

## Meeting Minutes for the Board of Governors Meeting Swanmore College 2024/25 10<sup>th</sup> March 2025

Present	In attendance	Apologies
Jez Bird (JB) (from 17.15)	Sam Baker (SB) Senior Finance Manager	Kyle Evans (KE)
Nicola Fisher (NF)	Amanda Griffiths (GRS)	Kyle Jonathan (HDT)
Phil Harris-Bridge (PHB)	Mandy Sadler (MS) – Clerk	Saheed Onisemo (SaO)
Helen Horn (HH)		
Jane Hulme (JH) (from 17.15)		
Dave Mason (DM)		
Ian Mills (IM) (Chair)		
Matthew Moore (MM) (from 18.10)		
Tina Paskins (TPa)		
Bex Perryman (BP)		<b>Absent</b>
Jon Phillips (JP) (from 17.15)		
Tracey Quitek (TQ)		
Danya Rageb (DR)		
Mike Taylor (MT)		

Meeting Started at 5.00pm

Item	Subject	Action
<b>2</b>	<p><b>Presentation by the outgoing and in-coming Head Girl and Head Boy.</b></p> <p>Alice and Luca introduced themselves as the outgoing Head Girl and Head Boy. They told the governors that they had had a great time during the year. They had learnt a lot about college during this time. They had been involved in assemblies, presenting the 'Evening with the Arts', they were pleased to have got apple juice re-instated. They had also worked with the college council to bring about improvements to the toilets, attended Open Evenings and award nights in their role and worked on the UN Rights of the Child project that had been a focus in college during the year supporting during PSHE and Connect sessions. Alice and Luca had spoken with pupils to improve 'Pupil Voice' and had particularly enjoyed a visit to Winchester where they had represented the college. They met the Lord Mayor of Winchester and enjoyed some lovely canapes! Alice and Luca wished their successors good luck for the coming year.</p> <p>Arthur and Arabelle introduced themselves to the governors as the in-coming Head Boy and Head Girl. Their plans for the coming year included working with the college council and tutor reps to further develop Pupil Voice. They planned to do some fundraising to provide some additional funds for college and to have some fun as well. They were also hoping to further extend the variety of food available to students at break times. In addition to this, Arthur and Anabelle were keen to include more students in presenting assemblies and to look for ways to make the College ICC points 'more valuable' to students. They thought this could involve creating a 'currency' for ICC points with items that could be</p>	

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	<p>purchased with them. Finally, they were hoping to look for ways to give Prefects more responsibility within college.</p> <p>Governors were invited to ask questions.</p> <p><b>Q: (To Luca and Alice) do you feel that your work on the toilets has achieved what you wanted?</b></p> <p><b>A: We looked at the way toilets were managed, and this has been an improvement so that students can access more toilets, the toilets are cleaner but there is more to do on this.</b></p> <p><b>Q: (To Arthur and Anabelle) Do you feel school are fair in the way ICC points are allocated?</b></p> <p><b>A: Students always want more. Now we have Classcharts it is easier to see the ICC points and to feel work has been recognised.</b></p> <p><b>Q: What would you spend the ICC points on?</b></p> <p><b>A: Badges, stationery items, stuffed toys. There were lots of ideas, but work needs to be done on how to value the ICC points and the possible items.</b></p> <p><b>Q: How can pupil voice and communication be further improved?</b></p> <p><b>A: By giving students access to the weekly bulletin and having more surveys. Increasing the number of times students meet with staff.</b></p> <p><b>Q: And governors?</b></p> <p><b>A: Yes</b></p> <p><b>Q: Do you see changes as a result of the surveys?</b></p> <p><b>A: Yes, there are changes as a result which is good.</b></p> <p>GRS said how proud she was of the pupils who take on the role of Head Boy and Head Girl. They do this in their own time and bring a lot of ideas and enthusiasm.</p> <p>The Chair thanked the students for their presentation today and for their hard work to improve things for other students.</p> <p>17.15 - JH, JB, JP arrived</p>	
<b>1</b>	<b>Welcome and Apologies</b>	
	<p>IM welcomed everyone to the meeting. Apologies were received and accepted from HDT, KE and SaO. The meeting was quorate throughout.</p> <p>IM started the meeting by giving an up-date on the year so far. The focus had been on ensuring that the processes and procedures were fully in place and embedded and to see how these all fit together in the work of the board. The Vision and Strategic Objectives are now in place and these feed into the College Improvement Plan (CIP), which is a 'live' document providing an increasingly important structure to aid further improvement. For this to have the best impact, everyone needs to have ownership of the plan and the actions within it. A good start has been made on this.</p> <p>A good start has also been made on Strategic Risk planning with a lot of actions underway, similarly there has been good progress on the Financial Risks and Opportunities document. Development of the IT Strategy has started and work on this is on-going.</p> <p>The documents and processes for new Governor Induction has been up-dated and clarified by the DTG (MT) and these documents are available in the meeting folder and in the induction folder on Gov Hub.</p>	

