

The Swanage School

MINUTES OF A MEETING OF THE FULL BOARD OF GOVERNORS

Held on Wednesday 27 March 2019, 5.30pm

Present: Tim Marcus (Chair), Paul Angel, Mark Hatto, William Knight, Jenny Maraspin (Acting Headteacher), Jessica Starmer, Al Stephens, Carl Styants, Isobel Tooley

In attendance: Anna Carvisiglia (Business Manager), Sue Fletcher (Clerk), Kay Lawton (Acting Deputy Headteacher)

Item		Action	Lead	By
FGB 5.1	Welcome and Apologies Paul Angel was welcomed back to the board. Apologies were received and accepted from Peter Collins, Nicola Newman and Nicky Taylor.			
FGB 5.2	Declarations of Interest There were no declarations of interest or conflict with any agenda item for the governors present.			
FGB 5.3	Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 13 February 2019 were confirmed as an accurate record and signed.			
FGB 5.4	Matters Arising & Actions <u>FGB 4.9 Admissions consultation</u> The Clerk reported that the response agreed by governors and the senior leadership team (SLT) had been sent to all consultees and an email had been sent to all parents referring them to a copy published on the website. No replies or comments had been received. The updated Admissions Arrangements for 2020/21 were also published on the website and had been submitted to Dorset County Council by the deadline. <u>Term dates</u> APPROVED a change to the agreed term dates for 2019/20. This was to reschedule an inset day planned for 20 th July 2020 with one on 26 th June 2020. Noted that the school year will end on Friday 17 th July 2020 (Dorset date: Monday 20 th July).			

FGB 5.5	<p>Governing Body Constitution</p> <ol style="list-style-type: none"> 1. <u>Outcome of staff governor election</u> The Chair reported that Alex Duke had been elected from the three candidates standing, for a four-year term of office to 25th March 2023. Mr Duke would commence governor duties after the Easter holidays. 2. <u>Outcome of the parent governor election</u> The Chair reported that Paul Angel had been elected unopposed for a four-year term of office to 6th March 2023 3. <u>Health & Safety link governor</u> APPOINTED Jessica Starmer as H&S link governor 4. <u>Responsible Officer</u> Noted that the role of Responsible Officer remains vacant, and that the board can either appoint a governor to this role, have an audit committee or appoint an “external internal” auditor. The audit recently undertaken by Griffin Associates satisfied the requirement at present. It was agreed a staff governor may not be seen as independent enough for this role, particularly given government guidance about the potential difficulties of staff governors holding senior staff to account. A governor could be co-opted specifically to fill this role and the governing body agreed to give some thoughts to possible candidates. 5. <u>Committee appointments</u> APPOINTED Paul Angel to the Community & Engagement Committee and Staffing Committee. 6. <u>Governor resignation</u> RECEIVED the resignation of Nick Brady, who had resigned as a governor to pursue a parental issue which he felt might conflict with his role. 			
FGB 5.6	<p>Deficit Reduction Plan [Confidential minute]</p>			
FGB 5.7	<p>Chair’s Report The Chair reported that:</p>			

	<ul style="list-style-type: none"> - 1 complaint remained ongoing, nearly finalised. - The Clerk's contract had been approved by Chair's Action. 			
FGB 5.8	<p>Headteacher's Report</p> <p>Highlighting issues from her written report, JM reported:</p> <ul style="list-style-type: none"> - Medical leave was currently high, affected by the Headteacher's long-term absence. - SLT were undertaking an analysis of compassionate leave and would more rigorously apply the policy for 3 days over a rolling year and pro rata for part-time staff. - A staff disciplinary investigation is underway. - The number of student exclusions had lowered since the last report. - Staff are working hard to reduce and follow up attendance issues, although the persistent absence rate is high in Years 10 and 11. She noted that 5 of the 6 persistent absentees in Year 11 joined in Year 10 under managed transfers. This will significantly affect the School's Progress 8 score, with data for best and worst case scenarios being analysed. One student had been at risk of exclusion, but this action had not been taken as staff had remained hopeful of improving the outcome for the student. In discussing some of the issues relating to managed moves, JM noted that the process has been tightened up and weekly meetings and scrutiny of data have been put in place to help determine the success of the move and inform a decision on whether a student should be accepted permanently. 			
FGB 5.9	<p>Pay Policy</p> <p>RATIFIED the Pay Policy with the exclusion of the appendix (pay-scale for teaching staff) which would be separated from the policy.</p> <p>It was observed that the pay scale showed spinal points, whereas ranges had been agreed. The inclusion of a separate unqualified teacher scale was also questioned, it being suggested the NQT scale should suffice. AGREED to revert this matter to the Finance & Premises and Staffing Committees.</p>	<p>Separate and re-publish for staff</p> <p>F&P/STF agenda</p>	<p>Clerk</p> <p>Clerk</p>	<p>Apr '19</p> <p>Apr '19</p>
FGB 5.10	<p>Committee Reports</p> <p>Received minutes and a verbal report from the committee chair in relation to:</p> <p>1. <u>Staffing Committee 6 March 2019</u></p> <p>CS reported that the committee had agreed in principle with introducing a pay-scale for support staff but accepted this would need to be discussed alongside deficit reduction strategies due to the cost implications.</p>			

2. Finance & Premises Committee 13 March 2019

WK reported that the committee had reconsidered whether self-insurance for staff absence remained appropriate given the costs of covering long-term absence. Initial quotes for long-term staff absence (more than 10 days) had been received and appeared reasonable. Further quotes with a variety of parameters were being obtained.

The F&P Committee recommended that the Chair of Governors be delegated powers to accept a recommendation from the Admission Panel in relation to accepting students in excess of the published admission number (PAN) as it was looking likely places would be oversubscribed for 2019 entry. **APPROVED** by the board.

The “external internal” audit had been a success, and credit given by governors to the Business Manager and Finance Assistant. A recommendation arising had been that the full board consider financial reports and so the Business Manager’s written report will be circulated to all governors in future. AC offered support/training for any governors less familiar with financial matters/reporting.

3. Finance & Premises Committee 22 March 2019

A report of this meeting had been given under item FGB 5.6 above.

4. Student Committee 20 March 2019

IT reported that the Student Committee had agreed a proposal that science be taught as 3 separate sciences for all students up to Christmas of Year 11, after which students would choose whether to continue with triple science or drop to combined science, with effect from the current Year 9 cohort.

Presentations had been received from the Curriculum Area Leaders for Science and Maths, DT & Catering and it was clear that there is lots of support being given to new staff and to students who require intervention.

A lower Progress 8 score than last year is expected.

FGB 5.11	<p>Any Other Business</p> <p>1. <u>Dorset Governor Services</u> AGREED not to renew the service level agreement with Dorset Council when up for renewal, saving £870.</p> <p>2. <u>National Governors Association</u> AGREED the training, support and advice provided by the NGA, including access to legal advice, was value for money and should be renewed when due.</p>			
	The meeting closed at 7.20pm.			