

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2021/22

Date: 16 May 2022	Start time: 5.30pm	End time: 7.45pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Chris Loveday (LOY) – School Business Mgr	Rebecca Chiverton-Burt (RCB)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	Tessa Philpott (TP)
David Hedicker (DH)	Amanda Griffiths (GRS)	David Newberry (DN)
Charlie Oulton (CO)	Ian Mills (IM)	Phil Harris-Bridge (PHB)
Bex Warrillow (BW) (Vice Chair)		Jane Hulme (JH)
Matthew Moore (MM)		Simon Firth (SF)
Matt Short (MS)		Laura Barker (BLR)
Justin Jamieson (JJ)		
Phillip Walker (PW)		

Item	Subject	Action
<b>1</b>	<b>Welcome and Apologies</b>	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from TP, DN, PHB, JH, SF, BLR and RCB. The meeting was quorate.	
<b>2</b>	<b>Vote on new Co-opted Governor (Ian Mills)</b>	
	IM introduced himself to the Board. He left the room so that the Governors could formally vote. The Governing Board all voted IM in as a co-opted Governor. JF to add his details to Governor Hub (completed).	
<b>3</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>4</b>	<b>Approval of the minutes from the meeting on 7 March 2022</b>	
<b>4a</b>	The minutes of the previous meeting were agreed as a true record. The minutes were electronically signed.	
<b>4b</b>	<b>Matters arising and action log</b>	
	AP 16. Lollipop person. A formal request has been submitted to HCC. Cost would be £6K a year. BW to ask DN if he has spoken to the Parish Council. If not BW will follow up. AP 8. Pupils are looking at the LGBTQ+ group and looking at whether to extend it to include equalities.	
<b>5a</b>	<b>Approval of the minutes from the extra ordinary meeting on 24 March 2022</b>	
	The minutes of the meeting were agreed as an accurate record. The minutes were electronically signed.	
<b>5b</b>	<b>Matters arising and action log</b>	
	See action log.	
<b>6</b>	<b>Verbal HT report to include:</b>	
	It is difficult to predict the Year 11 GCSE results this year. The last national results we had were in 2019 which makes it difficult to assess what the Progress 8 score might be in the Summer. This year group has a large number of pupils (11) at The Bridge (pupil referral unit).	

*Q Is this number higher than previous Year 11's?*

*A Since the hub has been introduced, numbers have decreased. This is the last year group to be affected and had the hub been open earlier, these numbers may well be lower.*

*Q What do you think the results will be?*

*A HDT is hoping for a positive Progress 8, however this year we are unsure of grade boundaries.*

*Q Do you have enough exam invigilators?*

*A Yes*

### **Attendance**

The cumulative figure nationally is 91.7% and is going up. Marking the register with 'X' for Covid, is not regarded as an absence due to the lack of testing now. On 28<sup>th</sup> April our attendance was 94.4% which is higher than the national figure.

*Q If a child feels unwell, what is the policy regarding Covid?*

*A The college have a supply of tests. Most parents are testing pupils. Staff only have to test if they feel unwell. If a child tests positive, they can access online lessons.*

Summer works project – LOY has a list of projects for the Summer. A tour of the campus took place prior to the meeting.

*Q How are classes going to be set up with the new interactive screens?*

*A The aim is to have every room set up in the same way to ensure consistency.*

### **Staffing**

This is normally a difficult time of year when it comes to staffing due to 31 May being the cut off for teacher to hand their resignation in order to start a new job on the 1<sup>st</sup> September.

#### **Leavers**

Name	Job Role	Date of leaving	Reason
Michelle Smith	HR Officer	03/06/2022	Moving to 52 wk contract
Jayne Case	Attendance & Admissions Officer	31/08/2022	Retiring
Lucy Mear	Teacher of PE	31/08/2022	End of Fixed Term contract
Jo Seaby	Teacher of Music (Maternity Cover)	31/08/2022	End of Fixed Term contract
Nigel Culverhouse	Teacher of Maths	31/08/2022	Retiring
Christine Floyd	Teacher of Maths	31/08/2022	New school
Louise Courtney	Teacher of MFL	31/08/2022	Leaving teaching
Wayne Landen	Peripatetic Teacher	31/08/2022	Retiring
Rachel Rowlinson	Teacher of RE	31/08/2022	New school

#### **Current Vacancies**

English/Maths Intervention Teacher  
Senior Administrative Assistant (Finance, HR & SLT)  
Teacher of RE