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	<p>Next year, the plans are to further cement the CIP processes and to use the ideas generated at the governor's innovation day in May to bring new and creative ideas to future planning.</p> <p>IM has also been working with the HR manager in college to improve the system for policy review including identifying a 'primary reader' for the policies which will be linked to Link Governor roles – this will be discussed in more detail later in this meeting.</p>																									
3	<p><b>Declaration of Pecuniary Interests</b></p> <p>No interests were declared.</p>																									
4	<p><b>Minutes of the meetings held on 18<sup>th</sup> November 2024 and 16<sup>th</sup> December 2024.</b></p> <p>a) The minutes of both meetings were approved and will be signed electronically on Governor Hub.</p> <p>b) Matters arising and Actions carried forward from these meetings</p> <p>Actions carried forward from 18<sup>th</sup> November 2024</p> <table border="1" data-bbox="301 902 1353 2031"> <thead> <tr> <th data-bbox="301 902 474 965">Reference</th> <th data-bbox="474 902 1045 965">Action</th> <th data-bbox="1045 902 1198 965">When</th> <th data-bbox="1198 902 1353 965">Who</th> </tr> </thead> <tbody> <tr> <td data-bbox="301 965 474 1196">30/9/24 Actions c/f 18/11/24</td> <td data-bbox="474 965 1045 1196">           BP to investigate the availability of DP training and let all governors know.)   <b>10/3/25 – IM to look into the availability of DP training through college (HCC do not have any). By April 2025</b> </td> <td data-bbox="1045 965 1198 1196">End of Term</td> <td data-bbox="1198 965 1353 1196">BP</td> </tr> <tr> <td data-bbox="301 1196 474 1498">18/11/24 Item 4b</td> <td data-bbox="474 1196 1045 1498">           HDT to arrange for the attendance policy to be checked for reference to traveler children's days from school for approved traveler activities.   <b>10/3/25 – In the HDTs absence, IM will follow up all the actions from the 18/11/24 when he next meets HDT.</b> </td> <td data-bbox="1045 1196 1198 1498">End of Term</td> <td data-bbox="1198 1196 1353 1498">HDT</td> </tr> <tr> <td data-bbox="301 1498 474 1733">18/11/24 Item 4c</td> <td data-bbox="474 1498 1045 1733">           HDT to arrange for the typo in p 15 Child Protection Policy to be amended and a note added in the policy regarding signing and dating reports on safeguarding and to contact HCC to clarify the reference to exploitation and modern slavery.         </td> <td data-bbox="1045 1498 1198 1733">End of Term</td> <td data-bbox="1198 1498 1353 1733">HDT</td> </tr> <tr> <td data-bbox="301 1733 474 1906">18/11/24 Item 4 d</td> <td data-bbox="474 1733 1045 1906">           HDT to arrange for the inactive link on p4 (reduced hours TT form) to be removed. (Children with Health Needs who cannot attend School.)         </td> <td data-bbox="1045 1733 1198 1906">End of Term</td> <td data-bbox="1198 1733 1353 1906">HDT</td> </tr> <tr> <td data-bbox="301 1906 474 2031">18/11/24 Item 4 h</td> <td data-bbox="474 1906 1045 2031">           HDT to arrange for the amendment to be made to the H&amp;S Policy p 16 para 3 add 'trained'.         </td> <td data-bbox="1045 1906 1198 2031">End of Term</td> <td data-bbox="1198 1906 1353 2031">HDT</td> </tr> </tbody> </table>	Reference	Action	When	Who	30/9/24 Actions c/f 18/11/24	BP to investigate the availability of DP training and let all governors know.)  <b>10/3/25 – IM to look into the availability of DP training through college (HCC do not have any). By April 2025</b>	End of Term	BP	18/11/24 Item 4b	HDT to arrange for the attendance policy to be checked for reference to traveler children's days from school for approved traveler activities.  <b>10/3/25 – In the HDTs absence, IM will follow up all the actions from the 18/11/24 when he next meets HDT.</b>	End of Term	HDT	18/11/24 Item 4c	HDT to arrange for the typo in p 15 Child Protection Policy to be amended and a note added in the policy regarding signing and dating reports on safeguarding and to contact HCC to clarify the reference to exploitation and modern slavery.	End of Term	HDT	18/11/24 Item 4 d	HDT to arrange for the inactive link on p4 (reduced hours TT form) to be removed. (Children with Health Needs who cannot attend School.)	End of Term	HDT	18/11/24 Item 4 h	HDT to arrange for the amendment to be made to the H&S Policy p 16 para 3 add 'trained'.	End of Term	HDT	
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18/11/24 Item 4 j	HDT to arrange for point 15 on p 3 to read 'at <u>least</u> 3 governors' in the Pay Policy.		End of Term	HDT	<b>IM</b>
18/11/24 Item 4k	HDT to arrange for the amendments to the PM Policy p 4 (bottom line) to read '3' governors and adjust the options in the sentence of the model policy.		End of Term	HDT	
18/11/24 item 8	JH and BRN to give a full up-date on safeguarding at BoG in March 2025.  <b>10/3/25 – On this agenda - action COMPLETE</b>		BoG 11 <sup>th</sup> March 2025	BRN / JH	
18/11/24 Item 9a	The TORs for Community and HT PMR to be finalised by the next meeting of the committee and approved at BoG in March.  <b>10/3/25 – some questions on both still remain to be c/f to BoG in May HTPMR and July for Community Committee. Added to these agendas. This action COMPLETE</b>		BoG 11 <sup>th</sup> March 2025	BP and TPa	
18/11/24 Item 9a	Clerk to add TOR for Community and HT PMR to BoG agenda for 11 <sup>th</sup> March 2025.  <b>10/3/25 – see above action COMPLETE</b>		BoG 11 <sup>th</sup> March 2025	Clerk	
18/11/24 Item 9f	IM to arrange for an email to go to parents regarding the co-opted governor vacancy which arises in December.  <b>10/3/25 – action COMPLETE</b>		Dec 2024	IM	
18/11/24 9f	IM to organise an information session about governors and the role of the Board for parents.  <b>10/3/25 – IM is planning to do this later in May 2025. Action COMPLETE</b>		End of academic year	IM	
<p><b>ACTION: IM to discuss the outcome of the HDT actions from 18/11/24 when they next meet as this information was not available to the meeting 10/3/25.</b></p>					
<p>Actions c/f from 16<sup>th</sup> December 2024</p>					
<b>Reference</b>	<b>Action</b>		<b>When</b>	<b>Who</b>	
16/12/24 Item 4	Clerk to amend the governor records on HCC and Gov Hub and to advise college so that GIAS records can be amended. <b>10/3/25 – Action COMPLETE</b>		14/1/25	Clerk	
16/12/24 Item 5	Outstanding link governor visit returns to be sent to the Clerk by 6 <sup>th</sup> January 2025. <b>10/3/25 – Action COMPLETE</b>		6/1/25	All governors	

