

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
 Wednesday 18 May 2016, 6.30pm

Present: Geoff Atkinson (Chair), Paul Angel, Nick Brady, Mark Hatto, Tristram Hobson (Headteacher), John Lejeune, Steve Parker, James Peacock, Amanda Rowley, Al Stephens, Carl Styants, Nicky Taylor, Isobel Tooley, Emily Wyer

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

Item		Action	Lead	Date
FGB 6.1	Welcome The Chair welcomed new staff governors, James Peacock and Nicky Taylor, to the governing body.			
FGB 6.2	Apologies for Absence Apologies were received and accepted from Vikki Edwards, William Knight and John Palmer-Snellin.			
FGB 6.3	Declarations of Interest There were no declarations of interest or conflict of interest arising from any agenda item.			
FGB 6.4	Governing Body Constitution 1. <u>Staff Governors</u> Noted that James Peacock and Nicky Taylor had been elected by staff to be staff governors. Their term of office will be for 4-years, ending 11 April 2020. 2. <u>Governor Roles</u> Approved the recommendation of the Student Committee that Emily Wyer be appointed to a new role of link governor for mental health issues. 3. <u>Committee Chairing & Membership</u> The Chair informed the Board that Vikki Edwards had tendered her resignation as a governor. Her role as chair of the Staffing Committee was therefore vacant and Carl Styants agreed to continue as acting chair for the rest of the academic year. Mark Hatto was appointed as a member of the Staffing Committee.			

	<p>James Peacock and Nicky Taylor were invited to shadow the Finance & Premises Committee and Student Committee before a decision is made about which they will join. Noting that the National Governors' Association believe having staff members sit on a staffing committee is acceptable, there was a brief discussion about the appropriateness of doing so and potential conflicts that may arise. The Board agreed that not permitting staff members to join the Staffing Committee should remain in place at present.</p> <p>4. <u>Education Swanage Governors</u> The Clerk reported that John Palmer-Snellin did not intend standing for re-election when his term of office came to an end in August 2016. With the resignation of Vikki Edwards (noted above) this would create two vacancies for Education Swanage governors. The election would take place at the AGM and the Clerk noted that Geoff Atkinson and Carl Styants would be up for re-election at the same time (having terms of office ending in August 2016).</p> <p>Agreed the Clerk would circulate the Governors' Application Form once a deadline is set, to enable governors to forward it to anyone interested. It was also suggested that a direct approach could be made to organisations or businesses which fit any skills gaps identified. For example, it was noted that legal, fundraising and marketing expertise would be useful additions on the governing body and suggested a letter might therefore be sent to solicitors' offices and relevant companies. It was agreed governors who had not previously completed the Skills Audit should be asked to do so.</p>	Follow-up	Chair V-C Clerk	June 16
FGB 6.5	<p>Minutes of the Last Meeting The minutes of the meeting held on 23 March 2016 were confirmed as an accurate record and signed, with the addition that Mark Hatto had been in attendance.</p>			
FGB 6.6	<p>Matters Arising & Actions</p> <p><u>FGB 3.3.2b Meeting of Education Swanage/AGM</u> AR reported on a proposal from a working group of governors that a celebration and thanks evening be held with a view to thanking all supporters of the school, welcoming potential supporters and potentially increasing Education Swanage membership. It was suggested that all past and present supporters/volunteers and potential supporters (individual and businesses) be invited. It was proposed that the AGM be held later on the same evening, thereby facilitating the immediate admittance of anyone who wished to join Education Swanage. As a suitable date in July had not been found, the event would be held in early September 2016.</p>			

	<p>AGREED the proposal and that Amanda Rowley would lead on the arrangements, with the Senior Leadership Team (SLT) and staff providing details of invitees.</p> <p><u>FGB 5.6 Home School Agreement</u> Noted that the Home School Agreement had been updated and approved by the Student Committee on 27 April 2015.</p>	Supporters list; Arrangements	SLT AR Clerk	July 16
FGB 6.7	<p>Headteacher’s Report</p> <p>TH highlighted the following items from his written report and invited questions:</p> <ul style="list-style-type: none"> - <u>Staff movement</u>: there have been two staff leavers since the last report (one relocating, the other having come to the end of a long term supply contract) and two staff are known to be leaving in September. Three appointments have been made for September - a newly qualified teacher (science and mathematics) and two experienced teachers (one for geography, project based learning and mathematics, and the other for science). - <u>Student movement</u>: since the last report student movement has occurred due to re-location and a move to home-schooling. - <u>Exclusions</u>: there had been a larger than usual number of exclusions (7) in the half-term, all of which were unrelated incidents over which the school has taken a tough stance. Of particular note for the governing body were one exclusion of 7 days and another for 1.5 days which, not being the first exclusion for this student, had led to the involvement of Dorset County Council’s (DCC) Exclusions Officer. Noting that two of the exclusions were for bullying, a governor asked TH if exclusion proves effective in these cases. Whilst difficult to say, in both cases the parents and students were acting appropriately in conjunction with the school to try and prevent a reoccurrence of the behaviour. - <u>Student progress</u>: TH presented data for all cohorts which showed predicted Attainment 8 and Progress 8 scores along with predicted attainment of five passes (including English and mathematics). Given current uncertainty over whether grade 4 or 5 on the new 9-1 assessment scale will be a ‘pass’, both scenarios were shown for the latter. The percentage drop when grade 5 is used as the ‘pass’ is significant, although it was noted this would be relative to other schools in terms of league tables. Grade 4 was said to be equivalent to a “C” and grade 5 equivalent to a “high C” / “low B”. 			

