</b> Work on measuring ‘National top 10%’	New	IW	
25.9.18	9.1	JP to encourage staff to contact their Governor link and IW to arrange cover for Science.	New	IW/JP	
25.9.18	9.2	Ensure all subjects are covered by link Governors.	New	IW	
25.9.18	9.3	Chairman’s report. Produce a new report.	New	IW	
25.9.18	9.5	Circulate bar rota for 2 Nov.	New	AV	Complete
25.9.18	9.7	Send Governor roles to JFY for updating the HCC system.	New	IW/JFY	Complete

**Glossary of Terms used in minutes and associated documents:**

FFT	Fischer Family Trust	FGBM	Full Governing Body Meeting
FMSIS	Financial Management Standards in Schools	FSM	Free School Meals
GDC	Governors’ Discipline Committee	HCC	Hampshire County Council
HLTA	Higher Level Teaching Assistant	HT	Head Teacher
INSET	In-Service Education and Training	KS1/KS2	Key Stage 1 (Years R,1&2) KS2 (Years 3-6)
LA	Local Authority	LLP	Leadership & Learning Partner
LSA	Learning Support Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
PTA	Parent Teacher Association	SEND	Special Education Needs & Disabilities
SENCO	Special Education Needs Coordinator	SFVS	Schools Financial Value Standard
SDP	School Development Plan	SLA	Service Level Agreement
TLG	Training Liaison Governor	TOR	Terms of Reference