

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 18 September 2019, 6pm

Present: Tim Marcus (Chair), Paul Angel, Alex Duke, Mark Hatto, Tristram Hobson (Headteacher), William Knight, Jessica Starmer, Al Stephens, Carl Styants, Isobel Tooley
In attendance: Anna Carvisiglia (Business Manager), Sue Fletcher (Clerk), Jenny Maraspin (Deputy Headteacher)

Item		Action	By	Date
FGB 1.1	<p>Welcome Vanessa Millman was welcomed to the board. Tristram Hobson was welcomed back after a period of medical leave.</p>			
FGB 1.2	<p>Apologies for Absence Apologies were received from Peter Collins, Nicola Newman, Amanda Rowley and Nicky Taylor.</p>			
FGB 1.3	<p>Declarations of Interest Governors were reminded of the need to complete or update a Declaration of Interest Form. Item FGB 1.13 would be a conflict for Alex Duke (Staff Governor) who would be asked to leave the meeting at this point.</p>			
FGB 1.4	<p>Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 10 July 2019 were confirmed as an accurate record and signed.</p>			
FGB 1.5	<p>Matters Arising</p> <p><u>FGB 8.9 External Auditors</u> The Chair reported that members of Education Swanage had followed the recommendation of the board and had reappointed Griffin Chartered Accountants for the academic year 2020/21 (accounts 2019/20).</p> <p><u>FGB 7.4 Staff restructuring</u> AC reported that one Teaching Assistant had been made redundant and 10 hours allocated to another. There was no update at present in relation to hours allocated for Forest School.</p> <p><u>FGB 7.12 Home-School Transport</u></p>			

	There was no update at present in relation to Dorset Council's plans for home-school transport, following the widening of the School's catchment area.			
FGB I.6	<p><u>Chair's Report</u></p> <p>The Chair reported on action taken to accept the rescinding of resignation by the Business Manager, shortly after the last meeting of the board. The opportunity had also been taken to formalise the post as a member of the Senior Leadership Team, to bring the appointment in line with the expectations for the Chief Financial Officer given in the Academies Financial Handbook.</p>			
FGB I.7	<p>Governing Body Constitution</p> <p>The Chair reported on the outcome of the Education Swanage governor elections as follows:</p> <ul style="list-style-type: none"> - William Knight re-appointed for a 4-year term to AGM 2023 - Tim Marcus re-appointed for a 4-year term to AGM 2023 - Vanessa Millman appointed for a 3-year term to AGM 2022 - Jessica Starmer appointed for a 4-year term to AGM 2023 			
FGB I.8	<p>Election of Chair & Vice-Chair</p> <p>The Clerk invited nominees for the posts of Chair of Governors and Vice-Chair of Governors, for the academic year 2019/20.</p> <ul style="list-style-type: none"> - Tim Marcus elected Chair of Governors by a show of hands. - Al Stephens elected Vice-Chair of Governors by a show of hands. 			
FGB I.9	<p>Committee Chairing and Membership for 2019/20</p> <p>The existing committee structure was confirmed at the last meeting, however the Clerk suggested that the board may wish to consider options for refining its committee structure to reduce duplication and to ensure it is both effective and efficient. She noted that guidance often suggests that a two-committee model comprising a student-related committee and a resource-related committee is effective for many schools, and that committee-free models, whereby committees are replaced with more meetings of the full board, are being tried in others. She suggested that merging the Finance & Premises and Staffing Committees into one would have an impact in reducing duplication and would streamline a number of areas of decision making. The Community & Engagement Committee was recognised as being more "operational" than it should be, due to the practical skills of its members and their willingness to assist the school in areas where staff time has been limited. A working party might suit this remit more effectively therefore, with true oversight for marketing and engagement activities shifting to sit under the finance remit, being linked to student income, or to the full governing body.</p>			

