

The Swanage School  
**MINUTES OF THE FULL GOVERNING BODY**  
Held on Wednesday 13<sup>th</sup> July 2022 at 5.30pm

Present: Tim Marcus (Chair), Peter Collins, Alex Duke, Tanya Hamilton-Fletcher, Adam Hines, Jenny Maraspin (Headteacher), Dan Parker, Amanda Rowley, Catherine Starmer-Howes,

In attendance: Sue Fletcher, Kay Lawton (Deputy Head), Andrew Thomas, Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
FGB 4.1	<p><b>Welcome</b>  The Chair welcomed Dan Parker to the governing board and Sophie Weld-Davies as the new Clerk.  The Chair thanked Sue Fletcher for her all her work as the outgoing Clerk</p>			
FGB 4.2	<p><b>Apologies for Absence</b>  Apologies have been received from Isobel Tooley, Jessica Starmer, William Knight, and Rachel Tapping</p>			
FGB 4.3	<p><b>Declarations of Interest</b>  THF declared an interest in the SEND (Special Educational Needs &amp; Disabilities) report as the slide's had names</p>			
FGB 4.4	<p><b>Minutes of the last meeting</b>  To confirm the minutes of the last meeting held on 6<sup>th</sup> April 2022</p>			
FGB 4.5	<p><b>Matters arising and Actions</b>  See separate action list</p>			
FGB 4.6	<p><b>Governing Body Matters</b></p> <ol style="list-style-type: none"> <li>1. Dan Parker was elected as the new parent governor.</li> <li>2. Isobel and Amanda have been reappointed to Education Swanage Board.</li> <li>3. Sophie Weld-Davies has been formally appointed as Clerk to the Governors</li> <li>4. The following governors were appointed as link governors <ul style="list-style-type: none"> <li>Pupil Premium Governor – Adam Hines</li> <li>Carrers Link Governor – Catherine Starmer-Howes</li> <li>SEND Link Governor – Alex Duke</li> <li>Attendance Governor – Tanya Hamilton-Fletcher</li> </ul> </li> </ol>			

	<p>All other governors are happy to continue with their link roles.</p> <ol style="list-style-type: none"> <li>5. The Chair and Vice-Chair election will take place at the first FGB meeting in September. Both the current Chair and Vice Chair are happy to remain in post but if any other governors wish to put their names forward then please let the Clerk know before the September meeting.</li> <li>6. The Governance Impact Statement is still being drafted; all the governors have been sent a copy to make comments on. This will need to be signed off at the September FGB meeting, so any comments need to be back with the Clerk in good time. The Clerk will send out a reminder email in August.</li> <li>7. The Chair assumed that the committee structure will remain the same for 2022 –2023. The chair of the SFP Committee has asked to meet with Andrew Thomas and the Clerk to work on the agendas for the following year. The Chair commented that the committees were working well but to focus on agenda items and the length of the meetings.</li> <li>8. All governors have received the draft meeting dates for 2022-2023 and the Chair assumed that everyone is agreeable to these dates</li> </ol>	Email governors for comments	Clerk	Mid-August
FGB 4.7	<p><b>Chair’s Report</b></p> <p>The Chair thanked all who has been involved with dealing with a complaint that had been received from a parent. A recommended resolution has been sent to the parent, but it is anticipated that this could be raised to a stage 3. If there is a further investigation, then the panel will be made up of two of The Swanage School governors and a third governor from another school.</p> <p>It has been a good term and year with normality all but returned to the school and the Chair thanked JM, Kay Lawton, and their team for all their hard work. The shows at The Mowlem and Corfe Castle were both excellent and he is looking forward to the new media suite being installed.</p> <p>The Chair thanked Andrew Thomas for all his hard work with the budgets throughout the previous year.</p>			
FGB 4.8	<p><b>Headteacher’s Report</b></p> <p>It has been a busy year and the staff have worked hard from changing from lockdowns to being up and running as normal</p> <ul style="list-style-type: none"> <li>• GCSE’s - uncertain as to where the school is going to be as this depends on the outliers. The staff have worked hard setting up revision sessions and having breakfast in school on exam days.</li> </ul>			

