

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2019/20

Date: 13 July 2020	Start time: 5.30pm	End time: 7.30pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Chris Loveday (CL) – School Business Mgr	Charlie Oulton (CO)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	
Becci Thompson (BT)	Amanda Griffiths (AG)	Malcolm John (MJ)
Bernard Rhodes (BR)		
David Hedicker (DH)		
Laura Barker (LB)		
Gareth Richards (GR)		
Gary Akehurst (GA)		
Rebecca Chiverton-Burt (RCB)		
Tessa Philpott (TP)		
Sue Sinclair (SS)		Absent
Bex Warrillow (BW)		Russell Hougham (RH)
David Newberry (DN)		
Phil Harris-Bridge (PHB)		
Will Kennedy Scott (WKS)		
Alison Brodigan (AB)		
Simon Firth (SF) from item 5.1		

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from CO and MJ. The meeting was quorate. SS was welcomed to the team and she gave a brief outline of her background and experience. The meeting took place via Zoom.	
2	Register of Pecuniary Interests	
	There were no pecuniary interests declared.	
3a	Approval of the minutes from the meeting on 18 May 2020	
	The minutes of the previous meeting were agreed as a true record. The Chair was authorised to sign the minutes. JF to amend GRT and RSA (completed).	
3b	Matters arising and action log	
	See action log.	
4	Election of Chair and Vice Chair	
	DG and BW left the meeting. DG was re-elected as Chair and BW as Vice-Chair. DG and BW returned to the meeting.	
5	Written HT report to include:	
	<ul style="list-style-type: none"> • Corona Virus update • New CIP, forecasted pupil numbers & budget implications, staff changes, summary of complaints 2019-20 • SEF 	
5.1	The report was uploaded to the hub prior to the meeting. All staff will attend the College on the 14 th July and KJ will discuss any issues staff have having been away	

	<p>from the college for so long. It will also be an opportunity to say goodbye to colleagues who are leaving. We will be looking at 'bubbles' in year groups. If a year group is affected by Corona Virus and pupils have to isolate off site, online lessons will be provided immediately. We have gone for a 'home zone' approach where pupils will remain in a classroom and the teacher will go to the class. Years are in zones and most teaching will take place in these areas. Where there are specialist subjects and pupils have to move, there will be cleaning in between lessons. Toilets will be shared in the Year 7/8 area so there will be enhanced cleaning. Other year groups have their own toilets. There is no guidance on the issue of buses and all pupils will start at the same time. All pupils will sanitise their hands on arrival and then make their way to their zone. Lunch and breaks will take place at the same time and we have plans for year groups to eat in their own areas.</p> <p><i>Q Transportation – could you let parents know you are awaiting information?</i> <i>A Yes.</i></p> <p>SF entered the meeting.</p> <p><i>Q Do you still want information from the parents about food?</i> <i>A Yes, it would help with planning. RCB will put the survey on the parent Facebook page.</i></p> <p>The college are purchasing trolley cases for staff to help with moving their equipment and books around the site. We have asked parents to buy textbooks and we have also purchased extra books as bubbles cannot share resources.</p>	RCB
5.2	<p><i>Q What is your view on pupils wearing masks?</i> <i>A We may end up going down this route as social distancing won't work in schools. We are awaiting guidance on this. The college don't mind if pupils wish to wear a mask. The masks need to be plain and not patterned. KJ to add this information to his letter this week.</i></p> <p><i>Q Will you conduct year group assemblies?</i> <i>A Yes, there will be one on the first day for each year group. There will be cleaning in between each assembly and we have purchased contact sterilisers to do this.</i></p> <p><i>Q Could the assemblies be run via Zoom?</i> <i>A No, we won't eliminate all risk, our aim is to minimise risk. All doors across the college will be kept open to mitigate the risk from contact points.</i></p> <p><i>Q Will keeping the entrances open be a safeguarding issue?</i> <i>A No, we have conducted a risk assessment and they are not the main entrance doors.</i></p> <p><i>Q Have you considered fire risks?</i> <i>A Yes, we felt the risk of Covid is more likely than the risk of fire. Doors must be pulled shut in the event of a fire.</i></p>	KJ
5.3	<p><i>Q Is a new risk assessment for the site being written for the beginning of September?</i> <i>A All policies will include a section to cover Covid. These will be discussed in the BoG in September. CL and Mike will send a new risk assessment to DG before the end of next week.</i></p> <p><i>Q Are we going to maintain a school uniform policy?</i> <i>A Yes, although when pupils have PE they will come into school in their PE kit to avoid changing room contamination.</i></p> <p><i>Q Is there anything you wish you'd done differently that you are changing for September?</i> <i>A No. We are pleased that teachers have got used to delivering lessons online and if we had to shut down a year group, we would be well prepared. We have reflected as we have gone along so have been able to plan resources. We have been proactive and are ready for any challenges the Autumn term may bring. All pupils could be provided with hardware if we needed to close.</i></p>	CL
6	<p>Board of Governors composition, memberships of committees and panels, and key governor roles for 2020/21. Review roles and responsibilities.</p>	
	<p>This information was uploaded to the hub prior to the meeting. PHB will chair the Pay committee, WKS will chair the Standards and Wellbeing committee with RCB as</p>	