<p>A number of governors expressed concerns about the workload already being handled by the committees, noting for example that the Finance & Premises Committee has a full agenda in any event, and therefore voiced doubts as to whether merging remits would work in practice. Further, the degree of financial responsibility on academy trustees was an area of difference to maintained schools and means that scrutiny and accountability must not be allowed to slip. It was also suggested that creative thinking may lessen if agendas become even fuller. It was concluded that it would be helpful if the Clerk presented a paper to the next meeting with some additional detail and options.</p>	<p>Paper on committee structures</p>	<p>Clerk</p>	<p>16 Oct 19</p>
<p>1. <u>Internal audit function</u> AGREED that the audit function remain in the remit of the Finance & Premises Committee for the academic year 2019/20, it being noted that the agenda would specify Audit Committee items within these meetings.</p> <p>2. <u>Annual review of the Scheme of Delegation</u> AGREED that each committee will review its own terms of reference.</p> <p>3. <u>Committee membership</u> Pending a further discussion on the committee structure, AGREED that membership of committees would remain as it had been during the previous academic year. New governor Vanessa Millman was appointed to the Staffing Committee.</p> <p>4. <u>Committee chairs:</u> Pending a further discussion on the committee structure, AGREED that chairing would stay as for the previous academic year, with the exception of the Community & Engagement Committee as Nicola Newman had indicated her desire to step down from chairing. Paul Angel was appointed chair of this committee.</p> <p>5. <u>Co-opting of governors</u> The Clerk reported that former governor Helen O'Connor is happy to be co-opted back to the governing body if needed. It was noted she has a wealth of experience in education and was considered a valuable member of the governing body.</p>			
<p>AGREED to co-opt Helen O'Connor to the board for the academic year 2019/20 and to ask her to join the Student Committee.</p>	<p>Contact Ho'C</p>	<p>Clerk</p>	<p>Sept 19</p>
<p>The Clerk noted that the planned dates for Student Committee and Finance & Premises Committee in October were switching (with Student Committee now 9th October 2019 and F&P now 16th</p>			

	<p>October 2019). There was a discussion on the optimum time to hold meetings. Whilst day-time meetings may be possible for some committee meetings, working commitments of a number of governors would prevent full board meetings from being held in the day. Staff attendees expressed mixed views, with AC preferring daytime or late afternoon meetings, but JM noting that evening meetings are preferable given how busy the school day is. For most governors a 5.30pm start remained a suitable start time, although an occasional later start was acceptable.</p>			
FGB I.10	<p>Governor Roles APPOINTED roles as follows:</p> <ul style="list-style-type: none"> - SEND Peter Collins - Safeguarding Al Stephens - Children Looked After Al Stephens - E-safety Tim Marcus - Mental Health Al Stephens - H&S Jessica Starmer - Responsible Officer <i>Not appointed</i> - Pupil Premium Nicky Taylor - Careers Link Nicola Newman - New Governors Mentor William Knight - Heads Performance Review Chair & Vice Chair of Governors <p>Governors discussed the best way to fill the role of Responsible Officer, noting that using the auditors to conduct “internal” audits was an acceptable alternative approach. It was suggested that contacting another school to see if a reciprocal arrangement could be established, for example using Business Managers, might be an option. AGREED to refer the appointment vacancy to the Finance & Premises Committee for a decision.</p>	F&P Agenda	Clerk	Oct '19
FGB I.11	<p>Governors' Code of Conduct Received and RE-APPROVED the Governors' Code of Conduct.</p>			
FGB I.12	<p>Headteacher Performance Monitoring TH confirmed that the previous School Improvement Partner (SIP) has retired and that the Senior Leadership Team (SLT) have discussed approaching Andrew Lovett, as suggested by the Deputy Headteacher at the last meeting. TH would discuss this further with Mr Lovett.</p>	Finalise SIP	TH	Oct 19

