

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
 Wednesday 21 October 2015, 6.30pm

Present: Geoff Atkinson (Chair), Paul Angel, Tristram Hobson (Headteacher), William Knight, John Lejeune, Steve Parker, Al Stephens, Carl Styants, Isobel Tooley, Emily Wyer

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

Item	Action	Lead	Date
FGB 2.1 Apologies for Absence Apologies were received and accepted from Nick Brady, Vicki Edwards, John Palmer-Snellin and Amanda Rowley.			
FGB 2.2 Declarations of Interest There were no declarations of interest or conflict of interest arising from any agenda item.			
FGB 2.3 Governing Body Constitution <ol style="list-style-type: none"> 1. <u>Staff Governor Vacancy</u> The Chair confirmed that both staff governor roles remain vacant and that there are no candidates at present. He reported that the Staffing Committee (13 October 2015) had discussed the challenges for staff in taking on a governor role, particularly given the timing of meetings. It had been concluded that several members of that committee would hold an informal lunch-time session with staff members prior to the February meeting of the full governing body, with a view to seeking their input. In the meantime, the Chair would attend a staff meeting or talk to staff during a lunch-break to promote the roles. 2. <u>Parent Governor Vacancies</u> The Clerk reported that a mailing to all parents was being sent out regarding the current parent governor vacancy. 3. <u>Committee Membership</u> Agreed that Paul Angel and Emily Wyer would join the Student Committee. 			

	<p>4. <u>Pupil Premium Governor Role</u> As Chair of the Student Committee, IT proposed that the consideration of pupil premium students be absorbed into the work of Student Committee in general, rather than being monitored and reported separately. This would embed consideration of pupil premium into “business-as-usual” and enable all members of the committee to focus on the key areas identified in the School Development Plan. It was confirmed that there is no formal requirement for a governor role in relation to pupil premium. The Business Manager would produce the pupil premium statements for publication as this was an operational matter. The proposal was agreed.</p> <p>5. <u>Associate Governors</u> The Chair reported that Steve Tooley had resigned his position as an associate governor, but would continue to support the school. He was thanked for his huge role in supporting the building work and in the relationship with Kier.</p>			
FGB 2.4	<p>Minutes of the Previous Meeting The minutes of the meeting held on 17 September 2015 were confirmed as an accurate record and signed.</p>			
FGB 2.5	<p>Matters Arising & Actions</p> <p><u>FGB 7.11 (2014/15) Pupil Premium Statement</u> This had been done and was published. Thanks were given to KK.</p> <p><u>FGB 7.12 (2014/15) Blue Sky Record System</u> Following discussion at the committees (see minutes for agenda item FGB 2.9), the governing body agreed to drop the request for governors to have access to Blue Sky to keep records of their work and objectives. It remained an important principle, however, that governors should self-reflect on how to conduct their roles with maximum effectiveness and, as a body, continually strive for excellence in governance.</p> <p><u>FGB 1.8 Governor Roles (Community Link)</u> CS confirmed that he had spoken to Collette Drayson (an associate governor) regarding working together on community outreach. As part of this, they would look at ways to expand Education Swanage membership as a means of encouraging greater community engagement with the School.</p> <p><u>FGB 1.9.1 Governors’ Code of Conduct</u> The Code of Conduct was circulated for governors to sign.</p>			

	<p><u>FGB 1.9.2 Monitoring Visits</u> TH confirmed that he would speak to the Curriculum Area Leaders (CALs) about inviting governors to visit classes or events where there would be particular items of interest to showcase. Ordinary governor monitoring visits were also discussed. KK offered to create a separate governor sign in/out sheet for the reception desk, to make it easier for the Clerk to keep a record of the different types of activity for which governors attend the School.</p> <p><u>FGB 1.10.2 Away-day</u> The Chair confirmed the intention to hold an away-day for governors and CALs in the Spring Term. TH would speak to CALs and the Clerk would follow-up to set a date.</p> <p><u>FGB 1.12 Register of Business Interests</u> It was noted that the new Financial Handbook requires declarations of interests for both governors and members of the Academy Trust to be in the public domain. The Education Swanage membership form and byelaws would require updating and existing members asked to provide declarations.</p> <p><u>FGB 1.14 Head Boy and Head Girl</u> TH thanked GA and JP-S for their assistance in interviewing candidates for Head Girl. There had been no applicants for Head Boy. A Head Girl and two deputies had been appointed. TH also reported that House Captains, Vice House Captains and Sports Leaders (from years 9, 10 and 11) had been appointed. A Leadership Award Programme was being developed.</p>	<p>Governor sign in/out sheet</p> <p>Speak to CALs. Schedule</p> <p>Collect and publish. Update form.</p>	<p>Clerk KK</p> <p>TH Clerk</p> <p>Clerk WK</p>	<p>Nov 2015</p> <p>Nov 2015</p> <p>Dec 2015</p>
FGB 2.6	<p>School Development Plan Approved the School Development Plan, which had been discussed at some length by each of the committees (see minutes relating to agenda item FGB 2.9). Regular monitoring of progress would be undertaken during committee meetings and reported to the full governing body throughout the year.</p>			
FGB 2.7	<p>Headteacher's Report TH highlighted a number of points made in his written report:</p> <p>i) <u>Contextual information on ability levels</u>: comparisons of the ability profile of schools and level of disadvantage (the pupil premium %) show that Dorset has a relatively low ability student body and a very high level of disadvantage (33%). When comparing schools in Dorset, the Swanage School's ability range, particularly in year's 9, 10 and 11, is near the bottom and pupil premium percentage the 3rd highest at 30%.</p>			

