

Meeting Minutes for the Board of Governors Meeting


Swanmore College 2020/21

Date: 21 September 2020	Start time: 5.34pm	End time: 7.30pm
Present	In attendance	Apologies
Dennis Gamblin (DG) (Chair)	Chris Loveday (CL) – School Business Mgr	Bex Warrilow (BW)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Rebecca Chiverton-Burt
David Newberry (DN)	Amanda Griffiths (AG)	
Alison Brodigan (AB)		
Tessa Philpott (TP)		Absent
Susan Sinclair (SS)		Bernard Rhodes (BR)
Gareth Richards (GR)		Russell Hougham (RH)
Becci Thomson (BT)		
Will Kennedy Scott (WKS)		
Phil Harris-Bridge (PHB)		
David Hedicker (DH)		
Laura Barker (LB)		
Simon Firth (SF)		
Charlie Oulton (CO)		
Matt Short (MS)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and Apologies	
	The Chair welcomed the Governors to the meeting. Apologies were received and accepted from BW and RCB. The meeting was conducted via Zoom due to Covid restrictions.	
2	Annual Register of Pecuniary Interests	
	All Governors have notified the clerk of pecuniary interests and Governor Hub has been updated. The summary sheet will be signed when face to face meetings resume.	
3	Approval of the minutes from the meeting on 13 July 2020	
3a	Amendment to number 6. JF to amend. (completed)	
3b	Matters arising and action log	
3b 1	9 March 6.1 Parent survey – draft survey to be put together. This needs to be concise and straightforward. AG to draft and send to Governors by 12 October. JF to put on the Standards and Wellbeing committee agenda. (completed)	AG
4	Introduction of new Governor	
	MS introduced himself to the Board. MS left the meeting. He was elected as a co-opted Governor and then returned to the meeting. JF to update Governor Hub. (completed). MS was welcomed to the Board of Governors.	
5	Verbal HT report to include: <ul style="list-style-type: none"> • Update on COVID situation and impact on college • Results 	
5.1	GCSE Results Results this year are centre assessed grades (teacher assessed grade) followed by moderation by the department. Teachers have used results from two formal mock exams	

plus class evidence. Results are similar to previous 4 year average.



Headline Measures

Measure (percentages)	2020	2019	2018	2017	2016
5+ 4-9 GCSE	79	71	78	79	77
Ebacc Pass	29	26	31	28	27
5+ incl E & M at 4+	77	69	73	76	71
7-9 Percentage of all entries	29	23	24	25	24

Measure	2020	2019	2018	2017	2016
Average attainment-8 grade	52.65	48.76	51.47	52.37	54.43

Average over the last 4 years is 77%, 29%, 74%, 25%, 51.31

P8 difference between boys and girls –

The difference between the 2 groups is now down to +0.2 (was 0.4 last year and 0.7 the year before)

Q When will you publish the results?

A Most schools are not publishing results as they are centre assessed grades. KJ will send a generic statement out and parents can contact the college if they want more information.

KJ

Q Students could choose to take centre assessed grades or Ofqual grades. Did we have any students who's grades were increased by Ofqual ?

A Yes. KJ to ask Phil Sleat to provide this information for Governors. JF to put on the Standards and Wellbeing committee agenda (completed). The college are running virtual open mornings when results can be discussed.

KJ

Attendance

The improving attendance figures over the last three years will not be maintained due to the Covid crisis. We are normally around 95% for the year but is averaging out over the first 2 weeks of term at 95.5%. However, the national figure that we have is 89%. 6.5% higher is significantly better than the national picture so it is a good situation at present.

Q Are any pupils off with symptoms?

A Yes, staff are putting work on Google classroom for pupils that are off. We currently have 30 pupils isolating.

Capital Development Update

The following work has been undertaken already this financial year (since April):

- W Block Toilets full renovation
- 2 x Music Practice Rooms Full Renovation
- Automated car park barrier
- Remarking of 3 car parks to improve safety
- Sub-division of MFL office to create exam area
- Redecoration of Main Hall Redecoration of Swan Cafe
- Tarmac works

Installation of additional water coolers for pupils

Planned for the remainder of this academic year (until September)

M Block Window Replacement (HCC)

N Block reclad (HCC)

Redecoration of S Block Classes and Corridors Refurbishment of S Block Girls

Refurbishment of S Block Boys

CCTV installation in newly refurbished practice rooms

Summary of Learning Review data

In June 2020 all pupils self-assessed their progress based on a simple RAG system.

