

## Meeting Minutes for the Board of Governors Meeting Swanmore College 2022/23

Date: 10 July 2023	Start time: 5.30pm	End time: 7.50pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Jackie Finney (JF) - Clerk	Tessa Philpott (TP)
Kyle Jonathan (HDT) – Head Teacher	Chris Loveday (LOY) – School Business Mgr	Bex Perryman (BP)
Ian Mills (IM)	Amanda Griffiths (GRS)	Tina Paskins (TPK)
Jane Hulme (JH)		Phillip Walker (PW)
David Newberry (DN)	Sam Baker (SB) – Senior Finance Manager	Matt Short (MS)
Helen Horn (HH)	Brett Parker (BPK) – Business & Operations Manager	
Matthew Moore (MM)		
Simon Firth (SF)		
Phil Harris-Bridge (PHB)		
Anne Cooke (AC)		
Justin Jamieson (JJ)		<b>Absent</b>
Nicola Fisher (NF)		
Kyle Evans (KE)		
Charlie Oulton (CO)		

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 TP, BP, TPK, PW and MS. The meeting was quorate.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Minutes of previous meeting held on 22 May 2023</b>	
	<b>3a) Approval</b>	
	<b>3b) Actions (See action log) and matters arising</b>	
<b>3a</b>	The minutes of the last meeting were approved by the board and were electronically signed.	
	<b>Matters arising and action log</b>	
<b>3b</b>	The college uses a safeguarding training package and LOY will investigate this for Governors to access as an addition to HCC training. HDT feels the Governors should undertake safeguarding training annually.	<b>LOY</b>
<b>4</b>	<b>Governor Appointments:</b> Nicola Fisher (NF) – new parent Governor TPK and KE to be co-opted to the Board	
	NF was welcomed to the board. KE introduced himself to the board. The Governors formally approved TPK and KE as co-opted Governors. JF to add them to Governor Hub.	<b>JF</b>
<b>5</b>	<b>Policies &amp; Procedures - to approve the following policies as recommended by:</b>  Resources Committee <ul style="list-style-type: none"> <li>• Complaints policy</li> <li>• Data protection/GDPR</li> </ul> Standards & Wellbeing Committee	

	<ul style="list-style-type: none"> <li>Behaviour policy</li> <li>Offsite &amp; Trips policy</li> <li>Admissions policy</li> </ul>	
	<p>5.50pm CO joined the meeting.</p> <p>Behaviour policy – Appendix 2, p.10 - section on refusal to go to the hub contradicts an earlier point on p.8. The policy needs to be consistent. The wording will be changed to ‘may’ to allow flexibility. Amend wording of SEN to EHCP’s.</p> <p><a href="#">Q How are we going to communicate the changes in the behaviour policy to parents?</a></p> <p><a href="#">A GRS will be working on parent communication in general in the Autumn term.</a></p> <p>The home/college agreement which parents sign states that parents/carers will support the College guidelines on behaviour.</p> <p>The behaviour policy will come back to a Governor meeting in the autumn after the trial relating to sanctions for school uniform infringements and time in the learning hub are concluded. The version above was approved subject to changes discussed.</p> <p>Policies on the website still contain highlighted areas where they have been changed. LOY to speak to Michelle Smith to arrange for them to be amended.</p> <p>Off sites policy – wording at the end of the section on attendance, end of paragraph needs ‘and communicated’ after ‘documented’.</p> <p>Admissions policy – approved.</p>	LOY
	All the above policies were approved by the Governors subject to changes mentioned above.	
6	<p><b>Written HT report to include:</b></p> <ul style="list-style-type: none"> <li>staff changes</li> <li>summary of complaints 2022/23</li> <li>SEF</li> <li>LLP report</li> <li>Historical review of data</li> </ul>	
	<p>The report was uploaded to the hub prior to the meeting. The Ofsted report has been circulated. The college remains ‘good’.</p> <p>Some Parent Governors felt that the letter sent to parents was worded in a way that some were to blame for the ‘good’ grade rather than ‘outstanding’. Governors fed back to the SLT that parents felt everyone was responsible for the judgement. The Governors and the SLT agreed that communication with parents is an area to focus on in the Autumn term. Staffing is difficult due to issues with recruitment.</p> <p>Attendance is improving but could be better, although our attendance is higher than the national average.</p> <p>RSA trainees – a fantastic achievement as there is more recruited than anticipated which helps maintain the viability of the provision.</p>	
7	<b>Election of Chair and Vice Chair for 2023-24</b>	
	DG was elected Chair and BP as Vice Chair of the committee. DG will be stepping down at the end of his term next year. Succession planning will need to be considered in the Autumn term.	
8	<p><b>Governing Board 2023/24 – review of roles and responsibilities</b></p> <ul style="list-style-type: none"> <li>To agree the memberships of committees and panels</li> <li>To approve recommendations to Committees for Chairs &amp; Vice Chairs</li> <li>To discuss and agree any changes to the statutory Governor and link Governor roles</li> </ul>	
8.1	This information was uploaded to the hub prior to the meeting. Committee membership was discussed. CO and MS are leaving after this BoG and vacancies are highlighted on the document. IM will join the Community and S&W committee but is leaving the Resources Committee. DG to inform JF as to which committees the	DG

