

Meeting Minutes for the Board of Governors Meeting Swanmore College 2024/25 7th July 2025

| Present | In attendance | Apologies |
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| Nicola Fisher (NF) | Sam Baker (SB) (Senior Finance Manager) left at 17.55 | Jez Bird (JB) |
| Phil Harris-Bridge (PHB) | Amanda Griffiths (GRS) | Kyle Evans (KE) |
| Helen Horn (HH) | Mandy Sadler (Clerk) | Saheed Onisemo (SO) |
| Jane Hulme (JH) | | Tina Paskins (TP) |
| Kyle Jonathan (HDT) (Headteacher) | | Tracey Quitek (TQ) |
| Dave Mason (DM) | | |
| Ian Mills (IM) (Chair) | | |
| Matthew Moore (MM) | | |
| Bex Perryman (BP) | | |
| Jon Phillips (JP) | | Absent |
| Danya Rageb (DR) | | |
| Mike Taylor (MT) | | |
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Meeting Started at 5.30pm

| Item | Subject | Action |
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| 1 | Welcome and Apologies | |
| | The Chair welcomed everyone to the meeting. Apologies were received and accepted from KE, JB, TP, SO and TQ. The meeting was quorate throughout. | |
| 2 | Declaration of Pecuniary Interests | |
| | No interests were declared. | |
| 3 | Minutes of the meetings held on 19th May 2025 | |
| | <p>a) The minutes of the meeting were approved and will be signed electronically on Governor Hub.</p> <p>b) Matters arising and Actions carried forward from these meetings The following questions arose from the minutes.</p> <p>Q: The minutes note that additional pupil places had been offered, have these been taken up? A: Some have we move down to the next on the waiting list if the offer is not accepted but this does take some time to allow for a response. One new pupil is coming into Year 7 before the end of term.</p> <p>Q: Has there been a reaction to the changes in arrangements for having smart phones in college? A: Generally, the response has been positive. The majority of the concerns from parents have been around knowing where their children are as some use tracking apps on their smart phones.</p> | |

