

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2018/19

Date: 15 July 2019	Start time: 5.30pm	End time: 7.35pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Gary Akehurst (GA) (Chair)	Chris Loveday (CL) – School Business Mgr	Simon Firth (SF)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Charlie Oulton (CO)
Dennis Gamblin (DG) (Vice Chair)	Amanda Griffiths (AG)	
Bernard Rhodes (BR)		
Will Kennedy Scott (WKS)		
David Hedicker (DH)		
Gareth Richards (GR)		
David Newberry (DN)		
Penny Parkinson (PP)		
Laura Barker (LB)		
Malcolm John (MJ)		
Claire Lloyd (CLL)		
Tessa Philpott (TP)		
Hazel Harrison (HH)		
Alison Brodigan (AB)		
Becci Johnson (BC)		
Adam Northover (AN)		

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 SF and CO. The Governors wished SF a speedy recovery. The meeting was quorate.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	No pecuniary interests were declared.	
<b>3</b>	<b>Approval of the minutes of the minutes from the meeting on 20 May 2019</b>	
<b>3a</b>	The minutes of the previous meeting were agreed as a true record. The chair was authorised to sign the minutes.	
<b>3b</b>	<b>Matters arising and action log</b>	
	See action log. 9.2 ongoing 8.3 complete 12.4 complete	
<b>4</b>	<b>HT report</b>	
4.1	KJ uploaded the report to the Governor Hub prior to the meeting. AB emailed questions prior to the meeting. The Governors congratulated on KJ's secondment. <i>Q How will the secondment work?</i> <i>A KJ is attending a meeting on 22 July to find out more details. KJ will be part of a working party focusing on SEND, pastoral care and income generation. AG will cover for KJ when he is away from the school.</i> <i>Q The intake this year is 270, did you limit the numbers?</i>	

A Yes, we don't have enough Science rooms so taking on more pupils would compromise the curriculum. We have a waiting list of 36. We are looking at a possible intake of 300 for 2020 so are investigating using another classroom as a Science room.

Q Would it be possible to have an exec style summary of what this is telling us overall and for each year group?

A We will incorporate a summary in the next terms report.

Q My interpretation is that the number of students within target is much higher in the earlier years, whereas in years 10 & 11 almost half of the pupils are outside of their target range.

A KS4 assessment is largely based on formal mocks based on live GCSE papers using live grade boundaries. The Year 10 and Year 11 mocks are taken in a compressed time period of two weeks which can cause issues with attainment. We've addressed this with the assessment calendar for 2019-20 by expanding the Y10 and Y11 mock period to three weeks. KS3 assessment has some element of formal mocks as well as a significant amount of in-class assessment potentially leading to pupils being judged closer to target. We are reviewing the KS3 assessment models in the Autumn term to ensure that all are consistent and rigorous.

Q Do the college staff teach exam technique?

A Yes. In Year 11 there are two mock exams to prepare pupils for GCSE's.

Q For year 10, French, Science & ICT have a significant number of pupils under target - do we understand why? What action is taken to bring pupils into targets?

A Having a target range for each pupil has been useful while there has been some doubt over grade boundaries in moving to 9-1. Fischer Family Trust is now publishing subject specific targets for each pupil and we will be adopting these as Year 10 moves into Year 11. This will give a more accurate assessment of where Y10/Y11 should be in each subject in relation to their targets. We discussed the Year 10 position at the RAP meeting on the 8th July. Performance of these subjects was discussed and the subject leaders have been given an action to review progress and identify the skills gaps for those students that are more than 1 GCSE grade away from their revised subject specific target.

**AN joined the meeting electronically via Skype – he confirmed he is a secure location with nobody in the room.**

Q For year 11 (current) the percentages below target are high, even those showing as green are high (e.g. 58% & 60% below target is green) - can you help me to understand why please?

A The current and predicted results were based on data from just after Christmas. The previous report did not show the updated figures. The latest report has been uploaded.

Q For year 11 (predicted) the percentages below target are significantly improved with a few areas such as Dance, Geography and Science, predicting high percentages outside of target - do we understand why? How does this translate into actual GCSE results and progress 8 scores?

A The predicted grades for Science (Trilogy) and Dance (in addition to some other subjects) are still low compared to target ranges. Indeed the predicted P8 for these subjects is also low. The subject leaders were charged with reviewing those students who were predicted toward the top end of their grade boundaries with a view to putting in final interventions to allow the students to move up to the next grade. In addition, we identified a separate 'blue list' of students that would have a significant impact on the P8 of the school. The individual subject teachers were then tasked with further identifying actions necessary to support the students beating the predictions.

