

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2021/22

Date: 7 March 2022	Start time: 5.00pm	End time: 7.00pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Chris Loveday (LOY) – School Business Mgr	David Hedicker (DH)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	Laura Barker (BLR)
Matt Short (MS)		Susan Sinclair (SS)
Matt Moore (MM)		Rebecca Chiverton-Burt (RCB)
Tessa Philpott (TP)		Bex Warrillow (BW)
Justin Jamieson (JJ)		Jane Hulme (JH)
David Newberry (DN)		Amanda Griffiths (GRS)
Phil Harris-Bridge (PHB)		Simon Firth (SF)
Phillip Walker (PW)		
		Absent
		Charlie Oulton (CO)

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from BW, DH, RCB, SS, JH, BLR, SF, and GRS. The meeting was not quorate and another meeting will take place on 24 March.	
2	Register of Pecuniary Interests	
	There were no pecuniary interests declared.	
3	Head Boy and Girl presentation	
	<p>Andrew Proctor and Evie Thomson – outgoing Head Boy and Girl. Adam Wallace and Erin Cooper – incoming Head Boy and Girl. Andrew and Evie discussed everything achieved over the year so far.</p> <p>Questions</p> <p><i>Q Speak up and Speak Out – how does the process compare to the bullying process?</i> <i>A Depends on the situation and the pupil involved.</i></p> <p><i>Q Is sexual harassment the main problem the school is experiencing at the moment?</i> <i>A It is an issue but not the main problem. It is all about giving pupils the opportunity to talk about it.</i></p> <p><i>Q Is it because of the nationwide agenda that you are focusing on sexual harassment?</i> <i>A Yes although we have always been keen to encourage awareness within the college.</i></p> <p><i>Q The pupil centre appears to be an important development for you? How many pupils are using it?</i> <i>A Numbers are low at the moment, however we are opening clubs there to encourage people to come in.</i></p> <p><i>Q Have you noticed more mental health problems post Covid?</i> <i>A Yes a few more, however we are recognising it at the college and encouraging pupils to come to the pupil centre.</i></p> <p><i>Q Are you focusing on revision and exam techniques?</i> <i>A Yes. Techniques are taught in lessons however everyone responds differently.</i></p>	

	<p><i>Revision techniques should be taught earlier. We would like it to start either half way through Year 9 or at the beginning of Year 10.</i></p> <p><i>Q Do you find that current affairs has an impact on pupil morale and wellbeing?</i></p> <p><i>A Yes, we are constantly subjected to world events, however in tutor sessions we are encouraged to talk about things and share our worries. We are currently collecting for people in the Ukraine which enables pupils to feel like they are helping.</i></p> <p>HDT and the Governors thanked Andrew and Evie for their hard work, in particular their work on the pupil centre.</p>	
4	Approval of the minutes from the meeting on 15 November 2021	
	Not discussed as not quorate.	
	Matters arising and action log	
4.1	Governors to put their name on the waiting list for the Ofsted course. DG and JJ will look at putting on training in house too.	DG/JJ
4.2	We have a parent, co-opted and staff Governor vacancy. DG and BW will be interviewing the candidate for the co-opted vacancy with a view to inviting them to the May BoG. HDT to advertise for a staff Governor. Parent Governor vacancy to be re-advertised after Easter break.	HDT
5	Minutes of Extra Ordinary BoG held on 29 November 2021	
	Matters arising and action log	
	Not discussed as not quorate.	
6	<p>Written HT report to include:</p> <ul style="list-style-type: none"> • Covid update • Forecasted pupil numbers & budget implications • SEF update 	
	<p>HDT discussed the report which was uploaded to the hub prior to the meeting. Applications for Year 7 – we have 52 on the waiting list and we will offer places to 20 of these pupils. This is 20 over Pupil Admission Numbers as agreed with HCC.</p> <p><i>Q There is a lot of focus on attendance. Do we have any pupils on part time timetables?</i></p> <p><i>A The numbers are higher in disadvantaged groups but lower than national average. We have some on part time timetables in Year 11 who have been affected by mental health issues since Covid.</i></p> <p><i>Q In the results from the survey, 10% of pupils don't feel safe, 10% don't feel the school inform parents on how pupils are progressing and 10% wouldn't recommend the school. What are your thoughts on this?</i></p> <p><i>A There are 403 responses to the questionnaire. We have contacted all parents who have written a comment to discuss issues further. As a result, parents have been reassured. This has raised issues on training and we are looking at this as a result of the survey to improve communication. People generally only respond to surveys if unhappy.</i></p> <p><i>Q Do you feed back to parents on the results?</i></p> <p><i>A Yes. We have also reviewed our processes to improve responses to emails.</i></p> <p><i>Q There are contradictions in some of the responses, why is this?</i></p> <p><i>A It is due to the interpretation and understanding from parents on how to find out information. We are encouraging parents to look at the website for information.</i></p> <p><i>Q SEND group and PP groups are lower attendees, have you managed to increase attendance in these groups?</i></p> <p><i>A Staff are monitoring this and are aiming to improve the figures. Numbers in these groups are low so, as a percentage, it affects the data. These pupils receive extra tuition in the day so are reluctant to do more in groups.</i></p> <p><i>Q Computer and Business studies have a teaching vacancy – is this affecting pupil choices when taking options?</i></p> <p><i>A No. Phil Sleat is covering this and pupils have received excellent teaching. We have a new Head of Department who is excellent and we have a new teacher starting in September.</i></p>	