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| <p>It was also noted that the Innovation Day had been excellent.</p> <p>Actions carried forward from 19th May 2025</p> | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th data-bbox="304 472 472 533">Reference</th> <th data-bbox="472 472 991 533">Action</th> <th data-bbox="991 472 1123 533">When</th> <th data-bbox="1123 472 1289 533">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 533 472 1003"> 10/3/25 Item 3b </td> <td data-bbox="472 533 991 1003"> MT to speak to HR manager to set up access to the GDPR and Data Protection training. <i>7/7/25 – MT has is reviewing training from The Key and from the National College. The chosen training will be sent out to all governors to complete by the end of term. This is an item on the Safeguarding Audit so it is important to complete it asap.</i> <i>On-going</i> </td> <td data-bbox="991 533 1123 1003"> July 2025 August 2025 </td> <td data-bbox="1123 533 1289 1003"> MT MT All governors to have completed GDPR training </td> </tr> <tr> <td data-bbox="304 1003 472 1391"> 10/3/25 Item 6 </td> <td data-bbox="472 1003 991 1391"> GRS to enquire if it is possible to include a paragraph on SEN in the HDT Report. <i>19/5/25 – To be included in next written HDT report. c/f</i> <i>7/7/25 – COMPLETE but not available in this report will be in the September HDT report.</i> </td> <td data-bbox="991 1003 1123 1391"> May 2025 </td> <td data-bbox="1123 1003 1289 1391"> GRS </td> </tr> <tr> <td data-bbox="304 1391 472 1682"> 10/3/25 Item 6 </td> <td data-bbox="472 1391 991 1682"> GRS to remove the paragraph regarding SARs in HDT Report before it is shared with parents <i>19/5/25 – To be included in next written HDT report. c/f</i> <i>7/7/25 - COMPLETE</i> </td> <td data-bbox="991 1391 1123 1682"> April 2025 </td> <td data-bbox="1123 1391 1289 1682"> GRS </td> </tr> <tr> <td data-bbox="304 1682 472 1912"> 19/5/25 Item 4b </td> <td data-bbox="472 1682 991 1912"> Supporting Pupils with Medical needs Policy - The following words need to be amended on p5 section 5 'any teacher <u>or</u> support staff'. <i>7/7/25 - COMPLETE</i> </td> <td data-bbox="991 1682 1123 1912"> June 2025 </td> <td data-bbox="1123 1682 1289 1912"> HDT </td> </tr> </tbody> </table> | | | | Reference | Action | When | Who | 10/3/25 Item 3b | MT to speak to HR manager to set up access to the GDPR and Data Protection training. <i>7/7/25 – MT has is reviewing training from The Key and from the National College. The chosen training will be sent out to all governors to complete by the end of term. This is an item on the Safeguarding Audit so it is important to complete it asap.</i> <i>On-going</i> | July 2025 August 2025 | MT MT All governors to have completed GDPR training | 10/3/25 Item 6 | GRS to enquire if it is possible to include a paragraph on SEN in the HDT Report. <i>19/5/25 – To be included in next written HDT report. c/f</i> <i>7/7/25 – COMPLETE but not available in this report will be in the September HDT report.</i> | May 2025 | GRS | 10/3/25 Item 6 | GRS to remove the paragraph regarding SARs in HDT Report before it is shared with parents <i>19/5/25 – To be included in next written HDT report. c/f</i> <i>7/7/25 - COMPLETE</i> | April 2025 | GRS | 19/5/25 Item 4b | Supporting Pupils with Medical needs Policy - The following words need to be amended on p5 section 5 'any teacher <u>or</u> support staff'. <i>7/7/25 - COMPLETE</i> | June 2025 | HDT |
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| 19/5/25 Item 4g | The name at the end of the careers advice policy, still needs to be removed as discussed at S&W. <i>7/7/25 - COMPLETE</i> | June 2025 | HDT | | |
| 19/5/25 Item 4h | Remove the reference to the year (25/26) from the SEN policy title. <i>7/7/25 - COMPLETE</i> | June 2025 | HDT | | |
| 19/5/2 item 7b | IM to look at the formatting in the Strategic Risk Register during the next review to see if the rows and columns can be aligned and a summary added <i>7/7/25 - The review meeting is not until next term but Ian Moseley is looking at the formatting – keep action open.</i> | At next review | IM | | |
| 19/5/25 Item 7b | IM to review the use of initials for the Operations Manager in the strategic risk register (use BPR not BP). <i>7/7/25 - COMPLETE</i> | At next review | IM | | |
| 19/5/25 Item 10 | Clerk to annotate statutory link areas on the summary spreadsheet. <i>COMPLETE</i> | May 2025 | Clerk | | |
| 19/5/25 Item 10 | Clerk to liaise with HR manager to arrange for the link governor name to be added to these policies when they come up for review. <i>7/7/25 – COMPLETE – There is a document in the Link Governor folder in ‘Governor Info’ showing which link area covers the policies.</i> | May 2025 | Clerk | | |
| 19/5/25 Item 12c | IM to arrange a date for the summer term parent liaison meeting. <i>7/7/25 –COMPLETE - after several reminders there are just 3 parents signed up so this will be a low-key event but will give a chance to meet and talk with the parent who has set up the fb ‘ change for Swanmore’ page.</i> | June 2025 | IM | | |

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| | 19/5/25 Item 12c | GRS to send Curriculum parent's meeting date to IM. <i>7/7/25 – COMPLETE</i> | May 2025 | GRS | |
| | 19/5/25 Item 12f | Clerk to send the proposed governor meeting dates to Michelle Smith and Sandra Cox to check if these fit in with the college calendar. <i>7/7/25 – COMPLETE</i> | May 2025 | clerk | |
| 6 | <p>Finance Report a) and b),</p> <p>This item covered first to allow SB to leave the meeting.</p> <p>The budget summary 'Big Picture' had been shared in advance of the meeting. SB highlighted a few key points. There had not been a great deal of change since the budget was shared in May however there had been an announcement that There would be some DfE funding to partially cover the teacher pay rises however, college would still need to cover a proportion of this.</p> <p>Q: Are there any other funds still to come? A: No although funding for pupils in alternative provision is still not finalised. There may be some more to come for that. There has also been a significant increase in the number of pupils with EHCPs. This has gone up over 200% in the last eight years.</p> <p>It was noted that the support staff pay increase is still not finalised and that additional costs had now been included in the budget to cover the costs of purchasing a second hand mini-bus and the cost of the contract to 'Space' (Marketing and Communication investment).</p> <p>There are now 10 students for the RSA (Rural Schools Alliance) with two further interviews taking place later in the week.</p> <p>Q: Is there a maximum number of students that could be taken each year in the RSA? A: It depends on whether they are based here or in other schools. At least one of the students will be based elsewhere.</p> <p>Overall, these changes have resulted in a reduction of £34K (thirty-four thousand) in the 'in-year' deficit since the budget was approved in May. This figure reflects all the known staff changes and pay increases.</p> <p>IM pointed out that the contingency is now being used so, if this situation does not change over the next few years, this will be very concerning.</p> <p>SB advised governors that the Risks and Opportunities Register had been updated. Brett Parker (Business and Operations Manager) will be able to talk to governors about the energy item to provide more detail.</p> | | | | |

