

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2018/19

Date: 20 May 2019	Start time: 5.30pm	End time: 7.40pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Gary Akehurst (GA) (Chair)	Chris Loveday (CL) – School Business Mgr	Malcolm John (MJ)
Kyle Jonathan (KJ) – Head Teacher	Jackie Finney (JF) - Clerk	Claire Lloyd (CLL)
Dennis Gamblin (DG) (Vice Chair)	Amanda Griffiths (AG)	Tessa Philpott (TP)
Bernard Rhodes (BR)	Becci Johnson (BC)	Simon Firth (SF)
Will Kennedy Scott (WKS)		Hazel Harrison (HH)
David Hedicker (DH)		Adam Northover (AN)
Gareth Richards (GR)		Alison Brodigan (AB)
David Newberry (DN)		
Penny Parkinson (PP)		
Laura Barker (LB)		

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 HH, TP, MJ, AB, SF, AN, CLL. 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 11 March 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.	
<b>4</b>	<b>Approval of new Governor</b>	
	BC is a specialist Occupational Therapist at Treloar College so has a good education background. She has a son in Year 7 at Swanmore College. BC left the room while GA discussed BC's application. All Governors voted BC in as a co-opted Governor. JF to add BC's information to the Hampshire County Council (HCC) website. (Completed)	
<b>5</b>	<b>HT verbal report to include College Improvement Plan</b>	
	<p><b>Year 11 predictions</b> – The Year 11 results have been compared with last year's progress 8 figures. Results as a whole school are predicted to be slightly higher than last year. The percentage of pupils predicted a grade 4 in English and Maths is 81%, last year it was 78%. The percentage predicted to get a grade 5 is 56% and this is the same as last year.</p> <p><i>Q Are you pleased with the predictions?</i>  <i>A Yes, this year group has been carefully managed and the learning hub has been trialed in this year.</i></p> <p><b>Revision classes</b> – at Easter we had 107 pupils attend the classes. In half term we had 82 pupils attend.</p> <p>The college is part of the Partners in Excellence group (PIXL) – staff attend various conferences where they gain ideas to help pupils achieve. The boys attitude in Year 11 this year has been exceptional. They are very calm and there has been very low disruption.</p>	

*Q Why is the behaviour different this year?*

*A We have introduced the learning hub and more complicated individuals have been carefully managed. Last year, pupils who misbehaved were excluded from events and this feeds back within the college.*

*Q Do you think this will filter through the results?*

*A The gender gap is closing so we hope so. There are 102 girls and 94 boys this year. Last year there were 132 girls and 90 boys.*

**Attendance** - stands at 95.2%, last year it was 94.7%. Attendance is consistently improving year on year. Some Year 11 children learn better at home and we allow this after half term, however this does affect the attendance figures. Jane Case, has worked hard on attendance and this has improved the data.

**Capital development**

- £102K Salix work is underway and due for completion by the end of June.
- £138,553 Football Foundation Bid has been approved for the MUGA.
- There is a HCC underspend of approximately £100K from recent projects. This will be invested in M Block windows.
- £240K Children Services funding for N Block (re-clad and re-roof).
- £2000 Tesco Bid for Swanfest, Global Partnership for Swanfest with Capital FM and Heart FM – well done to CL for securing this.

**CPL expenditure** - A number of the senior team are undergoing training, we invest in PIXL membership and conferences. Staff visit other schools to observe good practice. We have bought in department specific support in Modern Foreign Languages, Food Technology, Drama and Dance.

**Staffing** – teaching staff must resign by 31 May if they are to start a job in September. We are interviewing for art and science teachers ready for September. We are deliberately over staffed in English to aid teaching in the learning hub.

**Behaviour** – the percentage of pupils that have gone into the hub since half term are: 11% of the whole school have gone in once, 3% twice, 1% three or more times. In the Year 11 trial, 90% never went into the hub.

We have had 28 exclusions, 17 for refusing to go to the hub. If they refuse, they are excluded and they have to go straight to the hub the following day.

Out of 252 referrals, 34% are girls, 66% boys.

