

THE SWANAGE SCHOOL
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Wednesday 4 February 2015, 6.30pm.

Present: Paul Angel (Chair), Nick Brady, Vicki Edwards, Tristram Hobson (Headteacher), William Knight, John Lejeune, John Palmer-Snellin, Stephen Parker, Lorna Russ, Al Stephens, Carl Styants, Isobel Tooley.

In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager), Jenny Maraspin (Deputy Headteacher).

Item		Action	By	Date
F4.0	WELCOME The Chair welcomed Lorna Russ, new Parent Governor, to the governing body.			
F4.1	APOLOGIES FOR ABSENCE Apologies were received and accepted from Geoff Atkinson, Lisa Gray, Helen O'Connor and Amanda Rowley.			
F4.2	DECLARATIONS OF INTEREST There were no declarations of new business interest or potential conflict of interest arising from any agenda item.			
F4.3	GOVERNING BODY CONSTITUTION			
	i. <u>Staff Governor vacancy</u> The Chair confirmed that all staff had been contacted, but there had been no expressions of interest in the Staff Governor vacancy to date. KK agreed to contact staff again.	Contact staff re Staff Governor vacancy.	KK	11.02.15
	ii. <u>Sub-committee membership</u> The Chair confirmed that John Palmer-Snellin and Vicki Edwards had joined the Student Committee, and reported that Vicki Edwards would also join the Staffing Committee with effect from the June 2015 meeting. Lorna Russ was invited to attend sub-committees before a decision is made on which she should join.	Provide LR with meeting dates.	Clerk	11.02.15
	iii. <u>The role of Associate Governors</u> The Chair explained that the current term of office for the Associate Governors had expired and that he had discussed with them their role and the level of commitment they would be able to provide if re-			

	<p>appointed. Governors agreed that an Associate or Co-opted Governor should be appointed only where there is an identified role they could fulfil or skill-set they could offer that was otherwise lacking in the governing body, and that anyone appointed as an Associate or Co-opted Governor should take an active role in at least one of the sub-committees. The need to be mindful of keeping the Governing Body to an appropriate size was discussed.</p>			
	<p>APPROVED the re-appointment of:</p> <ul style="list-style-type: none"> • Steve Tooley as an Associate Governor for a two-year term of office ending 4 February 2017, for the primary purpose of overseeing the final completion of building snags and other premises matters. • Collette Drayson as an Associate Governor for a two-year term of office ending 4 February 2017, for the primary purpose of undertaking the role of Community Link Governor. <p>AGREED that Jo Tatchell should not be re-appointed at the present time.</p>	Contact ST, CD and JT.	PA	14.02.15
	<p>iv. <u>Community Link Governor</u> The Chair reported that Collette Drayson had expressed a willingness to undertake the role of Community Link Governor and this was approved, as noted in F4.3.iii above.</p>			
	<p>v. <u>Staff Link Governor</u> Governors noted that the appointment of a Staff Link Governor will be deferred until the Staff Governor vacancy is filled.</p>			
	<p><u>vi. Parent Governor</u> The Chair explained that a ballot for the role of Parent Governor had not been required as Lorna Russ had been unopposed.</p> <p>APPROVED the appointment of Lorna Russ as Parent Governor for a four-year term of office ending 4 February 2019.</p>	Arrange induction.	PA Clerk	28.02.15
F4.4	<p>MINUTES OF THE PREVIOUS MEETING The minutes of the meeting of the Governing Body held on 10 December 2014 were confirmed as an accurate record and signed.</p>			

F4.5	MATTERS ARISING & ACTIONS			
	<u>F3.4 (iv) Governor Self-assessment: See Item F4.11.</u>			
	<u>F3.4 (v) Crisis Management Policy (Business Continuity & Critical Incident Policy).</u> The Chair confirmed the Business Continuity & Critical Incident Policy had been considered and approved at the meeting of the Finance & Premises Committee held on 28 January 2015 (see also F4.9.ii below).			
	<u>F3.5 Head Teacher's Report - Lettings</u> The Chair confirmed that a working party had met to consider the issue of lettings, which would be covered by the report from the Finance & Premises Committee (Item F4.9.ii below).			
	<u>F3.9 (ii) Student Committee Policies</u> The Chair confirmed that a number of policies had been considered by the Student Committee at it's meeting on 26 January 2015, which would be covered by the report from the Student Committee (Item F4.9.i)			
	[Clerk's note: The Headteacher left the meeting to make a presentation to parents.]			
F4.6	SCHEME OF DELEGATION Governors had received extracts from the Scheme of Delegation with recommended revised terms of reference for the Student Committee and Finance & Premises Committee.			
	APPROVED the revised terms of reference/delegations for the Student Committee and Finance & Premises Committee.	Update SoD.	Clerk	11.02.15
	Noted that the Staffing Committee would consider it's terms of reference on 25 February 2015 and bring forward any recommended changes to the next meeting of the Full Governing Body.	Agenda for next FGB.	Clerk	17.03.15
	AGREED that the terms of reference/delegations for Governor Panels should be reviewed by the Full Governing Body at it's next meeting, and that the Chair would suggest in advance by email any recommended changes.	Review & circulate. Agenda for next FGB.	PA Clerk	28.02.15 17.03.15