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| | <p>ACTION: SB to amend the initials used on the Risk and Opportunities register for Brett Parker to BPR.</p> <p>PHB commented that it was positive to see some improvement and that the budget was being managed very tightly by the HDT and SB. Some of the current £277K (two hundred and seventy-seven thousand) deficit may still be clawed back over the coming year.</p> <p>Q: Does this include the additional AHT from September? A: We will be looking to appoint to this position from September 2026. The costs are included in the budget for that.</p> <p><i>17.55 SB left the meeting</i></p> | SB |
| 4 | <p>Policies and Procedures for Approval</p> <p>a) Behaviour Policy (this policy had not been seen by S&W as that meeting had had to be cancelled).</p> <p>The HDT advised governors that the reset room trial had now finished and SLT were reviewing the impact and would also be seeking feedback, through questionnaires, from staff, pupils and parents before being able to make a decision on whether this will be introduced in September and what the format will be. The Feedback received so far had been both positive and negative and some adjustment had been made during the trial.</p> <p>From a positive point of view, it was seen as less punitive and kinder and more supportive to SEND pupils who needed to self-regulate. It had also been a positive factor in some conversations with parents. On the negative side it was seen as undermining the Hub as the main sanction and there had been inconsistency in staff approach. Some pupils were found to be deliberately behaving in a way that meant they were sent out of lessons they did not want to be in. One of the modifications being considered to address this problem is to have a limit on the number of times pupils can go to the Reset room each day.</p> <p>The introduction of detention for three 'ticks' on the Proud Card had been very positive. JP advised that this was seen as more fair to those who might have uniform infringements for example. There had been a reduction in the number of pupils refusing to leave the classroom. In addition, pupils were being encouraged to 'meet half-way' by being compliant to the new system. The pastoral team are also supporting around college.</p> <p>IM noted that there was less 'noise' on the social media feeds on this at the moment.</p> <p>Q: Is there just one room? A: Yes at the moment. If it goes ahead next term this will be in the Pupil Centre. Q: Section 6.1 states that pupils cannot use smart watches for any reason does this include to check the time?</p> <p>This question led to a discussion about the nature of the 'smart' devices the policy should cover. It was agreed that it needs to be clear that no 'smart' device was allowed – phone, watch, iPad, etc. The section of the policy needs to be clear about this with an amendment to the title and a brief introductory paragraph which explains this. It was also agreed that the word 'caught' in this section should be amended to 'found'. The meeting discussed the use of times rather than the policy stating the 'school day' which varies. Including times does allow for this to cover the time when pupils are leaving college as phone distractions compromises safety in the road outside.</p> <p>Q: What if the buses are late collecting pupils? Can they notify their parents?</p> | |