**In the current half-term April to May:**

Year 7 – 15 boys, 2 repeat offenders, 15 girls 1 repeat offender – total 30

Year 8 - 47 boys, 11 repeat offenders, 7 girls, 1 repeat offenders – total 54

Year 9 – 37 boys, 10 repeat offenders, 39 girls, 12 repeat offenders – total 76

Year 10 - 54 boys, 15 repeat offenders, 20 girls, 3, repeat offenders – total 74

Year 11 - 14 boys, 1 repeat offender, 4 girls, 2 repeat offenders – total 18

**Learning Hub**

Previous behaviour sanctions have not been successful. The learning hub was trialed in Year 11. In this year group, 15 pupils have gone to The Bridge or have gone through a managed move to another school. We have the highest percentage of pupils attending The Bridge in the area. KJ went to look at a hub at another school and suggested the learning hub was introduced at Swanmore. There has been some opposition from parents, however, the predicted grades of this year group are good. Following the success in Year 11, the hub was introduced year by year so it now covers the whole college. Feedback from parents now is generally positive, parents are supporting the learning hub and they understand the motivation of the college. KJ read out some staff feedback on the learning hub which was very positive. The learning environment and engagement of pupils has improved across the college and teachers are empowered to manage behaviour appropriately. BR confirmed that feedback on the parent Facebook page was initially negative, however this has now changed and is now positive.

*Q Will you seek feedback from pupils?*

*A Yes we will be working on this.*

*Q Is there any correlation with children with SEND going to the hub?*

	<i>A Teachers are consistent with all children, regardless of need. Pupils on the SEND register have an alternative provision provided where necessary. Not all children are appropriate to attend the hub. For repeat visitors with SEND to the hub, we are looking at extra screening to ensure their needs are being met.</i>																															
<b>6</b>	<b>Budget 2018/19 outturn and 2019/20 budget approval</b>																															
	<p>The budget was discussed and approved at the Resources Committee. The Board of Governors formally ratified the 18/19 outturn and the 2019/20 budget. The information is on Glasscubes. The Governors thanked CL for his hard work on the budget. On the O Code there is an increase in pension contributions as two members of staff have opted back in. The Chair signed all three budgets.</p> <table border="1"> <thead> <tr> <th>Cost Centre Carry Forward</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</td> <td>£330,822</td> <td>£279,136</td> <td>£95,762</td> <td>-£4,733</td> <td>-£56,350</td> </tr> <tr> <td>Y Code</td> <td>£22,408</td> <td>£21,112</td> <td>£19,797</td> <td>£19,334</td> <td>£19,735</td> </tr> <tr> <td>J Code</td> <td>-£2,636</td> <td>£488</td> <td>-£1,323</td> <td>-£3,824</td> <td>-£7,282</td> </tr> <tr> <td><b>Total</b></td> <td><b>£350,594</b></td> <td><b>£300,737</b></td> <td><b>£114,237</b></td> <td><b>£10,777</b></td> <td><b>-£43,897</b></td> </tr> </tbody> </table>	Cost Centre Carry Forward	2019 - 20	2020 - 21	2021 - 22	2022 - 23	2023 - 24	O Code	£330,822	£279,136	£95,762	-£4,733	-£56,350	Y Code	£22,408	£21,112	£19,797	£19,334	£19,735	J Code	-£2,636	£488	-£1,323	-£3,824	-£7,282	<b>Total</b>	<b>£350,594</b>	<b>£300,737</b>	<b>£114,237</b>	<b>£10,777</b>	<b>-£43,897</b>	
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<b>7</b>	<b>Discuss resolution to allow Governors to join board meetings via Skype/phone</b>																															
	<p>AN has been posted abroad and would like to remain a Governor. The resolution information has been posted on Glasscubes and GA ran through the pertinent points.</p> <ul style="list-style-type: none"> <li>• A Governor must give 48hrs notice if they wish to attend a meeting.</li> <li>• We need to put a limit on the number of Governors attending by virtual attendance (GA suggested 25%).</li> <li>• GA suggested this is at least for a trial period for BoG meetings only.</li> <li>• I.T technicalities need to be considered.</li> <li>• Attendees must log on several minutes before the meeting starts.</li> <li>• Confidentiality – we must ensure the Governor using electronic access is on their own.</li> <li>• The attendees will need to introduce themselves and be careful not to talk over others.</li> <li>• There needs to be allowance for time delay. There will need to be a system to alert the board that they wish to comment.</li> <li>• The normal meeting rules must be adhered to. (Attend the meeting on time and read paperwork in advance).</li> <li>• If the connection breaks, the clerk must note this in the minutes and note the time for both a break in connection and the subsequent re-connection.</li> </ul> <p>The Governors agreed unanimously to the resolution to allow Governors to join board meetings virtually.</p>																															
<b>8</b>	<b>Governor matters</b>																															
<b>8.1</b>	<b>Subject link Governors/link Governor reports</b>																															
	MJ is absent. There will not be a link Governor week in June.																															
<b>8.2</b>	<b>Governor training</b>																															
	HH is absent. TP will be taking over as Training Governor. CL wished to thank TP for her work on benchmarking and budgets.																															
<b>8.3</b>	<b>Governor body development plan</b>																															
	<p>Governors have completed the NGA skills audit and the results are on Glasscubes. Last year the focus was safeguarding. This year we will focus on SEND and this will be the training for the Governors in 2020. DN will be taking over the SEND Governor role when PP leaves in July. We will be looking at supporting the college in achieving 'outstanding' status so need to be aware of the college strengths and weaknesses. Communication with parents needs to be a focus and should be ongoing. DG to liaise with TP and HH.</p>	<b>DG</b>																														
<b>8.4</b>	<b>Marketing and communications</b>																															

