

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2020/21

| Date: 17 May 2021 | Start time: 5.30pm | End time: 7.35pm |
|------------------------------------|---|----------------------|
| Present | In attendance | Apologies |
| Dennis Gamblin (DG)(Chair) | Chris Loveday (LOY) – School Business Mgr | Simon Firth (SF) |
| Kyle Jonathan (HDT) – Head Teacher | Jackie Finney (JF) - Clerk | Charlie Oulton (CO) |
| David Hedicker (DH) | Amanda Griffiths (GRS) | Alison Brodigan (AB) |
| Laura Barker (BLR) | | |
| Susan Sinclair (SS) | | |
| Becci Thompson (BT) | | |
| Rebecca Chiverton-Burt (RCB) | | |
| Tessa Philpott (TP) | | |
| Bex Warrillow (BW) | | |
| David Newberry (DN) | | |
| Phil Harris-Bridge (PHB) | | Absent |
| Will Kennedy Scott (WKS) | | |
| Jane Hulme (JH) | | Bernard Rhodes (BR) |
| Vicky Ruzewicz (VW) | | |
| Matthew Moore (MM) | | |
| Matt Short (MS) | | |

| Item | Subject | Action |
|-----------|---|--------|
| 1 | Welcome and Apologies | |
| | The chair welcomed the Governors to the meeting. Apologies were received and accepted from SF and CO. The meeting was quorate and held via Zoom. | |
| 2 | Register of Pecuniary Interests | |
| | There were no pecuniary interests declared. | |
| 3 | Approval of the minutes from the meeting on 8 March 2021 | |
| 3a | The minutes of the previous meeting were agreed as a true record. The Chair was authorised to sign the minutes. | |
| 3b | Matters arising and action log | |
| | See action log. | |
| 4 | Verbal HT report to include: <ul style="list-style-type: none"> • Post school lockdown update – pupil & staff response • Forecasted pupil numbers and budget implications | |
| | <p>We have 259 pupils forecast for September. We have planned for 250 so this won't affected our budget.</p> <p>Year 11 pupils leave school on 28 May which is the usual date. After half term, up to 18 June they are on independent study leave, preparing for college. Two weeks worth of work has been set for the pupils.</p> <p>On 28 May there will be a leavers assembly and the usual celebrations. They will receive their mock grades and results of their controlled assessment via SIMS. We have until 18 June to submit Centre Assessed Grade's (CAG's). The CAG will be based on the mock grade, any controlled applicable assessment, class work that is deemed acceptable to support their grade, performances and baseline assessments from Autumn 2020. The mocks are the most recent data but is not the CAG. The</p> | |

mock was done a month early in a condensed amount of time and we are encouraging staff to provide other evidence to support pupils grades. We are hoping this will manage parent and pupil expectation. CAG's will not be below the mock grade.

Attendance is currently 93.6% which is below what we would expect. If you take Year 11 out of the equation, Years 7-10 attendance is 94.5%. There are some mental health issues following Covid with some pupils, particularly in Year 10. Our pastoral team are working with these pupils. Year 10 have a lack of clarity from exam boards on how exams will be run next year. Some pupils worry they won't be ready for formal exams as they have missed time in school.

Summer works projects – Hampshire County Council (HCC) are funding the following:

- Canopy over the new dining area
- Another canopy between S and R block
- Windows in M block are being replaced over the summer
- 156 solar panels
- Replace oil heating with a new gas heating system.

Q Will this save us money?

A Oil prices generally rise more than gas, so hopefully yes.

Swanmore College are funding:

- Refurbishment of another food technology room
- Redecorating of areas around the school
- New toilets in M block
- Improvements to the CCTV system
- Replacing paths
- Replacing cardiovascular equipment in gym
- Temporary building behind M block
- We are making picnic benches to sell.

Q Who project manages everything?

A LOY and he is also responsible for the Summer school.

LOY reported that 97% of Yr 6 pupils have signed up to the summer school. We will be monitoring English and Maths along with other subjects in a fun way. Science will involve fun topics, e.g. experiments. It will give the pupils the chance to get to know the campus and prepare them for September.