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5	<p><b>Approve Policies &amp; Procedures</b> (shared in advance of the meeting)</p> <p>a) Governor Services SLA (Res' Com') - <b>APPROVED</b></p> <p>b) Clerking Service agreement (Res' Com') – It was noted that 20 additional hours had been added to the contract to cover additional admin time – <b>APPROVED</b></p> <p>c) Code of Conduct for staff (Res' Com') – Reviewed by Resources this document is agreed with the trade unions through HCC – <b>APPROVED</b></p> <p>d) Code of Conduct for Governors – review and approve – this needs to be reviewed by Resources first so will be moved to the BoG meeting on the 19<sup>th</sup> May.</p> <p>e) Induction of ECT Policy (Res' Com') – there are names included in this policy which is normally avoided so that it remains correct if staff move roles or schools. DM to speak to SLT Link to see if this can be adjusted. There is also no active link in section 8.4. - <b>Policy APPROVED subject to the possible amendments discussed.</b></p> <p><b>ACTION: DM to liaise with ECT SLT Link to see if names can be removed from this policy and roles added and can the link be created for paragraph 8.4.</b></p> <p>f) Pay Policy (revised Nov 2024) (Pay Com') – there is a reference in the policy to governors sending out a letter to all teachers containing their annual pay statement – this was discussed it is part of the STPCD (Pay and conditions document) and relates to governors ensuring a letter is sent which in practice is sent by schools. Clerk to find out if this can be amended to more accurately reflect this. <b>Policy APPROVED subject to the outcome of this action.</b></p> <p><b>ACTION: Clerk to liaise with HR Manager to see if the reference to governors sending out a letter to all teachers in the Pay Policy can be amended to say that governors are responsible to ensuring the annual pay statement letters are sent out by college.</b></p>	<p>DM</p> <p>Clerk</p>
6	<p><b>Headteacher's Report</b></p> <p>The written report which was prepared by the Headteacher had been shared in advance of the meeting. In his absence GRS went through the points in the report.</p> <p>GRS explained to governors that the report, after some adjustments including removing all the data tables, would be shared with parents to up-date them about activities in college.</p> <p>The attendance data was reviewed and discussed. The colour coding was explained as this seemed to be a little misleading with some data coloured green although it was lower than previous years. This was because there had been an improvement on the previous week. Governors felt this was unclear and did not provide information to allow the data to be unpicked further. It was also noted that the average attendance in 2019 was 95% + whereas now this is 91%+ and further investigation was needed to see which groups of pupils are involved. It was felt that live data showing comparisons between SEN / non-SEN and PP / Non-PP should be reviewed by governors. This could be provided by PowerBi rather than including data tables in the report.</p>	

