

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2020/21

Date: 12 July 2021	Start time: 5.00pm	End time: 7.45pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Chris Loveday (LOY) – School Business Mgr	Susan Sinclair (SS)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	David Hedicker (DH)
Vicky Ruzewicz (VW)	Amanda Griffiths (GRS)	Charlie Oulton (CO)
Jane Hulme (JH)	Evie T (ET) – Incoming Head Girl	Bex Warrillow (BW)
Tessa Philpott (TP)	Andrew P (AP) – Incoming Head Boy	Becci Thompson (BT)
Laura Barker (BLR)	Tina Paskins (TPS)	Alison Brodigan (AB)
Matt Short (MS)	Justin Jamieson (JJ)	
Simon Firth (SF)		
Matthew Moore (MM)		
David Newberry (DN)		
Phil Harris-Bridge (PHB)		Absent
Will Kennedy Scott (WKS)		Rebecca Chiverton-Burt (RCB)

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from SS, DH, CO, BW, BT, AB. The meeting was quorate.	
2	Head boy and girl presentation	
	ET and AP did a presentation on what they have been working on and what they wish to concentrate on over the next academic year. JH joined the meeting at 5.10pm. The Governors thanked ET and AP for their presentation. ET and AP left the meeting at 5.10pm.	
3	Register of Pecuniary Interests	
	There were no pecuniary interests declared.	
4	New Governors: Parent Governors Co-opted Governor	
	TPS and JJ introduced themselves to the Governors. They will officially join the board tomorrow. JF to add their details to the hub (completed). DG discussed Phillip Walker, the Co-opted Governor applicant. He has a lot of experience in education and has been a Governor before. His CV is on the hub. The Governors all approved the appointment of Phillip Walker. JF to upload his details to the hub. <i>Q Is there a conflict of interest as he is a senior manager in education? A This was discussed at the interview, however he did not feel there would be any conflict. DG and BW were satisfied there was also no conflict of interest.</i>	
5	Minutes of previous meeting held on 17 May 2021 5a) Approval	

	5b) Actions (See action log) and matters arising	
5a	The minutes of the last meeting were approved by the board.	
	Matters arising and action log	
5b	See action log. Whole Governor Training has been booked for 7 February 2022.	
6	Written HT report to include: <ul style="list-style-type: none"> Forecasted pupil numbers & budget implications, staff changes, summary of complaints 2020-21 SEF 	
6.1	<p>HDT discussed his report which is on the hub. 265 pupils will be starting with us in September. The Pupil Admission Number (PAN) is 270.</p> <p><i>Q How many Year 11's have left this year?</i> <i>A 257</i></p> <p>Staff changes – HDT ran through the staff changes. Information on this is on the hub. 14 people are leaving, some are tutors employed for catch up in Maths and English. We have taken on 8 members of staff for September. We have lost a Humanities teacher but have a new teacher covering sociology and R.E. We are not over staffing this year.</p> <p><i>Q Have you noticed any trends with staff leaving?</i> <i>A We have a lot less leaving this year. 20-25 is the normal number. There are no trends to note.</i></p> <p>We have some Rural Schools Alliance (RSA) teachers joining us and HDT ran through the details of the staff joining the school.</p> <p>Complaints Six complaints in the last academic year went to stage 1 and two out of the six went to stage 2. Details are on the hub. Slightly more complaints are going through to stage 2. We are dealing with subject access requests and learning hub complaints. Following a review of the complaints, we are trying to meet face to face with parents to try and solve their issues before they escalate further. Covid restrictions has made this process more difficult.</p> <p><i>Q Could this information be put into the Governor hub Ofsted file?</i> <i>A Yes, JF to action. (Completed)</i></p> <p>The quality of the teaching has been excellent via online learning and we have not had one complaint regarding teaching over the Covid period.</p> <p>School Evaluation Form (SEF) This is the schools way of assessing how we are doing compared to the Ofsted criteria. The information on this is on the hub. Out of this report comes our improvement areas which is the College Improvement Plan (CIP), which is monitored through the Standards and Wellbeing committee. The changes from Spring are minimal in most areas. We have made significant progress in personal development. We had 5/30 as outstanding in the Spring and this has moved up to 15/30. We were awarded the Excellence in Pupil Development Award on 8 July and this will be in place for three years. Well done to Gill Brown for her hard work on this.</p>	
6.2	<p><i>Q Why is there no data for the Summer?</i> <i>A This is a mistake and HDT will ensure this is amended.</i></p> <p><i>Q Is all the information e.g. diversity events on the calendar?</i> <i>A No, HDT to arrange.</i></p> <p><i>Q The output feeds into the CIP, at what stage do we see the CIP?</i> <i>A This comes through the Standards and Wellbeing committee. The Link Governor will link with the priorities. The Link Governor and SLT lead discuss and share priorities.</i></p> <p><i>Q Do you have an area that worries you in the SEF?</i> <i>A GRS feels the leadership and management area needs to show the level of</i></p>	HDT