Year 7			
		All Subjects	%
All	Green	1370	42%
	Amber	1538	47%
	Red	347	11%
Year 8			
		All Subjects	%
All	Green	1638	46%
	Amber	1543	44%
	Red	356	10%
Year 9			
		All Subjects	%
All	Green	671	41%
	Amber	673	41%
	Red	303	18%
Year 10			
		All Subjects	%
All	Green	596	45%
	Amber	595	45%
	Red	137	10%

Lower ability pupils tend to mark themselves down in self assessment.

	Baseline Testing: Assessing pupils in the Autumn Term 2020	Report Data drop
Y7	CATs & GL Assessment Science English and Maths tests. Completed and marked on line	13/11
Y8&9	GL Assessment Sci / Eng / Maths tests. Completed and marked on line	Y8 – 16/10 Y9 – 02/10
Y10	45 mins test proposed by Subject Leader and submitted to GRS 11/09	27/11
Y11	Design test to identify gaps / test content covered during lockdown? Submit proposed test to GRS 11/09	06/11

We are looking to recruit two teachers and two graduates to provide targeted catch up for the most adversely affected pupils in Years 7-10. We are doing this assuming Government additional catch-up money will be available. This is a calculated risk.

Year 11 catch up statistics for the first 2 weeks:

- 97% of Y11 have signed up - 248 of 254 pupils have signed up for sessions
- Average sessions signed up for is 6.12 over the two weeks
- 73% (181 pupils) have signed up for 6 or more over the two weeks
- 94% (234 pupils) have signed up for 4 or more
- There were 84.5 hours of sessions on offer for pupils to choose from over the first two weeks.

Next 4 weeks of Catch Up

The link for signing up to these session has gone out today for the next 4 weeks – it's all set up on Google classroom and the details allow both parents and pupils to see which sessions they are signing up for. If a teacher wants to invite a particular pupil to a session(s) during these 4 weeks then this is possible too.

The Governors thanked KJ, AG and the staff for their hard work on the catch up work.

Q Do you have a view on the overall impact of 4 months off school for pupils? At what point do you think pupils will have caught up?

A Pupils have engaged very well over lock down and the learning review has demonstrated this. If the Year 11's take advantage of the extra sessions they will catch up on anything missed. When all of the data has been collected from Years 7-10, we will get an indication of where our pupils are in comparison to other schools. In Year 11, pupils need to gain

confidence. AG would like to re-issue the RAG survey in November to guide pupils on where they may have gaps. We have re-named catch up sessions 'Springboard Sessions' and these will run until Christmas. Revision sessions will start in January.

Behaviour – too early to say anything other than the pupils have generally come back in a very positive manner. The exclusions that we have done are as follows:-

Year 7 – 4 pupils

Year 8 – 1 pupil

Year 9 - 2 pupils

Year 11 – 1 pupil

Desks are apart so that pupils can socially distance. Generally there is an excellent attitude from pupils in school. They are hand sanitising and following all Covid rules.

COVID 19 ICT Strategy

Parental survey of ICT Provision at home (19% did not respond)

Of those that have: -

15 (1.4%) pupils have no internet (40 dongles already in storage- contract expires on 24 October)

Q Are there any issues with internet problems?

A No

136 (13%) pupils have no suitable device

70 (7%) pupils do not have sole use of a device, after removing those who said they didn't have a device from this list.

Staff survey of ICT Provision at home, in summary:

7 teachers do not have access to an adequate device, 6 other members of staff don't have access to an adequate device. At present we have 258 usable Chromebooks on site (being used in lessons). The DfE have allocated us a further 57 devices which will be issued (within 2 days) to us should we go into any kind of full/partial lockdown. With our survey as evidence, we could potentially negotiate more than this.

We are procuring a further 50 Chromebooks for pupil use to mitigate any potential problems. We are purchasing 15 laptops for staff use. We are purchasing for every teacher a visualiser and graphics tablet to enable "interactive" live lessons from home or school for pupils regardless of if they are on site or learning from home. The DfE is currently negotiating with BT to provide internet access to all pupils/families without it, to access remote learning. We have volunteered to be a pilot school if possible. We are confirming if the Dongles previously provided are still working. We are exploring a parental leasing scheme for Chrome books which will allow parents to purchase a Chrome book and insurance at a preferential rate.

Our strategy is simple. All teachers will continue to teach their lessons whether they are at school or at home. We expect them to load their resources onto Google classroom for every class and teach live lessons in the following ways: -

1. If the teacher is in school but one or more pupils are at home isolating. The teacher delivers the lesson to their live class and the pupils at home access the live lesson where they can hear the teacher explanations, watch the teachers live workings and access the resources.
2. If the teacher is in school but all the class are at home. Same as above.
3. If the teacher is at home but the class onsite and one or more pupils at home isolating. The teacher delivers the lesson live via google classroom (an example was shown on video) and the cover supervisor in the classroom provides on site support.

