

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
 Thursday 17 September 2015, 7.00pm

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

In attendance: Sue Fletcher (Clerk); Emily Wyer (observer)

Item		Action	Lead	Date
FGB 1.1	<p>Welcome Paul Angel opened the meeting and welcomed Emily Wyer to the Board.</p> <p>[Emily Wyer left the meeting at 7.10pm]</p>			
FGB 1.2	<p>Apologies for Absence Apologies were received and accepted from Lisa Gray, Helen O'Connor and Lorna Russ.</p>			
FGB 1.3	<p>Election of Chair & Vice-chair The Clerk outlined the process for the elections.</p> <p style="padding-left: 40px;">1. Geoff Atkinson was proposed for chair by PA, seconded by TH and unanimously elected.</p> <p style="padding-left: 80px;">GA gave thanks to Paul Angel, the outgoing chair, and took over chairing the meeting.</p> <p style="padding-left: 40px;">2. Amanda Rowley was proposed for vice-chair by JL, seconded by JP-S and unanimously elected.</p>			
FGB 1.4	<p>Declarations of Interest There were no declarations of interest or conflict of interest arising from any agenda item.</p>			
FGB 1.5	<p>Minutes of the Last Meeting The minutes of the meeting held on 30 June 2015 were confirmed as an accurate record although it was agreed that the detailed record of the discussion relating to the Ofsted report (minute F7.7) should be treated confidentially.</p>	Update minutes for Chair to sign.	Clerk	24/9/15

FGB 1.6	<p>Governing Body Constitution</p> <ol style="list-style-type: none"> 1. <u>Outcome of the Education Swanage governor election</u> The Chair confirmed that Emily Wyer had been appointed as a governor, with a term of office commencing on 4 October 2015. Paul Angel and William Knight had been re-appointed as governors. Each would have a term of office of 4 years. 2. <u>Staff governors</u> The Clerk informed the Board that Lisa Gray had resigned her role as staff governor. Two vacancies for staff governor are therefore available. Agreed GA would attend a staff meeting to encourage staff to consider standing and to thank Lisa Gray on behalf of the Board. 3. <u>Parent governors</u> The outgoing Chair informed the Board that Lorna Russ had resigned her role as parent governor. Agreed one or more governors would attend the forthcoming Year 7 evening to promote the vacancy to parents of new students. 4. <u>Co-opted governors</u> The Chair reminded the Board that Steve Tooley and Collete Drayson were mid-way through a two-year term of office as Associate Governors. Agreed that the possibility of co-opting additional governors should be revisited when the staff and parent governor vacancies are filled, if skills gaps are then identified. 	<p>Promote staff governor vacancy. Thanks to LG.</p> <p>Attend Year 7 evening. Thanks to LR.</p> <p>Revisit at a later meeting</p>	<p>GA</p> <p>GA/AR</p> <p>Clerk</p>	<p>17.10.15</p> <p>17.10.15</p> <p>Nov 15</p>
FGB 1.7	<p>Review of Committee Structure and Membership for 2015/16</p> <ol style="list-style-type: none"> 1. <u>Committee structure</u> Agreed that the existing structure of three committees (Student, Finance & Premises and Staffing) remained appropriate and should not be changed. <p>Governors felt that the establishment of working groups to allow for a deeper level of discussion on specific areas might prove useful, particularly for the Student Committee which has a large remit covering both pastoral and academic areas. It was also suggested that a greater level of email debate prior to meetings might be helpful in some instances.</p> <p>Agreed that each Committee should consider working groups at their first meeting.</p>	<p>Committees to consider working groups</p>	<p>Chairs Clerk</p>	<p>29.09.15</p>