#### **New staff joining**

Name	Job Role	Start Date
Tracey Frost	Attendance & Admissions Officer	06/06/2022
Luke Were	Unqualified Teacher (moving to Qualified 01/09)	06/06/2022
Georgina Wiewiora	Learning Mentor	20/06/2022
Antonia Tomlinson	Teacher of MFL	01/09/2022
Anne McMillan	Teacher of ICT	01/09/2022
James Hughes	Head of RE & Sociology	01/09/2022
Natalie Smith	Teacher of Dance & Drama (Maternity Cover)	01/09/2022
Helen Matthews	Teacher of Music (Maternity Cover)	01/09/2022
Emma Light	Teacher of MFL	01/09/2022
Laskley McKenzie	Teacher of Maths (UQ)	01/09/2022
Vicki Ostersen	Teacher of Art	01/09/2022
Caitlin Sutherland	Teacher of History & RE (Maternity Cover)	01/09/2022
Louise Malsom	Maths	

*Q Have you progressed with employing a counsellor?*

	<p><i>A LOY is looking at paying for an external counsellor, however this is quite difficult and expensive. We are exploring all avenues.</i></p> <p><i>Q Did anything come of the Employee Assistant Programme?</i></p> <p><i>A It is there, however you only get 6 sessions free of charge. After this there is a cost to the staff member and the college can't pay for this.</i></p> <p>Our Lead Learning Partner (LLP), Mark Kingswood visits on 25 May and a report will be shared with Governors at the next BoG.</p> <p>Likely number of pupils for September are 1,372. We have 285 pupils coming into Year 7 with seven appealing tomorrow. We have over 50 on the waiting list.</p> <p><i>Q Who decides on the appeals?</i></p> <p><i>A We have an officer that runs this for us in conjunction with a lay panel. We can be told to take these pupils, however this puts pressure on technology classes. There would be 29 in tutor groups rather than 27 if we take the extra seven who are appealing. In KS4 we keep class sizes smaller.</i></p>	
<b>7</b>	<p><b>School Day – proposed changes – discussion on consultation an approval process</b></p> <p>The proposal for the changes to the school day, FAQ's and draft programme were uploaded to the hub prior to the meeting. Technically, the college do not have to consult parents / carers, however HDT feels it is good practice to do so. HDT explained that the college needed more lessons to ensure the curriculum is covered, along with giving extra time to staff for Continual Professional Development (CPD) and their well being.</p> <p><i>Q Are the issues with buses resolved?</i></p> <p><i>A Bus companies have agreed to the changes in principle.</i></p> <p><i>Q Are there any issues that would affect pupil safety?</i></p> <p><i>A One bus is a public bus so the timetable may need to change to reflect the changes. Staff would be there to safeguard provision for pupils.</i></p> <p><i>Q What about pupils that have a disability?</i></p> <p><i>A If pupils have a physical impairment, they are allowed to leave class early to allow them to move across the campus safely.</i></p> <p><i>Q Why are children with physical difficulties not participating in PE and Drama?</i></p> <p><i>A LOY clarified that this means pupils who are temporarily disabled, e.g. pupils on crutches. Pupils with long term disabilities have the support of a Teaching Assistant.</i></p> <p><i>Q How will the enrichment programme be organised?</i></p> <p><i>A Pupils will choose 3 activities plus a reserve.</i></p> <p><i>Q How are you staffing this?</i></p> <p><i>A Our current staff have a huge range of skills that we are utilising. Some staff are being up skilled.</i></p> <p>Pupils will have four minutes to move around the campus to get to their next lesson. The Governors provisionally agreed to the proposed changes to the school day. It was agreed by the Governors that DG would give the final approval in liaison with HDT as the consultation ends on 20<sup>th</sup> May.</p>	
<b>8</b>	<p><b>Government White Paper – Opportunity for All: strong schools with great teachers for your child – summary</b></p> <p>This information was uploaded to the hub and GRS discussed the document. The three areas are:</p> <p>Focus on literacy and numeracy – no child should leave secondary education illiterate or innumerate. Secondary schools need to bridge any gaps between primary and secondary education and have a strategy that a literacy co-ordinator runs to close the gaps without disadvantaging secondary education.</p> <p>Parent pledge – more guidance will come out in July. This will be a set of reports that run alongside school reports. Each pupil will have a report showing what measures the school are taking to help the pupil close the gaps and involves a dialogue with the parents and child. This happens alongside the secondary education. Pupil Premium (PP) funding – the percentage of funding that goes to PP children has been relaxed. Schools can use the PP money to help pupils close the gaps in numeracy and literacy.</p>	