Item	Subject	Action
	<p><b>Q: In the Learning Hub data, the narrative says that these remain consistent, but the figures do not look consistent.</b></p> <p>The meeting discussed this question as there are a number of anomalies in the Learning Hub and attendance data which should have been scrutinised by Standards and Wellbeing committee before BoG. It was noted that suspensions were also higher in 23/24 but there was no narrative to explain this. The responses to the questions raised in this scrutiny should then be included in the headteachers report.</p> <p><b>ACTION: Data on attendance, Learning Hub and suspensions to be scrutinised by Standards and Wellbeing in future. The questions arising should then be addressed in the HDT Report to the following BoG.</b></p> <p><b>ACTION: The data to be shared with standards and Wellbeing and BoG should be live from PowerBi from now on rather than static data in a table.</b></p> <p>Complaints – it was noted that parents and carers have very high expectations of what school should deliver and that this is not just a problem for education but is the same in many sectors now. This means dissatisfaction arises because college has to make measured decisions on how to use its resources best for all pupils. It is just not possible to please everyone with limited resources.</p> <p><b>Q: Are staff complaints included in this list?</b>  <b>A: No this one is just parent and carer complaints. There is a resource called ‘StaffSafe’ on which staff can share issues. If this escalates the matter can go to a grievance panel which could include governors.</b></p> <p><b>ACTION: IM to read the complaints policy to check if there should be any governor involvement in staff complaints / grievances.</b></p> <p><b>Q: Is it possible to include a section on SEN in the report.</b>  <b>A: I would need to discuss this with the HDT and SENCo</b></p> <p><b>ACTION: GRS to enquire if it is possible to include a paragraph on SEN in the HDT Report.</b></p> <p><b>Q: Why have the SAR requests gone up?</b>  <b>A: There was a recent post on the Swanmore fb page encouraging people to make a Subject Access Request (SAR). This post was taken down but was then posted in another group. It is a huge job to gather all of the papers together and very tight deadlines. This often takes many hours of staff time especially as there is always a significant amount of redacting to do and a great deal of photocopying. In future, the information relating to a lot of matters will be stored on CPOMs and emails will be deleted so that this reduces the amount of information being held.</b></p> <p>It was agreed by the meeting that this paragraph should be removed from the report before it is shared with parents.</p> <p><b>ACTION: GRS to remove the paragraph before it is shared with parents.</b></p> <p>The Rural Schools Alliance (RSA) remains an excellent source of training and potential future teachers. There are already some staff known to be leaving and it is expected that this number will increase by the end of May.</p> <p><b>Q: Has there been progress with the Assistant Headteacher appointment?</b></p>	<p><b>S&amp;W Chair GRS / HDT</b></p> <p><b>GRS/ HDT</b></p> <p><b>IM</b></p> <p><b>GRS</b></p> <p><b>GRS</b></p>

