

The Swanage School
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 12 July 2017, 6.30pm

Present: Geoff Atkinson (Chair), Nick Brady, Tristram Hobson (Headteacher), John Lejeune, Mark Hatto, Tim Marcus, Nicola Newman, Stephen Parker, Amanda Rowley, Catherine Starmer-Howes, Al Stephens, Carl Styants

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

| Item | | Action | Lead | By |
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| FGB 7.1 | Apologies for Absence Apologies were received from William Knight and Isobel Tooley. Nicky Taylor and Emily Wyer were not in attendance. | | | |
| FGB 7.2 | Declarations of Interest There were no new declarations of interest or conflict with any agenda item. | | | |
| FGB 7.3 | Governing Body Constitution and Committee Structure 1. <u>Election Process for Chair, Vice-Chair and Committee Chairs for 2017/18</u> Agreed that governors interested in standing for election for chairships or other roles would let the Clerk know, with elections to be held at the first meeting of the board in the academic year 2017/18. Voting will be by a show of hands unless the role is contested in which case a secret ballot will be held. 2. <u>Committee Structure 2017/18</u> Agreed to keep the committee structure as at present for 2017/18. | | | |
| FGB 7.4 | Minutes of the Last Meeting The minutes of the meeting held on 24 May 2017 were confirmed as an accurate record. | | | |
| FGB 7.5 | Matters Arising Where not elsewhere on the agenda. <u>FGB 4.6 Teaching School Status</u> TH reported that the outcome of the teaching school application had not yet been received. In response to questions, he gave details of other teaching schools in Dorset and confirmed that if teaching school status is awarded there will be no sudden expectations of delivery over and above the collaborative and training work the school is already involved in, and therefore start-up in September should be manageable. | | | |

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| | <p>[Al Stephens joined the meeting]</p> <p><u>FGB 6.3.1 Education Swanage Governors and AGM</u> The Clerk reported that the AGM would be held at the school in mid-September and a date would be confirmed shortly. Governor recruitment was in hand.</p> <p><u>FGB 6.6 Transport Policy</u> TH reported that he was to have a meeting on 14 July 2017 with the County Council Cabinet Member for Schools to receive an update in relation to the review of the Local Authority Transport Policy. It was agreed the Chair of Governors would join the meeting.</p> | | | |
| FGB 7..6 | <p>Headteacher’s Report including School Development Plan Governors received a written report from the Headteacher. This summarised staffing and student levels, changes and attendance, and provided an end-of-year review of progress on the objectives of the School Development Plan (SDP) for 2016/17 (SDP progress having also been reviewed by committees on a regular basis throughout the year). TH addressed questions from governors on the following:</p> <ul style="list-style-type: none"> - <u>Staff attendance</u>: had been significantly affected by three long-term absences which together accounted for approximately 70% of staff sick days. - <u>Student attendance</u>: was below the targeted level of 95.5% (94.4% for the year to date) despite interventions such as meetings with parents. However, attendance rates for students on free school meals had risen during the year from 89.83% to 93.83%, closing the gap to students not on free school meals whose attendance during the period ranged from 94.22% to 95.07%. A number of persistent absentees had had a disproportionate effect on the overall percentage and issues relating to support for “school refusers” was discussed. - <u>Joiners/leavers</u>: 21 students had joined the school during the year. 12 had left, comprising 4 whose families had moved out of the area, 1 who had moved to home-schooling, 1 seeking a closer school, 2 permanent exclusions and 4 managed moves. - <u>Fixed-term exclusions</u>: the number of, and reasons for, fixed term exclusions were reported and discussed, it being noted that in some cases more than one exclusion was attributable to the same student. - <u>Student progress</u>: student attainment forecasts were given in the report, however the combined impact of changes to the assessment framework, GCSE curriculum/assessment, grading scheme and grade boundaries meant that predicted outcomes for each cohort were a “best guess” only at present. The significant difference in the predictions for the current Year 7 cohort compared to the current Year | | | |

10/11 cohorts was raised (around 20% higher for the predicted number passing GCSE English and maths) and TH explained that although the Year 7 cohort is academically strong, the figures were debatable since the younger a student is, the harder to make a GCSE prediction. Notwithstanding the difficulties of making predictions, the leadership team expressed confidence that the school will remain in the top 20% nationally, measured by progress 8, in line with the target set in the SDP.

- IRIS software: the use of this video software for enabling teachers to record, analyse and share their teaching practices was reported to be increasingly effective as a development tool, both internally and in joint continuing professional development sessions (CPD) with Swanage Primary School.
- Bournemouth University projects: the pedagogical research undertaken in collaboration with Bournemouth University and subsequent presentation day held on 3 July 2017 were felt to have been incredibly positive. It had provided an opportunity for staff to use research to inform their teaching practice and to have their professionalism recognised.
- Student leadership/self-efficacy: leadership roles had developed well over the year although further improvements would be ongoing [see also Student Committee Minutes, 5 July 2017].
- Development of school profile: locally, the school had been active in engagement with primary schools, having run sessions for all five of the feeder schools. These included science taster lessons and a maths challenge, both of which had involved student leaders from the school. Joint CPD with St Marks School and Swanage Primary School had been successful and was ongoing. Interest from other school leaders within Dorset had arisen as a consequence of the success in the 2016 GCSE results, the collaboration with Bournemouth University and other CPD work being undertaken by the school, with a number of schools seeking advice or interested in developing strategic leadership collaboration. The Senior Leadership Team (SLT) expressed optimism that, over time, the work with the feeder primary schools would boost student recruitment.
- Leadership development: the wider leadership team had embraced personal development, increasing their management skills and by working well together. The Curriculum Area Leaders (CALs) were increasingly involved in strategic decision making and the new Heads of House (HOH) team had further developed the role and its effectiveness. The individuals in the Senior Leadership Team (SLT) were engaged in self-development alongside school development: The Business Manager is completing a professional qualification relevant to her role, the Deputy Headteacher is updating her Ofsted Inspector training and is closely involvement in the development of the school's CPD and looking towards accreditation as a teacher training provider, the Headteacher is a School Improvement Partner for another school and anticipates taking on a greater amount of advisory work if the school gains teaching school status.

