

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2020/21

| Date: 16 November 2020 | Start time: 5.30pm | End time: 7.30pm |
|--------------------------------------|--|------------------------------|
| Present | In attendance | Apologies |
| Dennis Gamblin (DG)(Chair) | Chris Loveday (CL) – School Business Mgr | Rebecca Chiverton-Burt (RCB) |
| Kyle Jonathan (KJ) – Head Teacher | Jackie Finney (JF) - Clerk | Gareth Richards (GR) |
| Bex Warrillow (BW) (Vice Chair) | Amanda Griffiths (AG) | Alison Brodigan (AB) |
| Bernard Rhodes (BR) | Andrea Illsley (AI) (item 7) | Charlie Oulton (CO) |
| David Hedicker (DH) | | |
| Will Kennedy Scott (WKS) | | |
| Matt Short (MS) | | |
| Sue Sinclair (SS) | | |
| Becci Thompson (BT) | | |
| David Newberry (DN) | | |
| Phil Harris-Bridge (PHB) | | Absent |
| Simon Firth (SF) | | |
| Tessa Philpott (TP) | | |
| Laura Barker (LB) | | |
| Angela Bullivant (ABV) (from item 3) | | |
| Jane Hulme (JH) (from item 3) | | |

| Item | Subject | Action |
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| 1 | Welcome and Apologies | |
| | The chair welcomed the Governors to the meeting. Apologies were received and accepted from RCB, GR, CO and AB. The meeting was quorate and run via Zoom. | |
| 2 | Register of Pecuniary Interests | |
| | No pecuniary interests were declared. | |
| 3 | Co-opt Jane Hulme and Angela Bullivant as Governors Re-appoint DG from December 2020 | |
| | JH and ABV gave a short presentation on themselves to include their background and suitability to be a Governor. JH and ABV left the meeting while the Governors discussed their applications. The Governors approved JH and ABV joining the board as co-opted Governors. JF to update Governor hub (completed). The Governors approved the re-appointment of DG for the next four years. JF to update the hub (completed). | |
| 4 | Approval of minutes from the meeting on 21 September 2020 | |
| 4a | The minutes of the previous meeting were agreed as a true record. The chair was authorised to sign the minutes. | |
| 4b | Matters arising and action log | |
| | See action log. Parent survey – this did not go to the Standards and Wellbeing meeting on 12 October. An extra question will be added to the survey. AG will send to WKS and PHB before sending the survey out. | AG |
| 5 | Approval of minutes from the extra ordinary meeting on 5 October 2020 | |
| 5a | The minutes were agreed as a true record. The chair was authorised to sign the minutes. | |

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| 6 | Virtual Governance and social media protocol - updated | |
| | <p>DG and BW have reviewed the above protocol. DG emphasised the following:</p> <ul style="list-style-type: none"> • We need to ensure Governors are present, so cameras have to be on at all times. • Please ensure that you are in a room on your own. If this is not possible, please use headphones. If there are any issues with this, please message DG. • Social media – if you are posting within a private capacity, please remember you are a college Governor. <p>There is a Governors login for setting up Zoom meetings. Chairs of committees need to liaise with the relevant member of the Senior Leadership Team (SLT) to discuss who will be setting up the meeting. All Governors agreed to this protocol.</p> | |
| 7 | <p>Written HT report to include:</p> <ul style="list-style-type: none"> • Covid update • SEF update | |
| | <p>AI joined the meeting and discussed the careers education matrix which is on the hub. More is being done through the PSHE days due to Covid restrictions this year. Pupils want help with C.V's and cover letters, so this will be added to the programme.</p> <p><i>Q What are the Gatsby benchmarks?</i> <i>A They are the requirements Ofsted look at for careers entitlement for pupils, e.g. how we support pupils with job preparation.</i></p> <p><i>Q Is there a standard list?</i> <i>A Yes (BW posted a link for Governors to the hub). JF to put on the next agenda, (completed).</i></p> <p>Governors suggested that we use the experience on the Governing Board to help with a template for CV's. AI is devising a system where pupils can practice by using a virtual job application programme. This will help pupils understand the procedures involved in applying for a job and will use videoing etc.</p> <p>AI is using 'compass plus' to map events to link to the benchmarks. AI can add this into the matrix. BW is working on this with AI.</p> <p><i>Q Is it possible to see the post Swanmore destinations? Are you aware of where pupils go onto post 18?</i> <i>A Yes, we receive the activity survey the March after pupils leave. Peter Symmonds and Barton Peverill send information on post 18.</i></p> <p>It was suggested that pupils practice job application forms as well as C.V's.</p> <p><i>Q The life skills element is vital. Do M3 offer virtual workshops?</i> <i>A Yes they will and this has already been discussed.</i></p> <p>AI would welcome Governors input. The Governors have a broad range of skills and experience that can help the pupils.</p> <p><i>Q Does the college receive careers information for free via Hampshire County Council?</i> <i>A Yes, Careers Coach has been sent to AI. We don't currently access this, but can if we need to.</i></p> <p>ABV left the meeting.</p> <p><i>Q On the Year 11 survey, slide 2, there seems to be a lack of awareness of where the careers box is. Has this been rectified?</i> <i>A It could be because the pupils have accessed information online. They are all aware of where the careers box is. The green booklet is available in lots of different areas.</i></p> <p>The careers plan needs to approved by the Board of Governors. BW will discuss this will AI. JF to put on the next Board of Governors agenda (completed).</p> <p>AI left the meeting.</p> <p>HT report</p> <p>The information was uploaded to the hub prior to the meeting and KJ discussed the report. Exclusions – if someone refuses to go to the hub we have an alternative plan as other schools are not happy to have Swanmore pupils in their school due to Covid.</p> <p><i>Q What are the underlying behaviour issues when pupils refuse to go to the hub?</i></p> | |

