

**Meeting Minutes for the Board of Governors Meeting  
Swanmore College 2023/24  
11<sup>th</sup> March 2024**

Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Mandy Sadler (MS) – Clerk	Simon Firth (SF)
Kyle Jonathan (HDT) (Head Teacher )	Amanda Griffiths (GRS)	Matthew Moore (MM)
Kyle Evans (KE)	Sam Baker (SB) – Senior Finance Manager	
Nicola Fisher (NF)		
Phil Harris-Bridge (PHB)		
Helen Horn (HH)		
Jane Hulme (JH)		
Justin Jamieson (JJ)		
Ian Mills (IM)		
David Newberry (DN)		
Tina Paskins (TPK)		
Bex Perryman (BP)		
Tessa Philpott (TP)		
Dave Mason (DM)		
Jeremy Bird (JB)		

Meeting Started at 5.00pm

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 SF 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>A presentation from the outgoing Head Girl – Lyla and Head Boy – Thomas</b>	
	<p>Unfortunately, Layla was unwell, so Thomas spoke for them both. They enjoyed collaborating with the school's leadership team and had opportunities throughout the year to speak to a range of audiences giving speeches and presentations. As a result of their work, they felt the ICC (Innovation, Collaboration, Challenge) points system was now working more fairly, rewarding pupils for hard work and good behaviour. They had worked with the College Council to promote Pupil Voice and had also focused on United Nations Rights of the Child choosing five points which were discussed weekly in assemblies and tutor time. A vending machine had been installed for break times which helped to reduce queues. They had worked with the Deputy Head on material to support pupils on the website. On behalf of himself and Layla, Thomas thanked the school for the opportunity to undertake this role and said he was confident Luca and Alice would do a good job as Head Girl and Head Boy next year.</p> <p>The Chair thanked Thomas for his excellent presentation and passed on good wishes to Layla. He invited questions from the board.</p> <p><a href="#">Q: Were there any things that were priorities at the start that you did not manage to address this year?</a></p>	

	<p>A: Yes we would like to involve pupils in the enrichment activities on Wednesday afternoon by Year 11 and Year 10 pupils using their skills to support younger less confident pupils.</p> <p><b>A presentation from the incoming Head Girl and Boy – Alice and Luca</b> Luca and Alice set out their ideas for priorities for the coming year. These included working on opportunities for pupil role models and environmental projects. They hoped to follow on Thomas and Layla’s ideas for older pupils to assist during Wednesday afternoon activities and to improve the separation of rubbish in bins within classrooms. They would like to work with the school’s leadership team to develop a homework pass.</p> <p>Q: What is a homework pass? A: This would be like other passes, such as a toilet pass, which would recognize where pupils have difficulty completing their homework, perhaps due to a difficult homelife, and the pass could allow them to ask for an extension or other support to get this done.</p> <p>Q: Luca and Alice were thanked for their confident presentation and asked how they would start work with the Headteacher and leadership team. A: We can’t wait to get started we have already attended a College Council meeting. We are looking forward to discussing how we can achieve our ambitions.</p> <p>Q: How will you engage with other pupils? A: Through friendship groups, Tutor Groups which include people you don’t normally see, clubs, assemblies and the College Council.</p> <p>The Chair thanked Luca and Alice and said the Governors would look forward to hearing how they get on. He also wished Thomas and Layla good luck in their exams and the future.</p>	
4	<p><b>To elect new governors to the co-opted governor vacancies</b></p> <ol style="list-style-type: none"> <li>i. <b>Dave Mason (DM)</b></li> <li>ii. <b>Jeremy Bird (JB)</b></li> <li>iii. <b>Justine Greenfield</b></li> </ol> <p>The Chair welcomed DM and JB to the meeting and explained to the board that the third potential governor had withdrawn their application. Written applications setting out the personal profiles and backgrounds had been available in the meeting papers. For the purpose of the meeting, DM and JB were invited to outline their backgrounds and reasons for wanting to join the board.</p> <p>DM and JB were asked to leave the room briefly whilst the vote took place. (5.25pm)</p> <p>Board members were invited to comment or raise any concerns regarding the proposal to co-opt DM and JB as new governors. None were raised. <b>Decision: The Board of Governors voted unanimously to co-opt Dave Mason and Jeremy Bird to the Governing Board.</b></p> <p>DM and JB returned to the meeting and were informed of the decision. (5.35pm) The Chair welcomed the two new governors and everyone present introduced themselves.</p>	
5	<p><b>Minutes of the meeting held on 13<sup>th</sup> November 2023</b></p> <ol style="list-style-type: none"> <li>a) Approval – subject to two amendments the minutes were approved and electronically signed.</li> </ol> <p><b>Action : Clerk to make amendments to minutes – item 7 4<sup>th</sup> line add ‘from the first budget in April’ after £70k. and item 7, 4<sup>th</sup> line from end add, ‘and beyond’.</b></p> <ol style="list-style-type: none"> <li>b) Matters arising and actions carried forward.</li> </ol>	Clerk

