

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2022/23

| Date: 22 May 2023 | Start time: 5.30pm | End time: 7.50pm |
|------------------------------------|-------------------------------------------|---------------------|
| Present | In attendance | Apologies |
| Dennis Gamblin (DG)(Chair) | Chris Loveday (LOY) – School Business Mgr | Charlie Oulton (CO) |
| Kyle Jonathan (HDT) – Head Teacher | Jackie Finney (JF) - Clerk | Bex Perryman (BP) |
| Matt Short (MS) | Becca Garaty SENDCO | |
| Matt Moore (MM) | Amanda Griffiths (GRS) | |
| Tessa Philpott (TP) | | |
| Helen Horn (HH) | | Absent |
| David Newberry (DN) | | Jane Hulme (JH) |
| Ian Mills (IM) | | |
| Justin Jamieson (JJ) | | |
| Phil Harris-Bridge (PHB) | | |
| Phillip Walker (PW) | | |
| Simon Firth (SF) | | |
| Anne Cook (AC) | | |

| Item | Subject | Action |
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| 1 | Welcome and Apologies | |
| | The chair welcomed the Governors to the meeting. Apologies were received and accepted from CO and BP. The meeting was quorate. | |
| 2 | Register of Pecuniary Interests | |
| | There were no pecuniary interests declared. | |
| 3 | SEND presentation | |
| | <p>BG has taken over from Laura Barker as SENDCO and she discussed the current situation regarding SEND in the college (information is on the hub). Numbers are generally increasing, and social, emotional, and mental health needs are the highest need. CBT is being used in school to help pupils with anxiety and this has been successful.</p> <p>New Government initiative – the Government are planning a central point for storing pupil information on a hub. This is already up and running but unfortunately is not working very well at the moment. The College is keeping duplicate documents as the system is unreliable. In future, we will be named as a provision, and we will have to take pupils with no prior consultation. We are thinking creatively and upskilling our staff via regular staff training on SEN. BG will apply for additional top up funding for pupils.</p> <p>Q Is the increased number of EHCP's a concern for SEN K pupils? A EHCP pupils must be prioritised, however SEN K pupils are being supported well.</p> <p>Q Are the LA open to conversations about secondary schools being a pilot for a resource provision which may bring extra funds? A A local school have a resource provision, however the number of EHCP's has increased. Swanmore would like to engage in this type of scheme, however, there are pros and cons for having a resource provision.</p> <p>Q What happens if you are not able to meet a pupil's need but still must take the pupil?</p> | |

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| | <p>A The parents decide if they wish to go to a tribunal.</p> <p>Q Do you have timescales for when the system is due to change?</p> <p>A Possibly 18 months but it may be as early as September 2023.</p> <p>Q Is there any analysis being done on the pupils you have not been able to take?</p> <p>A Yes, it is usually a situation where a pupil needs continuous support. We have a very small TA team, however we 'cope' so pupils are still being placed at Swanmore. We have two pupils where we said we cannot meet their needs, but they were still placed here, and pupils and staff are struggling.</p> <p>Q How will you cope at exam time when you have a high number of pupils who need support?</p> <p>A We are using assisted technology e.g. reading pens to help students. For pupils with anxiety post Covid, we use a separate smaller room. Pro books are used where possible. Pupils are being trained from an earlier age to use assisted technology.</p> <p>Q This feels like we are not in control of students being 'imposed' upon us. This will affect how the rest of the college is run. Surely, we must 'make a stand' and say no?</p> <p>A We will be forced to take pupils on. We are currently considering our approach; however, our main concern is recruitment of staff. HDT thanked BG for her hard work in the role.</p> <p>BG left the meeting at 6.15pm.</p> <p>Item no. 9 was discussed next to allow MS to leave the meeting early.</p> | |
| 9 | <p>MS has joined the fire service and as the drill nights are on Monday's, MS is leaving the board. A discussion took place at Resources about the survey. There is a document on the hub which MS would appreciate if Governor's could review and then email him with suggestions by the end of this week. JF to remove MS from the hub at the end of term.</p> <p>MS left the meeting at 6.20pm.</p> | JF |
| 4 | <p>Approval of the minutes from the meeting on 13 March 2023</p> <p>The minutes from the meeting were approved and electronically signed.</p> <p>Matters arising and action log</p> <p>See action log.</p> | |
| 5 | <p>To approve the following Policies & Procedures</p> <ul style="list-style-type: none"> • Charging and remissions policy • Data Protection/GDPR • Governor allowances • Health and Safety • Healthy eating policy • Relationship and sex education policy | |
| | <p>All policies were approved. DG will check the final version of the Data Protection/GDPR policy.</p> <p>Q How is the RSE policy monitored?</p> <p>A This will take place through PSHE which AC is taking on.</p> | |
| 6 | <p>Written HT report to include:</p> <ul style="list-style-type: none"> • HT verbal report – to include a discussion on the 25 May 2022 and 7th March 2023 LLPR visit report • Review of the new school day | |
| | <p>Our progress figure is +0.21 which is above average. Our focus is on closing the gap with disadvantaged pupils. This year the forecast progress 8 figure is -0.49. PP is -0.13. We should receive a positive progress 8 figure for Year 11.</p> <p>Q Are you worried about grade boundaries?</p> <p>A We used the boundaries from 2019, however, we still have concerns.</p> <p>Our Year 11 pupils are hardworking and are well behaved. We have conducted 'walking, talking' mocks in English, Maths and Science.</p> | |

