

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2019/20

Date: 18 May 2020	Start time: 5.30pm	End time: 7.15pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Chris Loveday (CL) – School Business Mgr	Malcolm John (MJ)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Amanda Griffiths (AG)
Becci Thompson (BT)		
Bernard Rhodes (BR)		
David Hedicker (DH)		
Laura Barker (LB)		
Charlie Oulton (CO)		
Rebecca Chiverton-Burt (RCB)		
Gareth Richards (GR)		<b>Absent</b>
Bex Warrillow (BW)		Russell Hougham (RH)
David Newberry (DN)		
Phil Harris-Bridge (PHB)		
Tessa Philpott (TP)		
Simon Firth (SF)		
Gary Akehurst (GA)		
Will Kennedy Scott (WKS)		
Alison Brodigan (AB)		

Item	Subject	Action
<b>1</b>	<b>Welcome, apologies and meeting protocol</b>	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from MJ and AG. The meeting was quorate. The virtual meeting protocol that had been circulated prior to the meeting was approved by the Governors. This meeting was held virtually using Zoom as the College is closed due to the Corona Virus out break.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Approval of the minutes from the meeting on 9 March 2020</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record. The Chair was authorised to sign the minutes. CO joined the meeting. DG was due to attend a tribunal, however the complainant has withdrawn the complaint. <i>Q Was it staff or student related?</i> <i>A Student related.</i> There has been positive feedback from parents regarding communication from the college over the Corona Virus out break.	
<b>3b</b>	<b>Matters arising and action log</b>	
	See action log.	
<b>4</b>	<b>Head Teacher written report on impact of lock down to include: Role of college in providing key worker and vulnerable children support</b>	

	<p><b>Safeguarding</b>  <b>GCSE's 2020 – process for assessment and timetable</b>  <b>Community role e.g. donations of equipment</b>  <b>Staff Wellbeing during lock down</b>  <b>AB joined the meeting.</b></p>	
	<p>The SLT meet daily and the need for excellent communication at this difficult time is vital. There is Government guidance that says we should have face to face contact with Year 10 pupils before the end of term. We have surveyed parents and we have decided that online learning is going to carry on for all years apart from Year 11. We will continue to improve provision as time goes on. All teachers in Year 10 will do live audio lessons and we are looking at video conferencing. This is against union advice, however, we feel that this would be better than to bring staff and pupils into the college. Only pupils who cannot access online provision will be invited into college. We have conducted another survey to check on I.T provision at home to see if chrome books need to be loaned out. We are conducting risk assessments to ensure pupils and staff are safe. SO1 and SO2 are rooms for keyworker children and we are now opening a third room as the need is now greater. We will look at more rooms for the Year 10 pupils. If a Year 10 pupil comes into school, they will receive the same work as pupils at home.</p> <p><i>Q You are going against the union advice. How are teachers reacting to this?</i>  <i>A Union guidance is that if it's a new process, teachers are advised not to do it. We have already been using online facilities, so it is not a new process. Audio lessons is a good compromise.</i></p> <p><i>Q Do we have enough chrome books for pupils that don't have IT resources at home?</i>  <i>A Yes. All Year 10 pupils have been offered chrome books if they need them. We have requested more devices for vulnerable pupils from HCC should they be required, to ensure pupils have suitable resources for college work.</i></p> <p><i>Q What about Gypsy Romany Traveller (GRT) families?</i>  <i>A KJ to investigate on how they have engaged in the surveys.</i></p> <p><i>Q Do you think the Government will change their plans?</i>  <i>A They want some face to face work to take place with Year 10. We have a commitment to all pupils, however Year 10 are a priority. We are comfortable with the provision being provided regardless of how the Government wish this to happen.</i></p> <p><i>Q Do you understand the gap in learning between disadvantaged and advantaged?</i>  <i>A We are doing a learning review the first week in June for all years. AG has produced subject maps so we can assess where pupils are and where they need help. Pupils will have to engage with their teachers. We are trying to ensure disadvantaged pupils are able to engage with the college. Tasmin, one of the HLTA's has been in contact with disadvantaged pupils from the first week of lock down and calls families regularly. Some home visits have been conducted where necessary. Staff are working with families of SEND children and there has been excellent feedback.</i></p> <p><i>Q Will we know what the gap is?</i>  <i>A We will know after the learning review how individual pupils are progressing.</i></p> <p><i>Q Have your staff adjusted the schemes of learning for the term? Are you changing expectations?</i>  <i>A This will be covered by the learning review. We are adjusting curriculum's according to what is easier to do online.</i></p> <p><i>Q There is a message from staff not to worry about the learning. If there is a new topic this creates extra pressure for parents and pupils.</i>  <i>A The situation has continued longer than we thought. We are now expecting pupils to follow the live lessons. Pupils will now need to cover the work if they have fallen behind. The emphasis has now changed, however teachers will be working on areas that pupils have fallen behind on or find difficult when they are back in college.</i></p> <p><i>Q Have you considered academic mentoring?</i>  <i>A This is part of the learning review and we will continue teaching until the end of</i></p>	<p>KJ</p>