Meeting Date	AP No	Subject	Description	Who	Ongoing or Completed
13/03/23	7.4	Provider access policy	BP to decide on a new title. <i>(Title to stay as it is first paragraph amended to clarify.)</i>	BP	Complete.
13/03/23	12.1a	Look at how committees are reviewing policies	DG/BP to meet and discuss. <i>(Now at start of agenda.)</i>	DG/BP	Complete
18/09/23	5.2	PP & GRT	Discuss roles with BP and HH. Re-issue visit guidance for link visits. <i>(On this agenda)</i>	DG	remove action
13/09/23	3b	Safeguarding training	JH to ask BRN to send JJ update of which Governors have completed safeguarding training.	JH	On going
13/11/23	4	Policies	Arrange for changes to be made as detailed in the minutes.	HDT	complete
13/11/23	5	FSM	HDT will provide more detail on the FSM pupils and provide the FFT report at the next S&W meeting. <i>(FFT report including FSM and other groups now on dashboard.)</i>	HDT	complete
13/11/23	6.1	College vision & strategy	GRS and IM to meet before Xmas to discuss. IM to put message on Governor Hub asking Governors if they would like to be involved in a focus group.	GRS/IM	complete
13/11/23	6.2	Parent feedback	Ask for feedback at certificate evening.	GRS	complete
13/11/23	7	Risks & opportunities document.	SB to update document. <i>(HCC have no guidance still under review.)</i>	SB	On going
13/11/23	9.1	Link visits	TPK and KE to arrange visits. DG to ask AC if she has done link visit.	TPK/KE/DG	complete
13/11/23	9.2	EMTAS training.	Send date to Governors when agreed. <i>(Training arranged for 15/04/24)</i>	DG	complete
13/11/23	11	Governors Code of Conduct survey	Governors to complete in December.	All	On this agenda

- 6 Approve Policies & Procedures and Service Level Agreements (SLA)** (shared in advance of the meeting)
- i. Governor services Service Level Agreement (SLA) – **Renewal Approved**
  - ii. Clerking service agreement – **Renewal Approved number and meetings to be the same as 2023/24**
  - iii. Code of Conduct for staff – **Some updating needed to staff names as people have left and date on footer.**

Q: Do we need to use names, or can the role title be used instead to avoid it going out of date if staff leave?

A: Some roles require names – eg DSL role but otherwise role could be used.