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| | <p>A: Yes this time is always supervised if it is a long delay they would be encouraged to notify their parents. A governor noted that having read the appendix from a parent perspective they feel this needed clarifying and making sure it was consistent with earlier sections in the policy. This relates to the number of warnings given. It does become clear if you read on but the initial sentence in the appendix suggests there are two warning before any sanction whereas the main policy indicates there is one warning. The appendix should be re-worded to make it clear that there would be one warning before a further infringement leads to a sanction.</p> <p>Q: Do pupils needs to be escorted back to class after time in the reset room? A: This gives time for the staff escorting the pupil to set them up positively to return to class.</p> <p>There was a further discussion about section 7 where it needs to be clear that if a serious incident or infringement occurs, as set out in the table in the policy, this would result in the pupil being sent to the Learning Hub. On Page 20 the word 'straight' should be removed.</p> <p>In paragraph 5 'Graduated Approach' should be added to 'GA'.</p> <p>In Paragraph 7.4 there should be a specific reference to the prom and leavers events in the bullet point list.</p> <p>Q: Why has the decision not been made yet about the reset room? A: It needs to be workable and all the feedback needs to be considered before a final decision is made.</p> <p>ACTION: HDT to arrange for the amendments to the Behaviour Policy agreed during the discussion record in the minutes to be made to the Behaviour Policy.</p> <p><u>DECISION: Following this discussion and, subject to the Headteacher's final decision about the introduction of the Reset Room in September as well as the amendments to the policy noted in these minutes being made, the Behaviour Policy was unanimously approved.</u></p> <p>b) More Able Policy PHB provided some context for this policy as Link Governor. He had found there was no policy and therefore no document that set out the 'offer' to more able pupils who may be considering Swanmore as their choice of secondary school.</p> <p>Q: What does MAC stand for? A: More Able Child this is an abbreviation used by the DfE. Q: Could the word 'can' on page 2 be changed to 'is' as this is more positive.</p> <p>ACTION: HDT to arrange for the MAC abbreviation to be written in full for clarity and also on p2 to amend the word 'can' be identified on Class charts...' to 'is identified....'.</p> <p><u>DECISION: The More Able Policy was unanimously approved.</u></p> <p>c) Community Committee TOR 2024/25 Reference to 'him/her' in regard to the committee composition should be replaced with 'themselves'.</p> <p>ACTION: Clerk to amend 'him/her' to 'themselves' on the Committee TOR.</p> | <p>HDT</p> <p>HDT</p> <p>Clerk</p> |

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| | <p><u>DECISION: The Community Committee TOR was unanimously approved.</u></p> | |
| 5 | <p>Headteacher's Report (written)</p> <p>The Headteacher's report had been shared with governors in advance of the meeting the following points were discussed during the meeting.</p> <p>Attendance shows little change although Year 8 attendance is lower than other year groups.</p> <p>Q: Is this a particular group of pupils in Year 8? A: Yes, we have taken on some new pupils into this year group whose attendance was low before they came here.</p> <p>One year 7 pupil whose attendance was low has now moved to another school. It was noted that PP (Pupil Premium) attendance this year is lower than SEND and requested further detail be given on the reasons for this.</p> <p>ACTION: HDT to investigate the underlying reasons for the low attendance rates for PP pupils and report on this at the next meeting.</p> <p>The behaviour breakdown for ICC points on Class Charts was seen to be a lot more positive. The HDT informed governors that an amount of £3k (three thousand) has been budgeted for the purchase of reward items so that pupils could exchange their points for a tangible reward. The Prom was seen to be a big incentive to pupils encouraging them to earn ICC points.</p> <p>The Learning Hub events data was reviewed, it was noted that this shows events but it would be useful to know how many pupils this involved. This information should be available in Power BI and it would be useful to agree what data the governors would like the HDT to share in their report.</p> <p>ACTION: HH and PHB to meet the nominated SLT member to review and recommend what data should be included in the HT report.</p> <p>'Enrichment' continues to be a very popular activity. More of the subject courses are now being covered in addition to the other activities on offer. This includes French and is the only way there is time to offer pupils an opportunity to learn a second modern foreign language (MFL). There are 52 activities available including the TORCH activities using the radio-controlled car track. Some pupils do get the same thing each time, but this would be an activity that they have included in their choices. One governor said how pleased they were that all the pupils who opted for dance had been included in the Dance Live event. There had been no selection process meaning this was very inclusive.</p> <p>The pupil's Reward Day had gone well with all the appropriate paperwork being carefully checked and in place. Staff had enjoyed the well-being day – JP said that he believed staff had enjoyed this and appreciated the event.</p> <p>It was noted that the number of suspensions was quite high although the HDT reported that so far this term these were lower than previous terms. Most suspensions are for one day although some pupils will be suspended for between 2 and 5 days depending on the seriousness of the incident.</p> <p>Q: How does this compare to other schools?</p> | <p>HDT</p> <p>HH and PHB</p> |

