

## Meeting Minutes for the Board of Governors Meeting

### Swanmore College 2022/23

Date: 13 March 2023	Start time: 5.00pm	End time: 7.30pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Chris Loveday (LOY) – School Business Mgr	Justin Jamieson (JJ)
Kyle Jonathan (HDT) – Head Teacher	Jackie Finney (JF) - Clerk	Phil Harris-Bridge (PHB)
Matt Short (MS)	Anne Cook (AC)	Phillip Walker (PW)
Matt Moore (MM)	Erin & Adam (Outgoing Head Boy & Girl)	Simon Firth (SF)
Tessa Philpott (TP)	Lyla and Thomas (Incoming Head Boy & Girl)	
Helen Horn (HH)		<b>Absent</b>
David Newberry (DN)		
Charlie Oulton (CO) (Items 1-7)		
Bex Perryman (BP)		
Ian Mills (IM)		
Jane Hulme (JH)		

Item	Subject	Action
<b>1</b>	<b>Welcome and Apologies</b>	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from PW, PHB, SF and JJ. The meeting was quorate.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Head Boy and Girl presentation</b>	
	Erin and Adam (outgoing Head Boy and Girl) gave a presentation on what they have achieved over the past year. This was followed by a presentation from Lyla and Thomas (incoming Head Boy and Girl) on their plans for the next year. <b>Q What have you achieved whilst working with the Samaritans?</b> <b>A We have a link with the Winchester Samaritans, and we are looking to hold workshops in school.</b> <b>Q What do you think the solution is to improve the toilet facilities?</b> <b>A Some of the cubicles are broken, handles don't work and there is graffiti on the walls. We feel it should be a topic discussed in tutor group. In W Block there isn't always soap in the toilets.</b> <b>Q Is there an easy way for pupils to report faults in the toilets?</b> <b>A LOY will investigate this.</b> HDT and the Governors thanked Erin and Adam for their contribution to the college. The Governors look forward to working with Lyla and Thomas over the coming year. Erin, Adam, Lyla and Thomas all left the meeting at 5.20pm. IM joined the meeting at 5.25pm.	<b>LOY</b>
<b>4</b>	<b>Membership of the Board of Governors</b>	
	<ul style="list-style-type: none"> <li>• <b>To co-opt Anne Cook to the Board of Governors</b></li> <li>• <b>Re co-opt SF and CO to the Board for a further four years</b></li> </ul> JH joined the meeting at 5.35pm.	

	AC introduced herself to the Board of Governors. The Governors elected AC as a Co-Opted Governor. CO left the meeting. The board re-elected CO and SF for a further term. CO re-joined the meeting. The Board introduced themselves to AC.	
<b>5</b>	<b>Approval of the minutes from the meeting on 14 November 2022</b>	
	The minutes from the meeting were approved and electronically signed.	
	<b>Matters arising and action log</b>	
	JF to put SPARKS presentation on S&W agenda (completed). HH volunteered to be on the Pay committee, JF to amend the hub (completed). JH noted that cyber security had been raised as part of her safeguarding visit - it was felt that this would be more appropriately included within Health & Safety JH to speak to PHB regarding this.	<b>JH</b>
<b>6</b>	<b>Approval of EBoG held on 5 December 2022</b>	
	The minutes of the EBoG were approved and electronically signed.	
	<b>Matters arising</b>	
	None arising.	
<b>7</b>	<b>To approve the following Policies &amp; Procedures</b> <ul style="list-style-type: none"> <li>• Governor services Service Level Agreement (SLA)</li> <li>• Clerking service agreement</li> <li>• Governor code of conduct</li> <li>• Code of Conduct for staff</li> <li>• Early Career Teachers (ECT) Policy</li> <li>• Supporting pupils with medical needs</li> <li>• SEND policy.</li> <li>• Provider access policy review and CEAIG policy</li> <li>• School uniform policy</li> </ul> All of the above were approved by the Board subject to the comments below.	
<b>7.1</b>	Code of Conduct for staff – the whistleblower section of the policy states to ask for a copy. The wording needs amending explaining that staff can find the policy on the drive. LOY to amend.	<b>LOY</b>
<b>7.2</b>	Changes to the Supporting pupils with medical needs on policy discussed in the S&W meeting have not been made. LOY will arrange for changes to be made. The BoG designated approval of the amended policy to DG.	<b>LOY</b>
<b>7.3</b>	<b>Q Supporting pupils with medical needs policy – does PHB cover this on his Health &amp; Safety visits?</b> A He checks first aid kits, but LOY is unsure if he reviews medicines etc. LOY will add this to the list of items PHB reviews.	<b>LOY</b>
<b>7.4</b>	Provider access policy review – BP to decide on a new title.	<b>BP</b>
<b>7.5</b>	School uniform proposal – this information was uploaded to the hub prior to the meeting. <b>Q Do pupils have to have ties? They aren't worn in the workplace as much anymore.</b> <b>A HDT feels pupils look smarter with ties.</b> The Governors approved the school uniform proposal which will be phased in starting with September 2023 intake CO left the meeting at 6.20pm.	
<b>8</b>	<b>Written HT report to include:</b> <ul style="list-style-type: none"> <li>• Forecasted pupil numbers &amp; budget implications</li> <li>• SEF update</li> </ul> HDT discussed the report which was uploaded to the hub prior to the meeting. There are 60 pupils on the waiting list for September. Predicted numbers are 285. <b>Q Are the 60 on the waiting list for September first choice?</b> <b>A They may not be first choice, but they want to come here so mainly first.</b> <b>Q Do you have pressure from the LA to accommodate these pupils?</b> <b>A No.</b> <b>Q Does the number of 285 include the pupils who go through appeals?</b>	