All characteristic groups are making better than expected progress compared to national averages, although boys and pupil premium students are making comparatively less progress than other groups at the school. Overall, student attainment and progress is predicted to be exceptionally high, with the GCSE results this year being the first real test of prediction accuracy. Further detail had been discussed at the Student Committee (27 April 2016). TH would email GCSE results to governors on Thursday 25 August 2016.

- Continuing professional development (CPD): the current focus of CPD sessions is academic challenge, and the Student Committee had received a presentation on this (27 April 2016). TH would email governors regarding a presentation by teachers in a CPD “show and tell” session in June.
- Attendance: TH reported that he had met with two representatives from Dorset County Council and that they had held joint meeting with parents of persistence absentees resulting in decisions to levy fixed penalty fines if the pupils concerned fail to attend every session over the next 3-week period.
- Swanage School Challenge: staff had been briefed about the Challenge and were said to be positive about implementing it. Student leader roles will be appointed later this term and the Challenge launched in September. The success of the Challenge will be measured via the annual student survey.
- Communication: liaison with primary schools is a priority for the SLT, and a productive meeting with the headteacher of Swanage Primary School had led to plans for an informal partnership for sharing good practice in CPD sessions through lesson studies. The two schools will jointly invest in “Iris”, a collaborative CPD software platform. The school will host a breakfast for the headteachers of the Swanage primary schools on 25 May 2016.

PA asked whether Progresso (the Management Information System) would be reviewed as a parent communication tool. Whilst there were no plans to do so at present, PA would be happy to contribute and it was also suggested that staff feedback be sought if a review is undertaken.

- Catering: noted that the School is quoting to provide meals for St Mark’s School.
- Budget: thanks were given to KK for remodeling the budget given the lower than expected intake for September.

	<p>The Chair asked TH to outline the aspirations of the SLT in relation to gaining “teaching school” status. TH briefed governors on the role of a teaching school, explaining that it is considered a hub of excellence in a local area, providing excellence in teaching and learning for its own students whilst also promoting and supporting excellence locally or regionally through working collaboratively with other schools to improve teaching practice and undertake educational research. Support for individual development would also be a focus, with a teaching school playing a key role in developing teachers at all levels (including initial teacher training, newly qualified teachers and middle/senior leaders). There are six criteria required in applying for teaching school status, the majority of which the SLT would pursue in any event. A ballpark time-frame would be 3-years or more.</p> <p>Governors asked about benefits, costs and commitments. Of the benefits, it was noted that collaborative working in this way was desirable for the promotion of excellence in teaching and learning locally and regionally, and that such relationships would potentially form a solid, organic foundation for any subsequent formal partnerships that might arise in future years. TH reported that funding was available for teaching schools, and noted that additional income would arise from visiting or presenting at other schools. However, a stress on senior leaders would be created in terms of workload and time commitments which would need to be mitigated by the development of middle leaders. Stress on other staff was also a possibility.</p> <p>The Chair requested that the SLT present a “business case” to the board, such that seeking teaching school status can be agreed or otherwise as part of the strategic vision for the school. AGREED that this would be done either for the meeting of the board in July or for the subsequent meeting in September.</p>	Business case	SLT	Jul/Sep 16
FGB 6.8	<p>Reports from Committees</p> <p>Governors had received minutes of the following meetings, on which there was a brief verbal report.</p> <ol style="list-style-type: none"> 1. <u>Student Committee (27 April 2016)</u> IT reported that she believed the areas covered by the Student Committee to be in good shape, as per the summary report she had presented to the Student Committee. Relevant items in the School Development Plan were either in hand or planned. 2. <u>Finance & Premises Committee (4 May 2016)</u> KK reported on the F&P Committee meeting. The Committee had considered the draft budget for 2016 and 5-year forecast 2016/2020. She explained that the coming period would be challenging financially, due primarily to the lower than expected intake in Year 7 for September, although this might be alleviated by proposed changes to the funding formula which would likely benefit schools in Dorset. However, in the 			

