

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

Tuesday 30 June 2015, 6.30pm

Present: Paul Angel (Chair), Geoff Atkinson, Nick Brady, Vikki Edwards, Tristram Hobson (Headteacher), William Knight, John Lejeune, John Palmer-Snellin, Steve Parker, Amanda Rowley, Lorna Russ, Carl Styants, Isobel Tooley.

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

Item		Action	Lead	Date
F7.1	<p>APOLOGIES FOR ABSENCE Apologies were received and accepted from Lisa Gray and Alison Stephens. Lorna Russ gave notification that she would need to leave the meeting at 7.30pm.</p>			
F7.2	<p>DECLARATIONS OF INTEREST Paul Angel declared that he had acquired an additional bookshop, but that any book sales to the School would be on the same basis as the existing declared relationship. There were no other declarations of new business interest of conflict of interest in relation to any agenda item.</p>			
F7.3	<p>GOVERNING BODY CONSTITUTION</p> <p>1. <u>Staff Governor vacancy</u> No-one had come forward as yet to take on the vacant staff governor role. TH noted that he would promote it with new staff early in the coming academic year.</p>			
	<p>2. <u>360 degree review of chair</u> The Chair thanked everyone who had contributed to his 360 degree review by completing a survey, and for the kind comments received. In terms of learning points that arose, useful for himself or a future chair, he noted the following:</p>			

	<ul style="list-style-type: none"> • that it would be desirable for there to be a stronger focus on managing the interaction during meetings to achieve all agenda items in a time-focused way; 			
	<ul style="list-style-type: none"> • that it would be desirable for the chair to lead with a greater focus on strategic thinking and planning. 			
	GA, who had reviewed the feedback with the Chair, applauded him for having undertaken the 360 degree process and having the willingness to consider how he conducts the role and how performance might be improved.			
	The Chair noted that it had been an honour being the chair of the board of governors and announced that he would not be seeking re-election to this position due to the commitment and time required for his newly acquired business. However he would continue as a governor if re-elected when his term of office expires (4 October 2015). He thanked all governors for their support during his 4-year tenure as chair.			
	It was also announced that Helen O'Connor would not be seeking re-election as a governor when her term of office expires (4 October 2015) and therefore would not be able to continue in her chairing roles. She expressed that it had been a pleasure being a governor of the School, vice-chair of the board of governors and chair of the Student Committee, but that other commitments meant that she was unable to continue to devote the time to governance any longer.			
	All governors were asked to consider the opportunities of taking on a lead role within the board and to think about whether they had the skills and willingness to consider standing for chair, vice-chair, committee chair or link governor roles.			
F7.5	<p>MINUTES OF THE PREVIOUS MEETING</p> <p>The minutes of the meeting of the full governing body held on 13 May 2015 were confirmed as an accurate record and signed.</p>			

F7.6	<p>MATTERS ARISING & ACTIONS</p> <p><u>F6.5 Governor panels</u> The terms of reference for three of the four governor panels had been updated and circulated. These were the Student Exclusion & Exclusion Appeals Panel, the Student Admissions Panel and the Complaints Panel. The Staff Grievance & Staff Dismissal Panel had not required updating. The updates were approved.</p>		
	<p>Each panel would comprise a number of governors appointed by the chair. Governors responded to the Chair's request for expressions of interest in sitting on one or more of the panels as follows:</p>		
	<ul style="list-style-type: none"> • Admissions Panel - WK • Complaints Panel - IT • Staff Grievance and Staff Dismissal - NB • Any - WK, AR, VE, CS, LR 		
	<p><u>F6.7 Policies</u> The Chair reported that the Complaints Policy and Safeguarding Policy had both been updated and published on the School's website.</p>		
	<p><u>F6.10.2.i Admission Appeals</u> KK reported that she was waiting to hear from the Poole Admission Appeals Panel from whom she had requested advice and information on procedures in readiness if the School were to find itself in the position of having admission appeals for September 2015.</p>		
F7.7	<p>OFSTED REPORT On behalf of the governors, the Chair placed on record congratulations to the Senior Leadership Team (SLT) and to all staff for the successful outcome of the Ofsted Inspection held on 20 and 21 May 2015. The Inspectors had graded the School as "good" and had provided excellent feedback at the end of the visit along with a very positive report.</p>		
	<p>Governors discussed with the SLT various aspects of the visit and report [confidential minutes].</p>		

