

# Meeting Minutes for the Extra Ordinary Board of Governors Meeting

## Swanmore College 2021/22

Date: 24 March 2022	Start time: 5.30pm	End time: 6.20pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Jackie Finney (JF) - Clerk	David Hedicker (DH)
Simon Firth (SF)	Amanda Griffiths (GRS)	Bex Warrillow (BW)
Matt Short (MS)		David Newberry (DN)
Matt Moore (MM)		Kyle Jonathan (HDT) – Head Teacher
Tessa Philpott (TP)		Phillip Walker (PW)
Justin Jamieson (JJ)		Rebecca Chiverton-Burt (RCB)
Phil Harris-Bridge (PHB)		<b>Absent</b>
Charlie Oulton (CO)		
Jane Hulme (JH)		
Laura Barker (BLR)		
Charlie Oulton (CO)		

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 DH, DN, BW, KJ and PW. The meeting was quorate and held via Zoom.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Re-election of BLR</b>	
	BLR was re-elected as a co-opted Governor. JF to amend the hub (completed)	
<b>4</b>	<b>Approval of the minutes from the meeting on 15 November 2021</b>	
	The minutes were agreed as an accurate record and electronically signed.	
	<b>Matters arising and action log</b>	
	The trial of both IT display systems showed that neither were suitable. A third system has been trialed and was successful. This will be discussed at the Resources meeting on Monday. CO joined the meeting.	
<b>5</b>	<b>Minutes of Extra Ordinary BoG held on 29 November 2021</b>	
	<b>Matters arising and action log</b>	
	The minutes were agreed as an accurate record and electronically signed.	
<b>6</b>	<b>Teachers' pensions indexation and Teachers' pay 2021</b>	
	The information was uploaded to the hub prior to the meeting. Twelve teachers are eligible for this and it costs £2 per teacher. The Governors approved the overall cost of £24.	
<b>7</b>	<b>Approve SFVS</b>	
	This information was uploaded to the hub prior to the meeting and TP discussed the document. The Governors all approved the SFVS and this will be submitted prior to the end of March.	
<b>8</b>	<b>Equalities</b>	
	<ul style="list-style-type: none"> <li>Review of WGBT Promoting and Monitoring Equality and Diversity and</li> </ul>	

	<p>discussion on 'Going Forward' section.</p> <ul style="list-style-type: none"> <li>• Discussion on thresholds for the Rights, Respect and Responsibilities award – move to the next meeting (completed).</li> </ul>	
	<p>BW and MS liaise with Sharon who focuses on this in the college. DG suggested a focus group may be useful as it forms an important part of the Ofsted inspection. MS suggested linking this with PP and GRT work. GRS commented that the college are aiming for the Silver Award and a working group would be extremely useful. This would include staff, Governors and pupils. DG will discuss this at the next school council meeting that he attends. DG will work with BW on this and report back at the next BoG. JF to add to the next agenda (completed). PHB advised that Governors should not be setting up a steering group as this is an operational matter. DG will look into this further. It was discussed that the Governing Board should be diverse enough to approach this matter.</p>	DG
<b>9</b>	<b>Governor matters</b>	
	<p>Re-election of BLR - covered above.  DG will be recommending a new co-opted Governor - Ian Mills, at the next BoG. We have three other vacancies that need filling. The advert is out for the staff vacancy. The parent vacancy will be re-advertised after Easter, there was no response to the first advert, as will the vacancy for a co-opted Governor  JJ discussed the NGA skills audit which is due to be completed. JJ will send a link out via the hub and all Governors need to complete this by the end of April.</p>	JJ/All
<b>10</b>	<b>Policies and procedures</b> <ul style="list-style-type: none"> <li>• Governor services SLA</li> <li>• Clerking service agreement</li> <li>• Code of Conduct for staff</li> <li>• Induction of ECT</li> <li>• Admissions policy 2023-24</li> </ul>	
10.1	<p>The above policies and procedures were all adopted/approved by the Governors subject to changes detailed below.  <i>Q How is the Code of Conduct triangulated by the Board?</i>  <i>A This is an HCC policy, however GRS will look at how to link this to other procedures and policies.</i>  BW joined the meeting.  JH commented that in the ECT policy, safeguarding is not mentioned. GRS to add a link to essential documents.  GRS to check that approved policies are uploaded to the hub.</p>	GRS
10.2	<p>The admissions policy does not include information on how parents can appeal if their pupil does not get a place. PHB to send wording to GRS to add this to the policy.</p>	PHB
<b>11</b>	<b>Impact of meeting</b>	
	<p><u>Accountability/Compliance</u>  The SFVS and policies/procedures were approved by the Governors.  <u>Strategic Leadership</u>  The SLT were challenged on the Code of Conduct for staff and links will be inserted to aid understanding.  <u>People</u>  BLR was re-elected as a co-opted Governor.  <u>Evaluation</u>  Having reviewed the policies, it was decided that links to essential associated documents are included.</p>	
<b>12</b>	<b>Date of next meeting 16 May at 5.30pm in school.</b>	

Signed

Electronically signed

Dated 16 May 22