



Minutes of the Full Governing Body of Swanmore CE (Aided) Primary School

11 December 2018

Date: 11 December 2018	Start time: 7pm	End time: 8.45pm
Present	In attendance	Apologies
Ian Wollam (Foundation Gov/ Chair) IW	Jackie Finney (Clerk) JFY	Chris Newhouse (Parent Gov) CN
Judy Hillier (LA Governor) JH	Renata Bush (SBM) RB	Jon Flynn (DHT) JF
Emma Palk (Parent Governor) EP		
Cheryl Young (Foundation Gov) CY		
Sam Lee (Foundation Gov) (SL)		
Jill Phipps (Ex-officio Gov) JP		
Sarah Chase (Foundation Gov) SC		
John Paterson (Headteacher) JSP		
Tanya Clay (Staff Gov) TC		Absent
Bobbie Branson (Foundation Gov) BB		Andy Vincent (Co-opted Gov) AV
Lisa Foster (Foundation Gov) (LF) until 7.55pm		
Andrew Wilkinson (Foundation Gov) AW from 7.35pm		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from CN and JF. The meeting was quorate. All Governors introduced themselves to the new Governors LF and SL. SC led the Prayer.	
2	Register of Pecuniary Interests	
	No pecuniary interests were declared. LF and SL signed a pecuniary interest form.	
3	Approval of the minutes of the Full Governor Body (FGB) meeting on 25 September 2018	
3a	The minutes of the FGB meeting on 25 September 2018 were agreed as a true record. The chair was authorised to sign the minutes.	
3b	Matters arising and action log	
	The website is up to date and compliant.	

	The Governor display board has been put together by EP. All previous actions are complete excluding 9.1 (see action log attached).	
4	<p>HT Report to include</p> <ul style="list-style-type: none"> • Plan for off-site visits • SEN information sheet • SEF 	
	<p>The report was circulated prior to the meeting. Number on roll is 413 so the budget is down compared to last time. Attendance is positive, the best figure for some time. There has been one exclusion with one child which will result in the exclusion figure increasing.</p> <p><i>Q Does the exclusion mean two days or two separate periods?</i> <i>A Two separate periods of time, a total of three days. The child is on a part time timetable to help transition back to full time. This will affect the attendance figures too.</i></p> <p>Achievement – phase 1 data. The results are lower because the ‘with support’ criteria has been removed from the assessments. This matter was discussed in the Curriculum and Standards committee meeting.</p> <p><i>Q Do you validate the scores for each class?</i> <i>A We look at the books as well to get an overall picture of the teaching and we also complete standardised tests.</i></p> <p><i>Q Do you organise peer assessment?</i> <i>A We all looked at Maths yesterday. Peer assessment is an area to focus on.</i></p> <p>Year R – children come in with different pre-schools assessments. There are also three children with autism spectrum disorders.</p> <p>The LLPR meeting took place on 7 December 2018 and the feedback was very positive. There was a major focus on reading. We undertook learning walks and he was pleased the SDP had similar threads e.g. working with ‘cusp’ children. He looked at case studies and could see the picture was improving. The school is a ‘low priority’ school with HCC. It was suggested that case studies should be a priority for the Curriculum and Standards committee meetings.</p> <p><i>Q Are the staff finding the case studies useful?</i> <i>A It takes time, and this is an improving picture. JH suggested contacting Ann Truman about how the Eastleigh cluster have driven up results in English and Maths.</i></p> <p>There will be additional staffing to support staff who are working with some children with behavioural issues.</p> <p>JSP will be continuing at Olivers Battery school on a Thursday until February half term and parents have been updated. JSP is pleased with how the staff have covered in his absence.</p> <p>KS2 - Grades are affected by the birth month of the child. If a child is a June – August birthday, the results are 14% lower than September born children.</p> <p>SEN report – this was shared at the Curriculum and Standards meeting. There are 14 SEN children on the register and 5 have Education Health Care Plans. Zoe has made good links with other schools. CY meets regularly with Zoe and is impressed with the work that has been undertaken.</p> <p>AW joined the meeting at 7.35pm</p> <p>Plan for off site visits – JSP ran through this and the Governors approved the plan. JSP has met with FOSPS and they are funding the curtains in Years 5 and 6 for changing areas, market garden allotments, classroom refurbishment, playtime equipment, interactive screens and an air-cooling system.</p>	
5	Approval of revised budget	
	The financial year goes through to the end of March. The budget was discussed in detail at the Finance and Buildings meeting. IW ran through the details of the paper	

