

The Swanage School
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 29 March 2018

Present: Amanda Rowley (Chair), Angela Beal, Nick Brady, Mark Hatto, Tristram Hobson (Headteacher), William Knight, Nicola Newman, Catherine Starmer-Howes, Al Stephens, Carl Styants, Nicky Taylor, Isobel Tooley

In attendance: Dave Dawson (SENCo, for items 6.3 and 6.4), Sue Fletcher (Clerk), Jenny Maraspin (Deputy Headteacher)

Item		Action	Lead	By
FGB 6.1	Apologies for Absence Apologies were received from Geoff Atkinson and Tim Marcus.			
FGB 6.2	Declarations of Interest There were no declarations of interest or conflict with any agenda item. The staff governor (Nicky Taylor) and Deputy Headteacher (Jenny Maraspin) would not be present for item 6.14.			
FGB 6.3	<p>Special Educational Needs & Disabilities – Annual Report</p> <p>The Board welcomed Dave Dawson, Special Educational Needs & Disabilities Co-ordinator (SENCo). DD presented data on the number/percentages of students with SEND, broken down by year group and level (Tiers 0-4) noting that those in Tier 0 and Tier 1 are not on the SEN Register, but information is held as these are students with a previously identified need or whom receive support through quality teaching. He noted that there are currently 8 students with an Educational Health Care Plan (EHCP) (Tier 4) and that, overall, the school has a slightly higher than average proportion of students on the SEN register (20.5% at the school, national average c17%) and if those monitored on Tier 0 and Tier 1 were included this figure rose to 46.1%. A breakdown of broad “categories” of need was also given, it being noted that some students have two or more needs and that needs may change over time or depending on the activity being undertaken. The number with autism spectrum disorders and/or speech and language difficulties was high (7%) when compared to the proportion of the general population with these disorders (c3%).</p> <p>The attractiveness of a small school for students with additional needs was noted, particularly when coupled with a perception of lack of provision elsewhere.</p> <p>Cuts in funding were discussed at some length, and the national banding model, which Dorset County Council (DCC) had adopted, was explained. The banding of individual students could be appealed and DD reported that he had fought to secure higher banding for a small number of students. It was noted that being on the SEN Register did not attract additional SEN funding. Teaching Assistant time had dropped as</p>			

	<p>a result of funding constraints, but was compensated for by creative use of support and as the needs of individual students are well known by teachers.</p> <p>Governors were shown a sample Pupil Information Map (PIM), with DD explaining that these are circulated to teachers to inform them of an individual's needs and the types of support that should be provided, it being explained that PIMs also feed in to context sheets and contextual seating plans.</p> <p>Access arrangements (e.g. extra time, scribes) for the examinations had been inspected and agreed by the Exam Board (Joint Qualifications Council).</p> <p>DD noted that since attainment scores for SEN students, as a group, are less than the non-SEN cohort, the progress measure is particularly relevant in assessing effectiveness of support and that in the 2017 GCSEs the SEN group had a higher level of progress than the cohort overall. He reported that a number of persistent absentees were skewing the data downwards for the current 2018 cohort, meaning that the overall progress score is predicted to be negative, however when the outliers are removed it becomes a positive prediction and there are no particular concerns.</p> <p>Governors asked about support and training provided to teaching staff. DD noted that as well as producing PIMs, he runs continuing professional development (CPD) sessions, provides general advice and conducts observations with the Curriculum Area Leaders (CALs). Governors received confirmation that the Headteacher and SENCo meet bi-weekly as stated in the SEND Policy.</p> <p>The Board APPROVED minor updates to:</p> <ol style="list-style-type: none"> 1. The SEND Policy 2. The SEND Information Report 3. The Local Offer <p>It was noted that the Local Offer and SEND Information Report contain the same information, with the Local Offer going to Dorset County Council and the Information Report being published on the School's website. It was understood that as Dorset CC no longer needed a separate Local Offer, it should now suffice to have an additional note on the website labelling the Information Report as the Local Offer. DD and the Clerk would confirm this.</p>	Update & Publish	Clerk	Apr '18
FGB 6.4	<p>Medical Conditions & Managing Medicines</p> <p>DD reported that 11 students had an EHCP in relation to medical conditions and showed an example to governors.</p>			