| | <p><i>A There are various reasons, however it is a small number of pupils that this applies to. We work with the pupils to try and establish why they are refusing to go to the hub. We have introduced another step so if a child refuses to go to the hub we contact the parent first.</i></p> <p><i>Q What about uniform issues? Do pupils get sent to the hub for not wearing their uniform correctly?</i></p> <p><i>A Pupils get a tick on their proud card for any uniform issues. Pupils must have astro turf boots. If they don't come to college with the right equipment, the pupil goes to the hub. We always liaise with parents regarding uniform.</i></p> <p><i>Q Are we ensuring parents can afford this equipment?</i></p> <p><i>A If pupils sit outside Pupil Premium, we have lent parents money to buy footwear. We are sensitive to the needs of our families. We always state on correspondence that the college will help if required.</i></p> <p>Governors are impressed with the kindness activities detailed in the report.</p> <p>Covid</p> <p>We have two staff who have tested positive for Covid. This has not affected pupils. Two pupils have tested positive, however they were already in isolation. Mike Allen is the Covid co-ordinator and has worked hard to ensure procedures for staff and pupils are always in place. We are in an excellent position for online learning if required.</p> <p><i>Q The parent communication suggested pupils are not wearing year badges and masks, is this true?</i></p> <p><i>A The communication was more about year badges rather than the masks.</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|-----------|-----------|-----------|-----------|-----------|-----------|--------|---------|---------|---------|---------|----------|--------|--------|--------|---------|---------|---------|--------|----------|-------|--------|--------|--------|--|---------|---------|---------|---------|---------|-----------|
| 8 | Finance: revised budget approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>The information was uploaded to the hub prior to the meeting. The budget was discussed in the Resources committee and approved by the Governors.</p> <p>It has been hard to calculate the true cost of Covid. The impact of Covid has had a net impact of £60K loss across the cost centres, however we are in a stronger position than expected.</p> <p>Five year projection – we go into deficit in the fifth year, however we are managing this deficit. Staff costs are raising significantly compared to income. Overall, in year 5 across the budgets we are projected to be in a surplus position.</p> <p><i>Q The catch up premium sheet – is this the Covid catch up?</i></p> <p><i>A Yes, we were allocated £106K over two financial years. We are subsidising this over the two years. We are not keen to have a large surplus. We have lost the Year 7 premium.</i></p> <p><i>Q Are we comfortable we are providing pupils with the best value for money?</i></p> <p><i>A Yes.</i></p> <p>The Governors all formally approved the O code, J code, Y code, catch up premium, capital and five year budget plans. TP to arrange to sign off the budget with CL.</p> <p>Cost</p> <table border="1"> <thead> <tr> <th>Centre</th> <th>2020 - 21</th> <th>2021 - 22</th> <th>2022 - 23</th> <th>2023 - 24</th> <th>2024 - 25</th> </tr> </thead> <tbody> <tr> <td>O Code</td> <td>841,504</td> <td>841,139</td> <td>688,755</td> <td>451,593</td> <td>(65,714)</td> </tr> <tr> <td>Y Code</td> <td>39,682</td> <td>74,532</td> <td>103,297</td> <td>128,032</td> <td>153,753</td> </tr> <tr> <td>J Code</td> <td>(25,556)</td> <td>5,907</td> <td>36,889</td> <td>67,385</td> <td>97,389</td> </tr> <tr> <td></td> <td>855,631</td> <td>921,578</td> <td>828,941</td> <td>647,010</td> <td>185,429</td> </tr> </tbody> </table> | Centre | 2020 - 21 | 2021 - 22 | 2022 - 23 | 2023 - 24 | 2024 - 25 | O Code | 841,504 | 841,139 | 688,755 | 451,593 | (65,714) | Y Code | 39,682 | 74,532 | 103,297 | 128,032 | 153,753 | J Code | (25,556) | 5,907 | 36,889 | 67,385 | 97,389 | | 855,631 | 921,578 | 828,941 | 647,010 | 185,429 | TP |
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| 9 | Data feedback | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | We will provide Year 11 data feedback at the next Standards and Wellbeing meeting and feedback for Years 7-10 at the March BoG meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Governor matters | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | MS is joining the Standards and Wellbeing committee and the Community committee. The Governors approved this. Any Governor can join any meeting, however if not on the committee, does not have the right to vote. JF to update hub (completed). | |
| 10.1 | Subject Link Governors – update proposal | |
| 10.1a | BW discussed the information which was uploaded to the hub prior to the meeting. We would like to add some more link Governors to cover able pupils, pastoral support, staff support (non teaching staff) and equalities. Art/Music and Dance/Drama are suggested pairing proposals for the Arts. BW to contact MS, JH and ABV regarding link roles. Governors to contact BW if they have any queries. | BW |
| 10.1b | <i>Q Could you clarify the approval process for link Governor reports? A KJ does not need to see link reports. KJ and AG to review the protocol and report back to -BW.</i> | KJ/AG |
| 10.1c | We are looking at including a list of policies for each subject area to ensure Governors are aware of this for their subject. <i>Q How would you like link visits to run during Covid? A It would be good for subject leaders to receive an email from a Governor before Christmas reminding them that Governors are there to support if required. DG will send an email to -all staff.</i> | DG |
| 10.2 | Governor training 2020/21 | |
| | If anyone wants any help with booking on training please contact BT. BT will include new Governors on the Whole Governor Training. There is no more safeguarding training until the next financial year. TP and BT left the meeting. | |
| 10.3 | Governor body development plan | |
| | Nothing to report. | |
| 10.4 | Marketing and communications | |
| | Covered in item 6. | |
| 10.5 | Resignations, vacancies and recruitment | |
| | JH and ABV have been elected as co-opted Governors. | |
| 10.6 | Any changes to terms of office | |
| | No | |
| 10.7 | Correspondence | |
| | None received | |
| 11 | SLT survey outcome | |
| | Covered in resources. | |
| 12 | Safeguarding | |
| | AB is absent from the meeting. Nothing to report. | |
| 13 | Policies and procedures <ul style="list-style-type: none"> • Child Protection – KJ’s name needs inserting on p5 and DSL name on p.11. • Accessibility plan • Children with health needs who cannot attend school • Designated teacher for looked after children and previously looked after children • Exclusions policy • Pay Policy • Performance Management Policy and Capability Policy • Adopt Manual of Personnel Practice and Finance Manual • NQT policy (not approved at Resources, however it a HCC document and the Governors approved the policy) <p>Service Level Agreements (SLA’s) Hampshire School Staff Absence Scheme Hampshire School Library Service</p> | CL |