	<p>2. <u>Audit Committee</u> Agreed that the Finance & Premises Committee should continue to cover the functions of the Audit Committee.</p> <p>Agreed that the Responsible Officer should frequently meet with the Business Manager to continue ensuring that appropriate financial processes are in place and ongoing between external audits, and for a report from the Responsible Officer to be a standing item on the Finance & Premises Committee agenda.</p> <p>3. <u>Scheme of Delegation</u> Approved the Scheme of Delegation for 2015/16.</p> <p>4. <u>Committee membership 2015/16</u> Committee membership would remain as present, except for:</p> <ul style="list-style-type: none"> - John Lejeune would move from Finance & Premises Committee to Student Committee - Paul Angel would give thought as to which Committee he would best suit, having previously attended them all in his capacity as Chair of the Board of Governors. - Emily Wwyer would be invited to shadow each Committee before a decision is made on which to join. <p>5. <u>Committee chair elections</u> Isobel Tooley was proposed by AS, seconded by TH and elected Chair of the Student Committee.</p> <p>Vikki Edwards was proposed by GA, seconded by AR and elected Chair of the Staffing Committee.</p> <p>William Knight was proposed by JL, seconded by IT and re-elected Chair of the Finance & Premises Committee.</p>	<p>R.O/B.M. meetings Report on each F&P agenda</p> <p>Update governor list in SoD.</p> <p>Update membership lists Invite EW to shadow</p>	<p>SP/KK Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	<p>Ongoing</p> <p>24.09.15</p> <p>24.09.15</p> <p>24.09.15</p>
<p>FGB 1.8</p>	<p>Governor Roles Governors received the current list of special roles and agreed that the same roles should continue for 2015/16. The Transition Schools Link would be renamed Partner Schools Link.</p> <p>The following governors were appointed to roles as follows (with reporting in brackets):</p>			

	<p>Special Educational Needs (SEN): Al Stephens (Student Committee, at each meeting)</p> <p>Safeguarding: Al Stephens (Full Governing Body, at each meeting)</p> <p>Looked After Children: Al Stephens (Full Governing Body, min. annually)</p> <p>E-Safety: Nick Brady (Student Committee, min. annually)</p> <p>Health & Safety: Amanda Rowley (Finance & Premises Committee, min. annually)</p> <p>Responsible Officer: Steve Parker (Finance & Premises Committee, at each meeting)</p> <p>Website & Public Info: Carl Styants (Full Governing Body, min. annually)</p> <p>Pupil Premium: John Lejeune (Student Committee, regularly)</p> <p>Parent Link: John Lejeune (Full Governing Body, min. annually)</p> <p>Student Link: John Palmer-Snellin (Student Committee, min. annually)</p> <p>Staff Link: Vacancy (Full Governing Body min. annually)</p> <p>Community Link: Carl Styants & Collette Drayson (Full Governing Body, min. annually)</p> <p>Partner Schools Link: Amanda Rowley (Student Committee, min. annually)</p> <p>New Governors Mentor: William Knight (Full Governing Body, min. annually)</p> <p>The headteacher's performance review would be undertaken by Geoff Atkinson and Vikki Edwards, it having been agreed previously that this should be led by the Chair of the Board and the Chair of the Staffing Committee.</p> <p>Agreed that the focus of the Pupil Premium Governor should be on the effective use of the pupil premium and its impact.</p> <p>Agreed that the Community Link Governors should consider the role and expansion of Education Swanage within their remit.</p> <p>[AS left the meeting at 8pm]</p>	<p>CS to contact CD</p> <p>Focus for role</p> <p>Focus for role</p>	<p>CS</p> <p>JL</p> <p>CS/CD</p>	<p>30.09.15</p> <p>Ongoing</p> <p>Ongoing</p>
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FGB 1.9	<p>Governor Code of Conduct & Monitoring Visits</p> <p>1. <u>Code of Conduct</u> Re-approved the Code of Conduct for Governors</p> <p>2. <u>Monitoring Visits</u> Governors agreed that it would be most useful and appropriate if their visits to the school were based on the priorities of the School Development Plan. TH expressed that he would like governors to see the school through his eyes as headteacher, in day-to-day operational mode as a vibrant learning environment, in addition to special events. Governors were reminded that their meetings with staff for their special/link governor roles were also as valuable as visiting lessons.</p> <p>IT, as Chair of the Student Committee, would arrange to accompany TH on a learning walk.</p> <p>TH would ask the Curriculum Area Leaders if they could invite governors to observe lessons in which there was something of particular interest to show, for example, project work or student presentations.</p> <p>The Chair suggested that a log of governor visits, meetings and other interactions with the school should be kept.</p>	All governors to sign	Clerk	22.10.15
FGB 1.10	<p>Governor Development & Training</p> <p>1. <u>Training</u> No particular training needs were identified except those required for the new governor. It was noted that the new mentor role would be helpful in training new governors. Some governors felt that the courses offered by Dorset County Council, whilst helpful for new governors, were less so for seasoned governors. Training/presentations from staff members and from students were suggested as a means of informing governors of issues directly affecting the school.</p> <p>Governors were reminded that there is a budget for governor training if any relevant external courses are found.</p> <p>[IT left the meeting at 8.30pm]</p>	Arrange learning walk	IT/TH	31.10.15
		TH to speak to CALs	TH	30.09.15
		Create log	Clerk	Ongoing

