

Meeting Minutes for the Board of Governors Meeting

Swanmore College 2022/23



Date: 14 November 2022	Start time: 5.00pm	End time: 7.50pm
Present	In attendance	Apologies
Dennis Gamblin (DG) (Chair)	Chris Loveday (LOY) – School Business Mgr	Laura Barker (BLR)
David Newberry (DN)	Jackie Finney (JF) - Clerk	Rebecca Allison (RA)
Ian Mills (IM)	Amanda Griffiths (GRS)	Kyle Jonathan (HDT) – Head Teacher
Tessa Philpott (TP)		
Helen Horn (HH)		
Bex Perryman (BP) (Vice Chair)		
Justin Jamieson (JJ)		
Jane Hulme (JH)		
Simon Firth (SF)		Absent
Phillip Walker (PW)		
Phil Harris-Bridge (PHB)		
Charlie Oulton (CO)		
Matthew Moore (MM)		
Matt Short (MS)		

Blue type denotes support and challenge from the Governors

Item	Subject	Action
1	Welcome and Apologies	
	The Chair welcomed the Governors to the meeting. Apologies were received and accepted from BLR, HDT, RA. The meeting was quorate.	
2	Annual Register of Pecuniary Interests	
	All Governors have notified the clerk of pecuniary interests and Governor Hub has been updated.	
3	Approval of the minutes from the meeting on 11 July 2022	
3a	The minutes were approved from the previous meeting and will be electronically signed.	
3b	Matters arising and action log	
3b	CO joined the meeting at 5.10pm. See action log.	
4	Written HT report to include: <ul style="list-style-type: none"> • SEF update • GCSE Results - headline results and impact on Progress 8 (a more detailed analysis considered at S&W Committee on 10th October) • Increased roll numbers – <ul style="list-style-type: none"> ○ Impact of new housing developments on the college – increase demand for places with limited infrastructure ○ planning for the future budget and operational implications and areas for Governor’s consideration. ○ Contingency plan for potential national teaching staff strikes 	
4.1	GRS discussed the report which was uploaded to the hub prior to the meeting. The college is using the Ofsted criteria to base the SEF on, and it is updated when appropriate. There is	

	<p>a thread of evidence that runs through the document. The SLT overall judgement is that the college is currently 'good'. We must have evidence if our grade is to move up to 'outstanding'.</p> <p>Quality of Education – this needs to be outstanding for the whole school to be judged as outstanding. The link Governor process can provide scrutiny and help staff with this process.</p> <p>Personal Development – this includes baseline data. The next data drop is in December which will allow Governors to analyse progress.</p> <p>Q Is this document for Governors or a working document that the SLT use? It seems a lot of work.</p> <p>A It is a lot of work; however, we are using these documents to lead our work. The challenge is to ensure staff become familiar with it and the link Governor process will help with this. It is a developing document for everyone to contribute to.</p> <p>JJ joined the meeting at 5.25pm.</p> <p>Q What would you like to be doing instead of this document?</p> <p>A We would like to simplify the process; however, we will look at this after the Ofsted inspection.</p> <p>SF joined the meeting at 5.30pm.</p> <p>PHB commented that it is useful to consider how Ofsted will look at the college when they visit. GRS to arrange for headlines to be sent to Governors to help when conducting link visits.</p>	GRS
4.2	<p>Attendance – SF advised data can be obtained from the FFT to give breakdowns on groups.</p> <p>Pupil Admission Numbers (PAN)</p> <p>Q Is there a particular area that pupils are coming from?</p> <p>A It is evenly spread across areas with a slight increase in pupils from Botley. We cannot go over PAN due to the building restrictions. The college is full.</p> <p>Q Do we lose pupils at the end of KS3?</p> <p>A We lose pupils in all year groups, but this number is low. We are also gaining pupils in all years.</p> <p>Complaints</p> <p>Q What are you doing about pupils that don't get to the bus in time on a Monday?</p> <p>A We use the minibus to drop pupils off in Bishops Waltham if necessary. There is no charge to pupils. We are looking into alternative solutions.</p> <p>There is a complaint letter that has been uploaded to the hub from a parent. This complaint has been resolved with the parent and the Governors were made aware of this.</p> <p>Mathematics</p> <p>Q Why have we only just developed a more challenging scheme of work for Year 10?</p> <p>A We have a new Head of Department who has brought new ideas and we have analysed the results from Year 11.</p> <p>Q If you don't have a challenging scheme of work in Year 10, there is a lot of work to be done in Year 11.</p> <p>A We are using GL assessments, and this is nationally tested. From now on in Maths, in years 7,8 and 9, this shouldn't be an issue.</p> <p>Q It would be useful to know how the AI home learning system is working in conjunction with classroom learning. Governors who are parents feel that sometimes the technology is taking the place of class teaching. Children are told they get a detention if they don't get 100%.</p> <p>A We are reviewing homework and whether pupils should receive a detention.</p> <p>GRS to arrange for a review of the SPARKS Maths to be discussed at S&W.</p> <p>Q How much are current results impacted by problems with recruitment?</p> <p>A It is not an issue at Swanmore. Class sizes are slightly bigger which could be having an impact.</p> <p>SEN E – pupils who have an EHCP.</p> <p>SEN K – they don't have any statutory support but have been on a register as they have had a need and are highly vulnerable.</p>	GRS
4.3	GRS to clarify the numbers for 2021/22 and arrange for a context to be provided on SEND numbers.	GRS