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| | <p>Insurance Occupational Health and Wellbeing Service Shared Services (Transactional HR and Pay, Finance and Cash Management)</p> <ul style="list-style-type: none"> • Adoption of all committee terms of reference | |
| | All of the above policies, procedures and SLA's have been discussed and approved at the relevant committee meetings and were approved by the Board of Governors. | |
| 14 | Matters arising from the Committees | |
| 14.1 | Standards and wellbeing | |
| | Nothing outstanding. | |
| 14.2 | Resources | |
| | Nothing outstanding. | |
| 14.3 | Community | |
| | Nothing outstanding. | |
| 14.4 | Pay | |
| | Nothing outstanding. The pay committee only works due to the hard work Ian Mosely puts in. The Governors wished to convey their thanks to Ian. | |
| | <p>AOB <i>Q If the Government decide to not run GCSE's, what will you do regarding centre assessed grades?</i> <i>A KJ brought this up with the local MP. We do not know what is to be included in the Summer exams. KJ feels exams, if run, should have an element of choice within the papers. If we had to use centre assessed grades, we would run this in a similar way to last year where we liaised with teachers and would run a simple moderation process. Year 11 have mock exams in January. We are looking at trying to introduce a full range of papers under exam conditions to give us a good benchmark.</i></p> | |
| 15 | Impact of meeting | |
| | <p><u>Accountability/Compliance</u> The Governors approved the revised budget plus policies and procedures. <u>Strategic Leadership</u> The SLT were challenged on how the college are supporting pupils who cannot afford the correct uniform. Behaviour procedures were also challenged. <u>People</u> JH and ABV were elected as co-opted Governors. <u>Evaluation</u> The link Governor role was evaluated and DG will contact staff offering support at this difficult time.</p> | |
| 16 | Date of next meeting: 8 March 2021 at 5.30pm | |

Signed

Date