**ACTION: GRS to make amendments to Code of Conduct update names and amend date in footer.**

**GRS**

	<ul style="list-style-type: none"> <li>iv. Provider access policy review – <b>Already approved by Standards and Wellbeing Committee.</b> SLA's</li> <li>v. Hampshire School Staff Absence Scheme - <b>Approved</b></li> <li>vi. Hampshire School Library Service - <b>Approved</b></li> <li>vii. Insurance - <b>Approved</b></li> <li>viii. Occupational Health and Wellbeing Service –<b>Not a Hampshire County Council SLA</b></li> <li>ix. Shared Services (Transactional HR and Pay, Finance and Cash Management) - <b>Approved</b></li> </ul>	
7	<p><b>Written Head Teacher’s report to include forecasted pupil numbers and budget implications and Self Evaluation Framework (SEF) update.</b></p> <p>The written report was shared with Governors ahead of the meeting. The following points were further elaborated. Governors were reminded that performance data for the college was available through <a href="https://www.gov.uk/school-performance-tables">https://www.gov.uk/school-performance-tables</a> .</p> <p>The attendance data was discussed. It was noted that attendance is steadily getting worse over the course of the academic year week on week (week 1 is the first week in September). Comparison to Fischer Family Trust Data (FFT) indicate a particular issue in Year 10 which is 0.6 below National average. There is an urgent need to improve attendance across the school to above National figures. Hampshire County Council (HCC) has identified a particular problem with Rural Schools. Swanmore College is identified as a rural school. One marker used to identify these schools is the number of pupils who ‘bus in’. HCC have arranged a meeting for a number of rural schools where this is a problem. The attendance Officer from school will attend this. Part of the problem is that if the pupil misses their bus, they don’t then attend but there are some bigger issues too. It is not just Swanmore that has this problem in fact in some other schools it is thought to be much more of a problem.</p> <p>Q: Do the national comparison figures show rural schools or is that all schools? A: that is all schools nationally. Q: How are we compared to other rural schools? A: We hope to find that out at the HCC meeting. Q: Are there any initiatives in place to try to tackle this? A: The Attendance Officer and her team have many initiatives, but these are often very complex problems, mental health is often a factor. It is important to be positive and to encourage pupils to attend. Q: Have the year groups at home during Covid been tracked? A: Yes, but most year groups were at home either attending here or at primary school. Most year groups are affected and there are many issues as a result.</p> <p>Behaviour was then discussed. The HDT explained that non-compliance is the biggest problem in respect of behaviour. This was much less frequent prior to Covid. All schools were experiencing similar problems.</p> <p>Q: Is the ‘Vape effect’ having an impact on numbers in the Hub? A: Yes as addressing vaping in school is a focus for school.</p> <p>The meeting then looked at the table of complaints. DG observed that most were dealt with in school, and this was a positive reflection on school. The HDT explained that it is important to have a face to face conversation when issues are raised. It gives a better idea on the concerns and more of an opportunity to set out the school’s response.</p> <p>Q: Why is the matter from the 28/06/23 still on-going? A: Hampshire legal are now dealing with this as it has become a matter for the County Council rather than school.</p>	

Q: Is there any more information on the complaint to the Department for Education (DfE)?

A: This is a legal point that needs to be clarified. It may turn out that the wording in the school's document is not correct we will then carefully consider the wording.

Suspensions have increased although we are quite low in comparison to other schools. These are still higher than we would want. We anticipate the final end of year figure to be similar to last year (370).

Q: Is this your firm stance to avoid disrupting learning?

A: Yes we want school to be calm and orderly but there is a lot going on behind the scenes. It is the disaffected pupils who are most at risk of suspension.

The headteacher told the meeting that at a recent Headteacher conference he found that this was a common theme. There are funding issues with SEND provision. If a school is having difficulty meeting a pupil's needs in the past they may have gone to a special school. There are very few places available now this means pupils in mainstream school re-offending time and time again.

Q: Is what is in place having the desired effect?

A Yes it keeps a good atmosphere in school – calm and purposeful - but the cost for this is rising suspensions. Two years of choosing whether or not to engage with education has had a significant impact on some pupil's attitudes.

Two Governors observed that they had seen similar trends in the workplace with low level misdemeanours more frequent.