- School trips and challenge events – the staff have gone above and beyond in the planning of these events. There is another new science trip next year going to CERN.
- Media suite – there is a delay in getting this completely installed however the curriculum can be delivered through the current computers so there will be no delay.
- Change of management structure – is in the report
- Year 7 intake – there is an increase in Year 7 intake this September, with some current Year 6's saying that they were really pleased to get in
- Embedded assessment – the school will be building on the success of the first year.
- PBL (Project Based Learning) – the Student Committee were given a presentation on the planning for PBL. A curriculum lead has been appointed and the new appointee, Louise Cook, will be developing the literacy side in the next academic year
- Curriculum support activities – good outcomes and positive feedback from parents.
- Ofsted – there has not been as much progress over the last year as JM envisioned but work will continue in the next year.
- John Gregory will be taking on more work running lunch time and after school clubs and helping the new PE teacher with some coaching

JM thanked KL for all her hard work over the last year

There is a new pastoral curriculum moving away from the standard model. The school will be split into three groups and each group will follow the 4 pillars. Crew time curriculum will be shaped by what phase they are in.

Years 7 & 8 – transitional foundation

Year 9 – gateway

Years 10 & 11 – next steps

Next year, for example, Year 9 students will have to present to subject teachers to be placed in their options and all Year 9 will be entered into the Duke of Edinburgh Award.

In response to a governor asking if exclusions were increasing JM reported that they aren't, JM went on to explain that the categories that exclusions come under are fixed, for example vaping and violent

	assault would occur the same amount of exclusion days.			
FGB 4.9	<p><b>Evaluation and School Development Plan</b> The surveys are all completed, and JM will present the survey results in the September FGB meeting however is happy to share with the governors over the summer.</p> <p>Having looked at them briefly, the parents survey was overwhelmingly positive with the key issues all coming out as good. The staff survey highlighted that in-school communication was poor. This will be a high priority for next year. Data Assessment and reporting will also be a priority, and this will sit with the leadership team. JM responded to a governor's question about anonymity in the parents' survey saying they were not but there was the choice not to fill out the student's name. The Chair suggested that some of the positive soundbites could be added to the website.</p> <p>The PE department will be getting some more input this year. The new PE teacher will be getting support from John Gregory and Amanda Rowley to help with community engagement</p>			
FGB 4.10	<p><b>Attendance</b> The Swanage School is a small school so is disproportionately affected by any non-attendance. Dan Ringrow will be putting place new systems in the new academic year, focusing on working with families to help improve attendance.</p>			
FGB 4.11	<p><b>3-year budget 2022-2025</b> (William Knight joined the meeting)</p> <p>The 2022-23 budget is sound, AT knows the income and expenditure or as close as possible. AT does not know what is happening with the GAG income. Going forward, the budgets are more difficult to predict due to inflation.</p> <p>The school has applied for the school supplementary grant, the SFA operation deficit for 2023-24 has so many variables but this can bring it back into line.</p> <p>There is a good amount of reserves.</p> <p>AT was thanked for all his hard work over the last academic year.</p> <p>The governing body <b>APPROVED</b> the 2022-23 budget.</p> <p>The governing body <b>APPROVED</b> the overrun for the year.</p> <p>The pupil numbers are as reported</p>			

