

## Meeting Minutes for the Board of Governors Meeting Swanmore College 2023/24

Date: 13 November 2023	Start time: 5.30pm	End time: 7.40pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Jackie Finney (JF) – Cover Clerk	Nicola Fisher (NF)
Kyle Jonathan (HDT) – Head Teacher	Amanda Griffiths (GRS)	Tessa Philpott (TP)
Ian Mills (IM)	Sam Baker (SB) – Senior Finance Manager	Anne Cooke (AC)
Jane Hulme (JH)		Matthew Moore (MM)
Tina Paskins (TPK)		
Kyle Evans (KE)		
Simon Firth (SF)		
Phil Harris-Bridge (PHB)		
David Newberry (DN)		
Bex Perryman (BP)		
Helen Horn (HH)		
Justin Jamieson (JJ)		
Jane Hulme (JH)		

Item	Subject	Action
<b>1</b>	<b>Welcome and Apologies</b>	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from NF, TP, AC and MM. The meeting was quorate.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Minutes of previous meeting held on 18 September 2023</b>	
	<b>3a) Approval</b>	
	<b>3b) Actions (See action log) and matters arising</b>	
<b>3a</b>	The minutes of the last meeting were approved by the board and were electronically signed.	
	<b>Matters arising and action log</b>	
<b>3b</b>	AP 9. Email from NF prior to the meeting. ‘Phil is in early stages of gaining a full IT site and services overview and I strongly recommended we don’t force a Strategy until that’s established and all usage understood. He also wanted to see the output from the College Strategy Day to ensure alignment. I think there will be a draft this year and Phil has my full support to help develop it.’ Policies are now linked to Governor link subjects. JH to ask BRN to provide update of which Governors have completed safeguarding training.	<b>JH</b>
	It is JF’s last meeting today. JF was thanked for her work as a clerk over the years and presented with a gift. JF thanked everyone for their kindness.	
<b>4</b>	<b>Approve Policies &amp; Procedures</b>	
	<ul style="list-style-type: none"> <li>• Adopt HCC Governors Good Practice Guide - <b>approved</b></li> <li>• Manual of Personnel Practice (MOPP) – localised policies will be discussed through committees - <b>approved</b></li> <li>• Accessibility plan - <b>approved</b></li> <li>• Child Protection - <b>approved</b></li> <li>• Children with Health Needs who cannot attend school - <b>approved</b></li> <li>• Designated Teacher for looked-after and previously looked-after children - <b>approved</b></li> </ul>	

	<ul style="list-style-type: none"> <li>Suspensions and Exclusions policy – HDT to check this is the updated policy - duplicate paragraph p.8 - <b>approved</b></li> <li>Whistleblowing policy – ensure Swanmore front cover is on policy and ensure Whistleblowing policy is in title - <b>approved</b></li> <li>Pay Policy - <b>approved</b></li> <li>Performance Management Policy and Capability Procedures – <b>approved</b></li> <li>Offsite activities policy – review dates need updating along with dates on the front sheet – <b>approved</b></li> <li>ECT – review date to be amended - <b>approved</b></li> </ul> <p>Adoption of all committee terms of reference – <b>approved</b>. JF to upload Pay and Resources TOR’s (completed).</p>	
	<p>Suspensions and exclusions policy – see note above.  Offsite activities policy – see note above.  ECT – amend review date.  HDT to arrange for amendments to be made.</p>	<b>HDT</b>
<b>5</b>	<p><b>Written HT report to include:</b></p> <ul style="list-style-type: none"> <li>SEF update</li> </ul> <p><b>Verbal update to cover:</b>  GCSE Results - headline results and impact on Progress 8</p>	
	<p>Q Do you have any concerns in any of the following categories:  Gender split boys/girls? Attendance FSM 6? Attendance of SEND?  A Attendance is an issue in all of the above groups, but especially the whole school. We had several pupils that left at the beginning of the year, but they don’t come off our roll until they are in another school. Year 10 has gone below 90% attendance. HDT will provide more detail on the FSM pupils and provide the FFT report at the next S&amp;W meeting. We have a new attendance officer who is currently learning the role, so attendance is taking time to improve.  Q What is persistent absence like?  A High. Higher than normal.  Q Is the data affected by a small number of pupils?  A Yes. It has been very difficult to get pupils to attend regularly following Covid.  Behaviour  Q Does the data reflect the number of pupils or the same pupils repeatedly?  A It is the number of incidents.  Q What are the reasons for higher numbers? Are pupils misbehaving more, or are staff being stricter?  A Pupils are quite challenging, and the school has high standards. The person running the hub has left which has caused difficulties. There are a small number of pupils who are repeatedly offending. Vaping is a big problem in school.  Q Are there more issues with boys or girls?  A Girls have always been more problematic, and this is reflected in the national picture. We also have a core group of girls who are struggling with mental health issues and are self-harming.  Q Could you look at the highest non-attenders, highest behaviour issues and the lowest progress?  A The graduated approach should already cover this; however, we can grade within this.  Q Is it worth celebrating SEND and disadvantaged pupils as part of the parental communication strategy?  A This will be discussed later in the meeting. Governors will consider how this can be communicated to parents.</p>	<b>HDT</b>
<b>6</b>	<p><b>Current College vision and strategy:</b>  Discussion on follow up from away day and next steps.</p>	
<b>6.1</b>	<p>Information was uploaded to the hub prior to the meeting and GRS discussed the document. ‘The inclusive environment where everyone thrives’ was agreed as the ‘strapline’. Two visions have been produced and the Governors discussed both documents. Draft two was agreed on as the preferred document. A ‘you said we did’ document will be prepared, and we will respond to the 24 parents who have added their names to the parent survey. These parents could be involved in the</p>	