	<p>term.</p> <p><i>Q Are you concerned about the Year 10's not coming into school?</i></p> <p><i>A We would rather continue with online learning but will invite pupils in if necessary.</i></p> <p><i>Q Did Year 11's complete the syllabus in all subjects before lock down?</i></p> <p><i>A In most cases, yes.</i></p> <p><i>Q Colleges are planning transition – where are the gaps so colleges can cover this?</i></p> <p><i>A Most subjects have been covered. Colleges have contacted individuals.</i></p> <p><i>Q How did the meeting with the local MP go?</i></p> <p><i>A KJ said he felt we needed consistency from the Government. Every school is interpreting the guidance in a different way.</i></p> <p><i>Q When developing your Year 10 strategy can you keep Governors informed?</i></p> <p><i>A Yes. The situation is changing continuously.</i></p> <p>It was an excellent LLP report. Year 11 was a good cohort and the figures don't reflect this which is difficult. The deadline for submitting Year 11 GCSE assessments is 12 June.</p>	
<b>5</b>	<p><b>Finance:</b></p> <p><b>Outturn 2019/20</b></p> <p><b>Budget 2020/21 approval</b></p>	
<b>5.1</b>	<p>The budget information was uploaded to Governor Hub prior to the meeting. CL has met via Zoom with TP and PHB to discuss the outturn in detail. The Governors all approved the outturn report. CL was thanked for his hard work over the year.</p> <p>The budget was discussed Some of the budget lines are out of sync. CL to rectify.</p>	<b>CL</b>
<b>5.2</b>	<p><i>Q Casual staff - you spent twice as much last year and you explained why. Why has it not been increased for the coming year?</i></p> <p><i>A We aren't paying exam invigilators due to the cancellation of exams. We have made other savings with other staff. We have condensed the programme into a 2 rather than 3 week period so this will result in savings.</i></p> <p><i>Q General maintenance – why had this come down? Are you confident you will not have an overspend?</i></p> <p><i>A The budget was higher last year as some of the money was for SALIX. Capital is a £1K under-spend. The rest of the costs come under 3860, alterations to buildings, including £17K for W block toilets (non gender). This is fully costed.</i></p> <p><i>Q How pessimistic is the budget for the five year plan?</i></p> <p><i>A The budget is clear and well costed across budget lines. CL has built in some contingency. As of today, we don't have a deficit in Year 5 due to staff resignations. When we have the budget revision in November, we can look at the costings again. We may need to take action in years two and three. We have lost £19K revenue from the Y budget since lock down. We have accessed the furlough scheme for the leisure and catering team as they are funded through private revenue streams. We will un-furlough the staff in September. This money will show on a separate budget line.</i></p> <p>CO left the meeting.</p> <p><i>Q Why are we are running at a loss on the <a href="#">Rural Schools Alliance (RSA)</a> line?</i></p> <p><i>A This will be picked up in the Autumn when we know what trainee teachers we have.</i></p> <p>The Governors all approved Y, J and O cost centres. TP will sign the budgets and forward to CL. CL thanked TP and PHB for their interrogation of the budget.</p>	<b>TP</b>