Q Could Governors be invited to celebration evenings?

A Yes

Q What is the feedback on the History adviser visit?

A KJ met her and she was impressed with Megan who is Head of History. Megan has been asked to write an article for teaching and learning magazine.

Q How many teaching vacancies will there be on 1 September?

KJ

	<p><i>A We have a Geography teacher but not a Head of Geography so there is one vacancy. Of the Geography teachers leaving, one Geography teacher has a promotion, one has returned to the school he trained at, another took a lead Geography role at another school.</i></p> <p><i>Q Is staff turnover monitored?</i></p> <p><i>A Staff turnover is not tracked but it is something we may review in the future. KJ will produce a report showing how many staff have left over the last few years.</i></p>	
4.2	<p>Over the past few years there have been a number of staff retiring. The college employs a number of younger teachers who are keen to progress and the excellent CPD system enables staff to move on.</p> <p><i>Q Is the number of NQT's high for September?</i></p> <p><i>A In Science, yes. KJ would like to have employed a more experienced Science teacher, however we have two excellent NQT's, one of which was trained by the college. The NQT in Dance is being supported by an external consultant.</i></p> <p><i>Q Is there a new Head of Art?</i></p> <p><i>A There is an acting Head of Art who has worked at the college for four years.</i></p> <p><i>Q Why do you think there are still comments from parents regarding the girls school skirt? Parents have complained that they are having to buy new skirts.</i></p> <p><i>A Eighteen months notice has been given to parents regarding the change of skirts. Girls can choose to wear trousers.</i></p> <p><i>Q How is the SEF being used for next year?</i></p> <p><i>A We are aiming for outstanding at the next Ofsted inspection. The new framework is in place and we are looking at where we are not outstanding in various areas. We will then focus on these areas over the next three years. The SLT would like to meet with Governors to finalise a plan.</i></p> <p><i>Q How do you ensure everyone understands what it means to achieve 'outstanding' for the pupils and parents?</i></p> <p><i>A There is a lot more praise communicated to parents regarding pupils. After the last Governor away day, we produced a vision which includes why and what we are trying to achieve and this is communicated via social media. KJ would like to produce a document for parents outlining the successes of the year and celebrate the positive culture. We have raised the profile of our Facebook page and will continue to update the page with positive information from KJ's report.</i></p> <p>AN suggested linking articles shared on the school Facebook page with the Governors Facebook page. AN also suggested the use of Twitter to communicate to parents.</p>	
<b>5</b>	<b>Election of Chair and Vice-Chair</b>	
	<p>JF has received nominations for DG for Chair and none for Vice-Chair. DG was formally voted in as Chair of the Board of Governors. GA was thanked by the Governors for his excellent work as Chair over the past two years. JF to amend Governor Hub (completed). The Vice-Chair role will be re-visited in the Autumn term.</p>	JF
<b>6</b>	<b>Board of Governors composition</b>	
	<p>This information was uploaded to Governor Hub prior to the meeting for information. All committees are full. Link Governors will be discussed in the Standards and Wellbeing committee. JF to put on the agenda.</p>	JF
<b>7</b>	<b>Review of Terms of Reference</b>	
	<p>All terms of reference documents were uploaded to the Governor Hub prior to the meeting. These will be discussed in the individual committees and any changes brought to the BoG for approval.</p>	
<b>8</b>	<b>Staff survey to include:</b>	
	<ul style="list-style-type: none"> <li>• SLT response</li> <li>• 'You said' responses</li> </ul>	
	<p>WKS and DG were thanked for their hard work regarding the staff survey. The report was uploaded to Governor Hub for information prior to the meeting. WKS discussed the report in the meeting. Compared to the previous questionnaire, some staff felt they weren't valued by line managers.</p> <p><i>Q Do line managers run a formal 360 process?</i></p>	

