

Meeting Minutes for the Board of Governors Meeting Swanmore College 2024/25 16th September 2024

Present	In attendance	Apologies
Jez Bird (JB)	Amanda Griffiths (GRS)	Kyle Evans (KE)
Nicola Fisher (NF)	Mandy Sadler (MS) – Clerk	Jane Hulme (JH)
Dennis Gamblin (DG)	Mike Taylor (MT) potential LA Governor	Phil Harris-Bridge (PHB)
Justin Jamieson (JJ)		Danya Rageb (DR)
Helen Horn (HH)		
Kyle Jonathan (HDT) (Head Teacher)		
Dave Mason (DM)		
Ian Mills (IM) (Chair)		
Matthew Moore (MM)		Absent
Tina Paskins (TPa)		Jon Phillips (JP)
Bex Perryman (BP)		
Tracey Quitek (TQ)		

Meeting Started at 5.34pm

Item	Subject	Action
1	Welcome and Apologies	
	<p>The new chair welcomed everyone to the meeting. Apologies were received and accepted from JH, PHB and DR. JP was absent. (JP sent apologies after the meeting.) The meeting was quorate throughout. MT was introduced as a potential LA Governor.</p> <p>IM started by thanking DG for his hard work and commitment to the Governing Board and Swanmore College during his time as Chair. IM was very pleased to be taking on this new role at a time when the school was doing very well, and the leadership team and the Board of Governors were strong and offering a good platform to build on further.</p> <p>The new Vision and Strategic Objectives, CIP (College Improvement Plan) and dashboards, which will provide access to live data at meetings, were all in place. This year would be a time to consolidate these things and to get used to working in a new way with new information. This will evolve over time. The 2024 results, which will be outlined by the Headteacher later in this meeting, were very good and Governors are very proud of the staff team and what has been achieved. It is IM's hope that next year we can work on new innovations making full use of the skills held within the Governing Body and the SLT to continue to support the college in its strategic objectives.</p> <p>This academic year the main focus will be on; Parent Communications; Artificial Intelligence (AI); Health and Safety; Further closing the gap for Disadvantaged pupils and Strategic Risks.</p>	