	<p>Vice Chair. All Governors approved the changes. <i>Q How does the Pay committee link with Resources?</i> <i>A The Pay Committee reviews the application of the performance management process and formally approves the pay recommendations.</i></p> <p>Link Governors – the information was uploaded to the hub prior to the meeting. BW will co-ordinate the link governor role and will discuss this with KJ and AG the process for 2020/21 and bring proposals back to the Board.</p> <p>GA and MJ are leaving the team and DG thanked GA and MJ for all their hard work. GA has put in a tremendous amount of work over the years, improving the way in which the Governing Board works. GA commented that KJ and the staff are superb and he is confident that the college will achieve an ‘outstanding’ in their next Ofsted. New talents have come onto the team and GA is confident that with DG and BW running the Governing Board, it will go from strength to strength. KJ thanked GA for everything he has done.</p>	BW
7	Review terms of reference	
	These need reviewing at the beginning of the academic year in each committee.	
8	Staff survey to include: <ul style="list-style-type: none"> • SLT response • ‘You said’ responses (WKS) 	
	<p>WKS ran through the information which is on the hub. Time, mental health and cross collaboration are the weakest areas from teachers responses however from non teaching staff, the feedback was positive. ‘Proud to be part of Swanmore’ and ‘fulfilment’ scored highly. BR commented that KJ is working with a highly engaged team. The key points were that staff need support when promoted to managerial roles. There is an underlying disconnect between the teaching staff and the SLT. There is a disparity between older and younger members of staff and the way in which they work. WKS advised that there are themes that will be investigated further e.g. mental health focus. <i>Q Can we get a response out before the end of term?</i> <i>A Yes, an email will be generated with key points.</i> KJ – the SLT spend a large amount of time focusing on the wellbeing of staff. There is a wonderful teaching environment at Swanmore and the focus needs to be on solutions. The Standards and Wellbeing committee will look at this. There was positive feedback on the effects of the learning hub which has contributed to the ‘proud to be Swanmore’ responses. All exit interviews have stated what a pleasure it has been to work at Swanmore College. The SLT will respond before the next BoG. BR commented that there is a link between staff feeling valued and wellbeing.</p>	WKS
9	Update on vulnerable groups	
	Nothing to report.	
10	Budget update	
	<p>There is nothing new to report. Covid costs so far are £56,289, however a claim for some of this money has been put in to the DfE. This includes provision of Free School Meal vouchers for pupils to receive up to and including 31 August. <i>Q When is the community centre opening?</i> <i>A We have recovered £20K of furlough money for April and May. Leisure staff are on furlough until 31 July, catering staff until 31 August. We have invested in extra cleaning equipment to ensure safety is paramount. We have written to all customers ensuring they are aware that the onus on keeping safe is their responsibility. Leisure will re-open on 1 August.</i> <i>Q When it comes to hiring out the facilities, are we able to get people to access the building from outdoors rather than coming into the building?</i> <i>A We are assessing this at the moment. One spectator per junior is allowed. No</i></p>	