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	<p><b>A: There were 56 applications received. 23 were short listed and these candidates were asked to provide a short 2 minute video describing an area in which they had had an impact at their current school. 21 candidates submitted videos and these have been whittled down to 8 candidates which will be interviewed over two days. With teaching and activities taking place on Monday 17<sup>th</sup> and formal interviews on the 18<sup>th</sup> March. This may have governor involvement. It is important to find the person with the right skills to fit the current team.</b></p> <p>GRS informed governors that no one was appointed recently at Head of Year interviews as there was no suitable candidate.</p> <p>SEF Up-date: This is used by SLT as an internal check on where we are. It is an internal evaluation using measurable statements. There have been some significant changes and more are expected as improvement actions have an impact. Swanmore is a really good school but there are things we could do better.</p> <p><b>Q: Do you have an up-date on pupil numbers in college?</b>  <b>A: Year 7 and 8 are full with waiting lists. Year 9 is over PAN. Year 10 has 263 with 2 on the waiting list who will be offered a place and Year 11 has 260 with one on the waiting list.</b></p> <p>Numbers have increased due to pupils moving from another secondary school although these pupils arrived after the autumn census so will not add to the new budget until the following financial year.</p>	
7	<p><b>Finance Report (SB)</b></p> <p>Financial spreadsheets had been shared ahead of the meeting. The figures at the end of January were £29k (twenty-nine thousand) better off overall.</p> <p>The 'O Code was £37K (thirty-seven thousand) up on the figures shared at the budget revision but the Y code was a little lower. This was due to some lost income on lettings which is being investigated.</p> <p><b>Q: Why are lettings down?</b>  <b>A: Forecasting does not make any assumptions on future bookings and bookings can cancelled at any time without penalty which reduces income.</b></p> <p>TP explained that this had been discussed at the community committee and the situation was to be discussed further. PHB will be looking at the financial forecasting and IM is looking at marketing strategies that can be used to improve usage and reduce loss from bookings.</p> <p>PHB informed the meeting that there is currently a forecast cumulative surplus as we approach the end of the 2024/25 financial year, of over one million pounds. This was a much stronger position that a few years ago but now needed to be reviewed so that the grant funds received are spent on the students currently in college, while ensuring the College remains on a strong footing of sustainability for the medium term. The Governing Board had previously agreed on holding a target of 4% of income as a reserve for unforeseen circumstances. This equates to £400K (four hundred thousand). Due to the current school funding uncertainties, it is prudent to increase this to 5% £500k (five hundred thousand) as we exit the 2024/25 financial year until the funding intentions become clearer.</p> <p><b>DECISION: The board agreed to increase the reserve to five hundred thousand.</b></p>	