FGB 4.12	<p><b>Uniform Review and Supplier Tender</b></p> <p><u>To agree a new supplier for school uniform</u>  Invites to tender were sent to three local companies. AT, JM, and Sue Fletcher met to discuss the tenders and they put forward Purbeck Media Group as their recommendation. PMG are confident that they can add The Swanage School to their list of local schools they supply to, they have a reliable website to order from or are happy to take in person orders. A meeting will be organised between the school and PMG to see how much current stock PMG are happy to take on. The PE shirts, shorts and skorts are brought in by SWI from a different supplier, PMG are finding out who supplies SWI or source similar from another supplier. The prices for uniform from PMG and the current supplier are favourable with some items being more expensive but others cheaper.  The governors <b>APPROVED</b> PMG becoming the supplier for The Swanage School uniform.</p> <p><u>To receive a summary of survey outcomes and comments (summarised in presentation; also provided in full)</u>  The results of the survey came back as students had a negative view about uniform while parents had a positive view. JM commented that a lot of the staffs' daily time was taken up with getting students to adhere to the uniform rules.</p> <p><u>To agree next steps for uniform design</u>  The survey also gave the school the mandate to change the uniform and the governors were asked how they saw the future uniform of The Swanage School which SF (Sue Fletcher) could take back to the SLT (Senior Leadership Team).  All governors agreed that the new uniform should be affordable and comfortable, and all agreed that the SLT should start looking at an alternative uniform, with a suggestion that it could be a shirt, tie, branded jumper, and black trousers/skirt.</p>			
FGB 4.13	<p><b>SEND Information Report</b>  The report will be sent to all governors to be approved by email</p>			
FGB 4.14	<p><b>Pay Policy</b>  The governors <b>APPROVED</b> the pay policy. AH asked for a communication to make teachers aware where the pay scales were in the policy</p>			

FGB 4.15	<p><b>Link Governor Reports (Safeguarding)</b></p> <p>There were 211 responses to the survey which is 66% of the school population. The findings of the survey carried out within the school were not out of line with this age group nationally and the action that the school is taking is positive.</p> <p>The QR codes has been placed in strategic points around the school and there has been a school assembly about them. IN terms of an Ofsted inspection this</p> <p>This year there has been one looked after child in the school and next year there will be three, THF put forward a suggestion that Mandy Sands could undertake some research on what the percentage of looked after children are in schools and where The Swanage School sits. Tanya meets with Mandy once a term and reported back that MS has seen slight increases with attendance issues, mental health needs and anxiety</p>			
FGB 4.16	<p><b>Committee Reports</b></p> <p>Minutes of the following meetings had been circulated and the Chair asked for comments or questions only</p> <ol style="list-style-type: none"> <li>1. Community &amp; Engagement Committee (4 May 2022)</li> <li>2. Student Committee (11 May 2022)</li> <li>3. Staffing, Finance &amp; Premises (25 May 2022)</li> <li>4. Audit &amp; Risk Committee (15 June 2022) - WK reported that the Audit committee will be reviewing everything on the main register each year and is proposing a formal schedule for risk review. The governing body <b>APPROVED</b> the audit schedule</li> <li>5. Staffing and Finance Committee (29 June 2022)</li> <li>6. Student Committee (6 July 2022)</li> </ol>			
FGB 4.17	<p><b>Schools Bill and White paper</b></p> <p>The governments aspiration at present is that all schools are in a Multi Academy Trust by 2030. There is no pressing urgency to discuss this at present, the governors just need to be aware of it.</p>			
FGB 4.18	<p><b>Any Other Business</b></p>			

	<p>There is another Keeping Children Safe in Education 2022 publication that all governors need to read. This will be added to the next FGB agenda.</p> <p>Safeguarding training also needs to be completed online, except for new governors who need to do face to face training, the Clerk will liaise to organise this. In response to a governor's question, for the teacher governors it would not harm to do this training as it is aimed at governors not teachers. Governor's training and review will be added to the FGB agenda in September</p> <p>The Chair suggested a governors get together on results day August 25<sup>th</sup>, details to follow.</p> <p>The Chair thanked Sue Fletcher again for her hard work as the outgoing Clerk.</p> <p>The meeting closed at 7.20pm</p>			
FGB 4.19	<p><b>Confidentiality</b> There were no confidential minutes</p>			
	<p><b>Next Meeting</b> Wednesday 14<sup>th</sup> September at 5.30pm</p>			