	<p>4. If the teacher is at home and the whole class is at home isolating, the teacher delivers the live lesson to the pupils via google classroom.</p> <p>This has been very positively received on the college Facebook page by parents. The Governors congratulated KJ on the forward planning being put in place for possible future lockdowns.</p> <p>Covid costs We estimate amount losses in the region of around £60,000 assuming that we receive the full £42,000 from the Government. We are currently projecting a 5 year surplus balance so hope we can afford these extra costs.</p> <p>TP had a meeting with CL last week. CL is managing the situation well and will ensure that pupils are well catered for. Our forecasted projected loss is far lower than other schools.</p>	
6	Governor matters:	
6.1	Subject link Governors	
	<p>BW is working on this and has a meeting tomorrow with AG to review the guidance. Face to face Link Governor visits will not be able to take place until next year at the earliest. Virtual contact may be possible with staff. Business and computing – comes under I.T. Able pupils – this needs picking up. Admin and support staff need a link – DG to discuss with BW. Performance management – this is dealt with through the pay committee. JF to delete folder. (completed). AB will conduct the single central record check remotely. The health and safety tour will be conducted face to face by PHB following Covid precautions.</p>	DG
6.2	Governor Training 20/21	
	<p>Whole Governor Training is on 11 January 2021. BT is checking that this can be done virtually. All Governors need to continue self development training so sign up where necessary. There are two courses Governors may wish to book on if they scored themselves low on ‘Experience of HR matters’ in the skills audit.</p> <ul style="list-style-type: none"> • Understanding Personnel Matters <p>And/or</p> <ul style="list-style-type: none"> • The Governors role in Employment matters <p>Governors can be asked to be involved in appeals or complaints so this training is very useful.</p>	
6.3	Marketing and public relations including:	
	<ul style="list-style-type: none"> • social media • communications to include parent survey 	
	<p>BW has been looking at the Facebook page and has uploaded some information to the hub. We are aiming for a post 3 times a month on the Governors Facebook page. The page will also include a ‘get to know Governors’ section to ensure the page is more relatable.</p> <p><i>Q Who do we send responses to?</i> <i>A BW will contact Governors individually.</i></p> <p>BW is happy for Governors to suggest questions/comments and is keen to know how the Governors would like to be perceived.</p> <p>Governors felt they need to be relatable to the public in a less formal format than the website.</p>	
6.4	Governor resignations/vacancies and recruitment	
	MS has been recruited tonight. We have an advert out for the vacancy for a co-opted Governor.	
6.5	Any changes to terms of office	
	No	
6.6	Correspondence	

	None received.	
7	Safeguarding <ul style="list-style-type: none"> • Online training • KCSIE 	
	MS and BR to read KCSIE. After reading the KCSIE, Governors need to update their training record. All Governors to do the online training.	MS/BR/All
8	Governor staff survey – draft SLT response – you said we did	
	There have been 93/170 responses. DG has read the document and is happy with the response. It was commented that if staff make suggestions, they don't always get feedback. Analysis will be conducted on the responses. Staff mental health is an area to focus on. Looking at trends is important and 'time' and 'pupil behaviour' has improved over the years. PHB stated it was important to raise staff engagement with this survey. WKS will produce a report with key points and email this to AG. This email will include encouragement to staff to respond more in the future.	WKS
9	IT Strategy report	
	The IT strategy is in place. KJ has already briefed on additional hardware to cater for possible future lockdown.	
	<i>Q How have the gender neutral toilets been received in the college. A Gender neutral toilets have been very popular in the college.</i>	
10	Policies and procedures – none to discuss	
11	Impact of meeting	
	Governors are very impressed with how the college is coping in these very difficult times. <i>Q Have any pupils/staff had any positive Covid test results? A No, not yet. Q How is staff morale? A It varies. Two or three staff members are very nervous. All staff have a bag for their resources. It will become more difficult as the weather changes.</i> The Governors thanked KJ and all the staff for their continued work and flexibility. The college are paying for all staff to have a flu vaccine on site. Accountability/Compliance Governors discussed how to move forward with health and safety checks and single central record checks despite Covid restrictions. Strategic Leadership Governors challenged leadership on how pupils will catch up following time out of school. People MS was recruited as a co-opted Governor Evaluation Whole Governor Training will take place on 11 January, hopefully virtually.	
12	Date of next meeting: 16 November 2020 at 5.30pm	

Signed

Dated 16 November 2020