	When Governors conduct link visits it would be useful if Governors questioned provision for SEN K pupils.	
4.4	<p>Q Is the SEND information report up to date? A GRS will check this.</p> <p>GRS commented that staff are under a huge amount of pressure and there is a lot going on within departments. Governors appreciate how hard the staff are working. Housing development – there is a new development starting next April (64 houses) with another development of approximately 35 new houses by the lakes later on. Contingency plan for teacher strikes – the latest ballots are due back in January. There are 3 main unions balloting for strike action. If we have industrial action, we will revert to remote learning. Head Teachers are also being balloted for industrial action.</p> <p>Q When is striking likely to happen? A It will probably be after February half term.</p> <p>Governors commented that there is a difference between staff covering live lessons for sickness rather than industrial action.</p> <p>Q How will you teach children who don't have I.T support at home? A We will need to look at how many staff are on site and decide if we can open.</p>	GRS
5	<p>Ofsted preparation</p> <ul style="list-style-type: none"> • Confirmation of WGBT on 21st November – all Governors to attend • Identifying and maintaining key data sets and documents for Governor hub folder 	
	<p>WGBT is taking place at 5.30pm on 21 November on Ofsted preparation.</p> <p>Ofsted Governor Hub folder - Governors felt that SEND data should be included. This will be discussed in more detail after the training next week.</p>	
6	<p>Current College vision and strategy:</p> <ul style="list-style-type: none"> • Discussion on current vision for the College and establishing a clear strategy agreed by Governors to achieve it. • Swanmore – Strategy to Execution -presentation by Ian Mills 	
	<p>Item 9 (training) was covered next in the meeting. JJ discussed the document (Developing Good Governance). Pages 11 – 16 details which courses are available. This will provide a good training foundation for new Governors over the first 18 months. The document can then be divided into committees, so Governors are trained on the 'area' that they are working on. The Governors decided to adopt the document and JJ will feedback at future BoG's.</p>	
	<p>College vision – HDT doesn't want to change the vision before the Ofsted inspection as it links to the SEF. IM discussed the Strategy to Execution document which was uploaded prior to the meeting.</p> <p>Q Could student voice be included in the college vision? A Yes.</p> <p>Governors feel there is a huge amount of information being produced. The SLT feel that until Ofsted has been in for inspection, they are unable to change the process. The SLT feel confident that they can obtain the information needed when Ofsted visit. After Ofsted have visited, GRS is open to changing the process. JJ left the meeting at 6.45pm.</p> <p>Q How is all this affecting staff morale? A Ofsted is a worry for all teachers, and the SLT avoid putting pressure on staff where possible. There have been several changes recently, e.g., the timetable changes, and change is stressful. There is still an ongoing impact from Covid.</p> <p>It was decided that the S&W meeting will be moved forward from the May meeting. The new date is 6 March 2023. All Governors are welcome (please let JF know if you plan to attend). The Steering and the BoG will be moved to 13 March. GRS will liaise with SF and IM to link the Strategy to Execution with the CIP. JF to change calendar (completed).</p>	
7	<p>Finance</p> <ul style="list-style-type: none"> • Approve the revised budget for 2022/23 as recommended by Resources Committee at its meeting on 7th November 	

- Debt recovery report

The budget papers were uploaded to the hub prior to the meeting. The revised budget and five-year forecast were approved at the Resources committee.

[Q Are you concerned about running costs?](#)

[A No, details are in the Resources minutes which were uploaded to the hub.](#)

The Governors approved the revised budget and five year forecast and the Chair was authorised to sign. There are no debtors to report on.