	<p><i>progress achieved despite Covid. We would like to show by the Spring CIP that we are moving towards 'outstanding'. We are keen to evidence the work being done. HDT explained the results of pupils shows in the measures, however this has not been easy over the past couple of years.</i></p> <p>It was agreed that for Governors, it is important that progress is able to be measured.</p> <p>The list of successes was uploaded to the hub prior to the meeting. The Governors were impressed with the charity donations, the work done on diversity and the hard work put in by staff to produce the Centre Assessed Grades (CAG's). The report demonstrates the fantastic opportunities that pupils are offered. Governors feel this should be communicated more widely to parents.</p>	
7	Election of Chair and Vice Chair for 2021-22	
	<p>BW has put herself forward for the Vice-Chair role.</p> <p>DG and BW were unanimously elected as Chair and Vice-Chair respectively.</p>	
8	Board of Governors composition, memberships of committees and panels, and key governor roles for 2021/22. Review roles and responsibilities.	
	<p>The information was uploaded to the hub prior to the meeting. JJ will join the pay committee. JF to update the hub. (Completed)</p> <p>HDT and LOY left the meeting.</p> <p>Community – BLR would like to come off this committee. Governors to email DG if they would like to join.</p> <p>HDT and LOY re-joined the meeting.</p>	All
9	Format of future meetings	
	<p>DG put a proposal on the hub for the format of future meetings.</p> <p>The BoG will be held in person.</p> <p>Standards and Wellbeing and Resources – the first meeting will be held via Zoom and then a decision will be made regarding the future format.</p> <p>Community – to be confirmed. The November meeting will be held via Zoom.</p> <p>Complaints and disciplinary – in person.</p> <p>Pay – in person.</p> <p>HT panel meeting – in person.</p>	
10	Staff survey to include:	
	<ul style="list-style-type: none"> ● SLT response ● 'You said' responses (WKS) 	
	<p>MS discussed the survey which was uploaded to the hub prior to the meeting. Overall, there was a positive response from the staff.</p> <p><i>Q The difference between non teaching and teaching staff is quite stark, why is this? 'Time' and 'staff mental health' scores are significantly better for non teaching staff. A DG commented that the 'time' element has improved over the years, however this is not easy. GRS commented that staff are positive about working at Swanmore. The survey went out at a time that the staff were doing CAG's. We have conducted a staff wellbeing and equal opportunities survey and the responses are given to the respective teams prior to the 'you said, we did' replies. We need to give the responses quality time prior to getting back to staff. Staff and pupil wellbeing responses are improving.</i></p> <p>It was decided that it was not appropriate to respond to the survey before the summer holidays. The results will come back to the BoG in the Autumn. An email will be sent to staff explaining that responses will be circulated in the Autumn. GRS/DG to organise.</p> <p>We need to consider why staff are not replying to the survey. LOY suggested MS meets with staff on a face to face basis at the beginning of term to discuss this further and ask staff what they would like. MS and PHB will organise a focus group for the first week of the new term with staff HDT/GRS to arrange staff representation . .</p> <p>LOY suggested the 'time' question is probably too broad.</p> <p>MS and WKS were thanked for their quick analysis and response on the survey.</p>	DG/GRS