	<p>new Governors are joining once this has been determined early in the new term. AC to join the S&amp;W committee. JF to make changes on the hub (completed).</p> <p>Chairs of committees:  Resources – PHB Vice Chair – to be confirmed at first meeting  Pay – TBC at first meeting.  S&amp;W – SF  Community – DN. Vice Chair – TBC at first meeting</p>													
<b>8.2</b>	<p>Link Governor roles – this information is on the hub. There are some vacancies (Behaviour, cyber security &amp; GDPR, Pupil Premium &amp; GRT). DG will discuss roles with new Governors.</p> <p>BPK left the meeting at 6.55pm.</p> <p>Changes to S&amp;W meetings:  S&amp;W – 9 October – remain.  Move the November meeting to 29 January 2024  March meeting to move to 29 April 2024  July - to stay the same.  JF to amend the calendar (completed).</p>	<b>DG</b>												
<b>8.3</b>	GRS will link policies with link visits.	<b>GRS</b>												
<b>9</b>	<b>Review Terms of Reference</b>													
	All Terms of Reference documents have been uploaded to Governor Hub ready for next term.													
<b>10</b>	<b>Staff survey update</b>													
	DG has met with MS. A second staff survey was not conducted this term as staff had completed one for Ofsted. A 'you said, we did' response has gone out to staff. GRS to circulate to Governors. Agree a date for a survey at the next meeting. JF to put on next agenda (completed).	<b>GRS</b>												
<b>11</b>	<b>Update on Pupil Premium</b>													
	<p>GRS discussed the document which is on the hub.</p> <p>This information was discussed in detail at the Ofsted inspection. As pupils get older, they seem less engaged with school. Attendance is extremely important; however, this tails off in Year 11. Our focus is still on closing the gap; however, this does not affect other pupils. The overview document of PP spend will be changed to ensure it is easier to read (as agreed with the Ofsted inspector).</p> <p>GRS discussed the issues with pupils reading following Covid:</p> <table border="1"> <thead> <tr> <th></th> <th>Year 9</th> <th>Year 8</th> <th>Year 7</th> </tr> </thead> <tbody> <tr> <td>Below</td> <td>76 pupils</td> <td>87 pupils</td> <td>78 pupils</td> </tr> <tr> <td>More than 1 year behind</td> <td>62 pupils</td> <td>69 pupils</td> <td>59 pupils</td> </tr> </tbody> </table> <p>Parental engagement, attendance and literacy needs. We are considering how parents can help their children; however, we are a rural school, and it is difficult for pupils to get in early or stay late.</p>		Year 9	Year 8	Year 7	Below	76 pupils	87 pupils	78 pupils	More than 1 year behind	62 pupils	69 pupils	59 pupils	
	Year 9	Year 8	Year 7											
Below	76 pupils	87 pupils	78 pupils											
More than 1 year behind	62 pupils	69 pupils	59 pupils											
<b>12</b>	<b>Budget update</b> – to include the following recommendations from Resources Committee for approval: <ul style="list-style-type: none"> <li>the new structure for cover supervisors.</li> <li>the revised budget 2023/24</li> </ul>													
	This is on Governor Hub. There were no questions. The Governors approved the budget and the new structure for cover supervisors.													
<b>13</b>	<b>Safeguarding and safeguarding training</b> <ul style="list-style-type: none"> <li><b>Draft safeguarding audit to be submitted by 30 September 2023</b></li> </ul>													
	JH confirmed that safeguarding audit is ready for submission.													
<b>14</b>	<b>Governor matters</b>													
	Link Governors – already discussed.													
	Governor training 2023/24 – training has been booked.													

	Governor development plan - IM has been working with GRS on strategy to execution. The presentation is on Governor hub. HDT commented that the vision section is normally done on 'away days' with Governors and staff. An away day will be arranged for September for staff and Governors. GRS to contact DG with a date.	<b>GRS</b>
	Marketing & communications – nothing to report.	
	Resignations, vacancies, and recruitment – CO and LOY were thanked for all their hard work and contributions over the years. The Governors wished to thank HDT, GRS and the team for all their hard work over the year. JF is covering some meetings in the Autumn term until a replacement Clerk is recruited.	
	Any changes to terms of office – no changes.	
	Correspondence - none received.	
<b>15</b>	<b>Questions from committee minutes</b>	
	No questions received.	
<b>16</b>	<b>Impact of meeting</b>	
	<u>Accountability/Compliance</u> Governors approved the above policies, budget and new cover supervisor pay structure. <u>Strategic Leadership</u> Governors challenged the SLT on parent communication. <u>People</u> NF joined the Board as Parent Governor. TPK and KE joined as co-opted Governors. <u>Evaluation</u> It was decided that the timings of S&W meetings will be amended to fit in with the college timetable.	
<b>17</b>	<b>Date of next meeting: 18 September 2023 at 5.30pm</b>	

Signed

Electronically signed Dennis Gamblin

Dated 18 September 2023