	It was suggested that the governing body should consider having its own development plan to evolve strategy and reflect on how governors can most effectively be a “critical friend” for the SLT.			
F7.8	<p>HEADTEACHER'S REPORT / REVIEW OF SCHOOL DEVELOPMENT PLAN</p> <p>Governors had received a copy of the 2014/15 School Development Plan (SDP) updated by the headteacher to include a review of progress on the action points of the plan. With regard to the creation of a new SDP for 2015/16, TH explained that he would draft this after consultation with governors, staff and ideally students and parents. Whilst the 2014/15 SDP had necessarily included a large number of actions the SLT needed to achieve during the initial phase of the School’s development, the majority of these would be “business as usual” for 2015/16, with the SDP focusing on a small number of focused objectives for taking the School forward. A separate “Ofsted Plan” would not be produced, rather any priorities identified would be incorporated into the SDP.</p>			
	TH asked governors to spend ten minutes in small groups to discuss what they considered to be the core priorities for the coming year and what evidence base they would like to see in order to assess whether the priorities are achieved. The groups reported on their discussions with the following suggestions:			
	<ul style="list-style-type: none"> • to see a distinctive personality emerging for students of The Swanage School with high expectations, a caring attitude, resilience and desire to achieve 			
	<ul style="list-style-type: none"> • to see excellent GCSE results and value added (progress) 			
	<ul style="list-style-type: none"> • to maintain high standards in teaching, with appraisal and training where needed 			
	<ul style="list-style-type: none"> • to improve communication with parents 			
	<ul style="list-style-type: none"> • to strengthen relationships with feeder primary schools 			
	<ul style="list-style-type: none"> • to improve attendance 			
	<ul style="list-style-type: none"> • to conduct a review of project based learning (PBL) to ensure that students are as well prepared for separate subjects at GCSE as they would be if elements of PBL were taught separately 			
	<ul style="list-style-type: none"> • to consistently challenge all students, evidenced by examples 			

	<ul style="list-style-type: none"> • to improve presentation of student work, with evidence of students redrafting work and showing improvement through this process and evidence of peer review 			
	<ul style="list-style-type: none"> • improved school lettings, evidenced by delivery of the Schools Plus targets 			
	<ul style="list-style-type: none"> • to review homework, including expectations, time allocation for the piece of work and timescales for completion 			
	<ul style="list-style-type: none"> • to improve behaviour management in classrooms, evidence by confidential student surveys and parent feedback 			
	<ul style="list-style-type: none"> • for Year 11 students to be confident in the choices available for their next steps and in the choices they make 			
	<ul style="list-style-type: none"> • for governors to continually strive for self-improvement, evidenced by undertaking reviews such as the 360 degree review process 			
	<ul style="list-style-type: none"> • for “The Swanage School Challenge” to develop 			
	<p>Thanks were given to TH for achievements in relation to the 2014/15 SDP and for seeking input for the 2015/16 priorities. The 2015/16 SDP would now be developed and be considered by the board at its first meeting in the Autumn Term.</p>	On agenda	Clerk	01.09.15
F7.9	<p>ATTENDANCE CS reported that he had thus far been unable to secure a time to meet with JM in relation to having a discussion on attendance issues and how best to progress the attendance “task-force”. JM agreed this should take place before the end of term.</p>			
	<p>In terms of initial thoughts, CS noted that he would like to investigate the benefits of a dedicated welfare & attendance officer, along with considering whether knocking on doors to encourage students to attend or sending a mini-bus to collect them would be viable and beneficial, and whether some use might be made of community groups to assist with this. TH suggested that consideration also be given to adding a sanction of a meeting between parents/child and governors if attendance falls below a certain level. It was noted that issuing fines can be problematic and tend to exacerbate problems for parents, and that as these are issued by Dorset County Council the School does not benefit from the income. On the whole, governors were in favour of a dual approach, with some sanctions but also incentives for attendance.</p>			

F7.9	<p>BUDGET 2015/16 AND 5-YEAR PLAN 2015/2020</p> <p>The budget agreed by the Finance & Premises Committee (F&P) at its meeting on 24 June 2015 had been circulated and WK reported that the F&P Committee had discussed this in some detail and commended it to the board of governors for approval. He informed governors that there was a planned deficit for the next three years, followed by an in-year surplus and a positive carry-forward at the end of the five-year cycle when the School reaches a steady state (with a full cohort in each year group). He expressed thanks to KK for her effort and professionalism in preparing the budget plan.</p>			
	<p>UNANIMOUSLY APPROVED the budget for 2015/16 and the 5-year plan for 2015/2020.</p>			
F7.10	<p>REPORTS FROM COMMITTEES</p> <p>Draft minutes had been circulated and a brief overview was given of the following:</p>			
	<p><u>1. Staffing Committee, 10 June 2015</u></p> <p>There were no questions on the draft minutes. A governor asked what is considered to be the biggest issue facing the Staffing Committee at present. The number of staff changes and additions, with a larger staff potentially leading to some things becoming more difficult to manage, was identified as one area of concern. GA, the Chair of the Staffing Committee, was asked if he has continued to undertake exit interviews for all leavers. He informed governors that whilst keen to conduct such interviews he had not done so for the current round of staff leavers and might require assistance from other governors if this were to become standard practice.</p> <p>It was AGREED that it would be good practice to conduct an exit interview for every leaver.</p>	Exit interviews for all leavers	GA	Ongoing
	<p><u>2. Student Committee, 17 June 2015</u></p> <p>There were no questions on the draft minutes. HOC outlined that the meeting had received a presentation on the numeracy strategy from the Curriculum Area Leader for Mathematics and had discussed the teaching and learning aspects of the Ofsted report.</p>			