11	Update on vulnerable groups	
	Nothing to report.	
12	Budget update to include: <ul style="list-style-type: none"> changes to teachers pay college campus summer refurbishments 	
	<p>Information on the above is on the hub. There were no Governor questions. LOY ran through the changes to the teachers pay document. Eight members of staff are on half point, however this changes to four teachers in September so the impact is minimal.</p> <p>The Governors voted to adopt the Hampshire County Council (HCC) teachers pay policy.</p> <p>College Campus – we are looking at spending £496,458 this year so we will have a £400K carry forward in the fifth year.</p> <p><i>Q Are the works progressing well?</i></p> <p><i>A Jobs that LOY are organising are on schedule. HCC jobs have an unpredictable timeline.</i></p> <p><i>Q What will happen if the money is not spent by September?</i></p> <p><i>A The invoices will be paid in September.</i></p> <p>The revised in year expenditure is now £500K and the Governors approved the spending.</p>	
13	Safeguarding and safeguarding training <ul style="list-style-type: none"> Draft safeguarding audit to be submitted by 30 September 2021 	
	<p>This information was uploaded to the hub. JH will be arranging a visit to review the single central record and this needs to be completed by 30 September. LOY will arrange this visit by the end of the summer term. The Governors approved the safeguarding audit.</p> <p>Tackling peer on peer abuse and sexual harassment are the areas that the school will be focusing on next year.</p>	LOY
14	Governor matters	
14.1	Link Governors	
14.1a	Information on Link Governor proposals and associated policies is on the hub. GRS will produce a schedule of Link Governor meetings. An induction meeting will need to be arranged for Governors.	GRS
14.1b	<p><i>Q Have the Link Governors been linked to the SEF actions? Can we have more than one Governor for Behaviour and Attitudes?</i></p> <p><i>A Yes, DG and BW are discussing this. DG to follow this up. Health and Safety and Governor training need also to be included in Link Governors.</i></p> <p><i>Q Why is RE under PSHE and not curriculum?</i></p> <p><i>A DG to discuss with BW.</i></p>	DG
14.2	Resignations, vacancies and recruitment	
	<p>AB and WKS are leaving the team. JJ, TPS and Philip Walker are joining the team. WKS was thanked for all of his contributions over his term. Retiring Governors will be invited to the social event in September. All staff have found WKS to be an excellent Governor. AB was also thanked for her hard work on the Board of Governors, especially with the safeguarding work. DG to write to AB. BT is currently unwell and will be stepping back for the next few months. DG would like a volunteer for the training role. The Governors approved BT standing back from her role until she is ready to return.</p>	DG/All
14.3	Correspondence	
	None received.	
15	Policies and procedures <ul style="list-style-type: none"> Behaviour policy 	
	The above policy was discussed and approved by the Board of Governors.	
17	Matters arising from the Committees	
18	Standards and wellbeing	

	WKS explained that an excel document has been uploaded to the Ofsted folder on the hub. It is a record of all the information required and includes links to relevant documents.	
19	Resources	
	Information is on the hub.	
20	Community	
	Information is on the hub.	
21	Pay	
	No meeting since the last BoG.	
22	Impact of meeting	
	<u>Accountability/Compliance</u> Governors approved the increased spend on the campus and the teachers pay policy. <u>Strategic Leadership</u> Governors challenged the SLT on the results of the staff survey. <u>People</u> Three new Governors were appointed at the meeting. Two Governors resigned and were thanked for their work on the board. <u>Evaluation</u> It was decided that future BoG meetings will take place in person, Covid restrictions permitting.	
22	Date of next meeting: 20 September 2021 at 5.30pm at the school LOY will arrange a tour of the campus before the meeting and contact Governors.	LOY

Signed

Electronically signed

Dated 20.9.21