	<p>2. <u>Self-assessment & development as a governing body</u> Governors discussed organising an away-day to focus on future development. The purpose of such a day, which it was felt should have an independent facilitator, could be to revisit the strategy and vision of the school, ensuring that the direction of the school remains a proactive process, as well as reviewing the 20 questions exercise (governing body self-assessment) first undertaken during the 2014/15 academic year. TH suggested that Curriculum Area Leaders be invited to participate at the away-day.</p> <p>Agreed that TH and GA would further discuss the idea of an away-day, to be held on a Saturday. All governors were asked to contribute thoughts on potential format and content.</p>	Discuss/arrange Contribute ideas	TH/GA All	15.10.15												
FGB 1.11	<p>Limits of Financial Delegation Approved the limits of financial delegation recommended by the Finance & Premises Committee, as follows:</p> <p><u>Authorisation of expenditure:</u></p> <table> <tr> <td>Business Manager</td> <td>up to £2,000</td> </tr> <tr> <td>Headteacher</td> <td>up to £10,000</td> </tr> <tr> <td>Finance & Premises Committee</td> <td>up to £100,000</td> </tr> <tr> <td>Full Governing Body</td> <td>over £100,000</td> </tr> </table> <p><u>Budget virements:</u></p> <table> <tr> <td>Headteacher</td> <td>up to £10,000</td> </tr> <tr> <td>Finance & Premises Committee</td> <td>over £10,000</td> </tr> </table>	Business Manager	up to £2,000	Headteacher	up to £10,000	Finance & Premises Committee	up to £100,000	Full Governing Body	over £100,000	Headteacher	up to £10,000	Finance & Premises Committee	over £10,000			
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FGB 1.12	<p>Register of Governors' Business Interests Governors completed declaration forms for the updating of the Register of Business Interests.</p>	Update Register	Clerk	24.09.15												
FGB 1.13	<p>Confidential Items No items were considered confidential.</p>															
FGB 1.14	<p>Any Other Business</p> <p>I. <u>Head Boy and Head Girl</u> TH requested a governor to assist with the interviews for Head Boy and Head Girl. CS and JP-S volunteered.</p>	Assist with interviews, TH to arrange	CS, JPS, TH	30.09.15												

	<p>2. <u>Catering</u> JL reported anecdotes suggesting that whilst students were happy with catering some had expressed disquiet at having lunch sittings arranged by house group.</p> <p>3. <u>Student contributions to governance</u> In response to a question from VE, it was noted that it is not possible for a governing body to have a student governor. However, it was agreed it would be desirable for the Student Council or Head Boy and Head Girl to have an opportunity to report to the governors, with the Student Committee felt to be the most appropriate route.</p>	Facilitate student contribution	IT, JP-S, Clerk	31.10.15
FGB 1.15	<p>Clerk's Report The Clerk provided meeting dates for the year.</p>			
	The meeting closed at 8.45pm.			