

The Swanage School

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**

Wednesday 12 February 2020, 5.30pm

Present: Paul Angel (Chair), Peter Collins, Alex Duke, Nicola Newman, Helen O'Connor, Amanda Rowley, Jessica Starmer

In attendance: Anna Carvisiglia (Business Manager), Sue Fletcher (Clerk) Kay Lawton (Acting Deputy Headteacher), Jenny Maraspin (Acting Headteacher), Dan Ringrow (Head of House, for item FGB 5.3) and two student representatives (for item FGB 5.3)

Item		Action	Lead	By
	<p><b>To Elect a Chair</b> In the absence of Chair of Governors Tim Marcus, Paul Angel was elected to chair the meeting.</p>			
FGB 5.1	<p><b>Apologies for Absence</b> Apologies were received and accepted from William Knight, Tim Marcus, Vanessa Millman, Al Stephens, Nicky Taylor and Isobel Tooley.</p>			
FGB 5.2	<p><b>Declarations of Interest</b> Paul Angel declared that he has become a trustee of the Mowlem Theatre Trust. He also declared that one of the student representatives present at the meeting was his son.</p>			
FGB 5.3	<p><b>STUDENT PRESENTATION: Eco-strategy</b> Mr Ringrow (DR) updated governors on projects that the Senior Prefects are co-ordinating. These included a first aid project, a mental health wellness project and a fundraising project. On the latter, it was noted that a recent fundraising event (a “big sleepout”) had raised over £700 for a homeless charity. The fourth project was in relation to “Plastic Free Swanage” and was being led by the student representatives present at the meeting.</p> <p>The student representatives informed governors that:</p> <ul style="list-style-type: none"> <li>- “Plastic Free Swanage” are working in conjunction with the Sustainable Swanage group;</li> <li>- a large tree planting project is underway with 900 trees planned for the school and 1500 across Swanage;</li> </ul>			

<ul style="list-style-type: none"> <li>- as The Swanage School is representative of the young community, if change is made at the school it will hopefully filter out across the wider community;</li> <li>- at school they would like to see: <ul style="list-style-type: none"> <li>• a reduction in single use plastic bottles, which could be achieved by implementing reusable bottles/cups or a drinks machine, and a campaign to students on using a reusable bottle</li> <li>• reduction/recycling of crisp packets</li> <li>• promotion of a plastic free lifestyle through classes and assemblies</li> <li>• clarity on what waste is recyclable and information/signage to make this clearer</li> </ul> </li> <li>- if single use plastic can be removed from school, certification would be available;</li> <li>- in a survey of 117 students, 92% had supported going plastic free.</li> </ul> <p>Governors asked the students what support they would like from the governors and the School. They suggested:</p> <ul style="list-style-type: none"> <li>- rewards for students who stop bringing in single-use plastic;</li> <li>- a reduction in the use/sale of single use plastic in the canteen, including food tubs, drinks and crisps;</li> <li>- improved recycling bin use, including better labelling and “policing”, and crisp packet recycling.</li> </ul> <p>JM informed the students that in response to their work, the Senior Leadership Team had decided to commit to ceasing orders of single-use plastic drinks bottles and the introduction of veg-ware pots for food sales, to be implemented after half-term. She also noted that the Parent, Teacher &amp; Friends Association had committed funds to provide better recycling bins in the dining hall. She suggested that definitive guidance from the Council on what is and is not recyclable would be helpful.</p> <p>Governors noted that it would be important for the Heads of House and student leaders to ensure students from younger years are able to carry on the good work started by the prefects on this project.</p> <p>It was <b>AGREED</b> that there should be a progress report from the School back to the prefects at the next meeting and that the Community &amp; Engagement Committee should consider how best to promote the various eco-projects.</p> <p>[Mr Ringrow and the student representatives were thanked and left the meeting]</p>	<p>Recycling information</p> <p>Continuity planning</p> <p>Agenda FGB Agenda C&amp;E</p>	<p>DR, students</p> <p>DR, students</p> <p>Clerk Clerk</p>	<p>May '20</p> <p>May '20</p> <p>Apr '20 Apr '20</p>
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FGB 5.4	<p><b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting held on 11 December 2019 and the confidential minutes of the extraordinary meeting held on 24 January 2020 were approved as an accurate record and signed.</p>			
FGB 5.5	<p><b>Matters Arising &amp; Actions</b></p> <p><u>FGB 3.7 Staff absence monitoring</u> AC reported that the current Management Information System (Progresso) does not allow for measuring staff absence using the Bradford Factor, a tool that had been suggested at the last meeting. She noted that a new MIS is being researched and staff absence monitoring would be one element to be considered in the specification.</p> <p><u>FGB 3.7 Staff wellbeing</u> JM reported that there was no progress to report at present in relation to sharing resources, training and ideas, and it was agreed this would be picked up for discussion at the Staffing Committee.</p> <p><u>FGB 3.11 Apprenticeships</u> AD reported that he and JM have not yet met. Once they have had further discussions, the apprenticeships working party will be convened to take things forward.</p> <p><u>FGB 3.16.2 Governor training</u> The Clerk informed the Board that she has scheduled dates for on-line training in School and it was agreed the first session should be a safeguarding refresher.</p> <p><u>FGB 3.16.1 Skills Audit</u> The Clerk noted that she had not yet received all responses and so had deferred compilation of the results and a report.</p>	Agenda STF	Clerk	June '20
FGB 5.6	<p><b>Chair's Report</b> [Confidential minute]</p>			
FGB 5.7	<p><b>Headteacher's Report (including School Development Plan Progress)</b> JM noted that the School Development Plan had been discussed with committees and therefore had not been repeated in the written report.</p>			

