

The Swanage School
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 6 December 2017, 6pm

Present: Amanda Rowley (Chair), Geoff Atkinson, Mark Hatto, Tristram Hobson (Headteacher), William Knight, Tim Marcus, Nicola Newman, Catherine Starmer-Howes, Al Stephens, Carl Styants, Isobel Tooley

In attendance: Sue Fletcher (Clerk), Jenny Maraspin (Deputy Headteacher), Ian Rodd (Ward Goodman Auditors, for item 4.3 only)

Item		Action	Lead	By
FGB 4.1	<p>Apologies for Absence Apologies were received from Nick Brady and Nicky Taylor. Jules Daulby was not in attendance.</p>			
FGB 4.2	<p>Declarations of Interest There were no declarations of interest or conflict with any agenda item.</p>			
FGB 4.3	<p>Financial Statement and External Auditors' Report 2016-17</p> <p>1. <u>External Auditors' Report</u> Ian Rodd reported that the audit had gone well. The only observation raised in the report was in relation to the handling of cash, as the quantity of cash held in the safe was higher than ideal and banking too infrequent. This related to the closure of the local HSBC branch and it was noted that agreement had been given by the Finance & Premises Committee for a new bank account to be opened to address the need to bank cash locally.</p> <p>2. <u>Annual Financial Statement</u> WK (Chair of the Finance & Premises Committee) reported that members of the F&P Committee had reviewed the Annual Financial Statement, making some changes to wording and presentation. The final accounts had been as expected following regular monitoring. Attention was drawn to the balance sheet and the significant pension shortfall valuation for the Dorset Pension Scheme (non-teaching staff) was noted and explained.</p> <p>APPROVED the accounts and Annual Financial Statement.</p> <p>Ian Rodd and colleagues at Ward Goodman were thanked for their work.</p> <p>[Ian Rodd left the meeting].</p>			

FGB 4.4	<p>Governing Body Constitution and Appointments</p> <p>1. <u>Parent Governor</u> The Clerk reported that the vacancy for a parent governor had been advertised with a closing date of 8 January 2018. Elections would then be held, if required, in time for the new parent governor to attend with effect from the next meeting of the board.</p> <p>2. <u>Responsible Officer</u> APPOINTED Nicola Newman as Responsible Officer, by unanimous vote.</p>			
FGB 4.5	<p>Minutes of the Previous Meeting Confirmed the minutes of the meetings held on 18 October and 8 November 2017 as an accurate record.</p>			
FGB 4.6	<p>Matters Arising & Actions</p> <p><u>FGB 1.6.2 Scheme of Delegation</u> AGREED the proposed amendments to the Scheme of Delegation as follows (amendments to other sections having been agreed at the meeting held on 18 October 2017):</p> <p><u>Staffing Committee:</u></p> <ul style="list-style-type: none"> - Addition of responsibilities relating to staff wellbeing and collection of staff feedback. <p><u>Finance & Premises Committee:</u></p> <ul style="list-style-type: none"> - Addition of a new section on the General Data Protection Regulations. <p>It was noted that the school needs to appoint a Data Protection Officer.</p> <p><u>FGB 2.8 Safeguarding – DBS Checking</u> The Chair reported that the Education Funding Agency (EFA) / Ofsted do not recommend blanket DBS re-checking, instead favouring a risk-based approach.</p> <p><u>FGB 2.11 Careers guidance – destination report</u> Governors received a breakdown of the post-16 destinations for the 2017 leavers, noting that the diversity of the cohort was reflected in the wide variety of destinations chosen. NN noted that there had been an update to the government’s careers strategy on which she would gather more information to report back at the next meeting. This would include having a trained careers lead in school.</p>	Update & republish	Clerk	Dec ‘17
		FGB agenda	Clerk	Feb ‘18

	<p><u>FGB 2.12 Admissions Consultation</u> The Clerk reported that the Admissions Consultation was underway, running for a six-week period (30 working days) from 1 December 2017 to 16 January 2018. Information had been placed on the website and letters had been sent to stakeholders. Any responses would be discussed at the next meeting of the board.</p>	FGB agenda	Clerk	Feb '18
FGB 4.7	<p>Chair's Report [Confidential minute]</p> <p>The Chair praised the success of the Senior's Tea Party held on Friday 1 December 2017, noting that positive community events such as these show the school at its best.</p>			
FGB 4.8	<p>Organisational Structure [Confidential minute]</p>			
FGB 4.9	<p>Headteacher's Report TH highlighted a number of issues from his written report, including:</p> <ul style="list-style-type: none"> - <u>Current recruitment</u>: a part-time cleaner and part-time Teaching Assistant are currently being recruited, applications for the latter having been strong. - <u>Staff starters and leavers</u>: governors had been informed by email so were already aware of these. - <u>Teaching staff absence</u>: the school had coped with staff absences, generally without having to draw on the Staff Absence Fund except for a 10-day period of specialist supply cover. - <u>Student attendance</u>: had fallen below 95% to 94.7% but a breakdown of year groups showed that it was above 95% for all but Year 10. The Year 10 percentage included a school refuser who is being supported to return to school on a limited basis. - <u>Quality assurance</u>: details of ongoing quality assurance activities such as lesson observations, learning walks, work scrutiny and coaching were given in the written report. - <u>Progress and attainment</u>: included in the report was a copy of the FFT "Contextual Value Added" scores which showed a progress 8 score for the 2017 leavers of +0.64 as opposed to the published score of -0.18, indicating that if the relatively high levels of deprivation are accounted for, the progress of students was positive and that they did well given the context. Predicted attainment and progress scores for the current Year 11 students were provided in the written report and there was a long discussion regarding the generation of the data and the unrealistic expectations that may be raised by it. 			

