

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2019/20

Date: 9 March 2020	Start time: 5.00pm	End time: 7.30pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Chris Loveday (CL) – School Business Mgr	Gary Akehurst (GA)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Will Kennedy Scott (WKS)
Becci Thompson (BT)	Amanda Griffiths (AG)	Alison Brodigan (AB)
Bernard Rhodes (BR)		Gareth Richards (GR)
David Hedicker (DH)		
Laura Barker (LB)		
Russell Hougham (RH)		
Charlie Oulton (CO)	School Council	
Rebecca Chiverton-Burt (RCB)	Ellie Martin (Head Girl) EM	
Malcolm John (MJ)	Sam Ellyatt (Head Boy) SE	
Adam Northover (AN)	Ruby Hickey (Head Girl from Sept) RH	Absent
Bex Warrillow (BW)	Tom Matthews (Head Boy from Sept) TM	
David Newberry (DN)		
Phil Harris-Bridge (PHB)		
Tessa Philpott (TP)		
Simon Firth (SF)		

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from GA, AB, GR and WKS. The meeting was quorate. AN was welcomed back to the team.	
2	School Council	
	EM and SE outlined the strategies put in place across the college to focus on mental well being. There will be a pupil centre and the school council have met with students across the college to discuss the idea. The role of the prefect has been reviewed. Prefects will run charity events in their year groups. Senior prefects will attend year group assemblies and will work alongside the head boy and girl. RH and TM ran through the prefect duties and advantages of being a prefect. SE has been working with the catering team to ensure healthy food choices are available. EM has met with staff to outline pupil concerns regarding the learning hub. A PSHE day is planned to discuss road safety, recycling and interviews for new house captains will take place soon. The school council were thanked for their hard work. The head boy and girl were congratulated on the difference they have made to the college. The school council members left the meeting.	
3	Register of Pecuniary Interests	
	There were no pecuniary interests declared.	
4	Approval of the minutes from the meeting on 2 December 2019	
4a	The minutes of the previous meeting were agreed as a true record. The Chair was authorised to sign the minutes.	
4b	Matters arising and action log	
	See action log.	

5	Approval of the minutes from the meeting on 13 January 2020	
	The minutes of the meeting on 13 January 2020 were agreed as a true record. The Chair was authorised to sign the minutes. Change to read LC and SP roles to be made redundant. JF to amend. (completed)	
6	Written HT report to include: <ul style="list-style-type: none"> • CIP and forecasted pupil numbers 	
6.1	KJ discussed the report which was uploaded to the hub prior to the meeting. <i>Q Where are the saplings going to be planted?</i> <i>A A dense copse area at the back of the field. We will look at where to locate them when we know the size of the trees.</i> The film regarding the recent drug protection dog visit is on BBC South today. <i>Q Will you have the drugs team/dogs visit again?</i> <i>A Yes. We need to ensure children are safe and drugs are not tolerated on site. Staff will conduct checks on pupils as required.</i> <i>Q Pupils were involved in interviews for Science teachers? Is this the norm?</i> <i>A Yes, we use pupils a lot in teacher interviews.</i> <i>Q Will the trip to Paris take place in light of the Corona Virus?</i> <i>A All trips are currently being considered.</i> <i>Q Could this report be shared with parents?</i> <i>A KJ is producing a book covering the successes over the year.</i> <i>Q Could pupils share good ideas?</i> <i>A Yes this can be looked at.</i> It is the third year in a row that the college has been full. We have an increasing number of pupils attending from Botley and Whiteley. <i>Q Ofsted stress the importance of engaging with parents. Do we do this as a college?</i> <i>A Yes, we engage via social media, but this can be looked into. A parent survey could be considered. KJ/CL to investigate.</i>	KJ/CL
6.2	KPI's – this information was uploaded to the hub prior to the meeting and KJ discussed the document. KJ to include gender on the report and clarify attendance. The report should give a clear view of how the college is performing. <i>Q Does the information on this report help the college plan for the future?</i> <i>A Yes.</i> It was suggested that persistent absence figures could be included. KJ to include.	KJ
6.3	Year 11 predictions – the current predictions are on the hub (data report) and KJ discussed the information. Next year is the first year group with the new curriculum. This is the last year of the current curriculum. The gender gap is improving compared to previous years. Boys achievement has improved and staff have worked hard on helping them stay motivated. <i>Q Do you think the improvement in boys results is due to the introduction of the learning hub?</i> <i>A Yes.</i> <i>Q Should we have a Year 11 exit interview regarding feedback on the learning hub?</i> <i>A Yes</i> <i>Q Disadvantaged pupils don't appear to be doing well? Why is this?</i> <i>A There are 7 or 8 pupils who are not on site which affects the figures. The pupils that are in college are making good progress. A lot of PP pupils cross over with SEN. (There are 31 SEND children, 10 of which are PP).</i> <i>Q What is the reason for the gap between non disadvantaged and disadvantaged pupils?</i> <i>A Some pupils don't come to school so it is difficult to educate them.</i> It was suggested a commentary on the document would be useful. Governors are to ask questions via Governor Hub prior to meetings so that staff can come to the meeting prepared with answers. Corona Virus – contingency planning is in place. Google classroom will be used if the	