	<p>Chasing the need of the pupil, not their label – the label is a measure at the end point to ensure pupils have not ‘slipped through the net’. We screen and make a decision on where the gaps are. A GL assessment is used to test numeracy and literacy skills already, so we have the programme and money in place. We have to consider the current Years 7,8,9, and 10 to ensure they are numerate and literate by Year 11.</p> <p>There are great opportunities for pupils and for staff. Transition between primary and secondary school will be very important.</p> <p><i>Q What is the scale of numbers that you will be dealing with?</i>  <i>A We haven’t been given the measure, however, the GL assessment suggests between 80 and 100 pupils per year group.</i></p> <p><i>Q How will individualised programmes link with this?</i>  <i>A The system will need an over haul of resources to work out how we use the funding.</i></p> <p><i>Q How can the Governors help with this?</i>  <i>A Governors can help with parental discussions, and being visible in school through link visits.</i></p> <p><i>Q If you qualify for PP but don’t have a gap in literacy/numeracy, does the money go elsewhere? Are PP pupils at a disadvantage?</i>  <i>A Yes, we will have to ensure we are smart with how we use funding.</i></p> <p><i>Q If enrichment is important, could the last period on a Monday be utilised to help pupils with a key workforce?</i>  <i>A We will be looking at all options. There will be logistical issues regarding staffing.</i></p>																															
9	<p><b>School Uniform Policy review to comply with Education (Guidance about Costs of School Uniforms) Act 2021 to be implemented from September 2022.</b></p>																															
	<p>The information was uploaded to the hub prior to the meeting. The college has to prepare a school uniform policy as well as putting information on the website. The Government are trying to ensure school uniform is affordable so parents can buy non-branded clothing. Gill Brown has produced the document however the school have to discuss this with pupils and parents. Branded items must have a written contract with a supplier and tendered every five years.</p> <p>The Governors approved the decision to go to a gender neutral uniform. Both genders would wear a tie and a competition will be held to help design a tie. This will be phased in over a year.</p>																															
10	<p><b>Budget 2022/23 approval</b></p>																															
	<p>The budget was uploaded prior to the meeting and was previously approved by the resources committee.</p> <table border="0" data-bbox="327 1507 1182 2022"> <tr> <td colspan="2"><b>Cost Centre Carry Forward</b></td> <td><b>2022 - 23</b></td> </tr> <tr> <td>O Code</td> <td></td> <td>£389,705 Three hundred and eighty nine thousand, seven hundred and five pounds</td> </tr> <tr> <td>Y Code</td> <td></td> <td>£55,257 Fifty five thousand, two hundred and fifty seven pounds.</td> </tr> <tr> <td>J Code</td> <td></td> <td>-£23,759 Minus twenty three thousand, seven hundred and fifty nine pounds.</td> </tr> <tr> <td>Total</td> <td></td> <td>£421,203 Four hundred and twenty one thousand, two hundred and three pounds.</td> </tr> <tr> <td colspan="2"><b>Cost Centre Carry Forward</b></td> <td><b>2022 - 23</b></td> </tr> <tr> <td>O Code</td> <td></td> <td>-£214,493 Minus two hundred and fourteen thousand, four hundred and ninety three pounds.</td> </tr> <tr> <td>Y Code</td> <td></td> <td>£20,041 Twenty thousand and forty one pounds.</td> </tr> <tr> <td>J Code</td> <td></td> <td>-£8,114 Minus eight thousand, one hundred and fourteen pounds.</td> </tr> <tr> <td>Total</td> <td></td> <td>-£202,566 Minus eight thousand, one hundred and fourteen</td> </tr> </table>	<b>Cost Centre Carry Forward</b>		<b>2022 - 23</b>	O Code		£389,705 Three hundred and eighty nine thousand, seven hundred and five pounds	Y Code		£55,257 Fifty five thousand, two hundred and fifty seven pounds.	J Code		-£23,759 Minus twenty three thousand, seven hundred and fifty nine pounds.	Total		£421,203 Four hundred and twenty one thousand, two hundred and three pounds.	<b>Cost Centre Carry Forward</b>		<b>2022 - 23</b>	O Code		-£214,493 Minus two hundred and fourteen thousand, four hundred and ninety three pounds.	Y Code		£20,041 Twenty thousand and forty one pounds.	J Code		-£8,114 Minus eight thousand, one hundred and fourteen pounds.	Total		-£202,566 Minus eight thousand, one hundred and fourteen	
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	<p>pounds.</p> <p><b>Carry Forward %</b>                      <b>2022 - 23</b></p> <p>O Code Total Income                      £8,250,509 Eight million, two hundred and fifty thousand, five hundred and nine pounds.</p> <p>O Code Carry Forward                      £389,705 Three hundred and eighty nine thousand, seven hundred and five pounds.</p> <p>% of Budget Share                          4.72%</p> <p>The Governors all approved the budget for 2022/23. The Governors congratulated LOY on the school being in a strong financial position. Appendix A (the signed budget PDF) will be added to the minutes when minutes are approved at the next meeting.</p>	
<b>11</b>	<p><b>Governor staff survey</b></p> <ul style="list-style-type: none"> <li>● <b>feedback from staff Focus Group related to 2021 survey</b></li> <li>● <b>proposals for 'You said, we did response'</b></li> <li>● <b>timing of Autumn staff survey</b></li> </ul>	
	<p>MS has uploaded the report. MS needs to write a 'you said we did' document and change the timing of the survey to biannually. This will be brought to the next resources meeting. MS to arrange a meeting with DG and HDT to discuss this further.</p>	MS
<b>12</b>	<p><b>Discussion on thresholds for the Rights, Respect and Responsibilities award</b></p> <p>Move to the next meeting (completed).</p>	
<b>13</b>	<p><b>Discussion on possible joint equality and diversity group</b></p> <p>Move to the next meeting (completed).</p>	
<b>14</b>	<p><b>Governor matters</b></p> <p><b>Subject Link Governors to include GDPR link</b></p>	
<b>14.1</b>	<p>Governors need to book visits 6<sup>th</sup> – 24<sup>th</sup> June BW to arrange a subject area for IW. BW to arrange GDPR link. Review of process for next year to be added to the next agenda (completed).</p>	BW
<b>14.2</b>	<p><b>Governor training – skills audit 2022</b></p> <p>JJ discussed the skills audit following the responses from twelve Governors. This will be discussed in more detail at the July meeting. DG is keen for Governors to have undertaken training for participating in disciplinary panels etc.</p>	
<b>14.3</b>	<p><b>Governor Body Development Plan – Ofsted preparation</b></p> <p>JJ and DG will discuss the development plan further. Ofsted preparation – we are due an Ofsted inspection in 2023. New Governors would like a session on what to expect from an Ofsted inspection. DG to consider.</p>	DG/JJ
<b>14.4</b>	<p><b>Marketing and communications</b></p> <p>Nothing to report.</p>	
<b>14.5</b>	<p><b>Resignations, vacancies and recruitment</b></p> <p>IW joined the Board as a Co-opted Governor. We have adverts out for two new Governors.</p>	
<b>14.6</b>	<p><b>Any changes to terms of office</b></p> <p>None</p>	
<b>14.7</b>	<p><b>Correspondence</b></p> <p>None received.</p>	
<b>15</b>	<p><b>Safeguarding</b></p> <p>JH met with GB and there were no issues regarding safeguarding.</p>	
<b>16</b>	<p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>● Health and Safety</li> <li>● Governor expenses</li> <li>● Data protection/GDPR</li> <li>● Admissions policy</li> </ul>	