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| | <p>A: It depends where the school is in the county. We are on the high side compared to others in our group (such as Perrins) but we are lower than Romsey and many other schools in the county. It can depend on what your school priorities are and how the behaviour policy is applied. Some schools will tolerate things that pupils could be suspended for at Swanmore, for example swearing at staff or refusing to go to the Hub. This is one of the reasons for the Reset room as it is hoped this will bring these numbers down.</p> <p>The HDT explained the staff changes for July. There are four teachers leaving in July. New appointments have been made for music, English, maths, science and media studies and English. Four of the newly appointed teachers had come from students in the RSA which shows the benefit of this to the college.</p> <p>There were also reports from the Associate Assistant Head Teachers setting out progress in their focus area.</p> <p>Q: We were due to see a SEND report in this HDT report do you have it? A: It was not available for this report but will be in the next one.</p> <p>The HDT went on to outline to governors an incident that had happened recently at the Year 11 Prom. Three pupils who were not eligible to attend as they did not have enough ICC points, had turned up. One of these pupils did not have a ticket. There were a group of people accompanying the pupils and things had become very unsettled with staff being sworn at and the pupils refusing to leave. The security team had advised calling 999 when the situation could not be diffused. As a result, there had been an article about this in the Meon Valley Times (MVT) . Although college had responded to the request for a press statement it was not appropriate to provide a full explanation.</p> <p>The HDT explained that there had been many warnings given to these pupils that this would be the result if they did not have enough ICC points. He and other staff had met with some of the parents and had also set out the reasons in a letter to each parent. It was felt that it was important to stick to the decision.</p> <p>JP explained that the number of ICC points required was not hard to achieve. It should be noted that ICC points can be lost as well as earned which does affect the ICC points pupils have. It is a low baseline and is set this way to be inclusive.</p> <p>SLT will be reviewing how to manage this next year.</p> <p>Governors unanimously agreed that the college took the appropriate actions and fully support the decisions made. It was also agreed that arrangements should be made to meet with the editor of the MVT newspaper so that a more positive relationship could be built for the future. A better rapport would also come from college submitting articles about college successes and positive stories – for example, the wheelchair football team and the success of the RSA.</p> <p>Q: Will this be built into the Marketing and Communication Strategy? A: There needs to be some press releases that develop a positive narrative.</p> <p>DR said that in her professional view the press release that had been shared with governors went into too much detail. DR offered her help to prepare a statement in advance for future press releases.</p> <p>ACTION: IM to meet HDT to discuss how to approach meeting with the Editor of the newspaper.</p> | <p>IM / HDT</p> |

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| | <p>Q: Is there anything in place to protect the staff from abusive parents? A: We have a Code of Conduct in place but as these were Year 11 pupils they have now left. Luckily, they arrived late so the disturbance did not affect many pupils.</p> | |
| 7 | <p>College Strategy and Vision</p> <p>a) Progress and achievement to date</p> <ul style="list-style-type: none"> • Academic Success – college was in the top 10 in Hampshire. Progress has been steady over the last few years which deserved huge congratulations to everyone at college; • Financial management – SB and PHB have a great oversight and control of the resources • The College Improvement Plan (CIP) at the end of its first year is now embedded into the strategic improvements. All except two of the objectives had been graded as green. • Innovation Day in May was a great success providing an excellent opportunity for governors to work with SLT and the Associate Assistant Headteachers with a very good output. • The Behaviour Policy had been thoroughly reviewed and re-written. • The process for developing communications had started. The contract had been awarded and this would be a very important priority for next year. • The Curriculum booklets and revision guides had been introduced. It gives structured guidance to pupils. • The Strategic Risk and Opportunities Register had been created and would be used to support future decisions. <p>IM expressed his thanks to governors, SLT and staff for their hard work and input leading to this excellent progress and successes. The structures, process and support mechanisms are now in place for this to continue into the future.</p> <p>b) Review the CIP for 2024/25 – to be covered in September.</p> <p>c) Communications and Marketing Strategy - A formal quote which offers good value for money has now been accepted. It is proposed that the start of this work is delayed until January when other initiatives will be in place. This will avoid using up the time available under the contract on things that are being reviewed anyway. Space the company undertaking this work have requested a lot of data and information before they start work. The documents will be fully available by December.</p> | |
| 8 | <p>Curriculum 2025/26 – Rebrand and Restructure (GRS)</p> <p>GRS had submitted a proposal before the meeting for a rebrand and restructure of the curriculum. The proposed approach would make all aspects of what is done here more visible. By using visuals, it would help to create a brand for the curriculum. The DfE were encouraging schools to think of learners as ‘leavers’. They were in school to achieve an outcome as they leave and move on. This proposal would include having a lead for careers and PSHE. This would change the perception of staff and parents for these areas of the curriculum.</p> <p>Governors felt that this was a good proposal. And requested that it goes on to one of the agreed Investment Proposal Forms to be considered by Resources. This will allow the investment proposal to be tracked.</p> <p>Q: Would it be a good idea for Space to look at this?</p> | |