| | <p>Review of the school day – Positives: We have 6 lessons rather than 5, which allows us to run the enrichment programme, cover the curriculum and provide CPD time for staff. Challenges are:</p> <ul style="list-style-type: none"> • Buses • The change was not popular with all staff • Tutor time is now too short • there have been unanticipated issues e.g. school uniform and pupils attending all day in PE kit <p>Enrichment is popular with staff and pupils. We are going to shorten it by half an hour to allow more ‘connect’ activities in tutor time. Q Are there any issues with the transfer time between lessons? A No, not anymore. Pupils use this time to go to the toilet, get drinks etc. Vaping is an issue with pupils in all schools across the country. Cumulative attendance is 92.4% and we have two members of staff working on this. The national figure is 90.8%. Boys are 2.1%, girls 1.3%, disadvantaged pupils 2.2% over the national average. Q Is the figure consistent over the school year? A It decreases over the year. Q Do you have historical evidence to assess trends? A We have the data from last year. JF to add to the next agenda (completed). Q Do you think pupils will go back to pre-covid attendance levels? A It will take a while. Research shows families believe that their children cannot achieve at school following time off for Covid. Mental health issues are a big concern. Q What is your persistent absence (PA) figure? A PA is 20% - too high but below national average. HDT discussed the staff who have started at the college along with staff leaving at the end of the school year. Q Are changes in key roles communicated with parents? A HDT will ensure this happens. Q Are you doing well with attracting candidates? A Like other schools we are struggling to recruit. Other schools are paying more and one has offered a day off every two weeks to compete. The RSA helps us to home grow staff. LLP – the reports were uploaded to the hub prior to the meeting. HDT requested the LLP visit to review literacy. It was a very positive visit and actions are being taken where necessary. School uniforms have been an issue this year for Year 11 pupils a more strict approach will be taken with Year 11 in 2023/24 .</p> | HDT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7 | <p>Budget approval 2023/24</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p><u>Entity Summary of Cumulative Carry Forward of All Cost Centres</u></p> <table border="1" data-bbox="293 1720 1225 2033"> <thead> <tr> <th>Cost Centre Carry Forward</th> <th>2023 - 24</th> <th>2024 - 25</th> <th>2025 - 26</th> <th>2026 - 27</th> <th>2027 - 28</th> </tr> </thead> <tbody> <tr> <td>O Code</td> <td>£479,554</td> <td>£398,985</td> <td>-£50,007</td> <td>-£636,109</td> <td>-£1,427,134</td> </tr> <tr> <td>Y Code</td> <td>£45,737</td> <td>£47,782</td> <td>£66,921</td> <td>£88,024</td> <td>£107,143</td> </tr> <tr> <td>J Code</td> <td>£4,472</td> <td>£2,986</td> <td>£3,655</td> <td>£4,252</td> <td>£4,774</td> </tr> <tr> <td>Total</td> <td>£529,763</td> <td>£449,753</td> <td>£20,569</td> <td>-£543,834</td> <td>-£1,315,217</td> </tr> </tbody> </table> | Cost Centre Carry Forward | 2023 - 24 | 2024 - 25 | 2025 - 26 | 2026 - 27 | 2027 - 28 | O Code | £479,554 | £398,985 | -£50,007 | -£636,109 | -£1,427,134 | Y Code | £45,737 | £47,782 | £66,921 | £88,024 | £107,143 | J Code | £4,472 | £2,986 | £3,655 | £4,252 | £4,774 | Total | £529,763 | £449,753 | £20,569 | -£543,834 | -£1,315,217 | |
| Cost Centre Carry Forward | 2023 - 24 | 2024 - 25 | 2025 - 26 | 2026 - 27 | 2027 - 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| O Code | £479,554 | £398,985 | -£50,007 | -£636,109 | -£1,427,134 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Y Code | £45,737 | £47,782 | £66,921 | £88,024 | £107,143 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total | £529,763 | £449,753 | £20,569 | -£543,834 | -£1,315,217 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Entity Summary of In
Year Position of All Cost
Centres**

