

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
 Tuesday 5 July 2016, 6.30pm

Present: Geoff Atkinson (Chair), Mark Hatto, Tristram Hobson (Headteacher), John Lejeune, Steve Parker, James Peacock, John Palmer-Snellin, Amanda Rowley, Al Stephens, Isobel Tooley

In attendance: Sue Fletcher (Clerk), Jenny Maraspin (Deputy Headteacher)

Item		Action	Lead	Date
	<p>Thanks On behalf of the Board, the Chair thanked John Palmer-Snellin for his time and contribution as a governor, noting that he intends not to re-stand when his term of office ends in August 2016.</p>			
FGB 7.1	<p>Apologies for Absence Apologies were received from Paul Angel and Nicky Taylor. Nick Brady, William Knight, Carl Styants and Emily Wyer were not in attendance.</p>			
FGB 7.2	<p>Declarations of Interest There were no declarations of interest or conflict of interest arising from any agenda item.</p>			
FGB 7.3	<p>Governing Body Constitution</p> <p>1. <u>To agree the election process for Chair, Vice-Chair and Committee Chairs for 2016/17</u> The Board agreed to the same process used previously, namely:</p> <ul style="list-style-type: none"> - that those wishing to stand for roles would let the Clerk know prior to the first meeting of the academic year and that the Clerk would circulate this information in advance so that governors have time to give thought to their vote in the event of a role being contested. - that a show of hands would be used to elect in the event of only one candidate and a secret ballot in the event of two or more candidates. <p>The Chair announced that he would be happy to continue in the role and so would re-stand for election.</p> <p>2. <u>To agree actions required in relation to recruitment of new Education Swanage governors</u> Agreed:</p>			

	<ul style="list-style-type: none"> - to advertise the vacancies to all parents via email (Clerk) - to arrange for notification in the newsletter (unless already in print) (Clerk) - to send a letter to local solicitors' offices (Clerk) - to arrange for notification to be placed on the school's website and Facebook page (Clerk) - to raise vacancies with personal contacts who would be suitable candidates (all) <p>The deadline for applications will be 19 August 2016, with the election taking place at the Education Swanage Annual General Meeting (AGM) in mid-September.</p> <p>3. <u>To agree the committee structure for 2016/17</u> Agreed the recommendation from the Staffing Committee to add an additional committee, meeting 3 times a year, to have oversight of marketing and engagement.</p> <p>Noted that, in addition, a working group would meet with TH to discuss and make plans for marketing and engagement activities.</p> <p>It was suggested that AR and CS work on the draft terms of reference for the new committee, to be considered at the first meeting of the governing body in 2016/17.</p>	Follow-up actions	Clerk	12 Jul 16
		Draft terms of ref. for the SoD	AR CS Clerk	Sep 16
FGB 7.4	<p>Minutes of the Last Meeting The minutes of the meeting held on 18 May 2016 were confirmed as an accurate record.</p>			
FGB 7.5	<p>Matters Arising & Actions</p> <p>1. <u>FGB 6.6 Meeting of Education Swanage / AGM</u> AR confirmed that she has begun compiling a list of invitees for the celebration evening, having asked staff to send details. These included volunteers, supporters, groups who have worked with the school or used its facilities, work experience companies, the Rotary club and so on. Donors would also be invited and the original list of supporters revisited to see if there are other potential supporters who could be invited. Invitations will go out during the summer holidays. The event will be held on Wednesday 14 September 2016, with the Education Swanage AGM held later on the same evening.</p> <p>2. <u>FGB 6.12 Governance Summary</u> With regard to publishing a summary of governors' work in the newsletter, the Clerk would follow up with regard to checking if this was in hand. IT noted that she had sent CS a summary from the Student Committee.</p>	Follow-up with CS	Clerk	8 Jul 16