	absence of definitive knowledge or planned timeframe of any changes, the F&P Committee recommended that the contribution to the “maintenance fund” be £50k, not £100k as agreed at the last meeting (see FGB 23 March 2016, minute 5.7.2). This was AGREED .			
FGB 6.9	<p>Reports from Governors</p> <ol style="list-style-type: none"> 1. <u>Safeguarding</u> AS reported that she had met with the new Safeguarding and Welfare Officer, Mandy Sands, who will be line managed by the Deputy Headteacher who remains the designated safeguarding lead (DSL). MS was meeting with relevant external agencies to make contacts and has completed the level 4 safeguarding training. A written note of the meeting had been circulated to the board. 2. <u>Special Educational Needs & Disability (SEND)</u> Nothing to report. 3. <u>Communication</u> CS reported that he had assisted with a further newsletter, which had been published. 4. <u>Parent Link</u> JL noted that communication with parents has improved and appears to be working well. He believed the Year 11 students have enjoyed their time at the school and expressed thoughts that their achievements include becoming good, rounded young adults in addition to any results that they achieve and that the SLT should be recognised and thanked for this. 5. <u>Partner Schools</u> Nothing to note other than items already covered in the headteacher’s report. 			
FGB 6.10	<p>Special Educational Needs & Disabilities (SEND)</p> <p>AS explained that the SEND Information Report and SEND Local Offer were annual, mandatory reports, the former intended for parents and to be published on the School’s website and the latter to be submitted for an external website. Both were to a set format and had not significantly been altered since previously published.</p> <ol style="list-style-type: none"> 1. <u>SEND Information Report</u> APPROVED for publication, subject to one minor change: Para 11: add to the heading and final sentence “Section 32 of the Children’s Act 2014” 			

	<p>2. <u>Local Offer</u> APPROVED subject to the following response to questions raised on the draft document:</p> <ul style="list-style-type: none"> - Additional paragraph agreed, but change “although” to “as” for clarity - Remove reference to lowered work areas for cooking - Remove reference to the hearing loop 			
FGB 6.11	<p>Academisation Given the change in the government’s position since the last meeting, such that there was no longer a requirement for all schools to become academies by 2022, it was generally agreed that the impetus for primary schools to convert to academies and find partners in multi-academy trusts (MATS) had dissipated to some extent. Whilst the forming of academies and MATS remained on the national agenda, the relaxing of the requirement gave scope for naturally forming collaboration among local schools, in keeping with the SLT vision, without the pressure of creating formal governance partnerships.</p> <p>Actions identified at the last meeting were followed up as follows:</p> <ul style="list-style-type: none"> - TH had met with the Director of Children’s Services although had gained no steer on the council’s thoughts regarding academisation. Discussions with the headteachers of local primary schools were now being held with a view to collaborative efforts to focus on teaching and learning. - A number of governors had presented to staff on the staff development day held on 11 April 2016, although the academisation topic had been dropped. <p>Agreed to withdraw the actions for:</p> <ul style="list-style-type: none"> - the academisation briefing paper to be refocused for a wider audience - the drafting of an action plan for taking discussions forward with all potential stakeholders. 			
FGB 6.12	<p>Governance Statement The Clerk noted that the Annual Financial Report contains the statutory governance statement, however as it was unlikely this document would be widely read by parents or the wider community, suggested that the governors consider publishing an “annual review” or summary of what they do in a more readily accessible format, for example in the newsletter, on the website or by email.</p> <p>AGREED that the committee chairs send a summary of news to CS for the next newsletter.</p>			

FGB 6.13	<p>Governor Monitoring, Development & Training</p> <p>1. <u>Governors reported on the following visits to the school:</u></p> <ul style="list-style-type: none"> - MH had visited for an insight into a working day at the school - AR and WK had assisted with interviews - AS had met with the Safeguarding & Welfare Officer and Special Educational Needs Co-ordinator - AR had conducted a health & safety visit - NB had met with JP regarding design & technology “Apprentice” projects - SP had met with KK in his role as Responsible Officer - GA met with TH on a regular basis <p>2. <u>Governors reported on the following training courses:</u></p> <ul style="list-style-type: none"> - GA and AR had attended DCC Chairs Briefing and gave a brief overview of topics discussed, including on information received in relation to music and cultural education, passing on handouts for the Student Committee and music teacher to consider. - MH had found useful the “Welcome to Governance” course. - JL had found useful a course on children with medical conditions. <p>3. <u>The following training needs were identified:</u></p> <ul style="list-style-type: none"> - CS would explore and if possible undertake safer recruitment training online, given his role on the Staffing Committee. MH expressed an interest also. - AR would explore where she might access WRAP training (Workshop to Raise Awareness of Prevent) having not been able to attend the recent workshop at the school. - The Clerk would provide NT and JP with details of the “Welcome to Governance” course. 			
FGB 6.14	<p>Any Other Business None.</p>			
FGB 6.15	<p>Confidentiality No item required confidential minutes.</p>			
FGB 6.16	<p>Clerk’s Report The Clerk ascertained that Wednesday evenings were a good time to hold meetings and subject to agreement of those not in attendance, would schedule meetings for Wednesdays wherever possible in the calendar for the coming academic year.</p>			

	<p>Next meeting dates: Staffing Committee – Wednesday 15 June 2016 Student Committee – Wednesday 22 June 2016 Finance & Premises Committee – Tuesday 28 June 2016 Full Governing Body – Tuesday 5 July 2016</p>			
	<p>The meeting closed at 8.35pm</p>			