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	<p>IM then introduced MT to the meeting. MT had indicated an interest in bringing his skills and experience to the Governing Board at Swanmore. Governors were invited to introduce themselves and then MT set out his very broad and relevant set of skills and experiences which he hopes to bring to the Governing Board.</p> <p>MT has been proposed as the LA representative on the board by Cllr Malcolm Wallace. MT has lived in Swanmore for the last 20 years and is a member of the Green Party. His experience included 20 years as Director of Social Services in London where amongst other things he was responsible for refugee children, and this involved working with save the Children. He provided a report from the UK Government on the United Nations Rights of the Child. This also introduced MT to working with the NSPCC. MT has chaired Safeguarding Boards which include devising and running training. He has also more recently worked as a Trustee for a charity in the New Forest who support 12-25 year olds. His other experience has involved public sector recruitment, an involvement with the Home Office working on modern slavery and being an independent on immigration panels reviewing deportation. Since moving to Swanmore MT has been involved in the conservation group that manages the marshes meadows maintaining good footpaths which are used daily by college pupils. He has a real commitment to children and enabling them to reach their full potential.</p> <p>17.47 MT was asked to step out so that a vote could be held.</p> <p>IM explained to the meeting that he and BP had met with MT and were very impressed with the wide range of relevant professional experience he would bring and they recommended him to the board.</p> <p>DECISION: There was a unanimous vote to invite MT to join the Board as LA Governor.</p> <p>17.49 MT was invited to rejoin the meeting and informed of the decision. IM welcomed MT to the Board of Governors.</p>													
2	<p>Annual Register of Pecuniary Interests</p> <p>No interests were declared.</p> <p>Most governors had made their PI declaration on Gov Hub. It was noted that the HDT and staff governor also need to make these governor declarations as they were in addition to their staff declarations.</p>													
3	<p>Minutes of the meeting held on 8th July 2024</p> <p>a) Approval – subject to correcting HH to JH on the safeguarding training action the minutes of the meeting held on the 8th July were agreed and will be signed electronically. (Post meeting note the amendments were made).</p> <p>b) Matters arising and Actions carried forward</p> <table border="1" data-bbox="304 1666 1294 2031"> <thead> <tr> <th>Reference</th> <th>Action</th> <th>When</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>8/7/24 Item 2</td> <td>HDT to pass on the Governors feedback to GTY. 16/9 - complete</td> <td>asap</td> <td>HDT</td> </tr> <tr> <td>8/7/24 Item 3</td> <td>All governors to make their annual declarations on Gov Hub for reading KCSiE (Keeping Children Safe in Education) and pecuniary interests. (For</td> <td>September 2024</td> <td>All Governors</td> </tr> </tbody> </table>	Reference	Action	When	Who	8/7/24 Item 2	HDT to pass on the Governors feedback to GTY. 16/9 - complete	asap	HDT	8/7/24 Item 3	All governors to make their annual declarations on Gov Hub for reading KCSiE (Keeping Children Safe in Education) and pecuniary interests. (For	September 2024	All Governors	
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3		information: 'Compliance' located in Governors individual profile under the 'members' tab.) <i>16/9 – mostly complete reminders to go to any outstanding after this meeting (Clerk).</i>			
	8/7/24 Item 6a	HT to arrange for the amendments noted above to be made to the Complaints Policy. <i>16/9 - complete</i>	asap	HDT	
	8/7/24 Item 6b	The HT to arrange for the amendments listed at item 6b to be completed and the Behaviour Policy then shared with IM, BP and MM for final approval. <i>16/9 – see item 4c on this agenda</i>	By the end of term	HDT IM/BP/MM	
	8/7/24 Item 6d	PHB to add 'monitor progress of ECT' to the TOR for Resources to be agreed in September. <i>16/9 - complete</i>	September 2024	PHB	
	8/7/24 Item 7	Clerk to add L Hub 'events' update and monitoring to the S&W agenda for autumn 2024. <i>16/9 - complete</i>	4/10/24	clerk	
	8/7/24 item 11	Chairs and Clerk to make sure TORs are on the first Committee agenda in the autumn. <i>16/9 - complete</i>	Aut term 2024	PHB, BP, TPa, JJ, MM, clerk	
	8/7/24 Item 14	Clerk to send out a link to KCSiE 2024. <i>16/9 - complete</i>	August 2024	clerk	
	8/7/24 Item 14	(From S&W Minutes 1/7/24) JH to source suitable safeguarding training for governors to complete. <i>16/9 – JH not at this meeting</i>	September 2024	JH	
	4	Approve Policies & Procedures (shared in advance of the meeting)			

Item	Subject	Action
	<p>a) Adopt HCC Governors Good Practice Guide – shared in advance. <i>DECISION: HCC Governors Good Practice Guide adopted.</i></p> <p>b) Code of Conduct for Governing Board – this is a locally written document.</p> <p>Q: A governor asked if there should be consistency between the Staff and Governor Code of Conduct. As there was a discrepancy in the paragraph setting out rules and expectations regarding ‘friending’ on social media. The Gov Code of Conduct does not specify ‘over 18’.</p> <p>It was agreed after discussion that this should be added to make both codes of Conduct consistent. It was also agreed to add ‘parents and carers’ to the paragraph on confidentiality on p4 of the Governor Code of Conduct.</p> <p>ACTION: Clerk to amend the Governor Code of Conduct add ‘over 18’ and ‘parents and carers’.</p> <p><i>DECISION: Subject to the amendments noted above the Governor Code of Conduct was approved.</i></p> <p>c) Behaviour Policy – this policy has had a thorough review and is at this meeting for final approval following amendments requested at BoG in July. One last amendment needs to be to amend the reference to ‘SIMs’ throughout the policy to ‘Classcharts’.</p> <p>ACTION: GRS to arrange for these amendments to be made (change references from SIMs to Classcharts throughout policy).</p> <p><i>DECISION: The Behaviour Policy was approved subject to the amendments noted above.</i></p> <p>d) AI Policy – The first draft has already been shared with Governors July. There are no further up-dates yet. It had also been agreed that there should be an information session for Governors and that this would be most appropriately timed at the start of the meeting where the final policy is being agreed.</p> <p>ACTION: IM to liaise with Phil Sleat and PHB to arrange a session on AI at an appropriate time.</p> <p>e) SES (Single Equality Statement) – It was noted that ‘Diana’ is spelt incorrectly, subject to this being amended the SES was agreed.</p> <p>ACTION: GRS to arrange for the spelling of ‘Diana’ to be amended in SES.</p> <p><i>DECISION: SES approved.</i></p>	<p>Clerk</p> <p>GRS</p> <p>IM</p> <p>GRS</p>
5	<p>Verbal Headteacher’s Report</p> <p>The Headteacher provided the meeting with a summary of the outcomes for GCSEs in 2024. This was shared through a ppt presentation including tables and charts which set out attainment and progress for the college in all subjects. There was also some comparison data included from previous years in college and that currently available against other schools for 2024.</p> <p>The key headline data presents a good picture so far and this may improve as data for other schools, allowing more detailed and accurate comparison, is available later this term. It was explained to the meeting that 2019 is being seen as the best year for an</p>	