	<p>which was circulated prior to the meeting. The revised Budget forecasts an in-year deficit of £10,955 compared to the original budget deficit of £25,395. The cumulative surplus has therefore only reduced to £84,907 from £70,467. The budget has been helped by money received from JSP's secondment. Extra staff have been recruited as required so children have benefitted.</p> <p>The Governors all formally approved the budget.</p> <p><i>Q When will the extra money from the Government be received?</i> <i>A This is unknown at present. It is capital, not revenue.</i></p>	
6	Committee updates	
6.1	<p>Finance and Building</p> <ol style="list-style-type: none"> 1. Some teachers have had an above-budget salary rise this term, but the extra cost has been more than offset for this year by a Government grant. 2. School finances are healthy. The deficit this year is expected to be £14k less than we had budgeted for so we should carry forward a surplus of £84k to next year. The reasons are various but include income from JSP's secondment, an unfilled TA position, and less expenditure on school meals. The revised budget allows for some extra staff training. 3. We have continued planning for Project Acorn as one way of generating money to continue funding of the TA posts we established this year. 4. FOSPS have agreed to support several items on the investment plan. 	
6.2	<p>Curriculum and Standards</p> <ol style="list-style-type: none"> 1. Sendco lead, Zoe Morgan presented on her first 3 months in role. Training, engagement with peer group in other schools, getting familiar with SEN / EHCP children in school. An encouraging start. 2. Data is being captured differently in Phase 1 ("with support" statement now omitted from the assessment criteria) and as a result scores are lower. The new method is seen as a better way of assessing real levels of achievement at this stage with the anticipation that scores will improve in February. Year 6 data is lower than previously expected and additional resources and effort and being deployed to mitigate this. 3. Case studies in place for those below ARE. Peer review of Case Studies by Deputy Heads Group 14/12/18. Booster classes in place for Year 6. 4. Major focus on Reading - LLP review arranged and more volunteers to help with reading would be helpful. 5. Parental Engagement - good progress during the term (reading learning group with parents and engagement in year groups) 6. Attendance - 97.7%. Above target following comms with parents at beginning of term. Need to agree how we communicate with parents. 	
	<p><i>Q When will the positivity of parental engagement have an impact?</i> <i>A It is difficult to say exactly. Some evidence is apparent already. There are other variances that currently affect this.</i></p> <p><i>Q Staffing seems more stable, do you have a class that is vulnerable?</i> <i>A We are trying to increase the rate of progress in Year 3. In Year 1 we have a member of staff going on maternity leave in March. The data in Year 2 is positive.</i></p>	
6.3	<p>Personnel</p> <ol style="list-style-type: none"> 1. Partnership between NATS and school. This will be piloted with the new TA's. 2. Complaints Policy - now completed by JP with an added section relating to complaints about Governors. 3. BB and IW met with staff and received good feedback. 4. Feedback was positive from Year R parents evening. Years 1 to 6 parents evening were attended. CY and JP said the feedback from parents in Year R was very positive and this was fed back to staff. 	

	LF left the meeting at 7.55pm	
6.4	<p>Health and Safety</p> <ol style="list-style-type: none"> 1. All risk assessments are in place with the new HCC template. 2. GDPR – Statement of Intent has been approved by the committee and needs approval by FGB – document circulated. 3. Safety Policy has been agreed and will be reviewed annually (up for renewal in May 2019) 4. Discussed site security, in particular fence height along field perimeter beyond the pre-school building and also adjoining the two school blocks. Sue Dowson to visit and HCC will be contacted for advice after her visit if need be. This visit has happened, and advice has been given on improving the site in the future. 5. Drain works have now taken place outside of the school car park. 6. Termly site inspection has taken place between Scott Murray and Sarah Chase. 7. Committee reviewed the accident book entries. 8. Fire Safety Manual - all up-to-date and has been reviewed and signed off. 9. Scott is getting quotes for air conditioning and air flow units in all classrooms. 10. Discussion on usage of school pond and how this might in the future become usable again. 	
6.5	Pay	
	A recommendation on the pay policy was received from HCC. The pay committee approved the pay policy.	
7	<p>Policies and Procedures</p> <p>Child Protection and Safeguarding Pay Policy GDPR statement of intent Complaints Policy Admissions Policy 2020/2021 – this was agreed at the last meeting. The changing of wording concerning Year R and Summer born children has been received. JP to amend and upload to the school website.</p>	JP
	The above policies were discussed and agreed in the relevant committees. The Governors formally ratified all policies. JH requested that Swanmore School be put on the front of the policies.	
8	Project Acorn	
	A document was circulated prior to the meeting and IW discussed this at the FGB. The Governors approved the implementation of Acorn as outlined in the paper and agreed that the Acorn committee should decide on a summer or Autumn implementation in February.	
9	Training and Governor Development	
	A report was produced by JH and this was circulated prior to the meeting. JH discussed the document. A new skills audit will be conducted prior to the Spring FGB. The form will be sent out before the meeting, so Governors can complete this in their own time. Training is an ongoing scenario to ensure we have the correct skills to support and challenge the school. All Governors are to update JH on the training they have received. IW thanked JH for her lead on training and development.	
10	Comms update	
	The Governors board in school is being worked on so the staff know who everyone is. A Governors newsletter for parents has been drafted and sent to IW. EP to circulate to all Governors for comments and this will be sent to parents next week. The website has been updated and there will be a regular review. IW thanked EP for her hard work on this.	EP
11	Parent Survey results	