	<p>There was discussion of the need for parents to notify the school of any medication needed by students, and of the need to ensure that medicines are locked up, it being noted that the School should communicate this to parents on a regular basis. DD noted that several students had been found with their medicines on them and this had prompted stronger wording to be added to the Medical Conditions & Managing Medicines Policy. The information required for trips and residential visits was also discussed, it being noted that risk assessments prompt staff to consider this.</p> <p>AGREED that there would be a check on the communication to parents, with a repeat mailing if required, to ensure that the School's duty of care was appropriately covered.</p> <p>Other proposed changes to the Policy included making it clearer that staff should take a "common sense" approach in the event of a medical emergency, not needing to wait for a first aider or receptionist to dial the emergency services if required. Governors asked about the support and evacuation plan for a wheelchair-user.</p> <p>APPROVED the proposed updates to the Medical Conditions & Managing Medicines Policy subject to alteration in the policy of the number of first aiders to "a minimum of 3".</p> <p>Thanks were extended to Dave Dawson.</p> <p>[Dave Dawson left the meeting].</p>	<p>Check info/mailings</p> <p>Update & publish</p>	<p>NT DD TH</p> <p>Clerk</p>	<p>May '18</p> <p>Apr '18</p>
FGB 6.5	<p>Governing Body Constitution</p> <ol style="list-style-type: none"> <u>Governor resignations</u> RECEIVED the resignation of Jules Daulby from the governing body. A replacement governor would be elected at the Education Swanage Annual General Meeting. <u>Staff governor election</u> NOTED that there were two candidates in the staff governor election currently running. The count would take place on 30 March 2018. <u>Governor roles</u> <ol style="list-style-type: none"> APPOINTED Nicky Taylor as link governor for pupil premium APPOINTED Al Stephens as link governor for SEND 			
FGB 6.6	<p>Minutes of the Last Meeting</p> <p>Confirmed the minutes and confidential minutes (x2) of the meeting held on 7 February 2018.</p>			

FGB 6.7	<p>Matters Arising & Actions Where not elsewhere on the agenda.</p> <p><u>FGB 5.5 Strategic plan</u> The Chair noted that she and the headteacher were still to meet to discuss the strategic plan and intended to do so in the Summer Term. The desire to receive input from stakeholders such as parents, staff and students was noted, as was the thought of governor involvement at the INSET days in September.</p> <p><u>FGB 5.7 Local academisation</u> The Chair reported on a keynote speech (at a recent Governors' Conference) by the Chief Executive of the National Governors' Association who had expressed that pressure on schools to form multi-academy trusts (MATs) had lessened. The Board confirmed their view that working together with other schools was highly desirable and that this could be achieved without the formal ties of a MAT.</p>	Follow-up	Chair TH	May '18
FGB 6.8	<p>Confidential Chair's Report [Confidential minute]</p>			
FGB 6.9	<p>Headteacher's Report Governors had received the Headteacher's written report, providing an update on the School Development Plan objectives in addition to staffing and student changes.</p> <p><u>Staffing:</u> A number of staffing changes were reported, with TH outlining the reasons for staff leaving and summarising the number of applicants and background/calibre of appointed candidates. A History Teacher and Design & Technology Teacher had been appointed, but the Catering post had been re-advertised. Changes to the Science team were also briefed on, it being noted that whilst there would be a number of staff changes in this department, this was an opportunity for future development.</p> <p>A number of governors noted that there remains a perception among some parents that staff turnover is high and it was agreed it would be useful to do another turnover analysis. However, it was noted that retention is a national issue, that newly qualified teachers (NQTs) are leaving the profession at a high rate and that up to a third of places on Initial Teacher Training courses are unfilled. The board believed that it is normal for young or NQTs in particular to move on after a few years, it being noted that a number of the staff now leaving had joined the School as NQTs and had been in post for 3 or 4 years. It was suggested that social media could be used to inform parents more fully of the positive reasons for staff moving on from the School. In response to questions, TH outlined what the School does to mitigate the loss of good practice when staff</p>	Follow up	C&E Comm JW	Jun '18