The meeting was informed that there is a Pupil Referral Unit called The Bridge and other strategies such as a 'managed Move' were used to support pupils back into school. Swanmore had set up an arrangement with Wyvern to enable pupils to work in another school, this is an initiative used to some success in Portsmouth. The Bridge will not take pupils with an Education Health Care Plan (EHCP). These pupils often have difficulties engaging in education. If pupils go to The Bridge but do not attend, they are passed back to school. There are only 90 places in the whole of the Eastleigh / Fareham area for pupils outside mainstream school.

The Vaping Forum held recently was then discussed. Governor who attended were thanked for going. This was felt to have been a useful session.

Q: Were parents given feedback on the forum?

A: Yes, people seem to have a much clearer idea of the scale of the problem now. Finding out about the larger vapes containing THC was a bit of an eye opener for parents.

Q: Is it a concern that this could be a route into school for drugs? If the school has a zero tolerance to drugs where is the difference? Does our definition of drugs cover vapes?

A: Difficult to have a simple definition as these are more aligned to cigarettes which are not classed as drugs. It can be hard to determine if a vape contains drugs or not and there is no way to test this. We will maintain constant vigilance to tackle this and if anyone is found vaping they will be suspended. A couple of parents have been unhappy about this but they are not recognising that it is illegal for u/18 to buy vapes.

One governor observed that parent's perception may be that vaping is not as bad as smoking cigarettes. The headteacher is having to deal with a range of opinions on this.

Swanfest tickets are selling well. So far 300 are sold and this is significantly more than this time last year.

	<p>Q: What happens with the vaping issue on a Saturday at Swanfest?  A: A security company is employed. They can check bags. This is not a college event it is a community event. There were a couple of incidents last year, but these were dealt with in a lowkey way. It is important people are not aware of this.</p> <p>The leadership team will be evaluating the enrichment activities available to pupils as these have been in place for some time now.</p> <p>Q: The idea from the Head Boy and Head Girl seems to be a good one are there any plans to follow this up?  A: We did all like the idea but the logistics of supervision and management of the pupils is problematic, so this has not been taken forward so far.</p>	
8	<p><b>SEND information report and update</b></p> <p>It was noted that this had previously been a table in the headteacher's report.</p> <p>The SEND Governor DN gave feedback on his link visits with the college SENDCo. There has been an increase in the number of pupils with an Early Health Care Plan (EHCP). This puts huge pressure on staff. The HCC team are also short of staff which means processing applications is a challenge.</p> <p>The SEND Team are working on improving the transition from primary to Year 7 and from Year 11 to KS5. There is also good liaison with SEN groups. They hope to improve communication with parents.</p> <p>As DN is retiring from his role on the Governing Board at the end of March he indicated that he would be very keen to do a handover meeting with the new SEND Governor. He also recommended inviting the SENDCo to give a presentation to BoG at the next meeting to help governors understand the issues and the way SEND is managed in school.</p> <p><b>ACTION: Clerk to add Presentation from SENDCo to the next BoG meeting agenda in May. This will be the first item.</b></p>	Clerk
9	<p><b>Budget Up-date for Financial Year 2023/24 – verbal up date</b></p> <p>A written report had been made available prior to the meeting for governors to read showing the current budget figures.</p> <p>SB, Senior Finance Manager, explained that the O Code was the main school budget, Y Code was the community Budget and the J Code the Rural school's budget.</p> <p>There had been a £65,000 (sixty five thousand) improvement on the salaries budget although the rural schools budget has lost in the region of £9,000 (nine thousand). This is due to a lower allocation due to a trainee withdrawing from their place. Each eligible trainee represents £9,500 (nine thousand five hundred) in the rural school's budget. Overall, this means the college will be in a stronger position going into next year.</p> <p>The 2024/25 budget allocation is 5% more than this year, this increase is higher than had been expected so this is also positive. The college are frugal with their spending but do not compromise on quality of provision.</p> <p>The Y Code (community budget) is running at a loss but overall, the budget will be in a surplus position at the end of the year.</p> <p>Q: How will this deficit position be addressed going forward?  A: We will be increasing the cost of lettings and also reviewing the price of things in the shop (teas and coffees). The deficit is only expected to be in the region of £500 (five hundred) so it is not a lot to make up.</p> <p>We are in good shape compared to many schools.</p>	

