

## Meeting Minutes for the Board of Governors Meeting Swanmore College 2024/25 19<sup>th</sup> May 2025

Present	In attendance	Apologies
Kyle Evans (KE)	Sam Baker (SB) (Senior Finance Manager) left at 18.15	Jez Bird (JB)
Nicola Fisher (NF)	Amanda Griffiths (GRS)	Matthew Moore (MM)
Phil Harris-Bridge (PHB)	Mandy Sadler (Clerk)	Jon Phillips (JP)
Helen Horn (HH) arrived at 17.40		
Kyle Jonathan (HDT) (Headteacher)		
Dave Mason (DM)		
Ian Mills (IM) (Chair)		
Saheed Onisemo (SO)		
Tina Paskins (TPa)		
Bex Perryman (BP)		<b>Absent</b>
Tracey Quitek (TQ)		Jane Hulme (JH)
Mike Taylor (MT)		Danya Rageb (DR)

Meeting Started at 5.30pm

Item	Subject	Action												
<b>1</b>	<b>Welcome and Apologies</b>													
	The Chair welcomed everyone to the meeting. Apologies were received and accepted from MM, JB and JP. JH and DR were absent. The meeting was quorate throughout.													
<b>2</b>	<b>Declaration of Pecuniary Interests</b>													
	No interests were declared.													
<b>3</b>	<b>Minutes of the meetings held on 10<sup>th</sup> March 2025</b>													
	<ul style="list-style-type: none"> <li>a) The minutes of the meeting were approved and will be signed electronically on Governor Hub.</li> <li>b) Matters arising and Actions carried forward from these meetings</li> </ul> <p>Actions carried forward from 10<sup>th</sup> March 2025</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Reference</th> <th style="width: 50%;">Action</th> <th style="width: 15%;">When</th> <th style="width: 20%;">Who</th> </tr> </thead> <tbody> <tr> <td>From c/f actions 18/11/24</td> <td>IM to look into the availability of DP training through college (HCC do not have any).</td> <td>May 2025</td> <td>IM</td> </tr> <tr> <td></td> <td>19/5/25 GDPR and data protection Training has been identified through the Nat' College.</td> <td>June 2025</td> <td>MT</td> </tr> </tbody> </table>	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).	May 2025	IM		19/5/25 GDPR and data protection Training has been identified through the Nat' College.	June 2025	MT	
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	<b>ACTION Complete</b>  <b>FURTHER ACTION: IM to speak to HR manager to set up access. It takes 30 mins and results in a certificate.</b>				
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  19/5/25 – <b>ACTION Complete</b>		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.  19/5/25 – <b>ACTION Complete</b>		April 2025	DM	
10/3/25 Item 5f	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. 13/3/25 – Letters are sent 'on behalf of the Gov Body' - <b>ACTION Complete</b>		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.  19/5/25 – Covered at S&W in April <b>ACTION Complete</b>		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.  19/5/25 – Covered at S&W in April data to be shown in graphical form from now on to aid analysis <b>ACTION Complete</b>		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.  19/5/25 – Covered in a separate MOPP procedure (a very rare occurrence) <b>ACTION Complete</b>		March 2025	IM	

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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>	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>	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.	<i>19/5/25 – discussed at S&amp;W in April monitoring to continue but incidents decreased. <b>ACTION Complete</b></i>	S&W - April 2025	S&W Chair	
10/3/25 Item 10	Clerk to add the Provider Access Policy to the policy review spreadsheet.	<i>19/5/25 – <b>ACTION Complete</b></i>	March 2025	Clerk	
10/3/25 Item 10	GRS to speak to SLT to review the policies and reduce / amalgamate where possible.	<i>19/5/25 – GRS has met with HR manager. Policies will be amalgamated where possible but this is determined to a great extent by the HCC required policies. <b>ACTION Complete</b></i> *	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.	<i>19/5/25 – <b>ACTION Complete</b></i>	March 2025	IM / MT	
10/3/25 Item 11j	IM to appoint a new Chair for S&W	<i>19/5/25 – IM has asked DM who has agreed to take over as Chair of S&amp;W. <b>ACTION Complete</b></i>	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.	<i>19/5/25 – Now in communication with the tennis club. Although the tennis club stand to gain members, it is hoped in time that some funding streams might be identified that could help to improve the court facilities at college. <b>ACTION Complete</b></i>	asap	GRS	