F4.7	<p>ADMISSION ARRANGEMENTS POLICY Governors had received the current 2015/16 Admission Arrangements Policy.</p>			
	<p>IT explained that students who have a Statement of Special Educational Needs (SEN) where the School is named are given priority if the School is oversubscribed. Recent legislation has altered the terminology to EHC (Educational Health Care Plan) and the wording of the Policy will require updating to reflect this. Governors took the opportunity to review the Admission Arrangements for 2016/17.</p>			
	<p>With reference to Section 8 (Moving to the Area), WK suggested that wording be updated to reflect that current practice is to delegate to the Headteacher the consideration of documentation relating to a move, rather than documentation being seen by the "Governors' Admission Panel". Changing the wording from "Governors' Admission Panel" to "The School" would satisfy both the current situation and allow for any change in process that might be required if the School were to become oversubscribed.</p>			
	<p>In addition to updating the dates of the Admission Arrangements Policy and bringing the layout in line with house style, Governors AGREED the following changes to the wording of the Policy for 2016/17:</p> <ul style="list-style-type: none"> • Section 4: changing "Statement of Special Educational Needs" to "Educational Health Care Plan". • Section 8: changing "The Governors' Admission Panel will require..." to "The School will require..." <p>Consultation would not be required as these were not changes in principle.</p>	Update.	Clerk	11.02.15
	<p>CS suggested that in the longer term it might be prudent for governors to discuss again the principles of allocating places if most or all students were from within the defined catchment area, particularly in relation to whether a measurement of distance remains the most appropriate way.</p> <p>CS agreed to consider this further and put forward some ideas at a later meeting, with a view to the arrangements for 2017/18 and beyond.</p>	Put forward ideas on principles of place allocation.	CS	17.03.15
F4.8	<p>HEADTEACHER'S REPORT [Clerk's note: taken after Agenda Item 4.11 when the Headteacher returned to the meeting.]</p> <p>Governors had received the Headteacher's Report, the School Self-evaluation (January 2015) and an analysis of progress data for each year group.</p>			

	<p>i. <u>School Priorities</u> TH summarised progress against the School's core priorities, highlighting issues under the following four themes.</p>			
	<p>ii. <u>Student Achievement</u> TH noted that staff are trained in using Aspire, an educational computer system, for informing benchmarking and target setting for pupils. Ensuring that students are engaged in their targets is ongoing.</p>			
	<p>PA requested clarification on what league tables would look like under the Attainment 8 and Progress 8 measures to be introduced in 2016. TH confirmed that the Progress 8 figure is set to replace "5 GCSE's at C or above" as the headline figure and on the whole the new measures should make it easier for parents to evaluate a school.</p>			
	<p>TH highlighted areas where specific groups of students have been identified as underperforming, as noted in the School Self-evaluation. This includes ten students in Year 9 underperforming in Mathematics. JLJ requested that they be tracked and progress reported to the governors at the meeting after next.</p>	Report progress.	TH	13.05.15
	<p>IT asked whether marking had been moderated in all subjects. TH confirmed it had in most subjects but was an ongoing matter.</p>			
	<p>PA reminded the Senior Leadership Team (SLT) that information on Year 7 catch-up funding is required for the website.</p>	Information on Year 7 catch-up funding.	KK	11.02.15
	<p>iii. <u>Teaching and Learning</u> TH reported that in-class differentiation strategies have been the focus of recent staff training and development. These are aimed at supporting and challenging all students to make progress regardless of their current level of ability, thereby stretching high achieving students as much as supporting and challenging students with less academic ability. Staff are sharing good practice and are seeing a positive impact on lessons. Literacy and numeracy have become a core focus throughout the School. As examples, TH cited literacy and numeracy guides which are available on tables in every classroom as a self-help tool and reported that, as part of a comprehensive review of literacy intervention, each child has been assessed and given two literacy targets that are supported by all their teachers.</p>			