	MS suggested an update on the impact of pupil premium money would be useful to have as part of the HT report. This was discussed at the steering meeting and has been planned.	
7	Budget update to include Teachers' pensions indexation and Teachers's pay 2021	
	<p>The document was uploaded to the hub prior to the meeting.</p> <p><i>Q The projected carry forward has increased? Why is this?</i></p> <p><i>A We have benefited from additional Covid funding and we have been frugal with our expenditure. Expenditure has reduced and income has increased. We have some teaching vacancies which haven't been filled as early as we thought. The support staff pay award has been agreed at 1.75% which is lower than budgeted for.</i></p> <p><i>Q How will you spend this extra income?</i></p> <p><i>A 80% of the budget is staffing. This will be discussed at the Resources committee meeting on 28 March.</i></p> <p><i>Q Are we renewing the contract for St Johns primary school?</i></p> <p><i>A Yes, we have negotiated a 2 year agreement at an increased price. We are exploring I.T support as an additional option along with support from Mike Allen on Health & Safety. This will be considered at the next Resources Committee.</i></p> <p>Include Teachers Pension - Not discussed as not quorate on next agenda (completed)</p>	
8	Approve SFVS	
	Not discussed as not quorate - move to the next agenda.	
9	Equalities	
	<ul style="list-style-type: none"> ● Progress update on equality ● Review of WGBT Promoting and Monitoring Equality and Diversity and discussion on Going Forward section – move to next agenda 	
	<p>A race equality week was delivered across the college. Next year we will include GRT in this week. We ran GRT history assemblies in Years 7 and 8 and we have had LGBTQ assemblies and activities. We would like to achieve the Silver Rights Respect and Responsibility award this year.</p> <p><i>Q What are the thresholds for the award levels?</i></p> <p><i>A Include on the next BoG agenda.(completed)</i></p>	
10	Governor matters	
	Link Governors	
10.1	Governors are to arrange meetings. HDT to speak to Ian Mosely about contacting DG and TP.	HDT
10.2	Governor training (2022/23 skills audit)	
	This will be circulated in March and discussed in May.	
10.3	Governor body development plan	
	DG would like the focus to be on Ofsted preparation.	
10.4	Marketing and communications	
	The Facebook page continues to be updated.	
10.5	Resignations, vacancies and recruitment	
	Vicky and Tina have resigned. We have an applicant for the co-opted role. The parent Governor vacancy will be advertised after Easter. LOY will advertise this on the school Facebook page and MM will share on the parent Facebook page.	MM/LOY
10.6	Re-election of BLR	
	Not discussed as not quorate - move to the next meeting.	
10.7	Any changes to terms of office	
	No changes.	
10.8	Correspondence	
	None received.	
11	Safeguarding	
	Nothing to report.	
12	Policies and procedures	

	<ul style="list-style-type: none"> • Governor services SLA • Clerking service agreement • Code of Conduct for staff • Induction of NQTS 	
	Not discussed as not quorate - move to the next meeting.	
13	Matters arising from the Committees	
14	Standards and Wellbeing	
	Nothing to report.	
15	Resources	
	Nothing to report.	
16	Community	
	<p>There are improvements due to be made to the road layout outside the college. There will hopefully be crossing points/chicanes built to help pupils cross the road. We are awaiting final approval from HCC, however a recent survey showed traffic speeds have increased so they are more engaged with the process.</p> <p>LOY has investigated employing a crossing 'lollipop' person. The college can fund a lollipop person for £6K a year if HCC refuse. LOY will approach the Parish Council to see if a contribution could be offered. DN will put in a request for help with funding this at the Parish Council meeting tomorrow.</p> <p><i>Q Can we legally employ someone?</i></p> <p><i>A No, we have to pay HCC £6K and then they recruit and train somebody.</i></p>	DN
17	Pay	
	The pay committee discussed how superb the support staff were over the past year. There have been more 'exceptional' members of staff throughout a challenging time than in a usual year.	
	Impact of meeting	
	<p><u>Accountability/Compliance</u></p> <p>LOY was challenged on the projected extra carry forward.</p> <p><u>Strategic Leadership</u></p> <p>Attendance in disadvantaged groups was challenged.</p> <p><u>People</u></p> <p>VR is leaving the school so leaving the board. A parent election will take place after Easter.</p> <p><u>Evaluation</u></p> <p>Discussions took place on the potential improvement of the road layout outside the school to address road safety.</p>	
	Date of next meeting 24 March at 5.30pm	

Signed

Electronically signed

Dated 16 May 22