	<p>vision and strategy discussions moving forward. IM and GRS will meet before Christmas and then a communication will go on Governor hub asking for Governors to come forward if interested in forming a small focus group.</p> <p>Parent communication action plan – A Governor commented that the school needs to establish what annoys parents to see if you can focus some of the communication strategy on addressing this.</p>	IM/GRS																																																						
6.2	GRS suggested that a couple of questions could be asked at the Year 11 certificate evening via chrome books.	GRS																																																						
7	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>To approve the revised budget for 2023/24 as recommended by Resources Committee at its meeting on 6<sup>th</sup> November.</li> <li>Debt recovery report</li> </ul>																																																							
	<p>SF left the meeting at 6.50pm.  PHB discussed the budget process.  O code – main school budget. The vape sensors, converting a science room into a science tech room to address H&amp;S and a couple of staff code issues resulted in a reduction of £70K. Future years look uncertain. 24/25 - O code is operating at a £80K deficit. Progressing through the years, the budget is hit by pay costs and income is not keeping up. HDT and the SLT are meeting to devise a plan to address the Year 2 deficit and will report back at the January Resources meeting.  There are some staffing changes that may help the budget situation; however, these have not been included for this meeting.  7696 – Budget shares – this is projected to only increase by £50K over 5 years so savings will have to be made if there is no increase in grant from Central Government.</p> <p><b><u>Entity Summary of In Year Position of All Cost Centres</u></b></p> <table border="1"> <thead> <tr> <th>In Year Position</th> <th>2023 - 24</th> <th>2024 - 25</th> <th>2025 - 26</th> <th>2026 - 27</th> <th>2027 - 28</th> </tr> </thead> <tbody> <tr> <td>O Code</td> <td>£338,374</td> <td>-£222,868</td> <td>-£450,066</td> <td>-£588,611</td> <td>-£763,443</td> </tr> <tr> <td>Y Code</td> <td>£543</td> <td>£1,878</td> <td>£21,680</td> <td>£23,924</td> <td>£21,817</td> </tr> <tr> <td>J Code</td> <td>£20,783</td> <td>£18,495</td> <td>£5,634</td> <td>£5,556</td> <td>£5,466</td> </tr> <tr> <td><b>Total</b></td> <td><b>£359,700</b></td> <td><b>-£202,495</b></td> <td><b>-£422,752</b></td> <td><b>-£559,131</b></td> <td><b>-£736,160</b></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Carry Forward %</th> <th>2023 - 24</th> <th>2024 - 25</th> <th>2025 - 26</th> <th>2026 - 27</th> <th>2027 - 28</th> </tr> </thead> <tbody> <tr> <td>O Code Total Income</td> <td>£9,089,665</td> <td>£8,904,700</td> <td>£8,962,306</td> <td>£9,015,463</td> <td>£9,097,861</td> </tr> <tr> <td>O Code Carry Forward</td> <td>£409,407</td> <td>£186,539</td> <td>-£263,527</td> <td>-£852,138</td> <td>-£1,615,581</td> </tr> <tr> <td><b>% of Budget Share</b></td> <td><b>4.50%</b></td> <td><b>2.09%</b></td> <td><b>-2.94%</b></td> <td><b>-9.45%</b></td> <td><b>-17.76%</b></td> </tr> </tbody> </table>	In Year Position	2023 - 24	2024 - 25	2025 - 26	2026 - 27	2027 - 28	O Code	£338,374	-£222,868	-£450,066	-£588,611	-£763,443	Y Code	£543	£1,878	£21,680	£23,924	£21,817	J Code	£20,783	£18,495	£5,634	£5,556	£5,466	<b>Total</b>	<b>£359,700</b>	<b>-£202,495</b>	<b>-£422,752</b>	<b>-£559,131</b>	<b>-£736,160</b>	Carry Forward %	2023 - 24	2024 - 25	2025 - 26	2026 - 27	2027 - 28	O Code Total Income	£9,089,665	£8,904,700	£8,962,306	£9,015,463	£9,097,861	O Code Carry Forward	£409,407	£186,539	-£263,527	-£852,138	-£1,615,581	<b>% of Budget Share</b>	<b>4.50%</b>	<b>2.09%</b>	<b>-2.94%</b>	<b>-9.45%</b>	<b>-17.76%</b>	
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	<p>The Governors approved the revised budget with the understanding that steps are being made to address the deficit in Year 2.  The risks and opportunities document needs updating. SB to update.  Debt recovery report – SB discussed the outstanding debts – this were minimal and not material to the accounts</p>	SB																																																						
8	<b>Governor Staff survey update</b>																																																							
	<p>The survey has been issued and it was due to close on 10 November. 70 responses were received (36% response rate) so the deadline has been extended by a week until 17<sup>th</sup> November. HDT is encouraging staff to respond. GRS explained that staff have a lot of online training to complete, and time is an issue.  A Governor suggested possibly asking staff to comment on what the college is doing well, with a view to ensuring such measures are continued. Incentivising staff to complete the questionnaire may help.</p>																																																							