	There is a governor recruitment advert in the Meon Valley news and the Swanmore Parish magazine. At the end of committee meetings, updates need to be sent to AN for the Facebook page.	
<b>8.5</b>	<b>Resignations, vacancies, recruitment</b>	
	BC has been voted in as a co-opted Governor this evening. We have one vacancy, two Governors are leaving in July.	
<b>8.6</b>	<b>Any changes to terms of office</b>	
	None.	
<b>8.7</b>	<b>Correspondence</b>	
	Nothing to discuss.	
<b>9</b>	<b>Update on governor email and documents repository Glasscubes replacement</b>	
	We have a Governor Hub account. The migration from Glasscubes will happen next weekend. Governors will then be invited to join Governor Hub prior to the next meeting. WKS is managing the migration from Glasscubes to Governor Hub. Email – CL can extend the college account to Governors so that everyone can have a Governor email. College email addresses will be provided for each governor in the autumn.	
<b>10</b>	<b>Contingency planning</b>	
	There has been no progress regarding plans for Brexit. Hampshire County Council has concerns over for example, recruitment of Modern Foreign Language teachers as well as the possible transport and catering for schools implications if there is a “no deal” Brexit.	
<b>11</b>	<b>Policies and procedures</b> <b>Performance management policy</b> <b>Capability policy</b>	
	The above policies were discussed and approved at the Pay Committee. The Governors formally adopted the above policies.	
<b>12</b>	<b>Matters arising from the committees</b>	
<b>12.1</b>	<b>Standards and wellbeing</b>	
	The learning hub was discussed, there were staff presentations, safeguarding was discussed and WKS covered analysis of the gender gap. Attendance has improved along with behaviour thanks to the learning hub. LB gave an update on SEND. <i>Q Behaviour policy – when will this be published?</i> <i>A It will go to the meeting on 10 June.</i>	
<b>12.2</b>	<b>Resources</b>	
	The budget was discussed in detail. The staff survey and benchmarking report was discussed. WKS updated Governors on the Governor Hub.	
<b>12.3</b>	<b>Community – no meeting since the last BoG</b>	
<b>12.4</b>	<b>Pay</b>	
	The guidelines for the HT performance review panel were discussed. These will be passed on to the review panel for the next meeting. WKS to organise. There was a review of support staff appraisals.	<b>WKS</b>
<b>13</b>	<b>Impact of meeting</b>	
	<ul style="list-style-type: none"> <li>An excellent discussion took place regarding the Learning Hub and Governors are aware of the positive impact this is having on staff and pupils.</li> <li>A resolution was passed to allow Governors to attend meetings virtually.</li> <li>We have co-opted a new Governor.</li> <li>We received an update on the Governor Hub.</li> <li>Governors ratified the budget.</li> <li>Continuous improvement to our stakeholders was discussed.</li> <li>Update on contingency planning.</li> </ul>	
<b>14</b>	<b>Date of next meeting: 15 July 2019 at 5.30pm</b>	
	The role of Chair and Vice-Chair will be available to vote on at the next meeting. Governors can nominate persons to the clerk. Governors congratulated KJ and the college team for their hard work.	

Signed

Dated