	<p>A Yes, however pupils come and go.</p> <p>Q Are the changes to buses due to affect the college?</p> <p>A No.</p> <p>HDT discussed suspensions compared to other schools.</p> <p>Q Behaviour is the biggest issue in many schools. The staff survey shows behaviour is the main concern, however suspensions are decreasing. Why is this?</p> <p>A Classroom behaviour should not be an issue as there are systems in place to deal with behaviour problems.</p> <p>Q How often do the SLT monitor how staff use the behaviour policy?</p> <p>A It is difficult to capture this on a regular basis.</p> <p>We do not suspend many PP, SEND and disadvantaged pupils.</p> <p>HDT to move the SEND table to the beginning if the report with the other data tables.</p>	HDT
<b>9</b>	<b>SEND information report and update</b>	
	To be discussed in S&W.	
<b>10</b>	<b>Budget update</b>	
	We are in a strong financial position. Income has increased due to funding for Ukraine students. There is a carry forward of approximately £100K.	
<b>11</b>	<b>Approve SFVS</b>	
	This information was uploaded to the hub prior to the meeting. TP discussed the document which was discussed at the Resources committee. The Governors approved the SFVS. This will be submitted by 31 March 2023.	
<b>12</b>	<b>Governor matters</b>	
<b>12.1</b>	<b>Governing Body Development Plan</b>	
<b>12.1a</b>	<p>The action plan from the February Whole Governor Body Training (WGBT), self-assessment and actions were discussed.</p> <ul style="list-style-type: none"> <li>• Vision and work with SLT - IM</li> <li>• Objectives and the connection to the strategic plan – IM.</li> <li>• Look and understand how committees are reviewing policies – DG/BP. JF to ask Michelle for the policy list (completed). DG/BP to bring to the next BoG.</li> <li>• Annual cycle of business – SF is reviewing S&amp;W.</li> <li>• When policies come to the committee – highlight changes and indicate if there are no changes from the previously approved document. Review Governor Hub structure – IM.</li> </ul>	DG/BP
<b>12.1b</b>	DTG role – JJ is finding it hard to manage this role due to work commitments. DG will follow this up with JJ. This will be discussed as part of the review of roles at the end of the year.	DG
<b>12.1c</b>	BP to circulate the checklist of training for Governors.	BP
<b>12.2</b>	<b>Parent Governors and Governors who are parents of pupils</b>	
	There is specific training for Parent Governors. BP to post on the hub and invite governors (both parent governors and co-opted governors who are parents) to discuss ideas for parental engagement (completed).	BP
<b>12.3</b>	<b>Governor training to include 2023/24 and skills audit</b>	
	Discussed above.	
<b>12.4</b>	<b>Link Governor visits</b>	
	Governors to arrange visits before the end of term if possible – if not early in the new term	All
<b>12.5</b>	<b>Marketing and communications</b>	
	Nothing to note.	
<b>12.6</b>	<b>Resignations, vacancies and recruitment</b>	
	IM to email DG with the name of someone interested in becoming a Governor.	IM
<b>12.7</b>	<b>Any changes to terms of office</b>	
	No changes.	

<b>12.8</b>	<b>Correspondence</b>	
	None received.	
<b>13</b>	<b>Safeguarding</b>	
	Nothing to report. JH met with BRN today. There is a lockdown protocol, however, there has not been a test since before Covid. The protocol is being shared with the SLT tomorrow. A drill will take place imminently. The site is very open at night. HDT and LOY confirmed the site is locked down when staff leave.	
<b>14</b>	<b>Questions to the Committee Chairs</b>	
	No questions were raised.	
<b>15</b>	<b>Impact of meeting</b>	
	<p><u>Accountability/Compliance</u> Policies were discussed and DG will approve the outstanding Supporting pupils with medical needs policy.</p> <p><u>Strategic Leadership</u> A discussion took place on the number of suspensions compared to other schools.</p> <p><u>People</u> AC was voted in as new Co-Opted Governor. CO and SF were re-elected on to the Board.</p> <p><u>Evaluation</u> A discussion on the DTG role will be held as part of the annual review of governors roles in July.</p>	
<b>16</b>	<b>Date of next meeting 22 May at 5.30pm in Room S01</b>	

Signed

Electronically signed Dennis Gamblin

Dated 22 May 23