11.1	The survey has been completed. There were 92 returns. Parents were happy to participate. BB discussed some of the negative and positive comments received and will produce a statistics sheet for Governors. One of the negative points mentioned was the lack of multi-cultural opportunities for children at Swanmore. Results will be analysed highlighting key themes and then, once agreed, circulated to staff and parents. Any actions required arising from the survey will be brought forward to FGB.	BB
11.2	The Governors discussed the options of linking with schools abroad to share information e.g. lunch time games. AW suggested a parish link scheme. AW to investigate this and report back.	AW
12	Terms of references for Finance and Building Committee, Governors Fund and Health and Safety Committee	
	These were all circulated prior to the meeting and the Governors formally approved the Terms of References.	
13	Strategy Update	
	This was discussed at the last meeting. It has been amended and was circulated prior to the FGB. IW discussed the document during the FGB. The top five priorities have been refreshed. <i>Q Do these priorities link directly to JSP's objectives?</i> <i>A Yes</i> <i>Q School of choice for staff – how is this measurable?</i> <i>A Staff surveys have been completed, this is also discussed in the Personnel committee. The Personnel committee will discuss the 'Provided by Best People' section as part of JSP's report. JFY to include this on the next agenda. (Completed)</i>	JFY
14	Chairs Report	
	The report was circulated prior to the meeting. IW discussed the report and welcomes any comments from Governors on anything that needs including in the future. <i>Q Have we asked the Diocese to acknowledge the school achievement in their newsletter?</i> <i>A No, however JP will organise this.</i> The Governors and the school are very grateful for the hard work that FOSPS do. JFY and IW are investigating the use of Google Drive for Governors to use. Governors will then have a secure email address to ensure information is kept confidential.	JP
15	Correspondence	
	No correspondence to discuss.	
16	Any other business	
	There is a Year 1 & 2 production on 12 and 13 December. SC thanked those who have completed learning walks. There are still gaps and SC will email Governors. CY was in church when the choir sang, and it was very good. CY thanked Siobhan. IW suggested a social evening for the new year. IW thanked everyone for their hard work. Happy Christmas to all. The Governors thanked IW.	
17	Impact of meeting	
	FGB were brought up to date on the work and progress of its various committees and sub-groups. In particular it approved a budget and plans that reflected the school's sound financial position, it approved plans for governor training and development and agreed actions pertaining to improved communication and engagement including a parent survey. In addition, FGB were updated on the academic progress within the school and provided assurance through feedback from a positive LLP review and output from its C&S committee.	
18	Date of next meeting: 5 February 2019 at 7pm	

Meeting Date	AP No	Subject	New Action or update	Responsibility	Ongoing or Completed
25.9.18	9.1	JP to arrange for staff to contact link Governors.	Update	JSP	Ongoing
11.12.18	7	JP to amend wording of admissions policy.	New	JP	
11.12.18	10	Governors newsletter. Circulate to Governors for comments then send to parents.	New	EP	
11.12.18	11.1	Produce report following parent survey.	New	BB	
11.12.18	11.2	Investigate links with parish link scheme.	New	AW	
11.12.18	14	Ask Diocese to include school achievement in newsletter.	New	JP	

Signed:

Dated:

Glossary of Terms used in minutes and associated documents:

EHCP	Educational Health Care Plan	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 /TA	Learning Support Assistant/Teaching Assistant	PAN	Pupil Admission Number
PPA	Planning, Preparation and Admin	SEF	Self-Evaluation Form
FOSPS	Friends of Swanmore Primary School	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
LLPR	Leadership and Learning Partner Report		

Governor end of term dates

Ian Wollam (Foundation Gov/ Chair) IW	12/02/2020
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Judy Hillier (LA Governor) JH	25/01/2021
Andrew Wilkinson (Foundation Gov) AW	17/11/2020
Cheryl Young (Foundation Gov) CY	31/08/2021
Andy Vincent (Co-opted Gov) AV	05/07/2021
Jill Phipps (Ex-officio Gov) JP	
Sarah Chase (Foundation Gov) SC	09/07/2019
John Paterson (Headteacher) JSP	
Tanya Clay (Staff Gov) TC	31/08/2020
Bobbie Branson (Foundation Gov) BB	15/05/2022
Chris Newhouse (Foundation Gov) CN	19/11/2019
Jon Flynn (DHT) JF	
Emma Palk (Parent Governor) EP	05/07/2021