

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Held on Wednesday 21 October 2020, 5.50pm

Present (via remote access): Tim Marcus (Chair), Paul Angel, Peter Collins, Alex Duke, Tanya Hamilton-Fletcher, William Knight, Jenny Maraspin (Headteacher), Jo Martin, Helen O'Connor, Amanda Rowley, Jessica Starmer, Carl Styants, Isobel Tooley
 In attendance (via remote access): Anna Carvisiglia (Business Manager), Sue Fletcher (Clerk), Kay Lawton (Deputy Headteacher)

Item	Action	Lead	By
	The meeting was held via remote access due to the guidelines in place as a result of the Covid-19 pandemic.		
FGB 2.1	Apologies for Absence Apologies were received and accepted from Vanessa Millman. Al Stephens was not in attendance, as previously agreed by the Board, nor was Nicky Taylor, who was unwell.		
FGB 2.2	Declarations of Interest There were no declarations of interest or conflict with any agenda item.		
FGB 2.3	Minutes of the Last Meeting The minutes of the meeting held on 16 September 2020 were confirmed as an accurate record. The minutes will be signed at a later date.		
FGB 2.4	Matters Arising <u>FGB 1.9 Governing Body Constitution: Elections</u> It was noted that parent governor and staff governor recruitment processes are underway. <u>FGB 1.10 Code of Conduct</u> The Chair noted that an electronic checklist had been circulated and should be signed by all governors to confirm that they have read the Governors' Code of Conduct.		
FGB 2.5	Governance 1. <u>Review</u> Referring to advance information circulated, the Chair noted that there were several options open to the Board in relation to reviewing governance. The internal auditor could be asked to conduct a		

<p>compliance check, or a consultant could be commissioned to work with governors to conduct a full review, with quotes for this having ranged from £1k to £1.8k (from a National Leader of Governance and the National Governors' Association respectively).</p> <p>Prior to the meeting, the Chair had asked governors (and the Clerk) to undertake a self-reflection exercise and list things they thought had gone well during the last year, things that had not gone so well and things the Board could do better. The responses had been collated and shared to all to ensure the process was collegiate and transparent.</p> <p>[Paul Angel joined the meeting]</p> <p>The Chair suggested that the information compiled could potentially be shared with a consultant as part of an external review or that it could be used by governors to complete an internal exercise to improve efficiency and effectiveness.</p> <p>A view was expressed that, as only governors can make any changes arising as a result of a review process, it might be wise to conduct an internal process as the next step, assigning actions based on the comments gathered in the self-reflective exercise. Another governor noted that the internal auditor should be able to address specific questions that had arisen in a meeting with the Regional Schools' Commissioner's Office (relating to the membership structure and the need to ensure that members are able to appropriately hold the governing body to account), and that it was the recommendation of the Finance & Premises Committee that the internal auditor be tasked specifically with this, but that a full external review with a consultant may be helpful in identifying things that self-reflection overlooks and work with the governing body with a view to developing from good to outstanding.</p> <p>Others merits of a full external review were noted and there was discussion in relation to the timing of reviews. It was proposed that it might be wise to finish the self-review process and the internal auditor's review first, before deciding on whether to commission a full external review, by which time the governing body should have a better idea of a suitable scope for such a review. Given the inclusion of a compliance check by the internal auditor (an independent, external body) to address specific matters raised by the Regional Schools' Commissioner's Officer, there was consensus that this approach should satisfy their advice on conducting an external review.</p> <p>AGREED to task the internal auditor with checking compliance in relation to governance and specifically to address the question of membership structure and whether members can appropriately</p>	<p>Task internal auditor</p>	<p>AC</p>	<p>ASAP</p>
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hold the governing body to account, and to revisit the question of commissioning a consultant for a full review of governance based on the outcome of this and of the self-review process.

[Confidential minute]

2. Vice-Chair of Governors

APPOINTED Isobel Tooley as Vice-Chair of Governors by unanimous vote, following a proposal and second by Tim Marcus and Carl Styants.

3. Committee structure, membership and link governor roles

i) Committee structure 2020-21

It was noted that there had been a number of comments about committee effectiveness and overlap in the self-reflective exercise and that a proposed change to structure might therefore arise from the next steps of that review.

ii) Committee chairing and membership 2020-21

The Chair asked the Board to consider whether appointing a vice-chair of each committee might be useful. A current committee chair agreed this might be useful where succession planning means a chair designate would be helpful, or where there is a new chair, which could be a matter for each committee to consider. Another suggested that the overall effectiveness of the Board may be improved if governors experience exposure to a number of committees by rotating more frequently.

APPOINTED governors to committees as follows (with other committee appointments remaining as at present):

Tanya Hamilton-Fletcher	To the Finance & Premises Committee and the Student Committee
Joanne Martin	To the Community & Engagement Committee
Jessica Starmer	From the Finance & Premises Committee to the Staffing Committee

APPOINTED Jessica Starmer as Chair of the Staffing Committee, and Carl Styants as Vice-Chair of the Staffing Committee and **AGREED** other committee chair-ships would remain as previously appointed.