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| | <ul style="list-style-type: none"> - <u>School Environment</u>: the plans for improvements to the school's entrance and atrium were displayed. Work would take place over the summer period and be funded from the 2016/17 marketing budget. - <u>Catering</u>: the kitchen had broken even for the first time in May 2017, due largely to reducing costs. The uptake in meals was said to be fairly steady. <p>Thanks were recorded to all staff for their efforts in the Year 8 parents evening.</p> | | | |
| FGB 7.7 | <p>Budget 2017/18 and 5-Year Forecast 2017/22 APPROVED the budget for 2017-18, noting the 5-year forecast 2017-22.</p> | | | |
| FGB 7.8 | <p>External Auditors [Confidential minute]</p> <p>[Tim Marcus left the meeting]</p> | | | |
| FGB 7.9 | <p>Skills Audit Eleven governors had completed the skills audit and a summary of responses was circulated. This showed that is a wide range of skills and good depth of experience in many areas. Whilst there were areas for improvement, where training or cascading of knowledge might help, it was noted that in all the areas there were a reasonable number of governors who had the relevant skills/experience, even those which appeared weaker based on average scores. The weaker averages tended to be on the yes/no type questions where a governor would either have the skill/experience or not. The Clerk noted that in several areas there is a good level of general knowledge but school-sector experience is weaker and the board could seek to address this over time through recruitment or in-house training. It was suggested that it would be valuable if there was a greater level of request to governors to become involved in particular events or issues at the school or in the work of the governing body based on their skills set.</p> | | | |
| FGB 7.10 | <p>Committee Reports Governors had received minutes of the following meetings:</p> <ol style="list-style-type: none"> 1. <u>Staffing Committee (21 June 2017)</u> There were no questions. TH noted that four cover supervisors (part-time) had been recruited to reduce the need for supply teachers. 2. <u>Finance & Premises Committee (28 June 2017)</u> There were no questions. | | | |

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| | <p>3. <u>Student Committee (5 July 2017)</u> Thanks were recorded to the Heads of House and Curriculum Area Leaders for their contributions to the Student Committee meetings during the year, it being noted that significant time and effort have been taken in their presentations. It was noted that whilst student leadership had developed well during the year, the Heads of House and student representatives present at the meeting had suggested improvements.</p> | | | |
| FGB 7.11 | <p>Reports</p> <p>1. <u>Safeguarding</u> AS reported that she had met on several occasions with the Safeguarding & Welfare Officer and that she was satisfied that procedures are robust and up-to-date.</p> <p>2. <u>Parent Link</u> There was nothing to report.</p> | | | |
| FGB 7.12 | <p>Governor Monitoring, Development & Training</p> <p>1. <u>Reports of monitoring visits or activities undertaken at the school</u></p> <ul style="list-style-type: none"> - CSH reported that she had met with the Premises Manager to conduct a health & safety audit. A written report would be circulated to the Finance & Premises Committee. She was satisfied that reviews and actions were up-to-date or in hand. - Several governors had attended the INSET day for presentations on the projects undertaken in conjunction with Bournemouth University. JM gave a brief overview of the project benefits. <p>2. <u>Feedback on training courses attended</u> JL, NN, AR and CS had attended an “Effective Governance” course which they had found useful. Key messages had included the high level of expectation of governors. The appropriate use and form of questioning had been discussed. The governors who had attended felt that there were areas in which the governing body did not fully meet the expectations, particularly in regards to learning walks and, for example, in respect of governor ownership of student, parent and staff surveys. It was AGREED this would be discussed further with the Headteacher, and the handouts circulated.</p> <p>3. <u>NGA On-line Training</u></p> | Meet with TH to discuss | Committee chairs, attendees, Clerk | Sep '17 |

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| | <p>The Clerk reported that the new on-line training from the National Governors' Association was now live and information had been circulated to governors. There were 50 modules and annual subscription would be £75. This was cheaper than previously expected and it was AGREED that a subscription should be purchased.</p> | | | |
| FGB 7.13 | <p>Meeting Dates Provisional meeting dates for 2017/18 were circulated. As it would not be possible for all governors to attend daytime meetings, it was AGREED that meetings of the full board would continue to be held in the evenings but starting earlier, at 5.30pm. Each committee would consider whether to move its meetings to daytime.</p> | | | |
| FGB 7.14 | <p>Any Other Business <u>Celebration of Learning</u> It was confirmed that governors would be welcome to attend the Celebration of Learning evening taking place on Thursday 13 July 2017.</p> | | | |
| FGB 7.15 | <p>Confidentiality The item on the appointment of external auditors was currently commercially sensitive.</p> | | | |
| FGB 7.16 | <p>Thanks Noting that it had been his last meeting as chair, GA thanked all governors for their contributions throughout the year. TH recorded his thanks to GA, noting in particular the value he placed on the support and challenge and the willingness to act both on positive and negative issues, often at short notice.</p> <p>John Lejeune was thanked for his contribution, it being noted that his term of office as a Parent Governor was coming to an end and that he did not plan to stand for re-election.</p> | | | |
| | <p>The meeting closed at 8.25pm</p> | | | |