\* HH arrived at 17.40

Item	Subject	Action
6	<p><b>Finance Report</b> a), b), c)</p> <p>This item was covered first to allow SB to leave the meeting.</p> <p>Papers showing the 2024/25 outturn, 2025/26 draft budget and 3-year budget predictions had been shared with governors in advance of the meeting. These had also been discussed in detail at Resources Committee the week before.</p> <p>SB summarised the key points as follows.</p> <ul style="list-style-type: none"> <li>• The 2024/25 outturn on the O Code (main school budget) is £181K (one hundred and eighty-one thousand) better than predicted at the budget revision in November 2024.</li> <li>• The Y code (Swanmore leisure) is £41k (forty-one thousand) better than predicted.</li> <li>• The J Code (Rural Schools Alliance (RSA)) had improved by £7K (seven thousand).</li> <li>• Overall, this resulted in a cumulative surplus overall of £1.257 million (one point two five seven million) to 2025/26. This does include designated funds of £105K (one hundred and five thousand). The carry forward of available funds to the 2025/26 budget was therefore £1.1 million (one point one million).</li> <li>• Although this is a very positive position to move forward into 2025/26 there is an in-year deficit predicted of £324K (three hundred and twenty-four thousand).</li> <li>• In 2025/26, the Y code is predicted at breakeven and the J code at £10k (ten thousand) surplus.</li> <li>• There is an increase of income during the year of 1.28% and a Nat' Ins' grant this bring it up to 2.58%. However, this does not cover the increase in salaries (2.8% for teachers and 3% for support staff) that makes up around 80% of the costs. This is the main reason for the in-year deficit.</li> <li>• £69K (sixty-nine thousand) has been included in the costs for college improvement priorities.</li> <li>• The cost of SLAs are expected to rise by 3-5% and utilities will go up.</li> <li>• In the Y code lettings costs will be increasing so this should positively impact on income. There is nothing added in the 3-year budget at the moment for Swanfest in 2026/27. This will be reviewed in November. The designated fund allocation will be increased to £50K from this year.</li> <li>• In the J Code (RSA) there are 6 student teachers included in the budget so far. A seventh has recently been confirmed and there are two further interviews to take place.</li> <li>• £29K (twenty-nine thousand) is held in capital. This has not been allocated to anything yet but it will be used for the learning centre refurbishment.</li> </ul> <p><b>Q: Is the rate of per pupil funding set yet?</b>  <b>A: Yes, this is lower than last year as the number of pupils is lower. There are currently 27 pupils on the waiting lists over four year groups. We are aiming for full year groups in Yr 7,8 and 9 for budgeting.</b></p> <p>A comparison chart showing income and costs for 2024/25 and 2025/26 was shown to the governors.</p> <p><b>Q: Is it the expectation that the amount per pupil will increase?</b>  <b>A: Yes that is included in the 1.8% increase.</b></p> <p>PHB (Chair of Resources) advised that this is an education sector issue. The per pupil income has increased over recent years by 4-5% but this year the new government</p>	