Q Who is delivering the summer school?

A Staff have volunteered to run the scheme. It is being delivered in house apart from the catering as our catering team are on a 39 week contract.

Q Are we having any more gender neutral toilets fitted this summer?

A No, not at this time.

Continual Professional Development (CPD) – all staff have been given time for this and feedback has been good. Staff can access courses and resources and the weekly top tips have been well received.

Staffing – cut off is 31 May for any staff to resign. Covid has reduced the number of opportunities available. We are fully staffed. We have had 9 applicants for the teaching role in business studies and we have a support role vacancy in the learning hub.

Q What happens if you can't recruit for the learning hub?

A We have staff covering this role on a rota basis.

Q Where are you advertising the role?

A The HCC website, Indeed and Facebook.

Behaviour – exclusions are down by 8%.

Q Schools have been advised to be more lenient regarding behaviour. Is this the case or are there just fewer cases?

A Previously we took a tough line with regards to sending pupils to the hub. We changed our approach and decided to use 'reflection and resolution' alongside using the hub.

| | <p>Jenny Burn – (Leadership Learning Partner) has contacted the school twice, once via Zoom, once in person. She has met with a number of staff in the Senior Leadership Team (SLT) and middle leadership team. She spoke to BLR about the graduated approach and some of the work on this approach has featured in a HCC booklet.</p> <p><i>Q How has not wearing masks been received?</i></p> <p><i>A There have been no issues from parents. We have asked staff and they have agreed to the not wearing of masks. Any staff not happy with this have been encouraged to speak to the SLT. Social distancing between staff and pupils is still in place. Pupils have been superb and were compliant throughout.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|---------------------------|-----------|-----------|-----------|-----------|-----------|--------|----------|----------|----------|----------|----------|--------|---------|---------|---------|----------|----------|--------|---------|---------|------|--------|--------|-------|----------|----------|----------|----------|----------|-------------------|-----------|-----------|-----------|-----------|-----------|--|
| 5 | Budget 2021/22 approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> • Outturn • Budget for 2021-22 <p>Both of the above were discussed in Resources last week.</p> <p>The Governors all acknowledged the outturn budget and there were no questions.</p> <p>Budget for 2021-22</p> <p>LOY discussed the document which is on the hub. Pupil numbers are strong and the staffing is sustainable. We are spending £300K on improvements to the campus as we do not wish to hold a large surplus.</p> <p><i>Q Is there anything we can buy to improve life at school for the staff, e.g. new coffee machine etc?</i></p> <p><i>A We provide free fruit daily, we are looking at providing a salad bar, everyone has received a Garmin watch, we are providing a free flu jab and we will continue to look at this through the wellbeing committee. Our aim is to provide a better environment for staff and pupils.</i></p> <p>As we are saving on the cost of the canopy, we are replacing the cardio equipment in the gym with new, state of the art equipment. Swanmore College will pay for this upfront which has allowed us to negotiate an excellent price. Y code will reimburse O code £15K a year over 4 years. Staff can join the fitness suite for £15 a year.</p> <p><i>Q Do you pay for eye tests?</i></p> <p><i>A Yes and a contribution to their glasses.</i></p> <p><i>Q Will prices for community users go up?</i></p> <p><i>A No</i></p> <p><i>Q Would we consider local football clubs contributing to the pitches?</i></p> <p><i>A This is covered in the hire costs.</i></p> <p>Entity Summary of Cumulative Carry Forward of All Cost Centres</p> <table border="1"> <thead> <tr> <th>Cost Centre Carry Forward</th> <th>2021 - 22</th> <th>2022 - 23</th> <th>2023 - 24</th> <th>2024 - 25</th> <th>2025 - 26</th> </tr> </thead> <tbody> <tr> <td>O Code</td> <td>£847,323</td> <td>£878,076</td> <td>£864,757</td> <td>£762,016</td> <td>£724,472</td> </tr> <tr> <td>Y Code</td> <td>£21,953</td> <td>£66,075</td> <td>£85,250</td> <td>£105,754</td> <td>£127,613</td> </tr> <tr> <td>J Code</td> <td>-£4,531</td> <td>-£1,870</td> <td>£310</td> <td>£2,004</td> <td>£3,207</td> </tr> <tr> <td>Total</td> <td>£864,745</td> <td>£942,281</td> <td>£950,318</td> <td>£869,774</td> <td>£855,292</td> </tr> </tbody> </table> <p>Entity Summary of In Year Position of All Cost Centres</p> <table border="1"> <thead> <tr> <th>Cost Centre Carry</th> <th>2021 - 22</th> <th>2022 - 23</th> <th>2023 - 24</th> <th>2024 - 25</th> <th>2025 - 26</th> </tr> </thead> <tbody> </tbody> </table> | Cost Centre Carry Forward | 2021 - 22 | 2022 - 23 | 2023 - 24 | 2024 - 25 | 2025 - 26 | O Code | £847,323 | £878,076 | £864,757 | £762,016 | £724,472 | Y Code | £21,953 | £66,075 | £85,250 | £105,754 | £127,613 | J Code | -£4,531 | -£1,870 | £310 | £2,004 | £3,207 | Total | £864,745 | £942,281 | £950,318 | £869,774 | £855,292 | Cost Centre Carry | 2021 - 22 | 2022 - 23 | 2023 - 24 | 2024 - 25 | 2025 - 26 | |