	<p>The rural school's alliance means that we provide teacher training as a lead school. Other schools can access this provision. The trainee teachers come from schools around the area.</p> <p>The Governing Board commended the Senior Leadership Team for the way they are managing the budget despite the challenges. Thanks were given to SB for her input.</p>	
10	<p><b>College Strategy and Vision – update- to discuss progress including staff feedback and proposed dashboard</b></p> <p>IM summarised the work so far. Documents had been made available to governors before the meeting. He also reported back that the session with staff held today before this meeting had been quite lively with staff engaging well.</p> <p>This process had started in October last year working alongside the College Senior leadership team a vision and strategies had been discussed and agreed. There will be a feedback session to parents on the 21<sup>st</sup> March, so far 15 parents have signed up for this and a number of governors would be attending.</p> <p>The other document shared with governors set out the strategic objectives with examples to give a flavour of what these may look like.</p> <p>Q: Some of the language in the document seems to be very 'education speak' could this be looked at the make sure parents fully understood what was being proposed? A: IM agreed to look at the language before sharing with parents.</p> <p>Another governor had put the document through some 'plain speaking' AI software because they had thought the same. This will be shared with IM</p> <p><b>ACTION: IM to look at the use of educational/ technical language in the Vision and Strategies documents before sharing with parents to make sure the measure is readily understandable.</b></p> <p>GRS then went on to demonstrate the proposed new dashboard to the meeting. The new dashboard had been discussed last year and there had been some concerns expressed about delays and slippage. GRS hoped that she could explain and that the end result would be worth the wait. The IT Manager had been working closely with GRS and Microsoft to develop a bespoke software package called PowerBi. This was progressing well but was very complex. GRS has seen PowerBi in action during a secondment to Wyvern and was certain then that this would offer an exceptional way of presenting and interrogating data that would revolutionise how information was shared.</p> <p>The origin of all the pupil-based data is SIMS a data management system that collects all of the information – both pastoral and academic – but is then not very easy to use to analyse this data. Covid had allowed time for schools to explore the possibilities offered by PowerBi. It takes the information from SIMS and creates a dashboard. It updates daily which is a huge advance over current systems which generally use data at best four weeks old.</p> <p>GRS has worked closely with Paul Emery (PE) Data and Technology Manager to produce a system that will present data needed by the school and by Governors. It is visually presented and readily interpreted. There would be a specific Governor 'tab' which would allow governors to undertake data analysis but within the bounds of confidentiality (so not at pupil level). The data sets available include gender, attendance, groups of pupils (eg FSM, SEND). An example was looked at for attendance data which indicated that so far this year there have been 8.6K 'lates' recorded in the register. The new dashboard would provide a means to analyse this and to identify patterns. This could relate to the attendance issues for rural schools where pupils arrive by bus as discussed earlier in the meeting.</p>	IM

