

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2019/20

Date: 2 December 2019	Start time: 5.35pm	End time: 7.30pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Chris Loveday (CL) – School Business Mgr	David Newberry (DN)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Phil Harris-Bridge (PHB)
Gary Akehurst (GA)	Amanda Griffiths (AG)	Alison Brodigan (AB)
Bernard Rhodes (BR)	Jon Phillips (JP) left at 6.30pm	Gareth Richards (GR)
David Hedicker (DH)		Simon Firth (SF)
Will Kennedy Scott (WKS)		Tessa Philpott (TP)
Russell Hougham (RH)		Laura Barker (LB)
Charlie Oulton (CO)		Becci Thompson (BT)
Rebecca Chiverton-Burt (RCB)		
Malcolm John (MJ)		
Adam Northover (AN) – via Skype		<b>Absent</b>
Bex Warrillow (BW)		

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 DN, PHB, AB, GR, SF, TP, BT and LB. The meeting was quorate.	
<b>2</b>	<b>Election of new Governors</b>	
	BW, RH and RCB introduced themselves to the Board of Governors. BW and RH left the room. DG discussed both applicants and PHB's application. All three Governors were approved and have joined as co-opted Governors. JF to update the Governor Hub (completed). The new Governors were welcomed to the team and everyone introduced themselves.	
<b>3</b>	<b>Register of Pecuniary Interests</b>	
	No pecuniary interests were declared. BW – Luna performing acrobats and aerial arts. RH - none RCB - none JF to update hub and ensure all members have access to the documents. (completed)	

<b>4</b>	<b>Approval of the minutes from the meeting on 15 July and notes from 23 September 2019</b>	
<b>4a</b>	The minutes/notes of the previous meetings were agreed as a true record. The chair was authorised to sign the minutes/notes.	
<b>4b</b>	<b>Matters arising and action log</b>	
	JF to send new Governors KCSIE information. (completed) 15/7/19 11/12.3 Governors to complete safeguarding training. JF to monitor KCSIE. 23/9/19 6.3a – ongoing. AG to organise. All other actions are complete.	
<b>5</b>	<b>Written HT report to include:</b> <ul style="list-style-type: none"> <li>• Curriculum intent statement</li> <li>• Draft College Improvement Plan (CIP) - 3-year strategy 2019 – 2022</li> <li>• Proposed performance measures table</li> <li>• Departmental achievements/successes - update</li> </ul>	
<b>5.1</b>	KJ discussed the HT report which had previously been uploaded to the hub. <i>Q When will the draft CIP be complete to be signed off by the board?</i> <i>A By the extra ordinary BoG on 13 January 2020.</i> JF to put on the agenda. (completed) A meeting has already taken place and the CIP has been agreed in principle by the Chair of Governors and Chairs and Vice Chairs of Committees.	
<b>5.2</b>	<i>Q Does your CIP include information on careers as this will be looked at by Ofsted from next September?</i> <i>A This comes under 'destination data'. If Governors have a specific comment regarding how we measure this, or ideas of what to include, email CL within the next 7 days.</i> Governors would like information in a graph to make the data easier to understand.	<b>All</b>
<b>5.3</b>	<i>Q Do we have any major issues affecting attendance?</i> <i>A We have an attendance officer that logs all attendance and reasons. Information can be provided if required.</i>	
<b>6</b>	<b>Curriculum proposal</b>	

