

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2020/21

Date: 8 March 2021	Start time: 5.00pm	End time: 7.30pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Chris Loveday (LOY) – School Business Mgr	Charlie Oulton (CO)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	Bernard Rhodes (BR)
Becci Thompson (BT)	Amanda Griffiths (GRS)	Alison Brodigan (AB)
Vicky Ruzewicz (VR)		
David Hedicker (DH)		
Laura Barker (BLR)		
Susan Sinclair (SS)		
Matt Short (MS)	School Council	
Rebecca Chiverton-Burt (RCB)	Ruby H – Head Girl	
Tessa Philpott (TP)	Tom M – Head Boy	
Simon Firth (SF)	Evie T– Incoming Head Girl	Absent
Bex Warrillow (BW)	Andrew P – Incoming Head Boy	
David Newberry (DN)		
Phil Harris-Bridge (PHB)	Staff	
Will Kennedy Scott (WKS)	Sharon Wilkinson (SW)	
Jane Hulme (JH)	Nazish Watts (NW)	
Matt Moore (MM) from section 5		

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from CO, BR and AB. The meeting was quorate and held via Zoom due to the Corona Virus situation. Staff initials have changed to link with college documents.	
2	School council	
	Ruby and Tom talked to the BoG about the work they have undertaken during Covid times to help ensure the college is safe and communication stays open. Pupil Voice has been a focus and particularly developing the use of Instagram for pupils. The HDT commented that they have really engaged the pupils in college matters, they work together well as a team and he wished to thank them for their hard work over the past year. DG thanked Ruby and Tom for their fantastic contribution to the college and wished them well for the future. Due to technical issues, the Governors were unable to hear Andrew’s talk so this will be postponed to the next meeting when he and Evie will set out their plans for the next year.. RCB joined the meeting at 5.15pm SS joined the meeting at 5.20pm	
3	Register of Pecuniary Interests	
	There were no pecuniary interests declared.	
4	Approval of the minutes from the meeting on 16 November 2020	
	The minutes of the previous meeting were agreed as a true record. The Chair was authorised to sign the minutes.	
	Matters arising and action log	

	See action log. 6.1 The college are following up comments with parents following the survey. CL and DH joined the meeting at 5.30pm	
5	New Governors Appoint Matt Moore as Co-opted Governor Note the election of Vicky Ruzewicz as Staff Governor	
	MM introduced himself to the Governors and the BoG voted MM in as a Co-Opted Governor. VR is the new Staff Governor and she introduced herself to the Board. JF to add MM to the Governor Hub (completed).	
6	Equalities – new approach	
	SW and NW (teachers from the college) joined the meeting at 5.46 and left at 6.10pm. BW, RCB and MS have worked with SW and NW who are passionate about equality in the college. NW discussed the vision for the college which links with PSHE delivery. Equality needs to be at the heart of everything that we do. <i>Q What would you like to see from the Governors?</i> <i>A We are working on a four year plan and the equality statement. The last survey from the Governors was conducted in 2014 but no further action was taken as a result. We are keen to work with parents, community groups and Governors. We would like to see equality added to department and college improvement plans.</i> HDT is keen that the curriculum includes equality in every aspect. <i>Q How does this link with Pupil Voice? Is it being driven by staff or pupils?</i> <i>A The drive will come from adults in school, however we will include Pupil Voice.</i> Communicating with parents in a sensitive manner will be very important. <i>Q When will the baseline activity take place?</i> <i>A Hopefully this summer and we would also like to resend a Governor survey. We would also like to link with a member of the Gypsy Romany Traveller (GRT) community.</i> WKS offered to include questions on the staff survey to help. <i>Q Is there a plan to offer support groups to pupils?</i> <i>A It will be launched via Continual Professional Development (CPD) for staff then work will begin with pupil champions and Pupil Voice. Liz Deller will also be involved in implementing ideas. The LGBT are keen to have their own group.</i> <i>JF to put on Standards and Wellbeing agenda. JF to put progress update on agenda for the BoG in March next year. (Completed)</i>	
7	Written HT report to include: <ul style="list-style-type: none"> • Covid update • Forecasted pupil numbers and budget implications 	
	HDT discussed the report which was uploaded to the hub prior to the meeting. 276 pupils are predicted for this year so the college will be full. <i>Q How are you managing the return to school?</i> <i>A 92.6% of pupils have agreed to being tested. Most pupils were tested last week and this process was extremely successful. The whole of Year 11 was tested in an hour. Staff cover testing in the morning, and a team of volunteers help in the afternoon.</i> The Governors congratulated the staff on the positive role out of testing. <i>Q How many pupils do we lose from Year 11 this year?</i> <i>A Approximately 262.</i> PHB met with HDT and Mike Allen in February to look at the test centre and was extremely impressed. Portsmouth News and South today have both reported on testing in the college. DG was impressed with the Holocaust coverage and RCB commented that the children were very engaged and respectful of the content. HDT commented that the staff have been very professional and the quality of work provided has been very high throughout the pandemic.	