	<p>At the moment it is only drawing on pastoral data, but this will be developed to include academic data and exam results. What we have so far has been developed since January. It does need lots of further work, but PE has the skills and experience to do this. He is very measured in his approach GRS acknowledges that she needs to step back for a time to allow others to look at the system and to make their suggestions. A conservative estimate on the timeframe for PowerBi to be up and running would mean it being available for summer term governor meetings. Governor input will be needed to capture the data governors need.</p> <p><b>ACTION: GRS to consult with other staff and governors to further develop the system and create useful data sets.</b></p> <p><b>ACTION: Chair to identify governors to work with GRS on developing KPIs and parameters for governor analysis.</b></p> <p>Q: Can the data used by the previous dashboard be fed into PowerBi?  A: It must be extracted from a different spreadsheet which is more difficult. Governors will need to identify which Key Performance Indicators (KPI) they would like to have available. In time, it is hoped that all the data will come through SIMs.  Q: Does PE have the skills and capacity to deal with this?  A: Skills yes capacity I am working on. Some of his other responsibilities have been assigned to others for now. He is learning as he goes along and is having fortnightly meetings with Microsoft.  Q: Do we need to spend time validating the data within the system?  A: Yes that will be in the autumn once the system is up and running.</p> <p>GRS was thanked congratulated on her work to develop this which looks extremely exciting.</p>	<p>GRS</p> <p>Chair</p>
11	<p><b>Approve School Financial Value Standard (SFVS) Checklist 2023/24</b></p> <p><i>Approved</i></p>	
12	<p><b>Governor Staff survey update (Phil Harris-Bridge)</b></p> <p>There are two staff surveys each year. The last one was undertaken in spring 2023. Thanks was given to GRS for her work on this and for encouraging staff to be involved and to JH for her involvement with the staff focus groups. Papers setting out the results were available ahead of the meeting on Governor Hub. Although the response rate was disappointing the overall feeling was positive. Opportunities were identified to encourage staff to get involved, such as during Link Visits.</p> <p>The HDT explained that they had listened to concerns about Tutor Time and PSHE was now a separate session. Opportunities for teacher's CPD time had been in place now for two years. There is a disconnect for staff who hear things from other schools as they do not understand the logistics or costs of alternative arrangements. Two way communication aims to discuss concerns and address these. One set of mocks had been removed to free up more curriculum time. Greater use would be made of Year 10 mock results from this year. This should benefit pupils too.</p> <p>The outcomes report needs to be shared before Easter with a 'you said.... We did' format. This will come from the Headteacher and the Chair.</p> <p>One governor observed that the use of the word 'small' with reference to groups in the outcomes report may give the wrong impression. It was agreed that this sentence should be removed and that the report to staff would have the desired emphasis.</p> <p><b>ACTION: HDT to amend report and to remove the sentence containing the phrase 'small group'.</b></p>	

		<b>HDT</b>
<b>13</b>	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>i. Community Committee – Governor Membership &amp; Chair TP/IM/PHB to be members of the committee – DG and BP are ex-officio. TP offered to Chair the next meeting.</li> <li>ii. Link Governors – discussion on Spring visits and any issues of concern raised so far and review of vacant Link Governor roles. Nominations are needed for SEND (as DN is retiring) GTR and Pupil Premium Link Governors. Governors were asked to consider putting themselves forward for the roles as soon as possible. It was felt it may be necessary to review other link roles which had less priority to free up time for governors. We are required to have a SEND Governor and the Pupil premium Strategy has changed significantly recently so needs someone to take this on.</li> </ul> <p><b>ACTION: IM, DG, BP to look at Governor link roles as a priority.</b></p> <ul style="list-style-type: none"> <li>iii. Governing Body Development Plan – consider and approve the Action Plan from February WGBT. IM offered to take on the lead for this. This needs to be added to the link Governor list.</li> </ul> <p><b>ACTION: Clerk to add WGBT Action Plan to Link Governor list.</b></p> <ul style="list-style-type: none"> <li>iv. Marketing &amp; communications - <i>nothing reported</i></li> <li>v. Governor training to include 2024/25 skills audit - skills audit to be sent out by the end of March for completion over April and to bring the results to BoG in <i>May</i>.</li> </ul> <p><b>ACTION: JJ to send out Governor skills matrix by the end of March and All Governors to complete and return by the end of April.</b></p> <p><b>ACTION: Clerk to add Skills Survey outcome to BoG agenda in May</b></p> <ul style="list-style-type: none"> <li>vi. Resignations, vacancies, recruitment – <i>DG has contacted the the local County Councillor about a new LA Governor following DN retirement. GRS had had two expressions of interest from members of staff about the staff Gov vacancy. Overall, there will be 1 LA vacancy, 2 Co-opted vacancies and 1 staff vacancy.</i></li> <li>vii. Any changes to terms of office <i>None</i></li> <li>viii. Correspondence – <i>Two emails received which are being dealt with by the Chair.</i></li> <li>ix. Governor’s code of conduct survey outcomes – <i>the responses have been collated by TP and are available on Gov Hub</i></li> <li>x. Continued use of Governor Hub – <i>it was agreed to continue the use of Gov Hub for one year to allow time to see how the new Services for Schools platform offered by HCC would meet the Board’s needs. The HCC provision expires from the 31<sup>st</sup> March 2024.</i></li> </ul> <p><b>ACTION: SB to contact Governor Hub to arrange to pay for the contract for one year.</b></p>	<p><b>IM, GD, PB</b></p> <p><b>Clerk</b></p> <p><b>JJ / All Govs</b></p> <p><b>Clerk</b></p> <p><b>SB</b></p>
<b>14</b>	<p><b>Safeguarding</b></p> <p>Mental health and self-harming remain significant areas of concern. Links are being developed with the primary schools as these are arising at a younger age and it is hoped this would support a positive transition to KS3.</p>	
<b>15</b>	<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>At this point DN was thanked for his contributions to the Board of Governors and especially for his work as link governor for SEND. He was presented with a thank you gift.</p>	