	<p>KJ explained the college are working towards achieving an ‘outstanding’ at the next Ofsted inspection. KJ ran through the new framework. Within ‘Quality of Education’ the college have been focusing on intent, implementation and impact. Personal development is a new area and looks at how we can ensure pupils are well rounded, resilient individuals.</p> <p>JP ran through the presentation called ‘Making Time’ which is on the hub.</p> <p><i>Q If pupils get a public bus, where would pupils wait?</i>  <i>A Provision for pupils will be arranged.</i></p> <p><i>Q What activities would be on/off site?</i>  <i>A Activities will be run by staff so will be on site where possible. There would be some activities in the local community.</i></p> <p><i>Q Will all staff sign up for this? Will there be room on the timetable?</i>  <i>A Logistics are still to be discussed. This will be a timetabled session for all staff.</i></p> <p><i>Q Could you ask the pupils what they are interested in?</i>  <i>A Yes</i></p> <p><i>Q Could you use volunteers as well as teachers?</i>  <i>A Yes, this could be a possibility.</i></p> <p>Overall, Governors were in favour of the proposal. Ideas from the Governors included:</p> <ul style="list-style-type: none"> <li>• Allotments for pupils which would link well with the community.</li> <li>• Careers advice and interviewing techniques.</li> <li>• A focus on mental health and environmental issues.</li> </ul> <p><i>Q Would this replace after school clubs?</i>  <i>A No</i></p> <p>JP left the meeting at 6.30pm</p>																															
<b>7</b>	<b>Finance: revised budget approval</b>																															
	<p>The budget was previously approved at the Resources committee.</p> <p>Summary of codes:</p> <table border="1"> <thead> <tr> <th>Cost Centre</th> <th>2019 - 20</th> <th>2020 - 21</th> <th>2021 - 22</th> <th>2022 - 23</th> <th>2023 - 24</th> </tr> </thead> <tbody> <tr> <td>O Code C/Fwd</td> <td>435,481</td> <td>468,209</td> <td>331,760</td> <td>54,565</td> <td>-174,047</td> </tr> <tr> <td>Y Code C/Fwd</td> <td>6,945</td> <td>18,676</td> <td>31,261</td> <td>44,608</td> <td>58,496</td> </tr> <tr> <td>J Code C/Fwd</td> <td>-34,256</td> <td>-56,300</td> <td>-63,570</td> <td>-71,499</td> <td>-80,395</td> </tr> <tr> <td><b>TOTAL ENTITY C/FWD</b></td> <td><b>408,170</b></td> <td><b>430,585</b></td> <td><b>299,451</b></td> <td><b>27,673</b></td> <td><b>-195,947</b></td> </tr> </tbody> </table> <p>There were no questions and the Governors approved the budget.</p>	Cost Centre	2019 - 20	2020 - 21	2021 - 22	2022 - 23	2023 - 24	O Code C/Fwd	435,481	468,209	331,760	54,565	-174,047	Y Code C/Fwd	6,945	18,676	31,261	44,608	58,496	J Code C/Fwd	-34,256	-56,300	-63,570	-71,499	-80,395	<b>TOTAL ENTITY C/FWD</b>	<b>408,170</b>	<b>430,585</b>	<b>299,451</b>	<b>27,673</b>	<b>-195,947</b>	
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<b>8</b>	<b>Governor matters</b>																															
<b>8.1</b>	<b>Subject Link Governors and reports</b>																															