	Having noted that this had been her last meeting as chair of the Student Committee, HOC expressed her thanks to the Committee and to the SLT for their willingness to be challenged during meetings.			
	<p><u>3. Finance & Premises Committee, 24 June 2015</u></p> <p>There were no questions on the draft minutes. The primary item of business had been the budget. Also discussed was the premises annual report and the detailed maintenance plan put in place by the Business Manager and Facilities Manager in light of Kier's responsibility coming to an end as the post-opening phase of the building is completed.</p>			
F7.11	<p>REPORTS FROM LINK GOVERNORS</p> <p>The link governor for Pupil Premium reported that she had met today with KK to discuss the income and expenditure statement for Pupil Premium, which was positive as income and expenditure had broadly matched. An updated statement would be put on the website.</p>	Statement on website	KK	14.07.15
F7.12	<p>BLUE SKY RECORD SYSTEM</p> <p>JM reported that all governors should soon receive by email an invitation for Blue Sky access. She advised governors to log-in for a look and that training would follow in the Autumn Term. She outlined that the system is an effective tool for measuring progress against core priorities and objectives and for creating an evidence base for these. The School's core objectives would be entered in due course, in addition to which governors would be able to enter any objectives identified for the governing body or for the committees.</p>			
	<p>AGREED that each committee come up with a number of objectives at their first meeting of the Autumn Term. These would be added to the system in preparation for training. Training would be held after the meeting of the full governing body provisionally scheduled for 20 October 2015.</p>	On agendas	Clerk	

F7.13	<p>GOVERNOR MONITORING, DEVELOPMENT & TRAINING</p> <p>1. <u>Monitoring visits</u> None undertaken since the last meeting.</p> <p>2. <u>Training courses undertaken</u> None since the last meeting.</p> <p>3. <u>Training needs</u> In addition to training on the Blue Sky system noted above, governors expressed interest in receiving briefings from the SLT on the Fischer Family Trust and the new assessment regime, and also on the changes being implemented for GCSE with effect for those starting options in September (for examination in 2017).</p>	On agenda	Clerk	Autumn Term
F7.14	<p>ANY OTHER BUSINESS</p> <p>1. <u>English Baccalaureate (EBacc)</u> In response to a question, TH explained that the curriculum is specifically designed to enable students and the School to do well both in terms of achievement of the EBacc and the Progress 8 measures. A higher proportion of students are put forward for the Ebacc than at most other schools.</p>			
	<p>2. <u>Thanks to the Chair and Vice-Chair</u> Thanks and applause were given to Paul Angel for his work as chair of the board of governors, and to Helen O'Connor for her work as governor, chair of the Student Committee and vice-chair.</p>			
F7.15	<p>CONFIDENTIAL ITEMS No items were deemed confidential.</p>			

F7.16	<p>CLERK'S REPORT</p> <p><u>1. Provisional meeting dates for 2015/16</u> The Board received the draft meeting schedule for 2015/16, it being noted by the Clerk that dates were provisional at this stage, as at the first meeting in the Autumn Term the governing body would review the committee structure.</p>			
	<p><u>2. The Annual General Meeting (AGM) and elections</u> The Clerk reported that in a change from previous years the AGM would be held in mid-September as the first meeting of the academic year. This would mean that the elections for new Education Swanage governors and re-appointments would be made before the first meeting of the full governing body, which would immediately follow the AGM, at which elections for chair, vice-chair, committee chairs and link governors would be conducted.</p>			
	<p>The Clerk confirmed that a call for new members of Education Swanage and for people to put themselves forward for governor positions would be made before the end of term. This would be circulated to new and existing parents, existing Education Swanage members and governors, published on the School's website and Facebook page and, if possible, in editorial coverage in the Swanage and Wareham Advertiser.</p>			
	<p>Although not obligatory, the Clerk asked for any governors who were considering standing for any roles, including the chair-ship, to let her know in advance, similarly any link governors who would like to relinquish current roles. This would enable a list of roles and potential gaps to be circulated before the first meeting of the Autumn Term. If governors wished to propose someone for a role, it was suggested that they speak to their planned nominee in advance to gauge their willingness and to ensure that the proposal would not be a surprise at the election meeting.</p>			
	<p><u>3. Education Swanage membership subs.</u> Membership subs of £1 for 2015/16 were collected from those governors who are members of Education Swanage.</p>			
	<p>The meeting closed at 8.30pm.</p>			