	<p>TH explained that the predicted grade for each student in each subject is the estimation of what the pupil <i>might</i> achieve if they keep working at their current level, based on what the teacher <i>thinks</i> they are capable of. When collated into a cohort level prediction, there is no account taken of the inevitable isolated poor performances that will affect some students on the day or of life events that may affect students before or during the final exams. It was agreed that calculating a confidence interval on the cohort-level data would therefore be helpful in using it as a tool for monitoring and in better managing governor expectations. Governors asked questions about moderation, it being noted that both internal and external moderation takes place. Members of the Student Committee were able to confirm that the results for the 2017 cohort had been appropriately scrutinised by the school and their findings reported to the committee.</p> <p>- <u>Debating competition</u>: Among the other student successes, TH particularly noted that two Year 10 teams from the school had competed against a sixth form grammar school in a debating competition and whilst they did not progress to the next round, consensus was that they had performed to an outstanding level and had won their debate.</p>			
FGB 4.10	<p>Reports from Link Governors</p> <p>1. <u>Safeguarding</u> AS reported that she had undertaken the required check of the single central record. The safeguarding audit would be completed by the end of January and reported to the next meeting. The Safeguarding & Welfare Officer had sent a mandatory safeguarding update/reminder to staff.</p> <p>2. <u>Parent Link</u> MH had nothing to report at this time, other than to note that the parent survey was still an action at the Community & Engagement Committee.</p>	JM report to FGB; agenda	JM Clerk	Feb '18
FGB 4.11	<p>Committee Reports</p> <p>Minutes had been circulated and governors received a verbal update on:</p> <p>1. <u>Staffing Committee: 8 November 2017</u> CS reported that staff wellbeing and the staff survey had been discussed at some length. It had been decided to run the staff survey during an INSET day in January, and so the content of the survey would need to be finalised before the end of term. The committee had also discussed how best to monitor the link between staff performance and pay.</p>			

	<p>2. <u>Student Committee: 22 November 2017</u> IT reported that the committee had received presentations from two Curriculum Area Leaders, noting the link between the School Development Plan and the actions being taken at CAL level. Cross-curricular links were being developed and the committee had heard how this had been particularly successful between mathematics and science to date. In response to a question on how well cross curricular links are working in other departments, JM noted that links between the English department and geography, history and drama are also working well.</p> <p>3. <u>Finance & Premises Committee: 29 November 2017</u> WK reported that the committee had discussed succession planning and that, given the changes that would be taking place in the finance team, he had expressed his willingness to remain as chair of the committee for a further year (beyond this academic year) if desired by the governing body. Beyond this, the committee had concluded that co-opting someone with financial experience should be considered, with all governors asked to give some thought to potential candidates. The Kier contract had been discussed, it being decided to try and close it by the end of the academic year, and WK reported that since the meeting Kier had expressed a similar aim. Salary uplift had been approved in line with other Dorset secondary schools (1% for all staff except for newly qualified teachers and those at the top of the main scale who would receive 2%).</p> <p>A verbal update was given on:</p> <p>4. <u>Community & Engagement Working Group: 15 November 2017</u> NN reported that the main purpose of the meeting had been to discuss the marketing plan and this had been progressed, with some immediate actions arising. There had also been discussion of the parent survey.</p>		
FGB 4.12	<p>Governor Monitoring, Development and Training</p> <p>1. <u>Reports of monitoring visits or activities undertaken at the school</u></p> <ul style="list-style-type: none"> - NN had accompanied TH on a learning walk, seeing evidence of quality assurance and the assessment framework being used. - AS had met with the Special Educational Needs Co-ordinator, had attended three safeguarding meetings and a meeting with CSH regarding the development of the Mental Health Policy. - CSH, as well as meeting AS to progress the Mental Health Policy, had undertaken the termly health & safety review. - AR/TM had conducted the Headteacher's appraisal - GA had assisted with mock interviews for Year 10. 		

	<ul style="list-style-type: none"> - WK had met with TH on several occasions to discuss the organisational structure and replacement of the Business Manager. - IT had met with JM in a mentoring capacity. <p>2. <u>Training courses attended</u></p> <ul style="list-style-type: none"> - CSH had attended “Health & Safety for Governors” training and had fed back a few points to the Premises Manager. - MH had attended “The Role of Link Governors” which had provided a few useful tips but had seemed largely targeted at primary school governors. Remarking on the practice in primary schools to have each governor link with a subject, he noted that building relationships with staff was perhaps more difficult for governors in a secondary school due to lack of contact/engagement without such an automatic “link” relationship. He suggested that the governing body could usefully consider how to improve this. JM noted that governor talks at an INSET day last year had been good for visibility of governors and for staff gaining a greater understanding of what governors do, suggesting that this could be repeated in future. An open invitation was extended to governors to join the staff day on 3 January 2018. <p>3. <u>Effective Governance Training</u> The Clerk reported that the school will host the Effective Governance training provided by Governor Services at Dorset County Council on Thursday 1st and 8th February 2018.</p>			
FGB 4.13	Any Other Business [Confidential minute]			
FGB 4.14	Confidentiality Minutes of the Chair’s report (item 4.7) and a report by the Headteacher under Any Other Business (item 4.13) were confidential.			
	The meeting closed at 8.10pm			