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5	<p>accuracy comparison due to the impact of COVID on the nature of the results in the intervening years.</p> <p>5+ Gde 4-9 GCSE's 71% in 2024 (73%: 2023 / 71%: 2019) EBacc 17 2024 (15 2023 / 28 2019) (EBacc is calculated from the percentage of pupils achieving Eng, maths, Modern Foreign Language (MFL) and history or geography at Grade 4)</p> <p>Q: So, pupils who don't do history or geography or a modern foreign language can't get the EBacc qualification? A: At Swanmore they are not required to do these whereas in some schools this is the case. These subjects are deemed by the Russell Group as the subjects that facilitate University Admission. At Swanmore, we took the decision not to force anyone to do these subjects some time ago. Nearly 50% of pupils do opt for MFL but often these pupils don't do history or geography.</p> <p>% 7-9 grades of all entries: 30 in 2024 (28: 2023 / 22: 2019)</p> <p>There were fewer pupils achieving grade 9s this year but more achieving grade 7 or 8.</p> <p>Ave Att -8 scores: 51.82 in 2024 (51.2:2023 / 49.9: 2019)</p> <p>In calculating this Eng and maths are double weighted.</p> <p>Value Added Prog 8 – 0.19 in 2024 (0.14 :2023 / 0.01 : 2019) These represent positive values with zero being expected progress. These figures will be up-dated as more final data is released this should be complete by October when the DfE will announce that all the results are available.</p> <p>Q: Why have you included the data for 2025? A: This is to show what the results could look like if the pupils in Year 10 last year took their exams then. The pupils working at grade now. This data shows that pupils need to work harder in Year 10 when most of their syllabus is covered. There is only one term in year 11 of new learning, pupils then move on to revision. This is something that we are working on with pupils and parents.</p> <p>Data on individual subject outcomes in 2024 was shared. Most pupils take science trilogy with only the more able taking separate science subjects. Art shows a big improvement. Computing, food and nutrition, MFL and geography all had good results. In PE the Cam Nats did very well this year and showed a good improvement on last year. In PE this most able to the GCSE with the remaining pupils doing Cam Nats both give a level 2 qualification. Product design which has previously done well had a less positive outcome this year.</p> <p>In all subjects, progress is based on the English and maths scores achieved at the end of Key stage 2 (primary school). Overall progress indicators were all positive :</p> <table border="1" data-bbox="304 1727 667 1886"> <tbody> <tr> <td>English overall</td> <td>+0.14</td> </tr> <tr> <td>Maths</td> <td>+0.16</td> </tr> <tr> <td>EBacc</td> <td>+ 0.32</td> </tr> <tr> <td>Other</td> <td>+0.13</td> </tr> <tr> <td>Overall</td> <td>+0.19</td> </tr> </tbody> </table> <p>The HDT then went on to explain to governors how FFT (Fischer Family Trust) data is used to analyse data, make comparisons and to set targets.</p>	English overall	+0.14	Maths	+0.16	EBacc	+ 0.32	Other	+0.13	Overall	+0.19	
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5	<p>Data analysis on different pupil groups shows that the gap for disadvantaged pupils has been reduced from 2023 -0.24 in 2024 compared to -0.63 in 2023. This shows the impact of the focus on this aspect of our improvement priorities but these is still work to do.</p> <p>SEN pupils was -0.26 in 2024 compared to +0.39 in 2023. This was only 7 pupils so is not statistically sound for comparison and these pupils vary in their SEN needs many SEN pupils are also of low ability. A lot of pupils with SEN needs have done well overall we are happy with the outcomes for these pupils.</p> <p>The gender comparisons were a very positive picture and this is no longer a concern.</p> <p>The higher ability pupils did not do as well this year as we would normally expect. There were fewer grade 9s than in past years. The grade boundaries do change and each one is only 5 marks so there is a lot of potential for variation. This year the boundary for grade 9 was increased reducing numbers at that level.</p> <p>Q: Do you think that concentrating on closing the gap for disadvantage may have had an impact on outcomes for the more able? A: We don't think this is the reason. The 'Bell Curve' of results has been shifted downwards due to the grade boundaries. We will need to react to this in 2024/25.</p> <p>Q: How much do the year 10 pupils know about this? A: All the data is shared and we use grade boundaries from previous exams to mark practice exams. We need to encourage pupils to focus on their marks and improving these rather than on the grade. The grade boundaries could change again.</p> <p>A governor observed that it would be good to share the positive news about the results in 2024 with parents otherwise they may not know them.</p> <p>The headteacher then shared some historical data back to 2011 and discussed the changes. Overall, this showed a very positive trend in improvement in progress data. It was noted that attainment had always been high but progress at the start of this period was low and had steadily improved as a result of improvements and initiatives introduced. Teaching and learning had started to improve from 2015 after major changes in staff and leadership in the college. An example of a similar school in Hampshire was given to show that this is not always the trajectory of schools. That school had now had an inadequate Ofsted and had been converted into an academy with significantly lower pupil numbers.</p> <p>Small changes were now needed to enable the college to continue to progress and improve. The new CIP will enable us to focus on these areas.</p> <p>Q: What will happen with the pupils who did not do SATs due to Covid? A: We don't know yet. Q: Did they come with any data? A: Teacher assessments but we use GL Assessments to assess attainment and then to evaluate progress. CAT tests are also used as a starting point for Tear 7 pupils. We don't know what the government will do.</p> <p>Governors formally noted the very positive picture presented by the data shared with them and passed on their thanks to the leadership team and staff involved.</p>	
6	Governor Matters	