	<p>Governors are linked with departments. MJ to discuss link roles with new Governors. Last month, Governors joined a staff training session and then met with department staff. This will be repeated in the Summer term.</p> <p>Feedback from Governors on the new system was good. Governors found the session valuable, however History was not covered as GA has two subjects. Governors found the staff training very interesting.</p> <p>All Governors to send brief feedback to MJ on the session and MJ will feedback to Ian Mosely and GR. MJ to discuss the date for the next session with KJ.</p> <p>KJ thanked the Governors for attending. Staff enjoyed having the time to meet the Governors.</p>	<b>MJ/All</b>
<b>8.2</b>	<b>Governor training</b>	
<b>8.2a</b>	<p>TP has uploaded the summary of training to the hub. All courses are available to book on the hub. All Governors to book relevant training prior to the end of March. All Governors to complete the KCSIE. JF to monitor.</p> <p>If a course is booked up, put your name on a waiting list.</p> <p>TP would like to step down from the training co-ordinator role from the Spring.</p>	<b>All</b>
<b>8.2b</b>	Members of the Standards & Wellbeing must do the data master class training.	<b>S &amp; W members</b>
<b>8.2c</b>	New Governors need to book themselves onto the induction training. If a new Governor wishes to attend the Resources committee, contact CL for a briefing first.	<b>BW/PHB/RCB/RH</b>
<b>8.3</b>	<b>Governor body development plan</b>	
<b>8.3a</b>	<p>This was discussed at the last meeting and the plan is on the hub.</p> <p>There is Special Educational Needs Disability (SEND) training on 27 January 2020 at 6pm. Governors to let DG know if there are any specific areas within SEND that they would like covering.</p> <p>AG will ask Laura Barker if there are any specific areas that need discussing.</p>	<b>All/AG</b>
<b>8.3b</b>	<p>Governor attendance was low at the Year 11 certificate evening. Sandra has circulated a list of events Governors are invited to, and has put the information on the hub.</p> <p>Governors to let Sandra know if they are attending events.</p>	
<b>8.4</b>	<b>Marketing and communications</b>	
	Discussed above. AN is updating Facebook when information is sent to him.	<b>Chairs</b>
<b>8.5</b>	<b>Resignations, vacancies and recruitment</b>	
	<p>AN's term ends in February 2020 and he wishes to continue as a Governor, however this will depend on his next posting.</p> <p>DN's term ends in May – Roger Huxstep will need to be consulted as DN is a LA Governor.</p>	
<b>8.6</b>	<b>Any changes to terms of office</b>	
	No	
<b>8.7</b>	<b>Correspondence</b>	
	<p>Three complaints have been received. DG and KJ are dealing with them.</p> <p>The college have been consulted regarding 63 new dwellings that are due to be built opposite the entrance to the college. There could be problems during construction and the increased traffic from the housing. The new family sized homes could increase pupil numbers at the college.</p> <p>JF to put on the community agenda. (completed)</p>	

<b>9</b>	<b>Policies and procedures</b> <ul style="list-style-type: none"> <li>• <b>Child Protection</b></li> <li>• <b>Behaviour Policy</b></li> <li>• <b>Pay Policy</b></li> <li>• <b>Performance Management Policy and Capability Policy</b></li> <li>• <b>Adopt Manual of Personnel Practice and Finance Manual</b></li> <li>• <b>Adoption of all committee terms of reference</b></li> </ul>	
	<p>All of the above policies were discussed and approved in the relevant committees and all policies were approved by the Board of Governors.</p> <p>The Governors approved the Hampshire County Council staff re-structuring policy which is part of the Manual of Personnel Practice.</p> <p>CL to check the Anti-Bullying policy.</p>	<b>CL</b>
<b>10</b>	<b>Matters arising from the Committees</b>	
<b>10.1</b>	<b>Standards and wellbeing</b>	
	<p>Apologies were given to AG as a previous request at a Standards and Wellbeing committee meeting generated a large amount of work.</p> <p>The terms of reference were adopted by the Governors.</p>	
<b>10.2</b>	<b>Resources</b>	
	<p>The correlation between wellbeing and performance was discussed. BR is looking into a survey with TP for the Senior Leadership Team. BW is able to help and is keen to get involved with developing this survey.</p> <p>The terms of reference were adopted by the Governors.</p>	
<b>10.3</b>	<b>Community</b>	
	<p>There was a presentation from Pete Ansty around traffic speeds. HCC have approved works to make the entrance to the village hall car park safer. The college are contributing to this scheme.</p> <p>The terms of reference were adopted by the Governors.</p>	
<b>10.4</b>	<b>Pay</b>	
	<p>The review of the teaching staff was completed. Teaching staff put a lot of effort into the process.</p> <p>The terms of reference were adopted by the Governors.</p>	
<b>11</b>	<b>Impact of meeting</b>	
	<p><u>Accountability/Compliance</u></p> <p>The budget approval and approval of policies and procedures.</p> <p><u>Strategic Leadership</u></p> <p>The CIP was discussed and a deadline given for sign off.</p> <p><u>People</u></p> <p>Discussion on SLT leadership engagement. Adoption of new Governors.</p> <p><u>Evaluation</u></p> <p>Governor training and development was discussed and whole governor training is on 27 January 2020.</p>	
<b>12</b>	<b>Date of next meeting: 13 January 2020 at 5.30pm</b>	

Signed

Dated 13 January 2020