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	<p>have allocated 1.8%. PHB had been so concerned about this that he had emailed the Secretary of State for Education. As all schools will be facing an increasing deficit year on year this does not seem to be a sustainable position. At the moment it had been agreed in Resources that the committee would not be looking too hard initially to reduce costs as this may change in time. It would be further reviewed at the mid-year budget review in November.</p> <p>HH advised the meeting that the financial benchmarking exercise undertaken for the last resources Committee meeting indicated that our staff and SLT costs are low in comparison to other schools.</p> <p>The meeting agreed that this is a concerning position to be in but as the college performance has improved this would indicate that spending has been on the right priorities.</p> <p><b>Q: Has the booklet curriculum scheme that we agreed to fund been good value for money?</b></p> <p><b>A: it is too early to tell at the moment this should be clearer in September once the Year 10 mocks have been assessed. However, the Department for Education are undertaking a curriculum review with the final report due to be published at the end of August so it is likely that we will need to invest additional money early next year to address any changes that we need to make from this.</b></p> <p>The O Code budget summary 2025/26 is as follows;</p> <table border="1" data-bbox="301 1048 1331 1395"> <thead> <tr> <th colspan="2">Value (£s)</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>£9,834,703 (nine million, eight hundred and thirty-four thousand, seven hundred and three)</td> </tr> <tr> <td>Expenditure</td> <td>£10,158,935 (ten million, one hundred and fifty-eight thousand, nine hundred and thirty-five)</td> </tr> <tr> <td>In Year (Deficit)</td> <td>£324,232 (three hundred and twenty-four thousand, two hundred and thirty-two)</td> </tr> <tr> <td>Surplus Brought Forward</td> <td>£1,101,326 (one million, one hundred and one thousand, three hundred and twenty-six)</td> </tr> <tr> <td>Cumulative Surplus C/Fwd</td> <td>£777,094 (seven hundred and seventy seven thousand and ninety-four)</td> </tr> </tbody> </table> <p>The governing body is aware of the future year deficit as shown on this plan and will take action to address it.</p> <p>The Y Code budget summary 2025/26 is as follows;</p> <table border="1" data-bbox="301 1576 1331 1830"> <tbody> <tr> <td>Income</td> <td>£212,595 (two hundred and twelve thousand, five hundred and ninety-five)</td> </tr> <tr> <td>Expenditure</td> <td>£211,146 (two hundred and eleven thousand, one hundred and forty-six)</td> </tr> <tr> <td>In Year (Deficit)</td> <td>£1,449 (one thousand, four hundred and forty-nine)</td> </tr> <tr> <td>Surplus Brought Forward</td> <td>£117,782 (one hundred and seventeen thousand, seven hundred and eighty-two)</td> </tr> <tr> <td>Cumulative Surplus C/Fwd</td> <td>£119,231</td> </tr> </tbody> </table> <p>The J Code budget summary 2025/26 is as follows;</p> <table border="1" data-bbox="301 1921 1331 1982"> <tbody> <tr> <td>Income</td> <td>£41,625 (forty-one thousand, six hundred and twenty-five)</td> </tr> </tbody> </table>	Value (£s)		Income	£9,834,703 (nine million, eight hundred and thirty-four thousand, seven hundred and three)	Expenditure	£10,158,935 (ten million, one hundred and fifty-eight thousand, nine hundred and thirty-five)	In Year (Deficit)	£324,232 (three hundred and twenty-four thousand, two hundred and thirty-two)	Surplus Brought Forward	£1,101,326 (one million, one hundred and one thousand, three hundred and twenty-six)	Cumulative Surplus C/Fwd	£777,094 (seven hundred and seventy seven thousand and ninety-four)	Income	£212,595 (two hundred and twelve thousand, five hundred and ninety-five)	Expenditure	£211,146 (two hundred and eleven thousand, one hundred and forty-six)	In Year (Deficit)	£1,449 (one thousand, four hundred and forty-nine)	Surplus Brought Forward	£117,782 (one hundred and seventeen thousand, seven hundred and eighty-two)	Cumulative Surplus C/Fwd	£119,231	Income	£41,625 (forty-one thousand, six hundred and twenty-five)	
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4	<p data-bbox="304 723 778 757"><b>Policies and Procedures for Approval</b></p> <p data-bbox="304 786 810 819">a) <u>Admissions Policy (S&amp;W)</u> – <b>Approved</b></p> <p data-bbox="304 831 1299 909">b) <u>Supporting Pupils with Medical needs Policy (S&amp;W)</u> – <b>Approved subject to the amendment below.</b></p> <p data-bbox="304 920 1315 999"><b>ACTION: The following words need to be amended on p5 section 5 ‘any teacher or support staff’.</b></p> <p data-bbox="304 1010 794 1043">c) <u>Complaints Policy (Res)</u> – <b>Approved</b></p> <p data-bbox="304 1055 1334 1133">It was noted that the term ‘unreasonable complaints’ had been discussed at Resources and the amendment agreed at that meeting had been made.</p> <p data-bbox="304 1144 890 1178">d) <u>Governor Expenses Policy (Res)</u> - <b>Approved</b></p> <p data-bbox="304 1189 967 1223">e) <u>Charging and Remissions Policy (Res’)</u> - <b>Approved</b></p> <p data-bbox="304 1234 1034 1267">f) <u>Relationships &amp; Sex Education Policy (S&amp;W)</u> - <b>Approved</b></p> <p data-bbox="304 1279 1299 1357">g) <u>Swanmore Careers Education Information Advice Guidance Policy and Provider Access Policy (S&amp;W)</u> – <b>Approved subject to the amendment below.</b></p> <p data-bbox="304 1368 1251 1447"><b>ACTION: The name at the end of the careers advice policy still needs to be removed as discussed at S&amp;W.</b></p> <p data-bbox="304 1458 1190 1536">h) <u>SEN Policy and Information Report (S&amp;W)</u> – <b>Approved subject to the amendment below.</b></p> <p data-bbox="304 1547 1198 1581"><b>ACTION: Remove the reference to the year (25/26) from the policy title.</b></p> <p data-bbox="304 1592 1214 1626">i) <u>Code of Conduct for Governors</u> – review and approve (Res’) - <b>Approved</b></p> <p data-bbox="304 1637 1031 1671">j) <u>HTPMR Terms of Reference</u> – approve (BP) - <b>Approved</b></p> <p data-bbox="304 1682 1331 1783">There was a discussion about the need for the Headteacher objectives to be fair and transparent but not shared with the whole board. In future these will be shared with the Chair of Governors to ensure they match the strategic direction of the college.</p>	<p data-bbox="1366 931 1422 965">HDT</p> <p data-bbox="1366 1357 1422 1391">HDT</p> <p data-bbox="1366 1547 1422 1581">HDT</p>								
5	<p data-bbox="304 1827 683 1861"><b>Headteacher’s Report (verbal)</b></p> <p data-bbox="304 1883 1326 1962"><b>LLP Report</b> - The recent LLP (Leading Learning Partner) report had been shared with the meeting papers. Questions were invited from governors.</p>									

