

The Swanage School

MINUTES OF A MEETING OF THE FULL GOVERNING BODY

Held on Wednesday 14th September 2022

Present Tim Marcus (Chair via Teams) Alex Duke, Hannah Etherington, Adam Hines, William Knight, Jenny Maraspin, Dan Parker, Jessica Starmer, Isobel Tooley

In attendance: Kay Lawton, Andrew Thomas, Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
FGB 1.1	Welcome The Vice-Chaired chaired the meeting as the Chair was present via remote access. The Vice-Chair welcomed everyone to the meeting			
FGB 1.2	Apologies for Absence Apologies were received and accepted from Tanya Hamilton-Fletcher, Amanda Rowley, Catherine Starmer-Howes and Rachel Tapping. Laurie King was also not present.			
FGB 1.3	Declarations of Interest There were no declarations of interest. Governors were asked to update their annual declaration by return of a declaration form to the Clerk. The Clerk was asked to email forms to Governors who were not present	Send forms	Clerk	
FGB 1.4	Minutes of the Last Meeting The minutes of the meeting held on 13 July 2022 were confirmed as an accurate record,			
FGB 1.5	Matters Arising and Actions There were no matters arising as the action list was not part of the papers for this meeting.			
FGB 1.6	Chair's Report			

	<p>The Vice-Chair updated the FGB that the complaint that has been received has now gone to stage 3 and a panel has been convened. The exclusion panel will be meeting on 16th September.</p> <p>The Chair thanked JM, KL and all the staff for the GCSE results. The Governors should be proud of the work that has been and continues to be done and asked JM to thank the staff on behalf of the Governors. The Chair also thanked JM and AT for the hard work that has been done on the Digital Media Suite.</p>			
	START OF YEAR FORMALITIES			
FGB 1.7	<p>Election of Chair & Vice-Chair</p> <ol style="list-style-type: none"> 1. <u>The chair of the governing body</u> ELECTED Tim Marcus to continue as Chair of Governors, by unanimous vote. 2. <u>The vice-chair of the governing body</u> ELECTED Isobel Tooley to continue as Vice-chair of Governors, by unanimous vote. <p>IT clarified that there will be a vacancy when the current Chair steps down and that Governors will need to start thinking about stepping into the role.</p>			
FGB 1.8	<p>Governing Code of Conduct</p> <p>All Governors present confirmed that they had read the Code of Conduct. Attention was drawn to Appendix 2 and it was stressed that Governors do not engage in social media conversations regarding the school and to direct anyone to contact the school so that the complaints procedure can be followed.</p> <p>The Governors Code of Conduct was APPROVED</p>			
FGB 1.9	<p>Governing Body Constitution</p> <ol style="list-style-type: none"> 1. LK has asked to move Committees and he has now been moved to the Community & Engagement Committee. DP has joined the Staffing, Finance and Premises Committee but has still to sit in on the Audit Committee. 2. The Committee Chairs for 2022-23 are; <ul style="list-style-type: none"> Audit & Risk – William Knight Community & Engagement – Amanda Rowley Staffing, Finance & Premises – Tanya Hamilton-Fletcher 	Invite DP to the next Audit Committee	Clerk	

	<p>Student Committee – Isobel Tooley</p> <p>3. There are currently three vacancies on the governing board and the Chair asked if there was a skills gap with the obvious one being someone with knowledge of the law. WK responded that the governors to need to be experts but need sufficient knowledge for the role and it was important that the SLT (Senior Leadership Team) were happy with the governing body. The board were happy to continue as it is and to make enquiries at the Education Swanage AGM in January 2023</p> <p>4. Link Governor Roles 2022-23</p> <p>Attendance – Tanya Hamilton-Fletcher SEN (Special Educational Needs) – Alex Duke Safeguarding – Tanya-Hamilton-Fletcher LAC – Tanya-Hamilton Fletcher E-Safety – Tim Marcus Mental Health – Jessica Starmer Health and Safety – Amanda Rowley Parent Link – Catherine Starmer-Howes Pupil Premium – Adam Hines Careers and Apprenticeships – Catherine Starmer-Howes New Governors Mentor – William Knight Heads Performance Review – Chair and Vice-Chair</p>			
FGB 1.10	<p>Admissions Policy 2024 entry</p> <p>There were no areas that needed to be changed that would require consultation.</p> <p>The Committee APPROVED the Admissions Policy for 2024 entry</p>			
	<u>SAFEGUARDING</u>			
FGB 1.11	<p>1. ‘Keeping Children Safe in Education’ – Six of the governors had completed this and the Clerk was asked to email the governors who had not completed reading this to ask them to do so at the earliest opportunity. THF provided a summary of the changes to KCSIE (Keeping Children Safe in Education) for the governors to read.</p> <p>2. Safeguarding Training for Governors – Mandy Sands has forwarded a training link to THF to approve, once this has been done this will be sent out to governors.</p>	<p>Email to be sent</p> <p>Email to be sent</p>	<p>Clerk</p> <p>Clerk</p>	

