

Meeting Minutes for the Board of Governors Meeting Swanmore College 2023/24

Date: 18 September 2023	Start time: 5.30pm	End time: 7.15pm
Present	In attendance	Apologies
Dennis Gamblin (DG)(Chair)	Jackie Finney (JF) – Cover Clerk	Tessa Philpott (TP)
Kyle Jonathan (HDT) – Head Teacher	Amanda Griffiths (GRS)	David Newberry (DN)
Ian Mills (IM)	Sam Baker (SB) – Senior Finance Manager	Bex Perryman (BP)
Jane Hulme (JH)		Helen Horn (HH)
Tina Paskins (TPK)		Justin Jamieson (JJ)
Kyle Evans (KE)		
Matthew Moore (MM)		
Simon Firth (SF)		
Phil Harris-Bridge (PHB)		
Anne Cooke (AC)		
Nicola Fisher (NF)		

Item	Subject	Action
1	Welcome and Apologies	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from BP, TP, JJ, HH and DN. TP was welcomed back to the Board. The meeting was quorate.	
2	Annual Register of Pecuniary Interests	
	There were no pecuniary interests declared. The hub has been updated with Governors annual pecuniary interests.	
3	Minutes of previous meeting held on 10 July 2023	
	3a) Approval	
	3b) Actions (See action log) and matters arising	
3a	The minutes of the last meeting were approved by the board and were electronically signed.	
	Matters arising and action log	
3b	HDT confirmed that ‘The Key’ safeguarding training will be sent to Governors. The training is on Safeguarding and Child Protection which takes 90 minutes. KCSIE training will take 10-15 minutes. JH to add the link to the hub. All Governors to complete the training by October half term. Start time for away day on 11 October is 1pm and will be held in the RSA hub.	JH/All
4	Verbal HT report to include:	
	GCSE results	
	Update on all pupil groups and numbers on roll	
	HDT discussed the GCSE results. All information is on the hub. Q Why does one of the core subjects have a minus figure and how can this be a positive picture? A All of the core subjects are around zero which gives a solid picture. Q What is the figure in the square bracket? A The current Year 11 WAG (working at grade). Foundation subjects Q Engineering and Child Development have lower grades, why is this?	

	<p>A HDT will be meeting with teachers to discuss results. We are looking at offering Health and Social Care rather than Child Development in the future. This cohort had a syllabus change in Child Development part way through the course due to a decision made by the exam board.</p> <p>Q What is the issue with the technology subjects? These subjects have affected the overall data.</p> <p>A We will be looking into this and discussing the matter with staff.</p> <p>The FFT data shows a positive picture for 'value added' in all subjects. Most schools use FFT, so these figures are likely to be realistic. Governors feel they need accurate data to judge the school on progress linked to the College Improvement Plan.</p> <p>Numbers on roll – the college is full. There were 350 families who attended the open evening this week.</p>	
5	<p>Governor matters: Chair of Board of Governors – succession planning Subject link governors Governor training Marketing and communications Governor resignations, vacancies & recruitment Any changes to terms of office</p>	
5.1	<p>Succession planning - DG will step down from the Chair role next July. Governors to let JF know before the next BoG if they are interested in taking on the role next year.</p>	Any Gov interested
5.2	<p>Link Governors – everyone now has a role. Pupil Premium (PP) and Gypsy Romany Travelers (GRT) still need covering. BP has offered to cover these areas if required. DG to discuss with HH and BP. DG will update and upload the process for visits (one visit per term minimum). Governors need to write a report following visits and upload it to the hub.</p>	DG
5.3	<p>Q Do we have a link Governor for parents/communications? A We need to define what we want to do and decide how to do it. IM will discuss this with GRS on Thursday when preparing for the away day.</p> <p>Whole Governor Body Training (WGBT) in February is on parent communication. Governors are encouraged to attend open evenings/events to speak to parents. The college are updating the Governor pages to ensure consistency. Photos will be taken on the away day.</p> <p>Q Have you done anything different for Year 7 entry? There is more frequent and improved communication with parents of these pupils, compared to other years. A GRS is working with the Year 7 Head of Year, and this will be a model to work towards for all years.</p>	IM/GRS
5.4	<p>Training – The Developing Good Governance guide (on the hub) details which training should be undertaken. Governors need to book on training appropriate to the committee they sit on. The safeguarding training from The Key will need to be logged individually. If there are courses recommended but not available, please contact JJ who can request further information from Governor services.</p>	ALL
	<p>Marketing and Communications – DG has received notice of several suspensions. HDT noted that a number of these were children who have an EHCP and repeat offenders, they cannot be sent to The Bridge, so behaviour issues must be dealt with in school.</p>	
	<p>Governor resignations, vacancies & recruitment There are 3 co-opted vacancies and 1 staff Governor vacancy. GRS and HDT are aware of a couple members of staff who may be interested – if both apply the board will consider offering one a co-opted role.</p>	
	<p>Any changes to terms of office PHB and BP's terms are coming up for renewal. This will be discussed at the November meeting.</p>	
6	<p>Safeguarding</p>	

	Check all Governors have read KCSIE Submission of safeguarding audit	
	All Governors have read KCSIE.	
7	Governor staff survey	
	The details of the revised proposal and timetable are on the hub and were agreed by the Board. Many questions are the same as asked in February to ensure consistency and they have been reviewed by Governors and the SLT. Questions 13,14,15 have been changed following input from staff. We have added questions 20 and 21.	
8	College strategy and vision	
	This will be discussed on the away day on 11 October. IM and DG will be meeting with Phil Sleat and GRS prior to the away day to plan the session. A briefing note will be issued to Governors and SLT prior to the session.	IM/DG
9	IT Strategy Report	
	Phil Sleat has produced a development plan to include a complete review of I.T in the college. This will be brought to the Resources Committee in November. NF will cover this as part of her link role when discussing cyber security.	NF
10	Policies and Procedures	
	<ul style="list-style-type: none"> Adopt HCC Governors Good Practice Guide 	
	Swanmore College has a minimum quorum of 50% for BoG meetings rather than the detailed 3 Governors. The Governors approved the HCC Governors Good Practice Guide.	
11	AOB Hierarchy of documents on Governor Hub IM discussed the documents which are on the hub in the BoG folder. There is guidance along with a flow chart for Governors to read. Governors to email IM with any questions. KE will join the S&W committee. TP will join the Resources Committee. JF to update the hub (completed).	ALL
12	Impact of meeting	
	<u>Accountability/Compliance</u> The Governors Good Practice Guide was approved by Governors. <u>Strategic Leadership</u> HDT was challenged on GCSE results. <u>People</u> All Governors have read KCSIE. <u>Evaluation</u> It was decided that parent communication will be discussed at the away day.	
11	Date of next meeting: 13 November 2023 at 5.30pm	

Signed

Electronically signed

Dated 13 November 2023