Item	Subject	Action
	<p><b>Q: The report seems to say what we already know and refers back to the Ofsted report which happened some time ago, there is no reference to our current strategy and ambitions. Is this helpful to the college?</b>  <b>A: It seems to imply that college leadership are doing a good job but it would be useful to be pointed in the direction of schools who are performing well in our key improvement areas. We do this ourselves but support with this would point us in the right direction. Our LLP is also changing again, this will be our fourth LLP in three years, so they do not have a chance to get to know us. College remains a low-level priority for LA support.</b></p> <p><b>Pupils</b> - There are currently 1336 pupils on roll. Our maximum is 1350 although it is hard to get to this number as we are not allowed to 'front load' in the lower year groups. There have been 8 places offered (4 Year 7, 2 Year 8, 2 Year 10) we have to wait for the parents to respond before we can move down the waiting lists. There are 270 pupils set to join in next year's Year 7 with 35 on the waiting list.</p> <p><b>INSET Days 2025/26 for approval</b> – 3/9/25; 4/9/25; 3/11/25; 23/2/26; 3/7/26.</p> <p><b><u>DECISION – APPROVAL WAS GIVEN UNANIMOUSLY FOR THE PROFESSIONAL CLOSURE DAYS REQUESTED.</u></b></p> <p><b>Mobile Phones update</b> – The headteacher had written to parents at the start of this half term outlining the new arrangements for use of mobile phones. After half term once the Year 11 pupils have left pupils will not be allowed to use smart phones in college during the day. Pupils will be asked to turn them off during tutor time and to put their phones in their bags.</p> <p>The previous arrangements required parents to come into college to collect confiscated phones which was very unpopular. Now pupils can collect their phones at the end of the day.</p> <p>The next challenge is to change the behaviour of staff so that they are not using phones as they walk around college.</p> <p>From September 2025 the new Year 7 pupils will not be allowed to bring smart phones to college although they will be able to have a basic mobile phone.</p> <p><b>Q: Have we explored the use of blockers on the building?</b>  <b>A: The Wifi will be turned off for pupils during the day.</b>  <b>Q: Will this affect pupils with medical devices for conditions such as diabetes?</b>  <b>A: No this will not affect the use of medical devices.</b>  <b>Q: What response has there been from parents to the new arrangements?</b>  <b>A: There has not been much response, but Year 7 parents are very positive.</b>  <b>Q: Has the use of pouches for phones been considered?</b>  <b>A: These can be very expensive it is easier just to say no smart phones in college.</b></p> <p><b>Changes to the behaviour systems</b> (currently confidential and known only to SLT and middle leaders but will be shared with staff in the next few days). The headteacher outlined proposals for a two-week trial during the Year 10 mocks in Years 7, 8 and 9 on a new approach to managing behaviour using a 'reset' system. This will allow pupils who misbehave to take a 10 minute time out of class to 'reset' and calm down. Pupils will be back in class quicker with this system which is less lost learning time.</p> <p><b>Q: Will there be people in the reset area to talk to?</b></p>	