<p>FGB 7.6</p>	<p>Headteacher’s Report / School Development Plan</p> <p>TH had circulated a report which summarized staffing changes, student roll and exclusions, on which governors raised a number of questions. The bulk of the report focused on the actions and impacts in relation to each objective on the 2015/16 School Development Plan (SDP).</p> <p>I. <u>Achievements in relation to the SDP for 2015/16</u> Referring to his written report, TH highlighted the following:</p> <p><u>SDP 1 Teaching & Learning</u></p> <p>I.1 <u>Student progress in line with with top 20% of schools nationally:</u> end of year data and GCSE results will inform whether this objective has been met.</p> <p>I.2 <u>Develop academic challenge for all students across the curriculum:</u> achieved, although will be ongoing. Challenge and differentiation had been a focus of Continuing Professional Development (CPD) for staff and of lesson observations. It has become more integrated into lessons in place of bolt-on activities. The independent project had been developed and a stronger focus placed on problem-solving in lessons. Opportunities for students to engage in local and national competitions and to be part of initiatives with other academic institutions has grown.</p> <p>I.3 <u>Implement new assessment framework:</u> achieved. The assessment framework has been implemented in all subjects, although embedding it fully is ongoing. Students have reported gaining confidence in their learning and can generally articulate what the assessment framework is and how it benefits them. A recent parent survey found that 72% of respondents have seen or heard about it and believe it helps their child’s learning. However, 14% did not feel it helped learning and the school will endeavor to discover why this is.</p> <p>I.4 <u>Improve the level of literacy and presentation:</u> the impact of literacy interventions is still to be analysed and will be reported to the Student Committee in September.</p> <p><u>SDP 2 Behaviour</u></p> <p>2.1 <u>Improve whole school attendance to 95%:</u> the process to manage attendance has been more rigorous and there has been a positive impact following formal attendance meetings with students and parents. Attendance currently stands at 94.96% for the year.</p> <p>2.2 <u>Students have a distinctive Swanage School personality: confident, caring and resilient with high expectations of themselves and others:</u> ongoing. Explicit articulation and implementation of “The Swanage School Way” continues and student leadership opportunities and The Swanage School Challenge Award will contribute to</p>		
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it. TH noted that student leadership is a work in progress and will be enhanced further during the coming academic year. The Challenge Award had been developed but not yet rolled out to students. This is planned for September. It was suggested by a governor that it would be interesting to question students on how they view themselves compared with their view of students of other schools.

SDP 3 Leadership

- 3.1 Improve quality of internal and external communication: partly achieved but ongoing. Several initiatives and better processes had benefitted internal communication but there was scope for further improvement. Reports and parents' evenings had been developed and feedback has been positive, although there remains some confusion about benchmark grades which needs addressing. "Show My Homework" has been found useful by those parents who have used it (68%) but parent use of "Progresso" was far less. Links with primary schools has been developed, resulting in some good relationships and an increased level of confidence in the school and its staff.
- 3.2 Develop the Information, Advice & Guidance (IAG) programme to ensure students are prepared for life beyond the school: achieved. The IAG policy had been updated to include work experience, careers advice, a careers fair, post-16 information evening and 1:1 careers advice. All year 11 students had secured offers for places with post-16 providers. Year 10 students have undertaken work experience and 95% reported that it was a positive experience.
- 3.3 Leadership development for school leaders: work in progress and will continue to be a central part of the SDP for 16/17 as staff continue to strive for improvement. Curriculum Area Leaders have developed a whole-school view, focusing on teaching and learning, and Heads of House have taken ownership of many student development issues and pastoral care. In the parent survey, 82% agreed the school was well led and managed.

SDP 4 Operational Excellence

- 4.1 Develop & maintain efficient and effective IT, admin, HR, payroll and catering services: largely achieved and now business as usual. IT systems can be developed further, including the intranet system, which will continue to form part of the SDP.
- 4.2 Maintain our inspiring physical environment: ongoing. Work with Kier continues to resolve snags. Internal decoration has been refreshed in high-traffic areas.
- 4.3 Provide a secure financial framework: achieved and now business as usual, with the budget being closely monitored and reported on (Finance & Premises Committee) and financial prudence informing staffing and resource decisions.

	<p>Governors thanked the Senior Leadership Team (SLT) for their openness in responding to questions in committees and for their continual efforts to reflect and improve.</p> <p>2. <u>Priorities for 2016/17</u> Governors discussed possible priorities for the SDP in 2016/17, and made the following suggestions for the SLT to consider [in addition to suggestions made in recent committee meetings]:</p> <ul style="list-style-type: none"> - Improve marketing and use of social media - Improve consistency and value of homework - Apply the “Swanage School Way” to the welfare of staff, promoting development and keeping motivation high - Finalise all issues with Kier - Overcome the perception among prospective students and parents that, in catering well for students with needs and lower ability, those with higher ability are not so well catered for, ensuring that attractions for higher-ability students are effectively promoted - Finish policy development and improve review process - Embed use of IT in lessons, giving time and training to staff during CPD sessions, and for internal and external communication - Continue to improve communication and engagement with parents, with a view to embedding a partnership with parents that reflects the ethos of the school - Improve self-esteem of students who are not particularly sporty or academic, creating opportunities for them to achieve in other ways (recognising that a lot of house-competitions are currently sport-based) - Continue to develop the student leadership programme - Extend attendance to 96%, continuing with processes implemented during 2015/16 - Focus on mental health, with training for staff and students - Continue to embed the assessment framework through training for new staff and students - Further improve the creative, inspiring use of grounds and indoor space, making use of “champions”. 	Develop SDP for 2016/17	SLT	Sept 16
FGB 7.7	<p>Budget 2016/17 and 5-Year Plan 2016/20 TH reported that the Finance & Premises Committee (28 June 2016) had considered the budget for 2016/17 and the 5-year plan. He noted that a deficit was projected for the next three years, which had been expected and could be covered by the current surplus. From 2019/20 the projection was for an in-year surplus. It was noted that the plan allows for changes to the funding formula which is expected to favour schools in Dorset. Governors noted that raising student numbers was key to the financial success of the school.</p>			