	college is closed. Staff will be expected to check emails. We have college residential visits planned, however the advice at the moment from Hampshire County Council (HCC) is to continue as normal. RH left the meeting at 6.30pm.	
7	SEF update	
	AG discussed the SEF which was uploaded to the hub prior to the meeting. The college aim is to move from 'good' to 'outstanding'. The raw data is detailed in the KPI document. The CIP outlines the breakdown of actions and provides a narrative of what the college is aiming to achieve. It shows what actions are in place to ensure progress. The SEF pulls everything together and the college are taking the lead from the new Ofsted inspection framework. <i>Q How do you guarantee that you are maintaining practice when an action has been achieved?</i> <i>A This links to the QA. Governors can challenge the team on how targets have been met.</i> It was agreed that the document will be colour coded to demonstrate progress. CL to ask IT about sharing college documents so that Governors can access hyperlink documents. The SEF is being tested on the LLP visit this week to ensure the system works. <i>Q Could you include the judgement dates on the front cover along with how the numbering system will work?</i> <i>A Yes this can be put on the front sheet. The CIP and KPI's will be monitored regularly by the Governors. The SEF could be presented at BoG meetings at the beginning and end of the academic year.</i> <i>JF to create CIP and SEF folder. (Completed)</i>	CL
8	Budget update	
	This is on the Governor hub. TP is meeting CL to discuss the budget tomorrow. Governors to ask any questions on Governor Hub.	
9	Governor matters	
9.1	Governors' Code of Conduct - revision	
	This is on the Hub. DG to amend wording. AG to send information to DG. The Governors approved the Code of Conduct. <i>Q How do we test that we are delivering this?</i> <i>A It links into the Whole Governor Training. DG to discuss with PHB.</i>	AG/DG
9.2	Link Governors	
	MJ will be setting a date for the next Link Governor meeting. MJ will email all Governors and Governors need to reply with their preferences for departments. MJ will be leaving this summer so a Governor is needed to take on the co-ordination of Link Governors.	MJ/All
9.3	Governor training	
	2019/20 skills audit	
	TP has sent out the link for the skills audit. Governors need to return their skills audit to TP. DG stressed the importance of completing this as soon as possible. The training spreadsheet has been updated. Governors are advised to look at the committee they are on and book courses relevant to that committee. If the course is full, put your name on the waiting list. DG will be looking at the Governor Allowance policy to cover costs. Work related courses can be added to the skills audit. Whole Governor Training needs to be decided on for next year.	All
	DTG role	
	BT will take on the Training Governor role. All Governors approved BT taking on this role.	
9.4	Governor body development plan	
	Move to the next meeting.	
9.5	Marketing and communications	
	Nothing to discuss.	

9.6	Resignations, vacancies and recruitment	
	AN will not be able to continue with the Governor role due to work commitments. JF to end AN's term. (Completed) The Governors all thanked AN for his hard work on the Governing Board. AN will send the health and safety document to TP. Vice-Chair – BW has put herself forward for the role. Re-appointment of roles will take place in July. There will need to be a new Chair for Standards & Wellbeing as MJ is leaving.	
9.7	Any changes to terms of office	
	DN's term comes to an end in May. The local councillor supports the decision for DN to continue and the Board of Governors approved DN's reappointment. JF to amend the HCC system (completed). The Board of Governors passed a resolution to ensure that Governors can cover in all committees as required. All Governors approved this decision.	
9.8	Correspondence	
	There is a disability discrimination tribunal meeting that DG will be attending. Legal services are assisting the college. This meeting is due to take place in May.	
9.9	Governor representative for pupil development/wellbeing award/CIP	
	MJ to add this to the email regarding Link Governors.	MJ
10	Safeguarding	
	Nothing to report.	
11	Policies and procedures	
	<ul style="list-style-type: none"> • SEN policy • SEN information report • Charging and remissions policy • Code of Conduct for Staff policy 	
	All of the above policies were discussed and approved in the relevant committees and all policies were approved by the Board of Governors. Wording to be changed from FGB to BoG on the front of policies.	CL
12	Matters arising from the Committees	
12.1	Standards and wellbeing	
	Email committee chair with any queries.	
12.2	Resources	
	The SFVS was approved by the Governors and this will be submitted by the end of March.	
12.3	Community	
	Email committee chair with any queries.	
12.4	Pay	
	No meeting since the last BoG.	
13	Impact of meeting	
	<u>Accountability/Compliance</u> Policies and the SFVS were approved by the Governors. <u>Strategic Leadership</u> Governors challenged the SLT on the CIP, SEF and KPI's. <u>People</u> AN is leaving the board. BW has put her name forward for Vice Chair role. DN's term has been extended and approved by the board. <u>Evaluation</u> Whole Governor Training will be booked, possibly on the new Ofsted framework.	
12	Date of next meeting: 18 May 2020 at 5.30pm	

Signed

Dated 18 May 2020