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	<p>Some of the remaining surplus over and above this target reserve, has already been committed by the Governing Board for expenditure in 2025/26 to fund the additional Assistant Headteacher and the developments to the revision curriculum and booklets, introduced by GRS earlier this year.</p> <p>Ideas were now being considered as to how the remaining funds should best be invested to have the greatest impact in the drive towards the college becoming outstanding. Consideration would also need to be given to the HCC guidance on the budgeting for 2025/26 which had only just become available. Priorities for investment will be considered at the Governors Innovation Day scheduled for 22nd May 2025.</p> <p>The Chair thanked SB for her report and the efforts she had made to achieve such a strong financial position.</p>	
8	<p><b>College Strategy and Vision</b></p> <p><b>a) Innovation Day</b> – This has been arranged for Governors on May 22<sup>nd</sup> from 1.30 – 5pm. IM and GRS will be organising it. The purpose of the session is to think creatively and define new solutions in the focus areas for college improvement and which will inform the next CIP. Five potential areas for discussion were suggested by IM</p> <ol style="list-style-type: none"> <li>i. IT Strategy – to develop an understanding of the plans and spending</li> <li>ii. Involving parents and carers – to build reputation</li> <li>iii. Working with businesses – look for ways to increase partnerships with local businesses.</li> <li>iv. Sustainability</li> <li>v. How to measure our capability as a board.</li> </ol> <p>The meeting discussed the proposed idea of working with businesses. As Careers link governor, BP asked how this might be done as it had been difficult to engage with the Enterprise Organisation to get businesses involved. GRS gave a quick demonstration of a new application called 'Unifrog' that the college had purchased which gives a range of information and advice on apprenticeships and careers. This is an amazing tool and the DfE have subsidised the cost to schools. GRS also informed governors that many schools in Hampshire with no longer be doing work experience although Swanmore are continuing at the moment. This is thought to be because of the difficulty in getting places and this often depending on 'who you know'.</p> <p>A governor suggested that the areas are looked at through the lens of SEN or attendance as these are key priorities and the data shows clearly the gap in outcomes for SEN and PP pupils.</p> <p>It was agreed that points i) to iv) and SEN would be the main areas covered during Innovation Day.</p> <p><b>b) IT Strategy Planning</b> – the roadmap and strategy has been shared, governors were asked to look at these documents as they will form an important part of the discussion on Innovation Day. This is a very big area and will need time to manage the risks and opportunities.</p> <p><b>c) Strategic Risk Register</b> – Good progress has been made with many of the detailed actions added. IM asked GRS to pass on his thanks to Ian Moseley for his excellent work on this document.</p>	