	<p>leave, including the handover of coursework/controlled assessment usually facilitated by the new teacher having a day with the outgoing teacher. He also outlined the plans for the training days at the start of September which would include ethos, vision, team building, procedures and curriculum presentation.</p> <p><u>“Grease”</u>: The recent drama production at the Mowlem Theatre had been very positively received and TH noted that it had had a big impact within school, particularly for building confidence among students, with approximately a third of them involved.</p> <p><u>Student leadership</u>: TH reported that leadership was going from strength to strength and briefed governors on the appointment of the new Head Boy and Head Girl, both of whom had been able to suggest new practical ideas during their interviews.</p> <p><u>Transport Policy</u>: TH reported that Dorset County Council would be holding a meeting after the Easter break with the headteachers of schools who would be affected by any changes to the Transport Policy, followed by a public consultation period. A public meeting would be hosted at the School.</p> <p>[Confidential minute]</p>			
FGB 6.10	<p>OFSTED</p> <p>Ofsted had inspected the School on 13 March 2018. The report had not yet been received and the outcome remained embargoed at present. The Board would therefore review the outcome at its next meeting. The feedback had been largely positive and it was expected that the key outcomes in terms of areas to address would be attendance, progress of disadvantaged students and in-school variation of progress between subjects. TH briefly outlined the work already being undertaken in these areas.</p>			
FGB 6.11	<p>Safeguarding</p> <ol style="list-style-type: none"> 1. <u>Safeguarding audit</u> JM reported that the annual safeguarding audit had been conducted, using a self-review tool provided by the Dorset Safeguarding Children Board. The overall grade had been “good” and actions, summarised to the board, were in place to address areas which were not yet outstanding. 2. <u>Link governor report</u> AS confirmed that she had monitored the audit, and had nothing further to report at the present time. 			
FGB 6.12	Reports from Link Governors			

	<p>1. <u>Parent link</u> MH reported on the recent parent survey, noting that 69 responses had been received. A summary of scores for each question and “free comments” had been circulated to the board. Overall the responses had been encouraging with mainly positive scores and comments. It had also been a useful exercise in identifying areas where there was scope for improvement. These included communication and governors discussed ways of further engaging with parents, recognising the difficulty for secondary schools in doing this given the independence of the students at this age (therefore with a very different involvement of parents to primary school). TH felt that the School could improve the transition from primary to secondary for parents as well as for students, with a view to better engaging parents in learning from the start of Year 7. To some extent this was already covered by the Year 7 parent’s evening but other ways would be considered. The need to understand the objective of increased parental engagement was noted to be important for teaching staff in order for such efforts to be successful. Parents attendance at parents’ evenings was very high, with every parent contacted to make appointments if no response to initial mailings is made.</p> <p>AGREED that the Community & Engagement Committee would consider the survey responses in greater depth and agree on feedback to parents.</p> <p>2. <u>Careers link</u> NN reported on new statutory guidance which had been published in January 2018, the most important requirement of which was for schools to have a named careers leaders, publicised by September. She noted that there would be a significant workload associated with the role and that funding for training would be available to 500 schools, in response to a bidding process. Governors agreed that providing students with independent careers guidance was important, particularly as there was a general lack of exposure to a wide range of opportunities given the location and size of Swanage. Resources (staff and otherwise) could be shared with other schools.</p> <p>AGREED that NN and TH would meet to discuss.</p>	On agenda	Clerk	May ‘18
FGB 6.13	<p>Reports from Committees</p> <p>The board received minutes and a brief summary from the committee chairs:</p> <p>1. <u>Staffing Committee (7 March 2018)</u> Feedback from the staff survey was reported on, where the responses were generally positive, but where the response to questions relating to staff connection with governance and the governing body had been disappointing. On reflection the wording of one of the questions was felt to be poor,</p>			

	<p>however the responses showed that there was scope for improvement in communication and this was referred to the Staffing Committee to discuss.</p> <p>2. <u>Finance & Premises Committee (14 March 2018)</u> The committee had received a report on finance and premises staffing, with a Facilities Manager and Finance Officer having been recruited and the Bursar position re-advertised with a closing date of 20 April 2018. The General Data Protection Regulations (GDPR), coming into force on 25 May 2018 had been discussed, with the need for a named Data Protection Officer becoming pressing. It was felt this was largely dependent on the appointment of the Bursar and whether they are suitably experienced/qualified to undertake the role. WK reported that he had agreed with TH to start an impact analysis and give thought as how best to approach ensuring compliance, including research into cyber security to ensure the School's system are appropriate.</p> <p>3. <u>Student Committee (21 March 2018)</u> The committee had received presentations from the CALs for Humanities and for English, French & Drama. This completed the CAL presentations for the year. The view of the committee was that good progress was being made on teaching and learning objectives, with a good level of self-reflection taking place. Plans had been made for a revamp of Project Based Learning and cross curricular collaboration was leading to benefits in a number of areas.</p>	Staffing Comm agenda	Clerk	Jun '18
FGB 6.14	SLT Remuneration [Confidential minute]			
FGB 6.15	Any Other Business None.			
FGB 6.16	Confidentiality The Chair's report, some of the Headteacher's report and the item on Senior Leadership Team remuneration would be confidential minutes.			
	Next meeting The next meeting will be held on 23 May 2018 and will include (tbc): <ul style="list-style-type: none"> - Strategic plan - Ofsted review - Draft budget 			