

Meeting Notes for the Board of Governors Meeting

This meeting of Governors was not quorate and continued as briefing session only any Actions discussed will be referred to the next BoG for approval

Swanmore College 2019/20

Date: 23 September 2019	Start time: 5.30pm	End time: 7.37pm
Present	In attendance	Apologies
Dennis Gamblin (DG) (Chair)	Chris Loveday (CL) – School Business Mgr	Will Kennedy Scott (WKS)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Simon Firth (SF)
Malcolm John (MJ)	Amanda Griffiths (AG)	Gary Akehurst (GA)
Bernard Rhodes (BR)		Laura Barker (LB)
Tessa Philpott (TP)		Alison Brodigan (AB)
Adam Northover (AN) via Skype		Charlie Oulton (CO)
Gareth Richards (GR)		David Hedicker (DH)
Becci Johnson (BC)		

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 SF, LB, WKS, DH, AB, CO and GA. Claire Lloyd has resigned from the Governor role from immediate effect. SF is awaiting surgery and is hoping to return after half term. The Governors approved this absence. The meeting was not quorate.	
2	Register of Pecuniary Interests	
	Governors who were present completed a pecuniary interest form. JF to email absent Governors to confirm any pecuniary interests that need declaring. (Completed)	
3	Approval of the minutes of the minutes from the meeting on 15 July 2019	
3a	The minutes of the previous meeting will be considered at the next BoG meeting .	
3b	Matters arising and action log	
3b1	<i>Q 4.1 Staff turnover - What was the cohort? Were there more part time staff? A There were 4 retirements, the Geography department lost a number of staff, there is a head of Geography advert out at the moment. We have a profile of young teachers who want to move on when experienced, in order to gain promotion. Q Do you conduct exit interviews? A Yes, the Chair of Governors conducts interviews.</i>	
3b2	11/12.3 Safeguarding – All Governors to email JF when they have read the KCSIE document. (Already on the action log from 15 July 2019)	
3b3	DN has had problems accessing the training. AG will look into this. AN left the meeting 5.41pm AN returned to the meeting 5.43pm	AG
3b4	12.5 Marketing - DG has written to local parish magazines regarding advertising for new Governors. TP suggested contacting large local companies to enquire if any staff would like to be a Governor. CL to put an advert out for the parent Governor role that is now vacant as Claire has left. DG to send a Governor profile to CL. There are three	DG/CL

	Governor vacancies.	
4	Discussion on Vice-Chair role	
	DG advised that in the absence of a Vice Chair he would seek support from the Chair's of committees for particular activities. as and when required. AN left the meeting 5.50pm AN returned to the meeting 5.51pm	JF
5	Verbal HT report to include results	
5.1	<p>KJ ran through the results from last year as well as this year. The information is on the hub.</p> <p>The mix of ability within this year group has affected the results this year. A number of pupils did not sit exams at the college due to being educated at alternative settings (e.g. The Bridge). Core results were discussed for children educated on site. Results are strong in core subjects.</p> <p><i>Q Biology figures were different to the predicted numbers, why is this?</i> <i>A It is difficult to predict results in Biology and the changes in grade boundaries every year make it difficult when predicting.</i></p> <p>We have reduced the number of subjects on the curriculum and now foundation subjects are now receiving extra time.</p> <p><i>Q Why are the ICT results low?</i> <i>A This is an issue which the college have contacted the exam board about.</i></p> <p>Modern Foreign Languages – German and Spanish results were poor. The German teacher was unwell which caused problems with the continuity of teaching.</p> <p><i>Q Why did this affect the pupils so much?</i> <i>A It is a single person department. We are looking at having a minimum of two members of staff per department to ensure this doesn't happen again. Just French and Spanish will be offered from now on.</i></p> <p><i>Q Have we kept the same level of teaching resource?</i> <i>A Yes. The same number of pupils are taking a modern foreign language.</i></p> <p>Textiles is now changing to come under Art. Pupil Premium (PP) <i>Q Where are the numbers for PP?</i> <i>A In the link report for PP. Some PP children come under SEN too. KJ will add this information to the final report.</i></p>	KJ
5.2	<p>Gender gap – this has significantly improved compared to last year. More analysis will be received on this.</p> <p><i>Q Did the figures for last year include children educated off site?</i> <i>A No, we are comparing like for like.</i></p> <p><i>Q What elements of English do the boys struggle with?</i> <i>A Extended writing. Boys struggle with writing for a long period of time in an exam compared to girls.</i></p> <p><i>Q Do they have the option of typing?</i> <i>A Only if they pass the concession tests.</i></p> <p><i>Q How do you motivate children to work towards higher grades?</i> <i>A It is the job of the teacher to inspire and motivate pupils.</i></p> <p>Governors to email Phil Sleat with any queries on results prior to the next Standards and Wellbeing meeting on 14 October 2019. The Governors thanked KJ and the staff for their hard work.</p>	All
6	Governor matters:	
6.1	Subject link Governor roles/reports	
	<p>There are too many subjects for the number of Governors available. The link visits will work in the following groups:</p> <p>Maths English Science Humanities (Geography, History, RE and PSE/citizenship) – this may be split further when new Governors are recruited.</p>	