However, for Year 8 there is an upward trend in ability coupled with a reduction in level of disadvantage, and this looks likely to have continued with the new Year 7 cohort. The School therefore appeared to be moving towards a more normal distribution for these factors. Governors discussed probable reasons for this trend. Given the background data of the upper cohorts, the forecast results were thought to be particularly impressive.

- ii) Progress: overall progress looked good across the cohorts. Areas of weakness are being focused on, for example the attainment and progress of boys being lower than girls. In response to questions from governors, TH explained that reluctant learners and underachieving students are identified early and at every data collection stage, with interventions put in place by class teachers and CALs.
- iii) Curriculum and pedagogy: JM has been instrumental in refocusing teaching and learning and ensuring good practice is shared. Continuing Professional Development (CPD) sessions were reported as working well and a bank of resources is being compiled. These will be shared internally initially on a new intranet site being developed. Governors asked about, and encouraged, the consideration of wider publication in future.
- iv) Information, advice and guidance (IAG) for life beyond school: the programme of IAG is ongoing, focusing primarily on the older students in years 9, 10 and 11. Several events have been held, or are planned, for example careers week, a post-16 information evening and 1-to-1 meetings. Students who are thought likely to become NEET (not in education, employment or training) have benefited from external careers advice. It was noted there is some, but not total, overlap with those identified as reluctant learners.
- v) Attendance: an ongoing issue on which the school continues to focus, in terms of both sanctions for absence and rewards for attendance. A working party to look at attendance and parental engagement has been set up as a sub-group of the Student Committee. It was noted that Dorset County Council have appointed an attendance officer responsible for fixed penalty notices.
- vi) School Leadership Award: this is work in progress but should launch soon.
- vii) Exclusions: there had been three fixed term exclusions, one of 1-day and two of 3-days. Two had resulted in referral to the Dorset referrals officer and had led to placements at the Dorset Learning Centre, one on a temporary programme and the other on a permanent dual-registration basis.

TH was thanked for his full report. It was agreed that in future, the report will also include a note on:

- the number of staff

	<ul style="list-style-type: none"> - the number of students in each year group - all exclusions <p>Governors commented on the number of positive events and activities at the school and in the community and encouraged the leadership team to consider these newsworthy and appropriate for local promotion.</p>			
FGB 2.8	<p>Safeguarding</p> <p>1. <u>Update from the Governor for Safeguarding</u> AS reported that the update to the Department for Education document “Keeping Children Safe in Education” (KCSiE) had been circulated to all governors and staff.</p> <p>AS and JM would conduct the safeguarding audit later in the Autumn Term.</p> <p>JM noted that the school has subscribed to a new IT system “My Concern” which makes it easier for staff to make safeguarding referrals and keep an audit trail. The Special Educational Needs Co-ordinator and the School Counsellor would also be involved in supporting safeguarding.</p> <p>2. <u>Safeguarding Policy</u> The Safeguarding Policy had been updated in line with mandatory changes in KCSiE. Paragraphs had been added in relation to female genital mutilation, radicalisation and children missing from education.</p> <p>All staff would be trained by a Home Office accredited trainer on the “Prevent” duty (the need to prevent people from being drawn into terrorism) using the “Workshop to Raise Awareness of Prevent” (WRAP) commencing November 2015.</p> <p>APPROVED the updated Child Protection (Safeguarding) Policy (subject to the following minor wording amendment: from “all our staff are..” to “we will endeavor to ensure all our staff are...”)</p>	Update and publish	Clerk	Nov 2015
FGB 2.9	<p>Reports from Committees Governors had received minutes of the following meetings and were invited to ask questions</p> <p>1. <u>Student Committee (29 September 2015)</u>. Noted that the committee had received a detailed overview of the new assessment system.</p>			