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	<p><b>A: Yes there will be staff there who will have had training in supporting with the reset system. The main idea is to calm down. If the behaviour continues then there will be a referral to the Learning Hub.</b></p> <p><b>Q: What has been the response from middle leaders?</b></p> <p><b>A: Some positive and some concerns. In particular in respect of incidents that happen in the last 10 minutes of a lesson. Pupils could do something to get out of lessons early.</b></p> <p>The pastoral team and SLT will be walking around college to support. It should break the pattern of internal truancy.</p> <p><b>Q: Do pupils start every lesson with a clean slate.</b></p> <p><b>A: We are still considering this. The 10 minutes is not a sanction so in theory it could be used as often as needed but this could lead to problems with some pupils missing time frequently.</b></p> <p><b>Q: Is this going to be a full-time job for someone?</b></p> <p><b>A: During the two week trial the SEND and pastoral teams will be staffing reset time.</b></p> <p>We are trying to recover some of the unwanted side effects of the Learning Hub through the introduction of the reset time. This is also a reset for staff many here have only known a system using the Learning Hub. Staff will need to rethink their own behaviour management strategies and their pupil/ teacher relationships. The adults will need to give pupils a clean slate. There will be training for staff. Parents of the pupils involved will get information before the trial starts and at the end of the two week trial we will ask for feedback from parents.</p> <p><b>Q: Will reset time be recorded on classcharts?</b></p> <p><b>A: We will need to think about this if it is there will need to be a different code used.</b></p> <p>It will be a positive thing if pupils can leave - reset and then return to the lesson and resume learning. This will need to be celebrated and is a skill to learn for the future.</p> <p>Feedback received during the two-week trial period will be directed to the HODs. There needs to be a culture of behaviour management being everyone's responsibility. HODs will need to consider how to manage pupils that want to be out of particular lessons.</p> <p>Once the trail has been completed the Behaviour Policy will be amended to reflect the new system. This will be brought to BoG in July.</p>	
6 Con't	<p><b>Remaining items from the finance section of the agenda</b></p> <p>c) <b>SFVS</b> – PHB confirmed that the SFVS had been returned to HCC on time.</p> <p>e) <b>Risk and Opportunities register</b> – IM and SB had met to discuss the risks and opportunities. All now have owners. The mitigations listed against each item <i>have been updated</i>.</p>	
7	<p><b>College Strategy and Vision</b></p> <p><b>Strategic Risk Register</b> - IM confirmed that PHB had made a full review of the register and had made some suggestions. All items have now been RAG rated and this gives a good basis for managing the strategic risks going forward. It will be reviewed twice a year.</p> <p>A governor commented that the format was difficult to follow as the rows and column entries did not align. IM responded that this had been considered but had been difficult</p>	

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	<p>to set up in the formatting so the decision had been taken not to attempt to align the rows across columns however this can be looked at again when it is next reviewed. It was requested if we could have a risk summary table at the beginning of the document</p> <p><b>ACTION: 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.</b></p> <p>BP asked if the Operations Manager's initials could be listed as BPR to avoid confusion with her initials.</p> <p><b>ACTION: IM to review the use of initials for the Operations Manager in the strategic risk register (use BPR not BP).</b></p> <p><b>Innovation Day (22/5/25) –</b> IM has sent out an agenda and pre-reading information to everyone attending innovation day. This session will be held in the RSA Hub. If anyone who is unable to attend, due to work commitments, has any ideas that they would like to add these should be emailed to IM.</p>	<p>IM</p> <p>IM</p>
8	<p><b>IT Strategy (IM)</b></p> <p>There has been a difficult journey in drawing up the IT Strategy and there have been delays in the initial timeline. Progress is now being made and the plan is coming together. An audit of the applications in use has revealed that there are more than 100 applications being used in college. Ways to simplify this are being considered within the strategy. The Strategy will be presented to Resources in the November meeting.</p> <p>It was noted that a lot of the improvements being worked on rely on the use of good IT systems.</p>	
9	<p><b>Safeguarding (IM)</b></p> <p>IM reported that safeguarding had been thoroughly reported to the recent S&amp;W meeting. There was concern about the level of self-harm incidents. This is not specific to Swanmore incidents of this nature are generally more prevalent these days. There is close monitoring of these incidents by pastoral staff and they have strategies in place so are doing the best they can to support these pupils.</p> <p>The HDT commented that a lot of these incidents arose due to social media so removing the availability of smart phones during school time should help with this during the day. On CPOMs (the system used to record safeguarding concerns) around 30% of the incidents are related to self-harm. Better data is now available on this as sub-groups have been added by college staff to the system.</p>	
10	<p><b>Link Visits Up-date for the Spring Term (BP)</b></p> <p>The spreadsheet has been up-dated. The statutory areas need to have a link visit completed each term. To make this clear these link areas will be highlighted on the spreadsheet and annotated.</p> <p><b>ACTION: Clerk to annotate statutory link areas on the summary spreadsheet.</b></p> <p>IM is proposing that next year the link governor will be the primary reader for their link subject policy at review. Policies will have the link governors name added to the front page information.</p> <p><b>ACTION: 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.</b></p>	<p>Clerk</p> <p>Clerk</p>