Entity Summary of All Cost Centres					
Cost Centre Carry Forward	2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 - 25
O Code	£748,446	£738,850	£554,513	£324,016	-£184,
Y Code	£57,311	£89,008	£116,749	£140,493	£165,
J Code	-£47,989	-£57,257	-£57,929	-£59,292	-£61,
<b>Total</b>	<b>£757,768</b>	<b>£770,601</b>	<b>£613,333</b>	<b>£405,217</b>	<b>-£80,</b>

  

<b>6</b>	<b>Staff survey – agree questions and timescales</b>	
<b>6.1</b>	The information was uploaded to the hub prior to the meeting. It was decided to continue with the survey despite the circumstances. WKS has uploaded a new version of the document to the hub. WKS discussed the new questions. 'I feel supported by my line manager in seeking support for my mental health' was suggested as wording for one of the questions. BW to email WKS.	<b>BW</b>
<b>6.2</b>	DH confirmed that two extra questions would be OK to include in the survey. <i>Q Is the 'time' question specific enough – is it in relation to teaching, preparation, time in college, work life balance?</i> <i>A It is all of the above. We have asked the same question for three years and answers have become more positive.</i> DH commented the question needs to be kept broad as roles differ across the college. The Governors all approved the questionnaire. WKS to send the final version to DG. It will be sent out the first week after half term.	<b>WKS</b>
<b>7</b>	<b>Governor Matters</b>	
<b>7.1</b>	<b>Subject Link Governors/Link Governor reports – update on progress</b>	
	Move to the next meeting. DG to contact MJ and ask him to circulate a proposal.	<b>DG</b>
<b>7.2</b>	<b>Resignations, vacancies, recruitment: Appointment of vice Chair of BoG – to approve Bex Warrillow Co-option of Sue Sinclair to BoG Recruitment to 2 vacancies post July</b>	
<b>7.2a</b>	BW left the meeting. The Governors all approved the appointment of BW for the role of Vice Chair. BW re-joined the meeting. JF to amend Governor hub. (completed)	
<b>7.2b</b>	Standards and Wellbeing require a new Chair and Vice-Chair to replace MJ and SF. JF to ask for nominations from this committee. (completed)	
<b>7.2c</b>	The details for Sue Sinclair were uploaded to the hub. The Governors all voted in favour of Sue Sinclair becoming a co-opted Governor. JF to amend Governor Hub (completed).	
<b>7.2d</b>	MJ and GA are leaving in July. DG will start a recruitment campaign in the summer. CL to put a message on the college and leisure Facebook accounts. DG will email previously interest candidates.	<b>DG/CL</b>
<b>8</b>	<b>Policies and procedures</b>	
	<ul style="list-style-type: none"> <li>• Governor allowances</li> <li>• Behaviour policy</li> <li>• Data Protection/GDPR Policy</li> <li>• Health and Safety Policy</li> </ul>	
<b>8.1</b>	DG discussed the Governor allowances policy. Monitoring arrangements – these should be reviewed by Resources committee the process to be discussed at the next Resources Meeting. JF to add to the next Resources agenda. (completed) JF to put the behaviour policy on the July agenda as it needs amending. (completed) All policies were uploaded to the hub prior to the meeting. The Governors approved all policies.	

<b>8.2</b>	If there are any changes they will be highlighted using 'track changes'. CL to organise. CL to change the title to read BoG rather than FGB.	<b>CL</b>
<b>8.3</b>	DG will email CL with policies that he thinks important to be to be on the website.	<b>DG</b>
	Committee meetings will go ahead as scheduled. JF to email Community members regarding Zoom meetings. (completed) DH was thanked for his hard work in the community. DH is making more visors for the primary schools in the local area. BR left the meeting.	
<b>9</b>	<b>Impact of meeting</b>	
	<u>Accountability/Compliance</u> The budget and outturn were approved by the Governors. <u>Strategic Leadership</u> The SLT were challenged on how the college are supporting pupils through the Corona Virus out break. <u>People</u> Sue Sinclair was voted in as a co-opted Governor and BW as Vice-Chair. <u>Evaluation</u> The vacancies were discussed and a plan put in place for recruitment.	
<b>10</b>	<b>Date of next meeting: 13 July 2020 at 5.30pm</b>	

Signed

Dated