	<p>Three additional students had joined the school since the report was written (two in Year 7 and one in Year 8). Total students on roll was therefore now 336.</p> <p>Governors asked about attendance, noting that it was some way off the target of 95% and observing that Year 11 was particularly low at 91.64%. JM confirmed that there were concerns over several students in Year 11, including one non-attender and two students with serious medical issues. One would not be sitting any exams, with a resulting impact on the Progress 8 score and whilst there was a possibility of the student being removed from roll on medical grounds or for elective home education this was not likely.</p> <p>Governors noted that staff medical leave was high across all staff groups, although for teachers did include a period of long term absence. This would be explored in more depth at the Staffing Committee.</p> <p>JM noted that there had been more fixed term exclusions than usual following a spate of behaviour issues. Some were related to a student whose behaviour had led to them being permanently excluded since the report was written.</p>			
FGB 5.8	<p><b>Term Dates for 2020-21</b>  <b>APPROVED</b> term dates for 2020-21. These would mirror Dorset Council's dates for maintained schools, with INSET days on 3<sup>rd</sup>/4<sup>th</sup> September 2020, 4<sup>th</sup>/5<sup>th</sup> January 2021 and 19<sup>th</sup> April 2021.</p> <p>Senior leaders noted that it would not be easy to move forward in relation to considering a two week half term in October, given the need for this to be simultaneously discussed in local primary schools too, and that they would rather not consider this at present.</p>			
FGB 5.9	<p><b>Admission Arrangements for 2021-22</b>  <b>APPROVED</b> the circulated Admissions Arrangements for 2021-22 noting that there were no proposed changes. The Clerk would submit the arrangements to Dorset Council and publish them on the website by the required deadlines.</p>	Submit & publish	Clerk	Feb '20