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9	<p><b>Safeguarding</b></p> <p>A report had been provided by BRN prior to the meeting. It was noted that the number of incidents remains high with mental health concerns and self-harm being very prevalent.</p> <p>CPOMs is now being used to record all reports and concerns. This helps to understand the trends and themes so that areas needing CPD / training can be readily identified. Governors can ask to see related data during link governor visits.</p> <p>The data numbers in the table contained in the report did not seem to be accurate however there were worrying trends in the increase in numbers of children missing education and an increase in the number of verbal bullying incidents. It was observed that averages in data of this nature can cover up significant issues.</p> <p>GRS and JP said that pupils are now more willing to share concerns which can lead to increases in numbers and that trends are often linked to the area of PSHE being covered. This was felt to be another area that should be scrutinised by Standards and Wellbeing committee.</p> <p><b>ACTION: Standards and Wellbeing Committee to scrutinise the increases in bullying incidents and possible links to PSHE curriculum.</b></p> <p>There was a need to investigate why the data is increasing and what pupils are taught to encourage good choices and discourage poor ones. JP observed that there remains an issue about definitions of bullying and that some of the incidents logged as bullying are friendship issues. The incidents are reviewed by the HOYs this can sometimes mean reviewing 75 / 100 email notifications a day. Further training is needed by staff to ensure a more consistent approach is used and to allow for staff resources to be used where they are most needed. BRN is looking into this.</p>	S&W Chair
10	<p><b>Link Visit Up-date (IM)</b></p> <p>IM shared the link visits spreadsheet which summarises the visits undertaken during the autumn term. This will help with planning visits, and it is good to see that so many link visits have been made as shown by the green colour coding on the spreadsheet.</p> <p>Governors should undertake link visits termly for statutory areas and in two terms if the area is non-statutory.</p> <p>The meeting then looked at the new policy review table which had been shared in the meeting folder. IM has worked with the Michelle Smith HR Manager to draw up a simplified list of policies which summarises review arrangements and identifies the primary reader of each policy. This will reduce the amount of reading needing to be done. It was also noted that some policies are HCC MOPP (Manual of Personnel Practice) policies which can not be altered. The Anti-bullying Policy will also now come to BoG for approval. Although this is non-statutory this is an area that gets a lot of parental attention.</p> <p>BP asked if the Careers Policy should be linked to Pay. This seemed to have been an automatic copy from another line in the table. It was agreed that it is not connected to Pay.</p> <p>PHB informed the meeting that the Most Able Students Policy would be going to the next S&amp;W Committee meeting for approval. Ian Moseley had been the lead from college on this.</p>	

Item	Subject	Action
	<p>BP asked for the Provider Access Policy to be added to the spreadsheet alongside the Careers Policy as these two policies sit together.</p> <p><b>ACTION: Clerk to add the Provider Access Policy to the policy review spreadsheet.</b></p> <p><b>Q: Do we need to have all of these policies? There seems to be a lot of overlap.</b>  <b>A: Yes, there is scope to look into amalgamating some of the policies although the MOPP policies cannot be changed.</b></p> <p><b>ACTION: GRS to speak to SLT to review the policies and reduce / amalgamate where possible.</b></p>	<p>Clerk</p> <p>GRS</p>
11	<p><b>Governor Matters</b></p> <ul style="list-style-type: none"> <li>a) Governor Code of conduct – to be reviewed another time.</li> <li>b) CIP and dashboard – this will be reviewed at S&amp;W in April. GRS asked link governors to review data in PowerBi when they undertake their visits and to give feedback so that the data sets can be evaluated.</li> <li>c) Governor Induction Handbook – this has been reviewed and up-dated. A new version is available in the meeting folder and the induction folder. Various tasks have been identified for new governors. The HCC Gov Services Training programme for 2025/26 has been issued which sets out the courses available. Some are online and others face to face. A new audit of skills within the board will need to be undertaken so that a future training needs can be identified. IM advise that there should also be a survey on the Governors code of Conduct undertaken.</li> </ul> <p><b>ACTION: IM to contact MT to discuss and explain what actions need to happen in respect of auditing skills and the Gov Code of Conduct survey.</b></p> <ul style="list-style-type: none"> <li>d) Feedback on WGBT – feedback has been given to Gov Services on the training as it was felt to be too detailed and not tailored to the brief given by IM as to what was being looked for. It concentrated on wellbeing rather than attendance. Governors also felt that a lot of points had been shared but these had not been followed through, so they were unclear as to how to take things forward. It was agreed that next year IM or MT should have a telephone conversation with the trainer so that they could personalise the session.</li> <li>e) TORs – carried forward</li> <li>f) Draft meeting dates – these had been shared in the meeting folder for information and comment.</li> <li>g) Policies for approval schedule – already covered</li> <li>h) Marketing and communications – it is vital that work is undertaken to improve the image of the college. Going forward this may need some investment – for example on branding and marketing. Work on this is in the early stages.</li> <li>i) Resignations, vacancies, recruitment – an advert had been put out inviting applications for co-opted governors. There had been no response so far. IM is dealing with this and will consider advertising in the MeonValley Times if there is no interest.</li> <li>j) MM agreed to extend his term of office to 23/7/25 and this was <b>APPROVED unanimously by the board.</b>          This does mean that a new chair for S&amp;W will need to be identified for September 2025.</li> </ul> <p><b>ACTION: IM to appoint a new Chair for S&amp;W</b></p>	<p>IM / MT</p> <p>IM</p>
12	<p><b>Matters Arising from Committee meetings</b></p>	