	<p>iv. <u>Behaviour</u></p> <p>TH reported that attendance remains a key concern for staff and, despite work to date, a number of issues persist. The current attendance rate is 93.8%, with a small number of persistently poor attenders disproportionately affecting the overall rate due to the small size of the school. Purbeck Locality Team are aware of most persistent absentees, although currently response from the Locality Team is thought to be slow. The introduction of rewards for good attendance are being considered.</p>		
	<p>TH was pleased with the way leadership and self-efficacy among students is developing, with initiatives such as "big brothers / sisters" (pastoral prefects), house captains, sports leaders, librarians and music room leaders all contributing. JM reported that teams of 4 or 5 Year 9/10 pupils are accompanying the Durlston Nature Nursery each week to support activities for the nursery children on a six week art project at Studland beach. This learning opportunity was thought to be particularly pleasing for having attracted some pupils who do not excel academically or in sports.</p>		
	<p>TH informed Governors that a bid for a grant to support character-building in schools is being applied for, although the type and amount of information required in a tight time-frame has proved testing. The cornerstone of the bid has been the vision of establishing "The Swanage School Challenge".</p>		
	<p>JLJ and JP-S raised questions about low-level disruption in classrooms, and whether this affected staff. TH explained that there are a handful of difficult students, in particular in Year 9 where a number have a poor work ethic. Progress sheets, sanctions and monitoring are all used as a recourse by staff. Staff are supported by twice-weekly staff meetings, curriculum meetings and house meetings. JM reassured governors that Curriculum Areas Leaders have a good grasp of issues affecting staff and that no staff member has suggested that they have been intimidated by pupils. TH/JM confirmed that Homework Club is supervised and their observations suggest students are using this time to work.</p>		
	<p>v. <u>Leadership and Management</u></p> <p>TH reported that the whole staff body meet twice a week, in addition to which teaching staff have curriculum meetings and house meetings, and ongoing continuing professional development (CPD) to support the achievement of teaching and learning objectives. Communications between staff and with parents are being continually improved. A primary concern of the SLT is the workload on staff and the resulting stress this causes.</p>		
	<p>Some Governors suggested the recruitment of volunteers might present a partial solution to relieving teaching staff of mundane tasks, such as reprographics.</p>		

F4.9	<p>REPORTS FROM COMMITTEES</p> <p>Governors had received draft minutes from the Student Committee held on 26 January 2015 and the Finance & Premises Committee held on 28 January 2015. Key points from these meetings were summarised:</p>		
	<p>i. <u>Student Committee, 26 January 2015</u></p> <ul style="list-style-type: none"> • Policies: the Behaviour, Exclusion & Attendance Policy was approved pending some changes which are in hand; the Looked After Children Policy was approved; the E-Safety Policy would be published in draft form but revised with a greater emphasis on mobile phone use in line with recommendations from the Committee; the Medicines Policy had been replaced by the Students with Medical Conditions Policy which is to be considered under Item 4.10.iv of the current meeting. 		
	<p>ii. <u>Finance & Premises Committee, 28 January 2015</u></p> <ul style="list-style-type: none"> • Lettings: a working group have looked at challenges and options of letting the School buildings. In principle, it agreed that the School should enter into an agreement with Schools Plus for a 1-year contract to manage lettings, to be negotiated and to include quarterly review. 		
	<ul style="list-style-type: none"> • Premises: close to the end of the snagging period. One or two snags continue to cause concern but are in hand. The leak in the sports hall roof is believed fixed but won't be properly tested until there is bad weather. 		
	<ul style="list-style-type: none"> • Received a detailed report from KK on the financial position. EFA funding would be based on 300 students which was an excellent outcome. 		
	<ul style="list-style-type: none"> • Approved the thorough, well-considered Business Continuity and Critical Incident Policy, for which KK and TH were thanked. 		
	<ul style="list-style-type: none"> • Approved the Charging & Remissions Policy. 		
	<ul style="list-style-type: none"> • Reviewed income items such as catering, uniform and transport. Catering was running at a loss, but this was in line with expectations. Break-even point is expected in Year 3/4 of the School's operation, when fixed overheads become a lower proportion of the expenses as student numbers increase. 		