	<p>Arts (Art, Drama, Music and Dance) – we would sub-divide if we can recruit. PE MFL Business and ICT Technology SEND/Able pupil</p> <p>Non subjects: Child Protection – AB covers this. Pupil Premium – MJ covers this. Staff and Governors will meet twice a year for a formal meeting which will follow this format:</p> <ul style="list-style-type: none"> • Find out who the staff are • Discuss exam results • Discuss the change in key stage structure. There will be a lower school of Years 7, 8 and 9 and exam years of 10 and 11 – how will this affect staff? • Assessment <p>This will be the first link visit and this will be repeated in the summer. Governors can come into the college to see staff at work at other times during the year if available. The date for the first meeting with staff is Wednesday 20 November 2019: 3.15pm-3.45pm - staff meeting. Governors to attend this meeting if possible. 3.45-5.15pm - meet with staff in their departments. MJ to circulate information on the above via the hub. JF to add this to the Standards and Wellbeing agenda (14 October 2019). Completed. AN left the meeting at 7.15pm.</p>	MJ
6.2	Governor Training 19/20	
	Governors need to update their personal training records on the hub if they haven't already done so. Governors to book onto relevant training for the committee that they attend. The Autumn term training booklet is on the hub for Governors to read.	All
6.3	Governor Body Development Plan	
6.3a	This was agreed at the last BoG meeting. SEND training is booked for January. The plan is on the hub for Governors to read. Governors would like to invite the College Council to attend a BoG. AG to organise. This will need to be confirmed at the next BoG meeting	AG
6.3b	Governors to respond to the invite for the certificate evening.	All
	Joint meeting of RSA school Governors – the Governors need to consider if they want this on the plan.	
6.4	Marketing and public relations/communications	
	Discussed above.	
6.5	Governor resignations/vacancies and recruitment	
	Discussed above. BR to advertise for Governors on the Facebook page.	BR
6.6	Any changes to terms of office	
	No	
6.7	Correspondence	
	There has been an issue with the Whiteley buses. The bus company bought two new buses, however three were required. Everyone who has bought a termly ticket has a seat on the Whiteley bus. There are 20 seats short so a third bus will be put on. The college are subsidising this at a cost of £4K. The bus service is a paid service originally set up by the parents.	
7	Governor staff survey – draft SLT response – you said we did	
	This information is on the hub. WKS has worked with AG on this. The Governors are happy for the responses to go to the staff. JF to email WKS to request he responds to staff. (Completed)	
8	Policies and procedures	
	None to discuss.	

	Cleaning contract £74,751 Kitchen equipment SLA £18,354 over 5 years. The Chair was authorised to sign the above contracts.	
9	Impact of meeting	
	<ul style="list-style-type: none"> N/A as the meeting not quorate 	
10	Date of next meeting: 25 November 2019 at 5.30pm	

Signed



Dated

21/11/19