

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2021/22

Date: 20 September 2021	Start time: 5.35pm	End time: 7.35pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG) (Chair)	Chris Loveday (LOY) – School Business Mgr	David Newberry (DN)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	Becci Thomson (BT)
Tina Paskins (TPS)	Amanda Griffiths (GRS)	Rebecca Chiverton-Burt (RCB)
Tessa Philpott (TP)		Bex Warrilow (BW) (Vice Chair)
Susan Sinclair (SS)		Phil Harris-Bridge (PHB)
Vicky Ruzewicz (VR)		Matt Short (MS)
Justin Jamieson (JJ)		
David Hedicker (DH)		<b>Absent</b>
Laura Barker (BLR)		
Simon Firth (SF)		
Phillip Walker (PW) Charlie Oulton (CO) from Item 3b to 5.3		
Matthew Moore (MM)		

*Blue type denotes support and challenge from the Governors*

Item	Subject	Action
<b>1</b>	<b>Welcome and Apologies Welcome to PW</b>	
	The Chair welcomed the Governors to the meeting. Apologies were received and accepted from DN, BT, RCB, PHB, MS. The meeting was quorate. PW was welcomed to the team.	
<b>2</b>	<b>Annual Register of Pecuniary Interests</b>	
	All Governors have notified the clerk of pecuniary interests and Governor Hub has been updated.	
<b>3</b>	<b>Approval of the minutes from the meeting on 12 July 2021</b>	
<b>3a</b>	The minutes were approved from the previous meeting and will be electronically signed.	
<b>3b</b>	<b>Matters arising and action log</b>	
<b>3b</b>	CO joined the meeting. JJ will take over the DTG role. JF to update the hub (completed). TP offered to handover training information if BT is unwell.	
<b>4</b>	<b>Verbal HT report to include:</b> <ul style="list-style-type: none"> <li>Results</li> <li>Roll numbers and budget implications</li> </ul>	
	HDT discussed the results of assessments using mastery learning for each year group, Year 10 summer predicted grades and the Year 11 Actual GCSE results, which were uploaded to the hub prior to the meeting. It was noted that an end of term assessment using the mastery process will take place every term.	