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| | <p>Forward</p> <table> <tr> <td>O Code</td> <td>£154,761</td> <td>£30,753</td> <td>-£13,318</td> <td>-£102,741</td> <td>-£37,543</td> </tr> <tr> <td>Y Code</td> <td>£17,083</td> <td>£44,122</td> <td>£19,175</td> <td>£20,504</td> <td>£21,859</td> </tr> <tr> <td>J Code</td> <td>£14,556</td> <td>£2,661</td> <td>£2,180</td> <td>£1,694</td> <td>£1,203</td> </tr> <tr> <td>Total</td> <td>£123,122</td> <td>£77,535</td> <td>£8,037</td> <td>-£80,543</td> <td>-£14,482</td> </tr> </table> <p>The Governors approved the budget for 2021-22. LOY was thanked for his hard work on the budgets and grants obtained for the school.</p> | O Code | £154,761 | £30,753 | -£13,318 | -£102,741 | -£37,543 | Y Code | £17,083 | £44,122 | £19,175 | £20,504 | £21,859 | J Code | £14,556 | £2,661 | £2,180 | £1,694 | £1,203 | Total | £123,122 | £77,535 | £8,037 | -£80,543 | -£14,482 | |
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| Total | £123,122 | £77,535 | £8,037 | -£80,543 | -£14,482 | | | | | | | | | | | | | | | | | | | | | |
| 6 | Audit report | | | | | | | | | | | | | | | | | | | | | | | | | |
| | JF to remove from the annual cycle of business (completed). | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Exclusion of pupil – to consider parent representation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The paperwork was uploaded to the hub prior to the meeting. DG gave the Governors the background on the case. The parent wished the Governors to consider the case.</p> <p><i>Q What is the impact on a child's record for being excluded for a day?</i> <i>A It is unlikely to affect college applications as it is a one day temporary exclusion. If the incident is repeated, college will liaise with school and put plans in place.</i></p> <p><i>Q In your experience, is this likely to happen again?</i> <i>A Some pupils do it once and it never happens again, some pupils are repeat offenders and the amount of time they are excluded is increased. HDT always excludes for physical bad behaviour and swearing at a member of staff.</i></p> <p><i>Q Do you have support in place for service families?</i> <i>A Nothing specific but this is covered by the pastoral team.</i></p> <p><i>Q Have we had an issues with children of service families before?</i> <i>A No, however we have extra money to support families if required.</i></p> <p>The BoG unanimously concurred with the decision of HDT to exclude the pupil. DG will file a report on the child's record detailing the outcome and inform the parents. HDT provided an update. A week later, there was another incident resulting in the child receiving another two days temporary exclusion. This however has led to the school meeting with his father and a positive way forward has been established. Strategies are now in place to support the pupil and family. Support for service families will be included in the equalities work that the Governors are undertaking.</p> | DG | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Approve questions for Governor staff survey | | | | | | | | | | | | | | | | | | | | | | | | | |
| | MS discussed the document which was uploaded to the hub prior to the meeting. Amendments have been made following suggestions made at the Resources meeting. The Governors approved the questions. GRS to contact MS to advise on a suitable date to send out the survey. | GRS | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Discussion on the format of future meetings | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Committee meetings for the rest of the term will remain on Zoom. The aim is to have the BoG in July in school. JF to put format of future meetings on the July agenda (completed). New Governors to contact LOY to arrange a visit to the school if required. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Governor matters | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.1 | Subject Link Governors | | | | | | | | | | | | | | | | | | | | | | | | | |
| | The information was uploaded to the hub prior to the meeting. We need a Safeguarding Governor to replace AB. Governors to contact BW to discuss roles. DH is working on the spec for the wellbeing link Governor. | All | | | | | | | | | | | | | | | | | | | | | | | | |