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| | <p>A: At the moment it is not clear when the ‘clock’ on their time starts ticking and the money spent.</p> <p>Governors felt it was important the Space have an input as they may want to approach this differently and suggest adjustments. DR offered to meet with GRS to go through the detail of the quote. IM advised that Space have been asked recently to provide more specific details for their quote but this has not come through yet.</p> <p>ACTION: GRS to provide the Investment Proposal on the appropriate form to Resources.</p> <p>ACTION: GRS to liaise with DR on the detail of the quote from Space.</p> | <p>GRS</p> <p>GRS / DR</p> |
| 9 | <p>Safeguarding (JH)</p> <p>The Safeguarding Audit tool document had been shared with governors in the meeting papers. JH informed governors that this needs to be approved now so that it could be submitted by the deadline in September. The statements had been thoroughly audited and actions identified. This included the need for governors to undertake GDPR and Data Protection training that had been discussed earlier in this meeting. Training was being sourced and would be shared by MT by the end of term.</p> <p>There is now good evidence that governors are asking relevant safeguarding questions during link visits. The next step with this is to quality assure the responses governors are given.</p> <p>The new KCSiE (Keeping Children Safe in Education) has just been published by the government. Governors will need to read this document and familiarise themselves with the responsibilities. They should then complete the declaration on Governor Hub as a record.</p> <p>ACTION: All governors to read the most recent KCSiE and complete the declaration on their Gov Hub profile by the next BoG in September.</p> <p>Q: The audit refers to a pupil well-being room. Where will this be located? A: In the pupil centre.</p> <p>PHB requested more information about this arrangement for Resources.</p> <p>ACTION: HDT to arrange for further information regarding the proposed location of the pupil well-being room in the Pupil Centre to be available for Resources (14th July or 29th Sept if the first date is too short notice).</p> <p>It was noted that page 17 (i) – ‘Allegations against users’ needs to be incorporated into the Lettings Policy.</p> <p>ACTION: PBR to liaise with safeguarding lead to add a section regarding allegations against college users to the Lettings Policy.</p> <p>It was also noted that although governors had undertaken regular individual training there had been no WGBT on safeguarding since 2019. This does need to be planned into future training opportunities so that governors had the opportunity to discuss safeguarding and ask questions like - ‘how do we know this is a safe school?’. MT will add this to his list of potential subjects for this year’s WGBT. The schools also does a lot of work to track themes and trends and it would be good for the Board of Governors to have an appreciation of this.</p> | <p>All Govs</p> <p>HDT</p> <p>BPR</p> |