	<p>NOTED that Tanya Hamilton-Fletcher would be happy to shadow William Knight with a view to taking on the chair of the Finance & Premises Committee in due course.</p> <p>iii) <u>Link governors</u> Considered link governor roles not previously appointed and APPOINTED the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Pupil Premium Link</td> <td>Helen O'Connor</td> </tr> <tr> <td>Careers Link</td> <td>Joanne Martin</td> </tr> <tr> <td>Health & Safety Link</td> <td>Amanda Rowley</td> </tr> </table> <p>4. <u>Scheme of Delegation</u> APPROVED proposed changes to the wording of the terms of reference for the Finance & Premises Committee, noting that these were to reflect current terminology rather than substantive alterations. No other changes to the Scheme of Delegation were proposed.</p>	Pupil Premium Link	Helen O'Connor	Careers Link	Joanne Martin	Health & Safety Link	Amanda Rowley	Update and republish	Clerk	ASAP
Pupil Premium Link	Helen O'Connor									
Careers Link	Joanne Martin									
Health & Safety Link	Amanda Rowley									
FGB 2.6	<p>Strategic Planning and School Development Plan</p> <p>1. <u>Strategic Plan</u> The Chair suggested that the strategic direction (medium-term planning) be revisited after the internal and external review process has been completed. The Clerk would circulate the notes from previous brain-storming and strategic development meetings held.</p> <p>2. <u>School Development Plan for 2020-21</u> Headteacher JM noted that the School Development Plan (SDP) for 2020-21 was ambitious, but that she was confident in being able to achieve it. She reminded governors that the plan had been informed by gathering feedback from stakeholders and was largely student-focused. The Senior Leadership Team (SLT) had taken a view of the whole year ahead to make sure that all relevant parties have time to make progress and provide evidence of this to the Board of Governors.</p> <p>Committees (with the exception of the Staffing Committee) had already had chance to review the objectives relating to their remits and to discuss these with the SLT. Apart from a suggestion that two objectives relating to “wider aims and goals” be removed as, whilst important, they largely reflect focus areas already in hand, there were no further comments on the proposed SDP.</p> <p>APPROVED by unanimous vote the School Development Plan for 2020-21, noting the comments above but retaining all proposed objectives.</p>	Circulate strategic planning notes	Clerk	ASAP						

FGB 2.7	<p>Chair's Report</p> <p>The Chair reported that the Headteacher's appraisal would now be after half-term, and so would be held by himself and the new Vice-Chair of Governors. Consideration of whether there would be any conflict for the Vice-Chair would be given prior to the appraisal taking place.</p>		
FGB 2.8	<p>Headteacher's Report</p> <p>JM highlighted key items from her written report, noting that:</p> <ul style="list-style-type: none"> - Staff absence was higher than usual, with several members of staff having had to self-isolate. - One member of staff with long-term sickness had resigned. - There were no grievances or disciplinary cases. - 327 students were on roll, with numbers of joiners and leavers since September 2020 in each year group given in the written report. - Three students had elected for home-education, although two had not come onto the school's roll. - Two students had been taken off roll, following permanent exclusion in the last academic year (the review of the exclusions having been delayed to the end of the Summer Term by the coronavirus pandemic and therefore the deadline for appeal having only recently expired). - There had been four fixed term exclusions since the start of term. - Attendance is currently 92.1%, above both the Dorset and national averages at present. Year 11 currently has two non-attenders, and 34% are classified as persistent absentees, skewing the attendance figures for that year, which has a small cohort of 54. <p>The Chair of the Student Committee raised concerns over the absentee figures, noting that they appeared to conflict with information given to the Student Committee that Year 11 were engaged and positive in their attitude to learning and catching-up post-lockdown. JM confirmed that attitude to learning is good among those who are attending. However, the year group had some students who are self-isolating in addition to the two non-attendees. In response to a follow-up question on whether they have been accessing content online whilst isolating, JM confirmed they had been engaging via Microsoft Teams and were also receiving face-to-face time in English and Maths.</p> <ul style="list-style-type: none"> - Staff starters and leavers were summarised: <ul style="list-style-type: none"> • Mrs Bayerl had joined the English Department to cover Mrs Woodward's maternity leave. She is an experienced teacher and in addition to teaching English is providing intervention sessions. • Mrs Gething was a Higher-Level Teaching Assistant specialising in maths, working with students with special educational needs, providing intervention support and also teaching further maths in small groups. 		