	<p><i>A No.</i></p> <p>BR advised the 360 model is a useful tool to use. Behaviour in the classroom has improved, behaviour outside is still a challenge. WKS looked at negative responses and particular groups answers were generally negative.</p>	
<b>9</b>	<b>Update on vulnerable groups</b>	
	There are 10 Looked After Children in school.	
<b>10</b>	<b>Budget update</b>	
	<p>The information was discussed in the Resources committee. Work on the MUGA will start on 29 July and will be complete by September. The Art department would like to increase the number of MAC's in class.</p> <p><i>Q Did you analyse if you really needed the MAC's?</i></p> <p><i>A Yes we did. IMAC's in the music room are being used. We are keen to support photography as a subject so need to order the MAC's for Art.</i></p> <p>GA was authorised to sign requisition forms for the MUGA and MAC's. The cost of the MUGA is £167,723.43 and the cost of the MAC's is £11,000.</p>	
<b>11</b>	<b>Safeguarding and safeguarding training</b>	
	AB raised the issue of any staff starting work prior to DBS clearance. DBS clearance takes 4 weeks. Support staff occasionally start the induction process prior to the DBS being cleared but are always with another member of staff. This only happens if cleared by KJ. MJ and CO to complete safeguarding and KCSIE training online.	<b>MJ/CO</b>
<b>12</b>	<b>Governor matters</b>	
<b>12.1</b>	<b>Report from Governor on SEND visit</b>	
	The report has been uploaded to the link visit section of Governor Hub.	
<b>12.2</b>	<b>Subject Link Governors and reports</b>	
	We will be returning to two link visits in the next year. It is important to ensure all subjects are covered. MJ to discuss with KJ. It is suggested that Standards & Wellbeing committee should consider in the autumn the merits of reorganizing link governors so they link with groupings of cognate subjects or faculties.	<b>MJ</b>
<b>12.3</b>	<b>Governor training</b>	
	TP will take over from HH. Governors to update Governor Hub on which courses have previously been completed. All Governors to complete the Safeguarding elearning training in the Autumn term. DG will attend the Ofsted training along with a Governor from the Standards and Wellbeing committee.	<b>All</b>
<b>12.4</b>	<b>Governor body development plan</b>	
	This was uploaded to Governor Hub prior to the meeting. GA discussed the plan. SEND is a priority for the new academic year.	
<b>12.5</b>	<b>Marketing and communications</b>	
	The Governor and college Facebook pages need to be utilised more. Any complaints must go to KJ prior to the Governors. DG to focus on this.	<b>DG</b>
<b>12.6</b>	<b>Resignations, vacancies and recruitment</b>	
	HH and PP are leaving and were both thanked for their hard work. There will be 17 Governors with a potential of 20 so we have 3 vacancies. BR suggested using LinkedIn to advertise to potential Governors.	
<b>12.7</b>	<b>Any changes to terms of office</b>	
	No	
<b>13</b>	<b>Correspondence</b>	
	None to report	
<b>14</b>	<b>Resolution to allow AN to contribute via skype</b>	
	Already covered.	
<b>15</b>	<b>Policies and procedures</b>	
	<b>Behaviour policy</b>	
	Committee name needs changing from pupil wellbeing to standards and wellbeing. This policy was approved subject to this change being made.	
<b>16</b>	<b>Matters arising from the Committees</b>	

<b>16.1</b>	<b>Standards and wellbeing</b>	
	We had useful presentations from staff. There were no matters arising from the meeting.	
<b>16.2</b>	<b>Resources</b>	
	The committee met but wasn't quorate due to a clash with a parents evening. We discussed the financial situation, the staff survey and an update on the site was received.	
<b>16.3</b>	<b>Community</b>	
	The query over a 4 court badminton court continues and HCC have come forward with a plan for traffic calming. This will be discussed at the next Parish Council meeting. DN ran through the improvements and this will be discussed at the next Community committee. Relationships with the community members is very positive. CL thanked DN and the Parish Council for their hard work on the traffic calming work. Swanfest raised £4K for charities.	
	PP, HH and JF were presented with flowers. PP thanked everyone for their contributions and especially KJ and AG for their amazing work at the college. GA was thanked for being an excellent Chair of Governors.	
<b>16.4</b>	<b>Pay – no meeting since the last BoG</b>	
<b>17</b>	<b>Impact of meeting</b>	
	<ul style="list-style-type: none"> <li>• Requisitions for the MUGA and MAC's were approved and signed.</li> <li>• DG was elected as Chair.</li> <li>• Safeguarding training was discussed.</li> <li>• Successful use of Skype to include AN at the meeting.</li> </ul>	
<b>18</b>	<b>Date of next meeting: 23 September 2019 at 5.30pm</b>	

Signed



Dated 23/9/19.