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| | It was also noted that pupils need to be involved in planning the PSHE curriculum as anecdotal evidence suggests this is seen as repetitive and boring. | |
| 10 | <p>Governor Matters</p> <p>a) Election of Chair and Vice-Chair – IM and BP agreed to stand again. <u>DECISION: Governors voted unanimously for IM to be Chair of the Board and BP to be Vice Chair for 2025/26.</u></p> <p>b) Committee membership 2025/26 – MM and KE were leaving at the end of this term.</p> <p>c) Committee Chairs – DM has agreed to take on the position as Chair of S&W and is liaising with MM to handover the role.</p> <p>d) Governor Training 2025/26 – MT is reviewing the skills audit and the training done so that a suitable focus for the WGBT can be identified. The WGBT is booked for the 2nd March 2026.</p> <p>ACTION: MT to draw up the proposal form for the WGBT.</p> <p>e) Resignations, vacancies, recruitment – There will be five vacancies on the governing body for co-opted governors once MM and KE have left. One application has been received so far and the potential governor will be interviewed by IM later in the week. A new advert will be placed in September. This will mean that all the link governor areas can not be covered so IM will prioritise these and see if any areas can be combined until the vacancies are filled.</p> <p>f) Changes to terms of office – none</p> <p>g) Dates for 2025/26 meetings –these have been finalised and agreed with college. The dates have been added to the Gov Hub calendar.</p> | MT |
| 13 | <p>Matters Arising from Committee meetings</p> <p>None</p> | |
| | <p>AOB</p> <p>IM thanked MM for his contributions as a governor over the past 4 ½ years including taking on the role of Chair of S&W.</p> <p><i>The meeting ended at 20.00</i></p> | |
| 13 | Date of Next Meeting – Monday 22nd September 2025 at 5.30pm | |

Summary of Actions Carried forward to Se meeting

| Reference | Action | When | Who |
|--------------------|--|-------------|-----|
| 10/3/25 Item 3b | MT to speak to HR manager to set up access to the GDPR and Data protection training. | July 2025 | MT |
| | <i>7/7/25 – MT has sources training from The Key and from the National College. The chosen training will be sent out to all governors to</i> | August 2025 | MT |

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| | <p><i>complete by the end of term. This is an item on the Safeguarding Audit so it is important to complete it asap.</i></p> <p><i>On-going</i></p> | | All governors to have completed GDPR training |
| 19/5/2 item 7b | <p>IM to look at the formatting in the Strategic Risk Register during the next review to see if the rows and columns can be aligned and a summary added.</p> <p><i>7/7/25 - The review meeting is not until next term, but Ian Moseley is looking at the formatting – keep action open.</i></p> | September 2025 | IM |
| 7/7/25 Item 6 b | SB to amend the initials used for Brett Parker on the Risk and Opportunities register to BPR. | July 2025 | SB |
| 7/7/25 Item 4 a | HDT to arrange for the amendments to the Behaviour Policy agreed during the discussion record in the minutes to be made to the Behaviour Policy. | September 2025 | HDT |
| 7/7/25 Item 4 b | HDT to arrange for the MAC abbreviation to be written in full for clarity and also on p2 to amend the word ‘ can’ be identified on Class charts...’ to ‘is identified....’ | September 2025 | HDT |
| 7/7/25 Item 4c | Clerk to amend ‘him/her’ to ‘themselves’ on the Committee TOR. | July 2025 | Clerk |
| 7/7/25 Item 5 | HDT to look into the underlying reasons for the low attendance rates for PP pupils and report on this at the next meeting. | September 2025 | HDT |
| 7/7/25 Item 5 | HH and PHB to meet the nominated SLT member to review and recommend what data should be included in the HT report. | September 2025 | HH / PHB |
| 7/7/25 Item 5 | IM to meet HDT to discuss how to approach meeting with the Editor of the newspaper. | July 2025 | IM / HDT |
| 7/7/25 Item 8 | GRS to liaise with DR on the detail of the quote from Space. | July 2025 | GRS |
| 7/7/25 Item 8 | GRS to liaise with IM and DR on the detail of the quote from Space and to share this proposal with them. | July 2025 | GRS IM DR |
| 7/7/25 Item 9 | All governors to read the most recent KCSiE (2025) and complete the declaration on their Gov Hub | September 2025 | All Governors. |

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| | profile by the next BoG in September. | | |
| 7/7/25 Item 9 | HDT to arrange for further information regarding the proposed location of the pupil well-being room in the Pupil Centre to be available for Resources | September 2025 | HDT SB |
| 7/7/25 Item 9 | PBR to liaise with safeguarding lead to add a section regarding allegations against college users to the Lettings Policy. | August 2025 | PBR |
| 7/7/25 | MT to draw up the proposal form for the WGBT. | September 2025 | MT |
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