| In Year Position | 2023 - 24 | 2024 - 25 | 2025 - 26 | 2026 - 27 | 2027 - 28 |
|------------------|-----------------|-----------------|------------------|------------------|------------------|
| O Code | £409,011 | -£80,569 | -£448,992 | -£586,102 | -£791,025 |
| Y Code | £20,737 | £2,045 | £19,139 | £21,103 | £19,120 |
| J Code | £4,472 | -£1,486 | £669 | £597 | £522 |
| Total | £434,220 | -£80,010 | -£429,184 | -£564,403 | -£771,383 |

| Carry Forward % | 2023 - 24 | 2024 - 25 | 2025 - 26 | 2026 - 27 | 2027 - 28 |
|--------------------------|--------------|--------------|---------------|---------------|----------------|
| O Code Total Income | £9,016,793 | £8,937,110 | £8,944,174 | £8,975,018 | £9,029,143 |
| O Code Carry Forward | £479,554 | £398,985 | -£50,007 | -£636,109 | -£1,427,134 |
| % of Budget Share | 5.32% | 4.46% | -0.56% | -7.09% | -15.81% |

The salaries are increasing by £1.5M over the next 5 years and this is reflected in the 5-year deficit figure. Despite this projection the College is in a strong position financially but will go into deficit in 5 years if the Government does not increase the grant to cover the full cost of teacher pay awards.

The Governors approved the budget for 2023-24 and DG was authorised to sign the budget.

LOY discussed the capital budget for 2023-24.

[Q What is happening about the flooding in the car park?](#)

[A We are using £1,500 to unblock drains. It is a low priority for HCC.](#)

SF left the meeting at 7.10pm.

8 Designate Teacher (Looked after children) TLR-approval

This went to Resources and was approved. There are 21 Looked After Children (LAC) in the college and Gill Brown is currently responsible for this area. There will be a designated teacher for LAC to relieve Gill of this area of work. Governors approved the TLR for the Designated Teacher role.

9 Governor staff survey

- feedback from staff Focus Group related to 2023 survey July
- proposals for 'You said, we did response' July
- timing of Autumn staff survey

Discussed above.

10 Governor matters

Governing Body Development Plan

- Chairs & Vice Chairs of Board & Committees – 2023-24 Academic year
- Subject Link governors
- Each Governor to provide a brief update on their link visits this academic year – see summary of visits recorded.
- Proposals/requests change or add link Governor roles.
- Governor training - skills audit 2023 & WGBT SEF 2023 – proposal for WGBT 2023/24
- Governing Body Development Plan – Ofsted preparation.

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|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | <ul style="list-style-type: none"> • Governor Hub – proposal for restructuring of Folders. • Resignations, vacancies, recruitment – recruitment ad out for Parent & Co-opted Governor - update. Closing date 5th June. • Any changes to terms of office • Correspondence – received one formal complaint investigated by Chair at Stage 1. | |
| 10.1 | At the July meeting we must appoint a Vice Chair and Chair for 2023-24. Committee Chairs and Vice-Chairs are decided at committee meetings. DG will put himself forward for Chair for a further year and will resign when his term ends. | |
| 10.2 | Link Governor visits – reports are not all on the hub. Governors to upload visit reports when complete. | All |
| 10.3 | Governor training – it was decided that GT642 Working with Parents would be the WGBT. JJ to arrange. | JJ |
| 10.4 | Governors are happy with the proposal for restructuring GovernorHub. IM to action. | IM |
| 10.5 | MS and BLR have resigned. DG has received one Parent Governor application. JF is leaving at the end of term and DG is liaising with Governor Services to appoint a replacement. LOY is leaving in August to take up the Vice-Principal role at Barton Peveril College. | |
| 10.6 | No changes to terms of office. GRS left at 7.45pm. | |
| 10.7 | DG has received a stage 1 complaint. | |
| 11 | Safeguarding update | |
| | JH is absent. Cover at the next meeting. | |
| 12 | Questions to the Committee Chairs | |
| | No questions were raised. | |
| 13 | Impact of meeting | |
| | <u>Accountability/Compliance</u> Policies were discussed and approved. <u>Strategic Leadership</u> A discussion took place on attendance and the figures will be compared to previous years. <u>People</u> MS will be leaving the team at the end of the term. BLR has resigned from the board. JF and LOY are leaving at the end of the summer. <u>Evaluation</u> A discussion on the DTG role will be held as part of the annual review of governors' roles in July. | |
| 14 | Date of next meeting 10 July 2023 at 5.30pm | |

Signed

Electronically signed

Dated 10 July 23