Item	Subject	Action
11	<p><b>Governor Self-Assessment 2025/26 (MT)</b></p> <p>MT has sent out a note to governors regarding the skills audit asking new governors to complete this and others to review and up-date their previous replies. These will be entered on to the summary and then any training needs identified. This will be shared at BoG in the autumn. MT is also looking to identify high quality training to meet any training needs.</p> <p><b>Q: Where should training be recorded?</b>  <b>A: If it is HCC training it will be recorded on the Hampshire Services for Schools. Any other training should be added to individual profile pages on gov hub in the training section.</b></p>	
12	<p><b>Governor Matters</b></p> <p>a) <b>CIP and dashboard</b> – these were thoroughly reviewed at S&amp;W. This has been a practice year with this format and a lot of effort has been made to move areas rated as amber to green. One action on AI is rated red as this cannot be delivered in its current form. The improvements to the road traffic management outside college has been a big success. Overall progress is good. The dashboard data has been reviewed and will now be presented to governors graphically to aid interpretation and analysis.</p> <p>b) <b>Governor training 2025/26</b> – the whole governing body training (WGBT) session has been booked for February 2026. The focus has not yet been agreed.</p> <p>c) <b>Marketing and Communications Investment proposal</b> – This was discussed at Resources committee. The overall aim is for college to be more reflective and to be seen in a more pro-active and consistent way. It is vital that the Board, SLT, Staff are all fully immersed in the strategy for it to succeed. DR (who has a communications background), GRS and Alex Grist have been working on this.</p> <p>There has recently been a very positive article in the Meon Valley Times newspaper which countered some of the negative comments in respect of pupil's trips abroad where parents shared that they considered these life-changing experiences. Trips of this nature are undertaken in holiday periods so do not impact classroom time.</p> <p>It was agreed that a Parents/ Carers and Governor meeting would be organised by IM. with any other available governors to outline what improvements had been done and what was planned. It would be a good opportunity to explain the role of governors. To make this visible and show how they are accountable in the decision process. It could also be an opportunity to recruit new governors.</p> <p><b>ACTION: IM to arrange a date for the summer term parents/ carers meet the governors meeting.</b></p> <p>Any governors available to join the meeting <b>should email IM.</b></p> <p>It was agreed that to keep the momentum of the spotlight sessions going these needed to be included in the calendar at the start of the year otherwise it was difficult to fit in additional activities. There will be a session on the curriculum in June.</p>	IM



19/5/25 Item 4b	Supporting Pupils with Medical needs Policy - The following words need to be amended on p5 section 5 'any teacher or support staff'.	June 2025	HDT
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.	June 2025	HDT
19/5/25 Item 4h	Remove the reference to the year (25/26) from the SEN policy title.	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	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).	At next review	IM
19/5/25 Item 10	Clerk to annotate statutory link areas on the summary spreadsheet.  <b>ACTION COMPLETE</b>	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.	May 2025	Clerk
19/5/25 Item 12c	IM to arrange a date for the summer term <b>parent liaison meeting</b> .	June 2025	IM
19/5/25 Item 12c	GRS to send Curriculum parent's meeting date to IM.	May 2025	GRS
19/5/25 Item 12f	Clerk to send the proposed <b>governor meeting</b> dates to Michelle Smith and Sandra Cox to check if these fit in with the college calendar.	May 2025	clerk