	<p>2. <u>Finance & Premises Committee (6 October 2015)</u>. Noted that the School Development Plan (SDP) had been considered, as had year end figures. Thanks were given to KK and her team for an excellent financial outcome for the year.</p> <p>3. <u>Staffing Committee (13 October 2015)</u>. The SDP had been the main item.</p> <p>4. <u>Admission Panel (5 October 2015)</u>. APPROVED the recommendations of the Admissions Panel that:</p> <ul style="list-style-type: none"> • the published admission number (PAN) for 2017/18 entry not be raised, with a review in one year; • a consultation on admission arrangements not be undertaken for entry 2017/18, with changes to the arrangements not anticipated; • a sixth form not be pursued at the present time, focusing instead on operating well, reaching capacity for year 7-11 and building a good track record of academic, financial and management success. 			
FGB 2.10	<p>Fischer Family Trust & Assessment Briefing</p> <p>In response to a prior request from governors, TH and JM provided an overview of the Fischer Family Trust and the new assessment regime, it being noted that whilst the members of the Student Committee in particular would have a good grasp of these, other governors may be less familiar.</p> <p>TH explained that the FFT provided complex analyses of how well students have performed, based on the entire national student body. Although having no results at present, the school benchmarks itself against the top 20% of schools nationally when target setting. The FFT “Dashboard” would be made available to governors.</p> <p>JM outlined the new methodology the school had introduced for assessing progress, which had been presented to the Student Committee (29 September 2015), and answered questions from governors. Rather than assessing at the end of a six-week block of teaching, assessment was now integral to teaching and learning and undertaken at every appropriate interval in a module. A range of different activities were used as assessment tasks, and would inform teachers of student progress on a continual basis, helping to identify students for differentiation. Using the new 9-1 GCSE grades, assessment tasks were marked in such a way as to identify to students why they have achieved a grade and what they need to do to gain a higher one. Grading of the progress assessments was reflective of the GCSE grade the student might expect to achieve if they continue on the same path. Feedback from teaching staff thus far was said to be mostly positive and</p>	Log-in details for governors for FFT dashboard	TH	Dec 2015

	<p>additional coaching/discussion had taken place as they got used to the new methodology. Early feedback from students indicated they like all teachers having the same approach and mostly welcome the consistent, continual dialogue between teacher and student.</p> <p>Governors thanked JM for her hard work and asked whether she saw a future for the school as a teaching school. This was seen as a long term strategic goal, and would require an “outstanding” inspection grade from Ofsted before an application could be made.</p>			
FGB 2.11	<p>Governor Monitoring, Development & Training</p> <p>1. <u>Monitoring Visits and Activities</u> The following visits and meetings had taken place:</p> <ul style="list-style-type: none"> - IT had met with TH following a public debate on Facebook about behaviour and bullying at the school (see FGB 2.12 below). She reported being extremely satisfied that the school is responding appropriately when behavioural issues arise and that the Headteacher is acting in line with policies. - WK and SP had met with KK to discuss funds and reserves. Progress had been made and would be reported to the next meeting of the Finance & Premises Committee. - WK, ST and KK had met with representatives from Kier to discuss issues relating to ongoing building snags. - CS and TH had met for an initial meeting on attendance and communication. <p>2. <u>Feedback from Training Courses</u> JL had attended a Parent Council UK course on 5 Key Strategies for Harnessing Parent Power which would be relevant to the Working Group on Attendance & Parental Engagement.</p> <p>3. <u>Training Needs</u> EW would attend New Governor training and Safeguarding I.</p>			
FGB 2.12	<p>Any Other Business</p> <p>In the week preceding the meeting a thread of posts on a public Facebook page had raised issues regarding bullying and exclusions. Whilst there had been a number of negative comments, a great deal of supportive,</p>			

	<p>positive comments had also been posted by parents. Governors discussed what response is most appropriate when made aware of concerns or negative feedback whether via social media or other route. Governors agreed a brief set of guidelines, the key point of which was that governors (and school staff) should refrain from commenting on social media or in other forums, other than to advise those raising issues to contact the school.</p> <p>Adopted the circulated guidelines and agreed they should be appended to the Governors' Code of Conduct.</p>	Updated Code of Conduct	Clerk	Nov 2015
FGB 2.13	<p>Confidentiality No items were considered as requiring confidential minutes.</p>			
FGB 2.14	<p>Clerk's Report</p> <p>1. <u>Training Log</u> The Clerk circulated a copy of the current training log and asked governors to keep her informed of any other training they undertake. Other visits, meeting and activities would also be logged going forward, to keep a record of governor engagement with the school, which would be facilitated by the new sign in/out sheet for governors at the reception desk.</p> <p>2. <u>Next Meeting Dates</u> Student Committee – Tuesday 17 November 2015 Finance & Premises Committee – Tuesday 24 November 2015 Full Governing Body – Wednesday 9 December 2015 Staffing Committee – Tuesday 2 February 2016</p>			
	<p>The meeting closed at approximately 8.30</p>			