	<ul style="list-style-type: none"> <li>Supporting pupils with medical needs</li> <li>SEN information report</li> <li>SEN policy</li> <li>Pay policy</li> <li>Single equality scheme – the dates on the front page and the wording needs amending.</li> <li>Charging and remissions policy</li> </ul>	<b>HDT</b>
	All of the above policies were adopted/approved by the Board of Governors.	
<b>17</b>	<b>Matters arising from the Committees</b>	
<b>18</b>	<b>Standards and wellbeing</b>	
	Nothing to report.	
<b>19</b>	<b>Resources</b>	
	Nothing to report.	
<b>20</b>	<b>Community</b>	
	No meeting since the last BoG.	
<b>21</b>	<b>Pay</b>	
	Nothing to report.	
<b>22</b>	<b>Impact of meeting</b>	
	<p><u>Accountability/Compliance</u> Policies were approved by the Governors. The 2022-23 budget was approved.</p> <p><u>Strategic Leadership</u> HDT was challenged on predicted Year 11 GCSE results.</p> <p><u>People</u> IM was elected as the new Co-opted Governor</p> <p><u>Evaluation</u> It was decided to review how the Link Governor process has gone this year at the next meeting.</p> <p>Swanfest tickets for 18<sup>th</sup> June are now available if Governors would like to attend. Host families of Ukraine refugees with children at the College will get a free family ticket.</p>	
<b>23</b>	<b>Date of next meeting 11 July 2022 at 5.30pm</b>	

Signed Electronically signed

Date 11 July 2022