Item	Subject	Action
6	<p>a) Governor Safeguarding training and KCSiE. KCSiE had been shared with governors and almost all had indicated they had read this on Gov Hub. Those that hadn't had received reminders that this needs to be done in September. As JH was not here it was not possible to confirm the e training however the previous online and HCC Safeguarding training were felt to be effective. ACTION: Clerk to contact JH to ask for link to suitable training to be shared with all Governors as soon as possible.</p> <p>b) Subject Link Governors -small changes are needed to this to reflect the new members of the Board IM to deal with this and issue a new document before the next BoG. In the meantime, current link governors should continue to undertake and record visits to college. In statutory areas this should be a visit per term in non-statutory 2 or 3 visits per year. ACTION: IM to update the Link Governor list to include new Governors</p> <p>c) TOR and protocol for Gov Visits – The TOR and protocol will be updated to reflect current meeting best practices ACTION: IM & BP to revise the TOR and protocol.</p> <p>d) Governor Training – WGBT (Whole Governing Body Training). The focus was discussed, and it was agreed to ask for a session on Attendance, Inclusion and Well-being. JJ to book this with HCC for the 10th February 2025. ACTION: JJ to book WGBT session with HCC for February 2025.</p> <p>e) Marketing and Communications – A separate link Governor will be appointed to focus on Marketing and Communications. ACTION: IM to discuss the Communications and Marketing Link Governor role with new governors.</p> <p>f) Resignations, vacancies and recruitment - there remains 2 vacancies for co-opted governors and when DG leaves at the end of term there will be a third vacancy. JH is absent and her term runs out before the next BoG. It was agreed to reco-opt JH subject to her agreement to continue. This will ensure that she remains part of the governing body. DECISION: The Governors agreed unanimously to further co-opt JH for another term subject to her agreement to continue. It was also noted that JJ had indicated that he would be leaving the BoG after a phased transfer of his responsibilities. A new parent governor will need to be recruited. Sandra Cox (SC) deals with this process in school. IM to contact SC to get this process started. ACTION: IM to speak to JH to find out her intentions about remaining for another term as co-opted governor. ACTION: IM to liaise with SC to start the process of recruiting a new parent governor. ACTION: IM & JJ to agree a phased handover of Justin's responsibilities</p> <p>g) Covered in f)</p> <p>h) Safer recruitment training – IM and BP will be undertaking this training.</p> <p>i) Filing and File Structure – IM outlined the work undertaken last year on the filing structure on Gov Hub. This aims to ensure version control and ease of location for documents. It was important that agreed documents were added to the relevant folder and not just left in meeting folders as this makes it hard to locate Specific documents. This filing should be undertaken by the 'owner' of the document. SLT or Chair of Committee. It was important to avoid loose documents on the landing pages as this leads to more documents being added here. ACTION: Clerk to send out a link to the document filing guidance and agreed procedures.</p>	<p>Clerk</p> <p>IM</p> <p>IM &BP</p> <p>JJ</p> <p>IM</p> <p>IM</p> <p>IM</p> <p>IM &JJ</p> <p>Clerk</p>