Item	Subject	Action
	No matters or questions were raised	
	<p><b>AOB</b></p> <p>DR advised the meeting that Swanmore Tennis Club would like to reach out to college to see how they could support. DR advised that they are a good team committed to identifying and driving new talent in tennis.</p> <p><b>ACTION: GRS to speak to the Head of PE to see how the offer of a link with Swanmore Tennis Club can be taken up.</b></p> <p><i>The meeting ended at 19.10</i></p>	<b>GRS</b>
<b>13</b>	<b>Date of Next Meeting – 19<sup>th</sup> May 2025 at 5.30pm</b>	

### Summary of Actions Carried forward to May meeting

Reference	Action	When	Who
From c/f actions 18/11/24	IM to look into the availability of DP training through college (HCC do not have any).	By May 2025	IM
10/3/25 Item 4b	IM to discuss the outcome of the HDT actions from 18/11/24 when they next meet as this information was not available to the meeting 10/3/25	April 2025	IM
10/3/25 Item 5e	DM to liaise with ECT SLT Link to see if names can be removed from this policy and roles added and can the link be created for paragraph 8.4.	April 2025	DM
10/3/25 Item 5f	<p>Clerk to liaise with HR Manager to see if the reference to governors sending out a letter to all teachers in the Pay Policy can be amended to say that governors are responsible to ensuring the annual pay statement letters are sent out by college.</p> <p><b>13/3/25 – Letters are sent ‘on behalf of the Gov Body’ - Action COMPLETE</b></p>	March 2025	Clerk
10/3/25 Item 6	Data on attendance, Learning Hub and suspensions to be scrutinised by Standards and Wellbeing in future. The questions arising should then be addressed in the HDT Report to the following BoG.	S&W agenda April 2025	S&W Chair GRS / HDT
10/3/25 Item 6	The data to be shared with standards and Wellbeing and BoG should be live from PowerBi from now on rather than static data in a table.	S&W agenda April 2025	GRS/ HDT

10/3/25 Item 6	IM to read the complaints policy to check if there should be any governor involvement in staff complaints / grievances.	March 2025	IM
10/3/25 Item 6	GRS to enquire if it is possible to include a paragraph on SEN in the HDT Report.	May 2025	GRS
10/3/25 Item 6	GRS to remove the paragraph regarding SARs in HDT Report before it is shared with parents.	April 2025	GRS
10/3/25 Item 9	Standards and Wellbeing Committee to scrutinise the increases in bullying incidents and possible links to PSHE curriculum.	S&W -April 2025	S&W Chair
10/3/25 Item 10	Clerk to add the Provider Access Policy to the policy review spreadsheet.	March 2025	Clerk
10/3/25 Item 10	GRS to speak to SLT to review the policies and reduce / amalgamate where possible.	May 2025	GRS
10/3/25 Item 11c) d)	IM to contact MT to discuss and explain what actions need to happen in respect of auditing skills and the Gov Code of Conduct survey.	March 2025	IM / MT
10/3/25 Item 11j	IM to appoint a new Chair for S&W	July 2025	IM
10/3/25 AOB	GRS to speak to the Head of PE to see how the offer of a link with Swanmore Tennis Club can be taken up.	asap	GRS