	<ul style="list-style-type: none"> • Mr Langtree has joined as an IT Apprentice, having previously been a student at the school. • Miss Battrick and Miss Collins had joined as Teaching Assistant Apprentices, primarily supporting SEND students. • Ms Atkins, Catering Assistant, was retiring and her post would not be replaced. • Mr Hayes, Facilities Manager, was relocating to Wales and had therefore resigned. • Miss Carvisiglia, Business Manager, would be leaving in January 2021 for a new job. <p>There were no further questions on the report.</p> <p>JM further noted that the GCSE results analysis had been thoroughly reviewed at the Student Committee. In summary, leaders had been pleased with the results which were awarded after a rigorous process [centre-awarded grades due to the cancellation of GCSE exams in 2020], and particularly pleasing had been improvements in grades in departments where focus had been targeted.</p>			
FGB 2.9	<p>Senior Leadership [Confidential minutes]</p>			
FGB 2.10	<p>Salary Uplift [Alex Duke, Anna Carvisiglia and Kay Lawton were not present for this item which was taken at the end of the meeting.]</p> <p>Noting the national recommendations and taking on board recommendations from a joint meeting of the Staffing Committee and Finance & Premises Committee, the Board:</p> <p>APPROVED by unanimous vote a 2.75% cost of living salary uplift for teaching staff, with the exception of newly qualified teachers (NQTs) who would receive a 5.5% uplift, backdated to 1st September 2020.</p> <p>APPROVED by unanimous vote a 2.75% cost of living salary uplift for non-teaching staff, backdated to 1st September 2020. Any increase over and above this in relation to performance management would need to be subject to a separate proposal.</p>	Implement	AC	Immediate
FGB 2.11	<p>3-Year Budget There were no comments on the revisions to the approved budget, as circulated, it being noted that it was for information and not re-approval at this stage [given the objective in the School Development Plan to continue to work on producing a balanced budget].</p>			

FGB 2.12	<p>Pupil Premium It was noted that pupil premium funding was being used to support catch-up as part of the Covid-19 recovery plan.</p>			
FGB 2.13	<p>Safeguarding Reports from the Safeguarding & Welfare Officer and the School Counsellor had been circulated and were noted by governors.</p> <p>APPROVED the revised Child Protection (Safeguarding) Policy subject to comments to be provided by a governor, the addition of the named safeguarding team and some re-formatting.</p>	Update and republish	Clerk	Nov '19
FGB 2.14	<p>Admissions AGREED there were no changes to be made to the Admissions Policy that would require a consultation.</p>			
FGB 2.15	<p>Committee Reports Minutes had been circulated and committee chairs invited questions in relation to:</p> <ol style="list-style-type: none"> 1. <u>Community & Engagement Committee (30 September 2020)</u> PA reported that the meeting had not been quorate and so no decisions had been taken. There were no questions. 2. <u>Student Committee (7 October 2020)</u> IT summarised the meeting by noting that as well as reviewing GCSE results, the Committee had spent time looking at the School Development Plan and forward planning how to oversee the objectives relating to teaching & learning and other student-related matters. 3. <u>Finance & Premises Committee (14 October 2020)</u> WK noted that the Committee had discussed changes made to the Academies Financial Handbook, including emphasis that the spending of school funds on alcohol for any purpose including events is not permitted. The Risk Register had been reviewed, with the number of risks reduced to a manageable number. The updated Risk Register was commended to the Board [this will be approved at a later meeting of the Board of Governors]. 			

<p>FGB 2.16</p>	<p>Any Other Business</p> <p><u>Assemblies</u> AD reported that Mrs Humby would be co-ordinating assemblies for the year and would welcome offers from governors to speak in relation to careers or other inspirational topics.</p> <p>[Anna Carvisiglia, Alex Duke and Kay Lawton left the meeting]</p> <p>[Item FGB 2.9 was resumed, followed by item FGB 2.10]</p> <p><u>Business Manager Recruitment</u> [Anna Carvisiglia, Alex Duke and Kay Lawton were not in attendance for this item] Noting that the Business Manager had resigned and would be leaving on 14 January 2021, the Chair asked the Board to delegate the recruitment process, including decisions on job description, salary and contractual terms, following which formal approval of the appointment would need to come back to the Board of Governors.</p> <p>AGREED to delegate the process to be led by the Staffing Committee, as per the Scheme of Delegation, to return a recommendation for appointment by the full Board. The Clerk would convene an extraordinary meeting of the Staffing Committee.</p> <p>It was noted that some decision-making would take place online and may be further delegated by the Staffing Committee to a working party / selection panel.</p> <p>The Chair of the Staffing Committee noted that one of the things to be discussed would be whether the recruitment is to the same job description as at present, or a variation of it, and invited other governors to put forward any views they may have prior to the Staffing Committee meeting.</p> <p>[JM left the meeting]</p> <p><u>Senior Leadership Remuneration</u> [Confidential minute]</p>	<p>Convene STF Comm</p>	<p>Clerk</p>	<p>ASAP</p>
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	<p><u>Staff Governor – End of Term</u> On behalf of the Board, the Chair formally recorded thanks to Staff Governor Nicky Taylor, who was absent from the meeting, noting that her term of office was ending on 31 October 2020 and that she had indicated she would not be re-standing for election.</p>			
FGB 2.17	<p>Confidentiality Items relating to senior leadership would be confidential.</p>			
	<p>Next Meeting The next meeting will be held on 9 December 2020.</p>			
	<p>The meeting closed at 7.50pm</p>			