9	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>• Chair of BoG - designate</li> <li>• Link Governors – update on progress in arranging and attending meetings.</li> <li>• School Council – Governor attendance and report back by Chair</li> <li>• Governor training 2023/24</li> <li>• Governing Body Development Plan &amp; February WGBT</li> <li>• Marketing &amp; communications - Facebook page etc.</li> <li>• Resignations and vacancies</li> <li>• Any changes to terms of office</li> <li>• Correspondence</li> <li>• Re-elect PHB and BP (term ends on 1 Dec 23)</li> </ul>	
9.1	<p>Chair of BoG – BP is happy to remain as Vice Chair. IM has put his name forward and explained he has the time to commit to the role. IM left the room so Governors could discuss IM taking on the role. Governors were extremely happy for IM be elected as Chair and suggested this happens at the March BoG so shadowing can take place prior to DG stepping down as Chair in July. IM returned to the meeting.</p> <p>BP and PHB were re-elected as Governors for another 4 years. JF to update the hub (completed). TPK, KE, SF to arrange link visits. DG to check if AC has completed link visit.</p>	TPK/KE/SF/DG
9.2	<p>EMTAS have offered Governor training on GRT. This is being arranged for the end of the spring Term. DG to send Governors the date when it has been arranged.</p> <p>DG attended the school council this term.</p> <p>Governor training – a Governor Training guide document showing training in alignment to committees has been uploaded to the hub in the training folder. The skills audit collates information on Governors which includes the wealth of knowledge that Governors have. Governors can manually update any courses that are not appearing on the training records. All courses are included in the SLA that is paid for. Governors can email JJ with any training details not covered in the document.</p> <p>WGBT – This is taking place on 5 February 2024 and is on Parent Communication.</p> <p>BP is reviewing the Facebook page and will ask Chairs of Committees to provide regular updates after the committee meetings (250 words or less).</p> <p>Resignations and vacancies – DN will be leaving the Board of Governors at the end of the Spring term. DN is the LA Governor, and we will be looking into finding another LA Governor through the local councillor. DN was thanked for his contribution to the board.</p> <p>DG has received two applications for the co-opted roles that are currently vacant. DG and BP will be meeting the applicants. We still have a staff Governor vacancy.</p> <p>Terms of office – nothing to update.</p> <p>Correspondence – nothing to report.</p> <p>The college celebration evening is next Thursday and an evening with the arts takes place on 7 December – Governors are invited to attend both events.</p>	DG
10	<p><b>Safeguarding</b></p> <p>Update on any current issues relating to Safeguarding by Safeguarding Governor/ Head Teacher</p> <p>Nothing to report.</p>	
11	<p><b>Any questions from the committee minutes available on Governor Hub</b></p>	
	<p>Committee minutes are all on the hub. Governors were encouraged to post any questions on minutes for the Chair of the relevant Committee on Governor hub.</p>	
	<p>TP is sending out the Governors Code of Conduct survey – Governors to complete in December.</p>	All
12	<p><b>Impact of meeting</b></p> <p><u>Accountability/Compliance</u> The above policies were approved.</p> <p><u>Strategic Leadership</u> HDT was challenged on attendance across the college.</p> <p><u>People</u> PHB and BP were re-elected, and Governor terms extended. IM has approval from the Governors to take over the Chair role from DG next year. DN will leave the Board at the end of the Spring term.</p>	

	<u>Evaluation</u> It was decided that at future meetings, Chairs of Committees will give a brief update on meetings.	
<b>13</b>	<b>Date of next meeting: 11 March 2024 at 5.30pm</b>	

Signed approved

*D. Gamblin*

Dated 11 March 2024