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| 10.2 | Governors Skills Audit – 2021 - summary | |
| | The Governors were thanked for completing the audit. The scores all came out high so there are no obvious training requirements. WGBT - Equal opportunities training was suggested or a self assessment session. It was decided that the board run their own self assessment session and book equal opportunities training. | |
| 10.3 | Governor training – WGBT – suggestions for January 2022 | |
| | BT will book equalities training for Whole Governor Body Training. | BT |
| 10.4 | Governor Body Development Plan | |
| | On the hub. | |
| 10.5 | Marketing and communications | |
| | Facebook is being used more proactively. LOY promotes the Governor page through the school page. | |
| 10.6 | Resignations, vacancies and recruitment – 2 x Parent Governors, 1 x Co-opted Governor | |
| | AB, BR and WKS are all stepping down. JF to end BR's term on 14 June. DG to send a thank you note to BR. Adverts have been put out for Governor vacancies. A replacement is needed for BR for the HT panel meeting. DG or BW will stand in if required. If any Governors wish to take on the Chair or Vice-Chair role, inform JF by the end of June. We will need a new Chair and Vice-Chair of Standards and Wellbeing. We will also need a new Vice-Chair of Resources and a new HT panel member and pay committee member. DG will send a note to Governors about this. RCB left the meeting. | JF/DG |
| 10.7 | Any changes to terms of office | |
| | None | |
| 10.8 | Correspondence | |
| | Already covered. | |
| 11 | Safeguarding | |
| | Nothing to report. | |
| 12 | Policies and procedures | |
| | <ul style="list-style-type: none"> ● Charging and Remissions Policy ● Governor expenses ● Health and Safety ● Admissions Policy ● Agreement to use electronic signatures ● Agreement to store Governor documentation online | |
| | All of the above policies were discussed and approved in the relevant committees and all policies were approved by the Board of Governors. HDT to organise back up for storing Governor information electronically in school. | HDT |
| 13 | Matters arising from the Committees – already covered in above agenda items. | |
| 13.1 | Standards and wellbeing | |
| | Nothing to report. | |
| 13.2 | Resources | |
| | Nothing to report. | |
| 13.3 | Community | |
| | No meeting since the last BoG. | |
| 13.4 | Pay | |
| | Nothing to report. | |
| 14 | Impact of meeting | |
| | <u>Accountability/Compliance</u> Policies were approved by the Governors. Approval of electronic storage for Governor minutes and documents was approved by the Governors along with electronic signatures. The 2021-22 budget was approved. <u>Strategic Leadership</u> Governors challenged the HDT on the temporary exclusion of a child. | |

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|----|---|-----|
| | <u>People</u> Adverts for 3 new Governors have gone out. <u>Evaluation</u> Whole Governor Training will be booked on Equalities. | |
| 15 | Date of next meeting 12 July 2021 at 5.30pm Open evening is on 8 July. LOY to send details to Governors. | LOY |

Signed

Dated 12 July 2021