	<i>spectators are allowed for adult sport. We are sanitising every 30-40 minutes. Doors will be kept open (fire doors will auto close in the event of a fire).</i>	
11	Safeguarding and safeguarding training Complete safeguarding audit by 30 September 2020	
	The information is on the hub. The Governors approved the submission of the safeguarding audit. All Governors need to read the KCSIE document and must do the online safeguarding training. This will be monitored via Governor Hub. JF to put on September agenda (completed).	
	Staff Wellbeing • SLT survey questions and timing	
	We are hoping to get the survey out before the end of term with results due back in by early September. This will be discussed at the next Resources committee meeting. <i>Q Should we respond to the first survey before sending this one out?</i> <i>A This is a SLT survey so is different. The SLT were happy for the survey to go out. TP to organise. The survey will be anonymous.</i> <i>Q Will there be a comment box?</i> <i>A No</i> <i>Q Could solutions suggested be included?</i> <i>A Yes, the second survey would be directive in terms of solutions.</i>	TP
12	Governor matters Vice Chair – role statement Meetings – virtual attendance	
	Vice chair role statement – this is on the hub. The role has been expanded. Governors agreed on the expansion of the role to include more duties. Virtual attendance – early next term we will continue with Zoom as we are waiting for guidance on face to face meetings. A discussion will take place at the steering group meeting on how to move forward with a mix of Zoom and face to face meetings. Governor code of conduct – this is on the hub. PHB has produced the document. The key skills audit doesn't get an idea of how well we are complying with the code of conduct. This will be run annually through the Resources committee. JF put on resources agenda for September (completed).	
12.1	Report from Governor on SEND visit	
	DN has conducted two visits and has identified three areas to work on. He will meet with BW and LB to discuss this further.	DN
12.2	Governor training 2020/21	
	The results of the audit were uploaded to Governor hub. BT thanked everyone for completing the skills audit. There are two sections that have a low score, 'accountability' and 'inspection and oversight within the school sector'. We will address inspection and oversight through the Whole Governor Training which will be held on 11 January 2021 at 6pm. There is a course Governors can book onto called Experience of Human Resources (HR) policy, running on 17 November. This is a webinar and there are 11 spaces left. There is also a course called 'Governor role in employment matters' which is running in March and is also a webinar. If Governors scored low on HR, please book onto these courses.	
12.3	Governor body development plan	
	This is on the hub as a draft and DG discussed the plan. <i>Q Can we have specific dates rather than 'ongoing'?</i> <i>A DG will consider target dates for this.</i>	DGA
12.4	Resignations, vacancies and recruitment	
	This was covered earlier with MJ and GA leaving. This leaves two Governor	

	vacancies that need filling.	
12.5	Any changes to terms of office	
	None	
13	Policies and procedures <ul style="list-style-type: none"> • Complaints policy • Behaviour policy • Risk Assessment for Corona Virus • Governor expenses 	
	DG discussed the changes to the complaints policy. The behaviour policy includes a section on Covid. All policies were approved by the Board of Governors.	
14	Matters arising from the Committees	
14.1	Standards and wellbeing	
	Minutes are on the hub.	
14.2	Resources	
	Minutes are on the hub.	
14.3	Community	
	Minutes are on the hub.	
14.4	Pay	
	No meeting since the last BoG.	
15	Impact of meeting	
	<u>Accountability/Compliance</u> Policies and the safeguarding audit were approved by the Governors. <u>Strategic Leadership</u> Governors challenged the SLT on how the college will run in September and plans for a Covid safe college. <u>People</u> Governors discussed the well being of staff following the survey and agreed plans to discuss this further in the Standards and Wellbeing committee. <u>Evaluation</u> Whole Governor Training has been booked and HR training has been suggested for Governors with low score in HR knowledge.	
16	Date of next meeting 21 September 2020 at 5.30pm	

Signed

Dated 21 September 2020