F4.10	<p>REPORTS FROM LINK GOVERNORS</p> <p>The Chair flagged the need to consider how best to receive reports from Link Governors. Written reports from the Link Governor for Pupil Premium and the Link Governor for SEN & Safeguarding had been circulated.</p>			
	<p>i. <u>Reports</u></p> <p>a) <u>Pupil Premium</u></p> <p>IT reported that she had visited the School on 28 January to meet with the Head of Mathematics and Science and on 30 January to meet with the Deputy Head and Business Manager.</p>			
	<p>She noted that, to date, the focus has been on implementing strategies and this is going well. A system for measuring the impact of interventions for Pupil Premium students and analysing the relevant proportion of their cost is in hand, but is still to be populated with data.</p>			
	<p>In addition to in-class differentiation strategies and the literacy and numeracy interventions noted in the Headteacher's Report, IT reported that Mathematics is now taught in three sets, one of which is a very small group with low levels of prior attainment, mainly Pupil Premium students.</p>			
	<p>She reported that progress of Pupil Premium students is encouraging. Based on predicted Progress 8 measures, those in Years 9 and 10 are expected to make significantly greater progress from KS2 to KS4 than is expected nationally, and the progress of Year 8 Pupil Premium students is better than the progress of the Non-Pupil Premium Students.</p>			
	<p>TH and JM were asked what they are doing to mitigate against over-focus on Pupil Premium Students, to ensure that every child, no matter what their circumstances or level of ability, is being supported and challenged. TH reassured Governors that whilst staff were focused on supporting Pupil Premium Students, this was not at the expense of supporting every child to make the best possible progress. He highlighted again the CPD focus on differentiation strategies and reported that data for all groups is scrutinised.</p>			
	<p>b) <u>SEN & Safeguarding</u></p> <p>On SEN, AS reported on recent work to update policies and procedures in line with the new Code of Practice. She reported that Teaching Assistants are now in all lower level classes in Mathematics, Literacy and Science.</p>			

	<p>AS informed governors that currently the School has one student with a Statement of SEN who requires 1-to-1 support from a Teaching Assistant. Three more students requiring 1-to-1 support are expected to join the School in September. Whilst this number of students with a Statement was in line with the national average, it was considered to be a significant number for a single cohort in a School of this size. There would be a financial impact as the additional funding received would not cover costs of the Teaching Assistants required, to be considered by the Staffing and Finance & Premises Committees in due course.</p>			
	<p>On safeguarding, AS reported that she had met with JM. The E-safety Policy had been drafted (see F4.9.i above) and the IT Manager had undertaken training in this area. PA has completed a Safeguarding Level 2 course, and JM a Safeguarding Level 3 course.</p>			
	<p>ii. <u>SEN Information Report</u> Governors had received the draft SEN Information Report.</p> <p>APPROVED the SEN Information Report for publication, subject to:</p>			
	<ul style="list-style-type: none"> • Section 2 - delete paragraph regarding CAT4. • Section 6 - delete reference to hearing loops in the final sentence. • Section 7 - delete bullet points and cross reference to Section 10. • Section 10 - amend typo "offers" to "offer" 	<p>Make amendments. Publish on website.</p>	<p>Clerk PA</p>	<p>11.02.15</p>
	<p>The following items were added to the agenda post circulation:</p>			
	<p>iii. <u>SEND Policy</u> A first draft of a new SEND Policy had been circulated to governors in advance of the meeting and, following scrutiny and advance comments, it had been significantly revised. As the revision was not available for governors to read prior to the meeting, it was:</p> <p>AGREED that the revised draft be published (labelled as a draft) and be circulated for approval at the next meeting of the Full Governing Body.</p>	<p>Publish draft Circulate for next meeting.</p>	<p>JM PA Clerk</p>	<p>11.02.15</p>
	<p>iv. <u>Students with Medical Conditions</u> APPROVED the Supporting Students with Medical Conditions & Managing Medicines Policy.</p>	<p>Publish.</p>	<p>PA</p>	<p>11.02.15</p>

F4.11	<p>GOVERNOR SELF-ASSESSMENT</p> <p>The governors had received a summary of the outcome of a working party undertaking the 20 questions self-assessment process for governing bodies. PA reported that this had been a useful process and that one outcome had been the suggestion of having away-days to concentrate on particular areas of focus.</p> <p>AGREED to carry forward consideration of this item to the next meeting.</p>	Carry forward.	Clerk	17.03.15
F4.12	<p>GOVERNOR MONITORING, DEVELOPMENT & TRAINING</p> <p>i. <u>Monitoring Visits</u> TH reported that HOC had attended staff CPD training and had been impressed with the outcomes.</p>			
	<p>ii. <u>Feedback on Training Courses</u> Several governors had attended a Preparing for Ofsted course which had been useful. AGREED that PA would request an electronic copy of the course pack from the trainer for circulation to all governors.</p>	Obtain course pack and circulate.	PA	
	<p>iii. <u>Training</u> A list of courses offered by Dorset County Council's Governor Services team had been circulated.</p>			
F4.13	<p>ANY OTHER BUSINESS.</p> <p>There was no other business.</p>			
F4.14	<p>CLERK'S REPORT</p> <p>The Clerk thanked Governors for their warm welcome since taking on the position. NOTED the next meeting dates: Staffing Committee: 25 February 2015, 5.30pm Student Committee: 5 March 2015, 5.30pm (revised from original schedule) Finance & Premises Committee: 10 March 2015, 5.30pm Full Governing Body: 17 March 2015, 6.30pm</p>			
	The meeting closed at 8.50pm			