FGB 5.10	<p><b>Risk Register</b>  <b>AGREED</b> that no changes were needed to the strategic risks on the Risk Register, but that conducting a regular skills audit should be added to the mitigation on the risk related to governor expertise.</p> <p>Noted that the full Risk Register would be reviewed by the Audit Committee (Finance &amp; Premises Committee) at the next meeting.</p>	Update	Clerk	Feb '20
FGB 5.11	<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li>1. <u>Community &amp; Engagement Committee (22 Jan 2020)</u>  Minutes had been circulated. The Committee had discussed website changes and plans to use alumni experiences of university and working life to inspire current students. The marketing survey given to Year 7 parents had been discussed; this had produced some helpful results that showed the vision and ethos of the School was a significant factor in decision-making and that the Open Day was worthwhile. The Committee discussed the lack of resources to undertake marketing work and had agreed that dedicated staff time would be a worthwhile investment, for which a budget was needed. This had been fed back to the Business Manager to inform the budget setting exercise.</li> <li>2. <u>Student Committee (29 Jan 2020)</u>  Minutes were not yet available. It was noted that the Student Committee had received a presentation on mark-books, had considered special educational needs and use of the Hub, and had considered a number of policies. JM reported that John White, with whom the School is working under the Recruitment &amp; Retention Grant, had conducted a review of SEN provision and had been impressed, especially as there had been some concerns at his previous visit three months earlier. It had been felt that the new system was beginning to develop and would potentially have a greater impact despite the lower amount of Teaching Assistant time. JM noted that recruitment of an apprentice Teaching Assistant is being considered.</li> <li>3. <u>Finance &amp; Premises Committee (5 Feb 2020)</u>  Minutes were not yet available. It was reported that the Finance &amp; Premises Committee had considered the Management Accounts, including variances to budget, the Business Manager's summary, key performance indicators and balance sheet. The internal auditors had been appointed and would conduct two internal audits (an alternative to having a Responsible Officer). The Pensions Discretionary Policy, in relation to the Local Government Pension Scheme for support staff, had been discussed and whilst in most cases the available discretions would not be applied, there would be scope to apply a discretion in compassionate</li> </ol>			

	<p>circumstances. Income generating activities had been reviewed and the Committee had requested more information on the costs allocated in relation to use of the mini-buses. Service Level Agreements and software contracts had also been reviewed and it was the view of the Committee that these had looked reasonable and necessary, with a few options for reducing costs having been discussed.</p>			
FGB 5.12	<p><b>Link Governor Reports</b></p> <ol style="list-style-type: none"> <li><u>Safeguarding</u> AS was not in attendance to give a report.</li> <li><u>Careers Link</u> NN reported that a new pan-Dorset centrally funded “Careers Hub” had been set up. Information had been provided to the Careers Lead (Mrs Probert) who would meet with the external advisor. The Big Bang event at the Tank Museum in March had been discussed within School. It was noted that Mrs Probert is on a Teach First Careers Leaders Programme, for which JM is the senior leadership sponsor. It was suggested that she be asked to present on this to the full governing body at a future meeting.</li> </ol>	FGB Careers presentation	Clerk	Jul '20
FGB 5.13	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li><u>Parent Governor election</u> The Clerk reported that there had been no applications for the recently advertised Parent Governor vacancy. It was agreed that a parent survey should be conducted each year (re-using the Survey Monkey survey previously used), and that a question could be added on skills to offer the school and whether they would be interested in being a governor (submitting an email address if so).</li> <li><u>Regional Schools Commissioner</u> JM reminded governors that the Regional Schools Commissioner’s Office had arranged a visit, due to take place in March. An agenda of what they would like to cover had been received, and she would report back to governors in due course. The Chair of Governors would be joining the meeting. JM noted that she felt the question of whether the School should join a multi-academy trust (MAT) might be raised. Governors noted in brief the potential opportunities and risks of joining a MAT, noting that when previously discussed the most favourable option was thought to be the formation of a teaching alliance with local schools. It was agreed that re-visiting the question of joining or forming a MAT would be timely and that this should be discussed in more detail at a future meeting.</li> </ol>	Parent Survey	SLT	Jun '20
		FGB agenda	Clerk	Apr '20

	<p><b>3. Musical Production</b>  Thanks were recorded to Mr Peake and the team for their excellent work, time and commitment in staging Fame. It was noted that use of the Mowlem Theatre was very expensive and, whilst preferable for the production to remain in Swanage, a cost comparison with The Lighthouse Theatre in Poole would be of interest.</p>			
FGB 5.14	<p><b>Confidentiality</b>  The Chair's Report would require confidential minutes.</p>			
	<p><b>Next Meeting:</b>  Extraordinary meeting: Potentially Friday 27<sup>th</sup> March 2020 to discuss the Headteacher appointment.</p> <p>Scheduled meeting: 1 April 2020, to include:</p> <ul style="list-style-type: none"> <li>- Skills Audit</li> <li>- SEND: Annual report (SENCo), local offer and policy review</li> <li>- Medical conditions annual report (SENCo)</li> <li>- Safeguarding Audit report (Safeguarding Officer)</li> <li>- Drug Use Annual Report</li> <li>- Risk Register Annual Review (report from Audit Committee)</li> </ul>			