FGB 1.12	<p>GCSE Results Evaluation Confidential Minute</p>			
FGB 1.13	<p>Survey Outcomes <u>Parent Survey</u> – JM is happy with the outcome, overall the survey was positive with no recurring themes.</p> <p><u>Staff Survey</u> – JM felt that this was the first staff survey that was well answered, and it feels like the staff trust SLT to listen to them. Communications came up as an issue and this has gone into the School Development Plan. There are clear systems of signposting staff to wellbeing and staff are encouraged to talk to the SLT if they are struggling. In response to a governor's question about work/life balance JM responded that 8 disagreed with it. Most staff are happy and feel valued and there is a degree of flexibility with allowing staff to attend a wedding or a child's school play. In the staff survey there was a comment about reducing TA's, JM talked with staff on inset day, the school has budgeted for one apprentice TA this year and hoping to appoint another one next year JM is very happy with the staff team, it feels similar to when the school was first set up. In response to a governor asking if the first question can be restructured as it can identify staff members, JM responded that yes it can. The new PE teacher and the Lead Practitioner in English are both enthusiastic and a good addition to the team</p>			
FGB 1.14	<p>School Development Plan 2022/23 <u>Strategy Document</u> Following on from an OFSTED webinar this has been written by IT and JM. All school decision go back to this strategy document and IT is proposing that the governing body adopt this version The governing body APPROVED the strategy document.</p> <p><u>School Self Evaluation</u> JM is happy with the current school self-evaluation and how it stands up when describing the school to reality. Kate Forbes who is the new National Tutoring Partner, is bringing fresh eyes to the systems and quality assurance process. OFSTED will ask for a copy of the evaluation but as it is a working document it does not have to be published. Currently the school has a good rating all the way through</p>			

	<p>in both classifications. There are items to look at to improve them to a I which are being dealt with, these being personal development and behaviour and attitude.</p> <p><u>School Development Plan</u> This year it has evolved out of the staff and parent surveys, the staff are pleased with it, are keen, and enthusiastic and there are big possibilities of curriculum development across subjects with the new digital suite using podcasts, short films, digital portfolios, and videos. The governors thought that it was dynamic and interesting and were ‘trailblazers’ and ‘ploughing our own furrow.’ They have asked for the last point regarding school communications to be changed to information management.</p> <p>The board APPROVED the School Development Plan for 2022-23 subject to changing information to management</p>			
FGB 1.15	<p>Digital Media Suite update At stated that the original budget that the FHB approved was £100k, however this budget now needs to increase. Digital Garage who came with a recommendation from Bournemouth University, came in to look at the proposed suite. The quote is now £108k to get the suite up and running with additional costs for storage and licences of which there are three options which would bring the total to 130k with £116,741k being spent in the first year and £2873 ongoing annually. JM added that there are three aspects to the Digital Media delivery, Adobe Photoshop, applications, and website design but not all three are required for the qualification the school is currently running. It will take a year to learn how to use the kit, but each area will be used more than once a year. The DM suite will also bring another learning toolkit for students across the curriculum, this will not increase teaching but will just be present the current curriculum in a different way.</p> <p>The governors were concerned about the life expectation of the hardware and need to make sure that the kit that DG (Digital Garage) is providing is future proof. In response to this JM replied that this is mid-range kit and that she had asked DG the same question and this kit will last for 10 years. The governors were also concerned about training for the teaching staff and were informed that a Bournemouth University demonstrator would be coming in for a term to do training. WK suggested it might be appropriate to set up a sinking fund of between £15k to £20k a year for replacement kit.</p> <p>IN response to governor's questions regarding what a full suite would enable the school to do and was it possible to do in phases JM responded that the full suite would give the school a TV control room,</p>			

	<p>lights, cameras, stop motion station, green screen, computers, cameras, storage, and an on-air design. The curriculum has been designed with 16 students in a class with 4 students on each of the 4 stations. There are no schools doing this now the reason being size, The Swanage School is a small school, and we can launch with two teachers and embed it across the school.</p> <p>The governors were also concerned about security once it became known. JM agreed with the concern and security and doors would be improved and all equipment would be insured.</p> <p>In answer to the governors query why is there a need to buy all the storage now, could we buy more when its needed. AT responded that this was what was recommended but happy to go back to DG to discuss this and clarify the subscription licence.</p> <p>It was also suggested that it may be possible for two or three governors could meet with DG, JM, and AT to discuss concerns.</p> <p>(Jessica Starmer left the meeting)</p> <p>The chair summarised that the concern is the complexity of the legacy equipment that needs upgrading or cannot use due to lack of training as it is really advanced kit. He is mindful of the level of knowledge that is needed to run this and worried about the staff members. The Chair asked for a couple of days to check the quote. AT was happy with this and asked governors to email concerns by Sunday</p>			
FGB 1,16	<p>School Impact Statement Chairs of the committees had emailed changes to the Clerk who would collate and email to the Chair and Vice-Chair for approval</p>		Clerk	
FGB 1.17	<p>Any Other Business The Chair requested all governors to regularly check emails and to possibly start a WhatsApp group for reminder texts, urgent information etc</p>	Chair		
FGB 1.18	<p>Confidentiality Item 1.12 is a confidential minute</p>			
FGB 1.19	<p>Next Meeting The next meeting will be held on 7 December 2022</p>			