	<p>It was noted that, to date, the SIP has only been involved with Headteacher performance management and thought best to keep these parameters for the time being to avoid overlap with John Cavill's role as an independent evaluator of the trial of part-time headship. It was agreed that the roles should be complimentary and that each should be aware of the other's role. TH reported that John Cavill also believes it sensible to keep the two roles separate, noting that Mr Cavill may be a potential SIP in the future.</p>			
FGB I.13	<p>Leadership Structure [Confidential minute]</p>			
FGB I.14	<p>School Development Plan (SDP) 2019/20 The proposed objectives for 2019/20 had been circulated, with criteria and actions still to be developed. TH briefly outlined the objectives, describing the rationale for each and how they have changed from last year.</p> <p>TH responded to questions from governors, as follows:</p> <ul style="list-style-type: none"> - The development of the "whole student" is not planned as an objective as the school generally does this well and so it is not a priority development focus. However, as it is an issue for disengaged students it will be covered within the objective of improving the progress and attainment of this group. - He had reflected on whether to have a separate objective in relation to consistency across the curriculum, given variation across subject results, but felt this is covered by the objective to ensure the curriculum for all subjects is carefully planned over time with purposeful sequencing, with embedded recall tasks to ensure assessment information planning. - In relation to why there are two planned objectives in relation to disengaged and disadvantaged students, particularly given that the actions may be covered by the general objectives, TH noted that there is a need to do something different and to meet individual needs, as what is done for other students does not appear to be working for these children. Keeping separate the objective to improve progress and attainment from that of improving the attitude to learning is deliberate, to form a twin-pronged approach with involvement both of the Curriculum Area Leaders (teaching & learning) and the Heads of House (the pastoral side of fostering positive attitudes). - In relation to questions over the need to have literacy on the SDP again, TH informed governors that the respective CALS had asked for objectives in relation both to literacy and maths being embedded in the curriculum to remain as a development focus. <p>Some concerns were expressed that the number of objectives is too high and that staff may be spread too thinly trying to achieve them all, it also being noted that governors could suggest taking</p>			

	<p>things out of the plan and direct the school to focus on a core set of key priorities which focus, for example, on things that need to be put right or that will set the school apart from others. JM observed that such things as curriculum development, SEN provision, maths across the curriculum and attitudes to learning for disengaged students, all on the plan, will set the school apart, and that other objectives help the school focus on things that are important. The Chair observed that governors need to ensure the objectives are achievable and need a commitment from the leadership team to meeting them, and to ensuring that the objectives are SMART and measurable when the full SDP is developed.</p> <p>Governors welcomed the two objectives relating to apprenticeships, recognising that apprenticeships will be a key project creating difference over the next few years. AD noted that further research had shown that achieving provider status will be onerous and difficult without experience, but that the school could gain experience through being a “supporter provider”. He was looking at working with an umbrella organisation and was developing a supporting provider application, the deadline for which is 31st December 2019. If achieved, this would enable the school to work with a main provider to build experience with the aim of applying to be a main provider in a 2-3 year time-scale. A formal proposal with background information would be made at the next meeting of the board, and thereafter updates would be a standing item on the agenda.</p> <p>The full SDP will be presented to the next meeting of the board.</p>			
		Proposal	AD	16 Oct '19
		SDP	TH	16 Oct '19
FGB I.15	<p>Keeping Children Safe in Education The updated “Keeping Children Safe in Education” guidance had been circulated.</p>			
FGB I.16	<p>Any Other Business Student numbers in Year 7: tbc. JM reported that 7 students had been lost from the anticipated final number (5 had moved out of the area, 2 did not come).</p>	Confirm numbers	JM	Sept '19
FGB I.17	<p>Confidentiality The item on leadership would require confidential minutes.</p>			
	<p>Next Meeting Community & Engagement Committee: 02 Oct 2019, 5.30pm Finance & Premises Committee: 09 Oct 2019 5.30pm Student Committee: 16 Oct 2019 5.30pm Full Governing Body: 23 Oct 2019, 5.30pm</p>			