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7	<p>Safeguarding Keeping Children Safe in Education (KCSiE). The link to the 2024 DfE document had been shared on the noticeboard and most governors had now signed to say they had read this. Reminders had been sent were this was still outstanding.</p> <p>As JH was absent no further up-date was available</p>	
8	<p>Date of Next Meeting – 18 November 2024 Steering – 4.15pm, BoG 5.30pm</p>	

Signed

to be signed electronically

Dated XXX 2024

Summary of Actions Carried forward to November meeting

Reference	Action	When	Who
8/7/24 Item 14	<p>(From S&W Minutes 1/7/24) JH to source suitable safeguarding training for governors to complete.</p> <p><i>6/9 – JH absent – see action from 6a below</i></p>	September 2024	JH
16/9/24 Item 4 b	Clerk to amend the Governor Code of Conduct add 'over 18' and 'parents and carers'.	asap	Clerk
16/9/24 Item 4 d	IM to liaise with Phil Sleat and PHB to arrange a session on AI at an appropriate time.	Sept 2024	IM
16/9/24 Item 4 c	GRS to arrange for these amendments to be made (change references from 'SIMS' to 'Classcharts' throughout policy).	asap	GRS
16.9.24 Item 4 e	GRS to arrange for the spelling of 'Diana' to be amended in SES.	asap	GRS
16/9/2 Item 6a	Clerk to contact JH to ask for link to suitable training to be shared with all Governors as soon as possible.	asap	Clerk
16/9/24 Item 6b	IM to update the Link Governor list to include new Governors	asap	IM
16/9/24 Item 6c	IM & BP to revise the TOR and protocol.	asap	IM BP
16/9/24	JJ to book WGBT session with HCC for February 2025.	asap	JJ

Item 6 d			
16/9/24 Item 6e	IM to discuss the Communications and Marketing Link Governor role with new governors.	asap	IM
16/9/24 Item 6f	IM to speak to JH to find out her intentions about remaining for another term as co-opted governor.	asap	IM
16/9/24 Item 6f	IM to liaise with SC to start the process of recruiting a new parent governor.	asap	IM
16/9/24 Item 6f	IM & JJ to agree a phased handover of Justin's responsibilities	Over the coming months	IM, JJ
16/9/24 Item 6i	Clerk to send out a link to the document filing guidance and agreed procedures.	asap	Clerk