	<p><i>Q Do we need an equalities 'thread' through all policies?</i> <i>A Yes, when policies come to committees, Governors can discuss this.</i></p>	
8	<p>Self Evaluation Framework (SEF)/College Improvement Plan (CIP) update</p> <p>GRS discussed the report which was uploaded to the hub prior to the meeting. Ofsted is changing to inspect the schools evaluation of itself. We have a new SEF which covers what we have to do alongside putting pupils front and centre of the process. Ofsted are keen for staff to have all the skills and training to fulfill their role in order to provide the best for pupils. As a college, we are very positive about the inspection process. School will provide a document under 4 headings:</p> <ul style="list-style-type: none"> • Quality of education • Behaviour and attitudes • Personal development • Leadership and management <p>There are 66 criteria in total these have been linked to the SEF. Every measure is linked to a member of the Senior Leadership Team (SLT) who, along with other staff, will build a body of evidence.</p> <p>The 3 key areas are:</p> <ul style="list-style-type: none"> • Measure/statement (set by Ofsted) • Current data set • Statements about current strengths <p>The action the college is taking is detailed in the CIP and links with the SEF. Governors have to ensure that they and the college follow the Equalities Act. When the SEF is complete, everybody involved with the college (staff and Governors) should know what the 'outstanding' elements of the college are. LM9 is an area for Governors to focus on.</p> <p>TP left the meeting at 6.30pm.</p> <p>The CIP will be discussed in Standards and Wellbeing.</p> <p><i>Q The Ofsted framework has changed to make achieving 'outstanding' very difficult. Is this a realistic aim?</i> <i>A All 66 measures will benefit the pupils and will ensure staff work 'smarter'. It is about identifying where we can improve and acting on this.</i></p> <p>HDT and the Governors thanked GRS for an excellent piece of work. WKS suggested the headings follow through the document and to add more detail e.g. good next to amber.</p> <p>The Governors all approved the SEF and the new format.</p>	
9	<p>Budget update</p> <p>The document was uploaded to the hub prior to the meeting. It has been discussed at Resources.</p> <p><i>Q Why does the report only cover until the end of December?</i> <i>A It goes to Resources which took place in January.</i></p> <p>The position at the end of the financial year is going to be strong.</p>	
10	<p>Data feedback for Years 7-10</p> <p>Put on Standards and Wellbeing agenda. (Completed)</p>	
11	<p>Careers update to include:</p> <p>Approval of careers plan Careers Work Related Learning Policy Policy for careers education information advice and guidance policy Careers statement of intent</p>	
	<p>BW discussed the information which was uploaded to the hub prior to the meeting. The Governors approved the above policies.</p> <p>BW to discuss objectives in the policies with MS to make them more focused. BW will look into how we action this within the Standards and Wellbeing committee.</p>	BW
12	<p>Governor matters</p>	
12.1	<p>Link Governors</p> <p>GRS discussed the proposal whereby the Link Governors relate to the four strands of</p>	

	the SEF. Information on the new proposal is on the hub. Governors approved this new approach – DG, DW and GRS will do further work on developing how this will be implemented.	
12.2	Governor training (2021/22 skills audit)	
	The skills audit has been re-written. BT will post it onto Governor hub along with her email address (completed). All Governors need to complete this and return to BT by the end of March.	All
12.3	Governor body development plan	
	DG discussed the document which is on the hub. There are four priorities for the Board to work on. BW has been working on Social media. There has been consistent engagements with the posts. LOY re-posts the Governor posts on the college page. Priority 3 – We need to include a focus on the curriculum. This will be covered in the Standards and Wellbeing. JF to add to S&W agenda (completed).	
12.4	Marketing and communications	
	Covered above.	
12.5	Resignations, vacancies and recruitment	
	MM and VR have joined the Board. WKS will be stepping down at the end of next term. We will need to recruit a new parent Governor after Easter. We will also need a new Chair for Standards and Wellbeing.	
12.6	Any changes to terms of office	
	No changes.	
12.7	Correspondence	
	None received.	
13	Safeguarding	
	Nothing to report at the BoG.	
14	Policies and procedures <ul style="list-style-type: none"> ● Governor services SLA ● Clerking service ● SEND Policy/SEN Information report ● Sex and Relationships Education Policy ● Code of Conduct for Staff Policy ● NQT Policy ● SFVS 	
	All of the above policies were discussed and approved in the relevant committees and all policies/procedures were approved by the Board of Governors. LOY thanked TP for her hard work on the SFVS. LOY to discuss with Michelle ensuring that policies approved by a Committee are uploaded to the next BoG folder on the hub.	CL
15	Matters arising from the Committees	
16	Standards and Wellbeing	
	Nothing specifically to report.	
17	Resources	
	SFVS was approved.	
18	Community	
	Nothing to report.	
19	Pay	
	No meeting since the last BoG. <i>Q There is now a pay freeze for public sector staff following the budget. How do we keep staff morale high after all their hard work?</i> <i>A HDT is considering this and will discuss this with the SLT. Governors are keen to support HDT with this.</i> <i>Q Does the system allow us to give bonuses?</i> <i>A No</i> The Governors wished to thank HDT and the staff for their outstanding work	

	throughout the pandemic and asked for this to be relayed directly to staff Parent feedback is very good.	
20	Impact of meeting	
	<u>Accountability/Compliance</u> Policies and the SFVS were approved by the Governors. <u>Strategic Leadership</u> Governors challenged the SLT on the SEF and discussed the importance of equality running through everything that we do in the college. <u>People</u> MM was voted in as a Co-Opted Governor and VR has joined as a Staff Governor. <u>Evaluation</u> Equality was discussed as a possible Whole Governor Training topic.	
21	Date of next meeting 17 May 2021 at 5.30pm	

Signed

Electronically signed

Dated 17 May 2021