	APPROVED the budget for 2016/17 and 5-year plan for 2016/20.			
FGB 7.8	<p>Reports from Committees Governors had received minutes of the following meetings, on which there were no questions. Each committee had evaluated progress on the objectives of the SDP for which they were responsible for monitoring, and had considered priorities for the coming year.</p> <p>1. <u>Staffing Committee (15 June 2016)</u> The committee had discussed a proposal that it be combined with marketing & engagement, although had decided to recommend a separate committee be established (see FGB 7.3.3. above), approved several policies and discussed ways in which the School promoted welfare and mental health of staff.</p> <p>Approved the recommendation of the Staffing Committee that Education Swanage be asked to join the Swanage & Purbeck Development Trust.</p> <p>2. <u>Finance & Premises Committee (28 June 2016)</u> The main item on the agenda had been the budget (see FGB 7.7 above).</p> <p>3. <u>Student Committee (29 June 2016)</u> The committee had discussed policies, homework and work experience.</p>	AGM agenda	Clerk	Aug 16
FGB 7.9	<p>Reports from Governors</p> <p>1. <u>Safeguarding</u> AS informed governors that the new draft “Keeping Children Safe in Education” guidance had been circulated and that this included a useful summary of changes. The final copy will be released in September and AS noted that she will meet with the Safeguarding & Welfare Officer to discuss any changes needed to policy and practice as a result.</p> <p>The leadership team were asked by a governor to consider reminding students and parents about low-level cyber bullying with a view to ensuring this does not become overlooked.</p> <p>2. <u>Special Educational Needs & Disability (SEND)</u> There was nothing to report at this meeting.</p> <p>3. <u>Communication</u></p>			

	<p>CS was not in attendance to make a report.</p> <p>4. <u>Parent Link</u> JLJ had circulated a written report on the recent Year 10 parents evening. This noted that feedback received during the evening had been largely positive, particularly in regard to the human scale ethos of the school. He noted that teachers for the option subjects may have found it more productive to be based in their classrooms for the evening, given the low number of parents they needed to see. He raised a couple of minor points regarding the need to ensure contact details are kept up to date and the desire to see a greater use of the Facebook page to promote the school's activities and achievements.</p> <p>5. <u>Partner Schools</u> AR had nothing to note other than items already covered in the headteacher's report.</p>			
FGB 7.10	<p>Governor Monitoring, Development & Training</p> <p>1. Governors reported on the following visits to the school:</p> <ul style="list-style-type: none"> - JLJ had attended the Year 10 parents evening. - AS had met with the Safeguarding & Welfare Officer regarding safeguarding - NB had met with the Safeguarding & Welfare Officer regarding e-safety - GA had attended the staff "show & tell" <p>2. No training courses had been attended since the last meeting.</p> <p>3. The following training needs were identified:</p> <ul style="list-style-type: none"> - Safeguarding 1 training (recommended every 3 years) may need to be refreshed for a number of governors (Clerk to check) - Safeguarding 2 training is due for refreshing for AS (the link governor for safeguarding) - New governors training is still to be arranged for JP and NT 	Follow-up training needs	Clerk	Sep 16
FGB 7.11	<p>Any Other Business</p> <p>1. <u>NUT Strike</u> TH noted that the Swanage School was the only secondary school in Dorset not affected by the strike of the National Union of Teachers held on 5 July 2016.</p>			

	<p>2. <u>Summer festival</u> JP outlined plans for the summer festival to be held on Saturday 16 July 2016 and asked governors to consider volunteering their time to help on the day if they could.</p>			
FGB 7.12	<p>Confidentiality No item required confidential minutes.</p>			
FGB 7.13	<p>Clerk's Report The Clerk noted she would look at swapping the order in which committee meetings take place to push back the Student Committee in each cycle.</p>	Compile meeting schedule	Clerk	12 Jul 16
	The meeting closed at 8.35pm			