**Entity Summary of
Cumulative Carry Forward
of All Cost Centres**

Cost Centre Carry Forward	2022 – 23	2023 – 24	2024 – 25	2025 – 26	2026 – 27
O Code	-£23,518	£6,628	-£123,825	-£440,446	-£792,166
Y Code	£22,414	£73,288	£93,995	£125,221	£156,784
J Code	-£45,304	-£66,130	-£72,875	-£80,108	-£87,492
Total	-£46,408	£13,785	-£102,705	-£395,333	-£722,874

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

Cost Centre Carry Forward	2022 – 23	2023 – 24	2024 – 25	2025 – 26	2026 – 27
O Code	-£627,716	£30,146	-£130,453	-£316,621	-£351,720
Y Code	-£12,802	£50,874	£20,708	£31,226	£31,563
J Code	-£29,659	-£20,826	-£6,745	-£7,233	-£7,384
Total	-£670,177	£60,193	-£116,490	-£292,628	-£327,542

Carry Forward %	2022 - 23	2023 - 24	2024 - 25	2025 - 26	2026 - 27
O Code Total Income	£8,323,736	£8,780,718	£8,747,833	£8,857,527	£8,972,279
O Code Carry Forward	-£23,518	£6,628	-£123,825	-£440,446	-£792,166
% of Budget Share	-0.28%	0.08%	-1.42%	-4.97%	-8.83%

8 Governor staff survey update:

- Update on progress with 'you talked, we listened'
- Agree timetable and process for 2022/23 survey

Staff are interested in completing two surveys a year. MS proposed a survey in January and June with feedback focus groups set up for after each survey.

[Q Strategic direction question – is this duplicate wording?](#)

[A Yes, MS to amend wording.](#)

[Q Line management question – some staff are managed by more than one manager resulting in a split response.](#)

[A After some discussion it was decided the question would stay the same.](#)

MS

	BP suggested including a question on how staff feel they contribute to the long term aims of the college.	
9	Governor matters:	
	Link Governors	
9.1	The revised process was agreed by S&W on 10 October. Governors to arrange visits before the end of the Autumn term.	All
9.2	School Council – Governor attendance and report back by Chair	
	Not discussed.	
9.3	Governor training 2022/23 – Developing Good Governance <ul style="list-style-type: none"> • Review and agree best practice adoption for the Board of Governors. • Refresh and adopt individual governor commitments. • Discuss, identify, and action any non-deliverables set against new Governor induction and checklist recommendations. 	
	Not discussed.	
9.4	Proposal for annual review with individual Governors each year	
	DG discussed the document with Governors. DG will contact Governors to arrange a meeting and discuss their roles. This will help with succession planning.	DG
9.5	Parent Governors & Governors who are parents of pupils - discussion on developing Governor links with parents and carers	
	Move to the next meeting (completed).	
9.6	Governing Body Development Plan – February WGBT – discussion on retaining this session (since brought forward to 21/11/22)	
	6 February – there will be a meeting for self-evaluation of the board. Documents for this are on Governor hub. JF to add to calendar (completed). Q How does our self-assessment feed into the CIP? A The output from our questionnaires links to a Governors Improvement Plan which leads into the CIP.	
9.7	Marketing & communications - Facebook page etc.	
	Governors brought up discussions regarding the parents Facebook page. If there is anything online that the college need to address, Governors are to contact the SLT.	
9.8	Resignations and vacancies –	
	Currently there are 2 Co-opted Governor and a staff Governor vacancy which we are trying to recruit for. RA has resigned as a parent Governor, so we need a link Governor for PSHE and a Governor for the pay committee. DG to organise.	DG
9.9	Any changes to terms of office	
	SF and CO terms end 23 March.	
9.10	Correspondence – request for representations regarding exclusion and complaint for information from Synnuck	
	Covered above. The BoG have seen the complaint.	
10	Safeguarding <ul style="list-style-type: none"> • Update on any current issues • KCSIE 	
	Nothing to report. JH is meeting with BRN on 29 November. JH to look into KCSIE and review how Governors are meeting the requirements.	JH
11	Approve Policies & Procedures <ul style="list-style-type: none"> • Adopt HCC Governors Good Practice Guide • Manual of Personnel Practice (MOPP) • Child Protection • Children with Health Needs who cannot attend school • Designated Teacher for looked-after and previously looked-after children • Exclusions and suspensions policy – BRN is making an amendment. This will go to S&W. • Safeguarding • Equalities policy (action from June meeting) 	

	<ul style="list-style-type: none"> • Pay Policy • Performance Management Policy and Capability Procedures <p>SLA's</p> <ul style="list-style-type: none"> • Hampshire School Staff Absence Scheme • Hampshire School Library Service • Insurance • Occupational Health and Wellbeing Service • Shared Services (Transactional HR and Pay, Finance and Cash Management) <p>Adoption of all committee terms of reference</p>	
	The above policies and procedures were approved by the Governors.	
12	Any questions from committee minutes – none received.	
13	Impact of meeting	
	<p>Accountability/Compliance Governors approved the above policies and procedures.</p> <p>Strategic Leadership Governors challenged leadership on how the CIP is produced.</p> <p>People RA has resigned as a Governor.</p> <p>Evaluation The parent Facebook page was discussed. Any issues are to be reported to the SLT.</p>	
14	Date of next meeting: 13 March 2023 at 5.30pm	

Signed

Dennis Gamblin Electronically signed

Dated 13 March 23