16	<p><b><u>Accountability/Compliance</u></b>  Co-opted two additional Governors  Approved the School Financial Value Standard (SFVS) Checklist 2023/24  Update on the college budget</p> <p><b><u>Strategic Leadership</u></b>  Discussed progress on developing the College Vision and strategy.</p> <p><b><u>People</u></b>  Agreed summary of Staff Survey and information to be sent to staff on 'you said ... we did'</p> <p><b><u>Evaluation</u></b>  Update on attendance and discussion.  Received a presentation on the development of PowerBi to provide a dashboard to assist governors in receiving data and evaluating college performance.  <b>The meeting closed at 7.45pm</b></p>	
17	<b>Date of next meeting: 20 May 2024 at 5.30pm</b>	

Signed

Dated 11 March 2024

### Summary of Actions Carried forward

Reference	Action	Who
13/09/23 item 3b	Safeguarding training- JH to ask BRN to send JJ update of which Governors have completed safeguarding training.	JH
13/11/23 item 7	Risks & opportunities document. SB to update document. (HCC have no guidance still under review.)	SB
11/03/24 Item 6iii	GRS to make amendments to Code of Conduct update names and amend date in footer.	GRS
11/03/24 Item 8	Clerk to add Presentation from SENDCo to the next BoG meeting agenda in May. This will be the first item. <b>Complete</b>	Clerk
11/03/24 item 10	IM to look at the use of educational/ technical language in the Vision and Strategies documents before sharing with parents to make sure the measure is readily understandable.	IM
11/03/24 item 10	GRS to consult with other staff and governors to further develop the system and create useful data sets.	GRS
11/03/24 item 10	Chair to identify governors to work with GRS on developing KPIs and parameters for governor analysis.	DG
11/03/24 Item12	HDT to amend report and to remove the sentence containing the phrase 'small group'.	HDT
11/03/24 Item13 ii	IM, DG & BP to look at Governor link roles as a priority.	IM /DG/BP

11/03/24 Item13 iii	Clerk to add WGBT Action Plan to Link Governor list.	Clerk
11/03/24 item 13 v	JJ to send out Governor skills matrix by the end of March and All Governors to complete and return by the end of April.	JJ All Govs
11/03/24 item 13 v	Clerk to add Skills Survey outcome to BoG agenda in May	Clerk
11/03/24 item 13x	SB to contact Governor Hub to arrange to pay for the contract for one year.	SB