<p>Year 7</p> <p>There is a gap between boys and girls. The girls are already out performing the boys in Year 7. Girls are better independent learners and this showed with the figures over lockdown when learning was online. The figures for the Arts also suffered during lockdown as this couldn't be taught online.</p> <p><i>Q What is the plan to improve performance?</i></p> <p><i>A We can provide extra sessions, however we are considering a number of options.</i></p> <p><i>Q How much is this a reflection of what happened at primary school?</i></p> <p><i>A This group missed a lot of Year 6 so this has affected figures. Year 8 are in a similar position.</i></p> <p>Year 8</p> <p>The gender gap in dance has widened with boys worse than girls. In P.E, the boys are exceeding the girls. There is an issue with the boys in English and this will need to be focused on over the year.</p> <p><i>Q How do you categorise disadvantaged?</i></p> <p><i>A Any pupils on Pupil Premium now, or over the last 6 years. It also includes 'looked after' children and forces children.</i></p> <p>As a result of lockdown, any subjects involving literacy have suffered due to online learning.</p> <p><i>Q Do you have any concerns regarding the Special Educational Needs and Disability (SEND) figures?</i></p> <p><i>A We are aiming for all pupils to improve whether they are SEND or not.</i></p> <p><i>Q Could Governors see data that shows higher ability pupils?</i></p> <p><i>A Yes, this can be arranged.</i></p> <p><i>Q How are you defining high, medium and low ability pupils?</i></p> <p><i>A From pupil results at the end of primary school.</i></p> <p>Year 10</p> <p>We look at progress as well as achievement (progress 8). HDT discussed the data which is on the hub.</p> <p><i>Q How does data compare to last year?</i></p> <p><i>A Last year, the figures went up as girls engaged better than boys in lockdown.</i></p> <p>The SEND gap is significant. Some of these pupils have very low ability. In Year 10 we have a number of pupils at The Bridge (a pupil referral unit for children who cannot cope with mainstream school) so not scoring, as they are not in school.</p> <p><i>Q How do we compare to other schools for SEND figures?</i></p> <p><i>A We are similar to other schools. The data is affected by the low number of pupils in this category.</i></p> <p>We have 20 pupils in this year group that do not attend school.</p> <p><i>Q What do the college do about this?</i></p> <p><i>A We have a pastoral team working hard on this. We have the graduated approach and the learning hub so are intervening much earlier to support pupils. Lockdown has not helped the situation.</i></p> <p><i>Q Could this be reviewed at the Standards and Wellbeing (S&amp;W) meeting?</i></p> <p><i>A Yes</i></p> <p>HDT to ask SPT to cover this at the Standards and Wellbeing meeting. JF to add to the agenda (completed). Governors to ask questions relating to the detail of the report prior to the meeting of S&amp;W via Governorhub.</p> <p>HDT discussed the GCSE Centre Assessed Grades (CAG's) from last year. Details are on the hub.</p> <p><i>Q Based on statistics for the current Year 11's (Year 10 in the report), the data will be down next year compared to this year? Do you know by how much?</i></p> <p><i>A We think by -0.1 Progress 8 (P8) score. The girls P8 score is +0.25 and the boys - 0.44.</i></p> <p>Roll numbers &amp; Budget implications</p> <p>We had 265 pupils start in Year 7. We are able to take 270. LOY has based the budget on 250 pupils. It was a low birth year for this year group.</p> <p>The Open Evening on Thursday went well. We have increased the number of open</p>	<p>HDT</p>
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	mornings over the next two weeks to ensure we have smaller groups looking around the college. Future open events will take place every September. SF commented that it was an excellent open evening. The Chair encouraged Governors to attend the open evenings as part of a way of engaging with parents /carers.	
<b>5</b>	<b>Governor matters:</b>	
<b>5.1</b>	<b>Subject link Governors</b>	
	<p>GRS uploaded a report to the hub prior to the meeting. GRS discussed the Link Governor approach. By meeting with staff, Governors can gain a much more in depth amount of information. We will identify a two week window (1/11 – 19/11/21) prior to the second S&amp;W meeting where Governors can talk about their linked area with a member of staff (not just the Senior Leadership Team (SLT) but other members of staff involved in a particular area). This should ensure there is a deeper depth of knowledge prior to meetings.</p> <p><i>Q Should we be meeting with just our link staff members or with a group working on a particular area?</i></p> <p><i>A We are trying to avoid staff having to talk to a variety of Governors about the same topic, however, we appreciate this could be difficult to arrange.</i></p> <p><i>Q Do all Governors attend S&amp;W meetings?</i></p> <p><i>A No, however this may be necessary for part of the meeting.</i></p> <p><i>Q As part of safeguarding, all Governors should be asking a couple of questions as part of their visit. Could this be arranged?</i></p> <p><i>A Yes this should be included. These answers should be recorded and collated centrally. This will be included in a two part agenda for the link meetings.</i></p> <p>Governors to contact their link staff member to organise a meeting. GRS will let Governors know when staff have been briefed. BW will prepare a protocol for Governors regarding the procedures for the meetings and the non-CIP items to be covered as well.</p>	<b>All/GRS</b>
<b>5.2</b>	<b>Governor Training 21/22</b>	
	Governors to arrange training via the hub. Once JJ has received a handover of the DTG role and completed relevant training it is anticipated that he would liaise with governors regarding their training needs and help if necessary to identify appropriate Governor services training.	<b>All</b>
<b>5.3</b>	<b>Marketing and public relations including:</b> <ul style="list-style-type: none"> <li>• <b>social media</b></li> <li>• <b>communications to include parent survey</b></li> </ul>	
	<p>BW uploaded a document on social media requesting ideas from Governors on how to engage with the community and with parents through social media.</p> <p><i>Q How do parents contact the Governors?</i></p> <p><i>A There is a link on the Facebook page and on the college website. If it is a complaint, parents need to follow the complaints procedure. It is important to highlight what the Governors role is.</i></p> <p>DG outlined the complaints procedure.</p> <p><i>Q Are meeting updates shared on the college Facebook page as well as the website?</i></p> <p><i>A They are shared on the Facebook page but not the website.</i></p> <p>It was suggested that a Governor newsletter could be a useful option to engage with parents. DG to investigate.</p>	<b>DG</b>
<b>5.4</b>	<b>Governor resignations/vacancies and recruitment</b>	
	PW has joined the team.	
<b>5.5</b>	<b>Any changes to terms of office</b>	
	No	
<b>5.6</b>	<b>Correspondence</b>	
	None received.	
<b>6</b>	<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• <b>Online training</b></li> <li>• <b>KCSIE</b></li> </ul>	

	All Governors to read/complete the above. Please let JF know when the KCSIE has been read.	<b>All</b>
<b>7</b>	<b>Governor staff survey update</b>	
	A workshop is due to be arranged. MS and PHB will run sessions updating staff on the survey. Focus groups will then be organised. DG to ask MS to update at the next meeting. JF to put on agenda (completed).	<b>DG</b>
<b>8</b>	<b>IT Strategy report</b>	
	Move to the next meeting (completed).	
<b>9</b>	<b>Policies and procedures</b> <b>HCC Good Governor Practice Guide</b>	
	The Governors approved the guide. It would be useful for Governors to attend school council meetings. DG to speak to BRN regarding this.	<b>DG</b>
<b>10</b>	<b>Impact of meeting</b>	
	<b>Accountability/Compliance</b> Governors discussed how to move forward with Link Governor visits. <b>Strategic Leadership</b> Governors challenged leadership on how pupils in Year 11 will perform next year. The gender gap between boys and girls was also discussed. <b>People</b> PW was welcomed to the team. <b>Evaluation</b> Use of social media was discussed along with a newsletter as a way of engaging parents.	
<b>11</b>	<b>Date of next meeting: 15 November 2021 at 5.30pm (in school)</b>	

Signed

Dated