

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 19 April 2023 (postponed from 29 March)

Present: Tim Marcus (Chair), Hannah Etherington, Tanya Hamilton-Fletcher, Adam Hines, Jenny Marapsin (Headteacher), Jessica Starmer, Isobel Tooley

In attendance: Marie Beresford (SENCO, virtually for item 3.8), Sue Fletcher (for item 3.9), Andrew Thomas (Business Manager), Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
FGB 3.1	Apologies for Absence Apologies were received from Laurie King, William Knight, Dan Parker, and Amanda Rowley			
FGB 3.2	Declarations of Interest There were no declarations of interest			
FGB 3.3	Minutes of the Last Meeting The minutes of the meeting held on 7 December 2022 were approved and signed			
FGB 3.4	Matters Arising & Actions Dec 22 Item 2.13 - Safeguarding – the Clerk would contact the two governors with outstanding training with a deadline to complete Item 2.13 - Attendance letter – THF to review with DR Item 2.17 - SIP report – has been completed Apr 22 Item 3.10.1 - CPD training – JM will look at serious case reviews and make notes on any new guidance Item 3.10.1 - KCSIE – Clerk to check and log on spreadsheet that reading has been completed Dec 22 Item 3.5 - Strategic plan – to be on the agenda for July 2023 FGB July 21 Item 6.14 - skills audit – clerk to chase remaining forms Apr 21			

	<p>Item5.13.5 - Policy review – to be completed by clerk</p> <p>The chair requested that legacy items be closed off by the next FGB meeting to be held in July.</p>			
FGB 3.5	<p>Chair's Report</p> <p>The Chair on behalf of the governors thanked all concerned in the recent school performance of The Addams family which was an excellent production. AT informed the FGB that a profit of £1.2 k had been made. The Char informed the board that he continues to meet regularly with the Headteacher and the SIP to discuss plans and objectives. The Chair informed the board that the SDP (School Development Plan) had changed slightly by adding a science development plan. The Safeguarding policy had been approved by Chairs actions since the last meeting and is now on the website.</p>			
FGB 3.6	<p>Headteacher's Report</p> <ul style="list-style-type: none"> • Letters have been sent to parents of the new year 7's and plans for induction week are under way and there is a Headteachers breakfast arranged to discuss transition. There are 68 confirmed starters for September which is over what has been budgeted for. There will be 6-8 students with ECHP's, and JM is looking to removing MB from being a Crew leader and is expecting that the school will need at least one more full time TA. There will also be two-day programmes for Y9, Y10 and Y11 at the start of school year in September. • JM is pleased with the way PE is progressing against the SDP and she would like to retain John Gregory for next year and he is keen to stay with the school. Other staff members are starting to take some PE classes due to the skills that they have. • JM reported that the media suite is 95% installed and training days are now being arranged with Digital Garage. This will initially be 2 days and then a technician will be in school for a fixed term with the school contributing to the costs. There has already been engagement across the curriculum with the new technology and this will increase once training has been undertaken. The timetable is being looked at to include Media in the rota with DT and Food Technology for KS3 (Key Stage 3) • The Pastoral Curriculum is becoming more refined. Y7 has been involved with community work this year and 65% of Y9 have opted to do the DofE award. • The Y9 option projects applying to do options have been a success. 	JM	Attached	

	<ul style="list-style-type: none"> • JM is pleased with the reporting system but informed governors there is one more version to go with Y7 and Y8 reports moving to skill statements and not grades in practical subjects. The governors who had children at the school agreed that the changes to the reports made them more meaningful but commented that receiving them on the last day of term meant that parents were not able to feedback in a timely fashion. JM responded that ideally reports would be sent to parents a week before the end of term however surgeries were now being held for parents of students that staff had specific concerns about. • The science teaching staff have put in extra revision sessions at weekends and in the holidays with interventions to help with students. • OFSTED is overdue. • Attendance has improved to 93%. The school has worked hard to improve attendance, but this figure has increased due to two students being taken off the role. • Exclusion have decreased and the school is in a different place with behaviour. There has been one permanent exclusion since the last FGB meeting. 			
FGB 3.7	<p>Leadership Restructure Proposal This item is recorded as a confidential minute</p>			
FGB 3.8	<p>Special Educational Needs & Medical Conditions Annual Review Marie Beresford has made changes to the report to the website to make the information given to parents more accessible. The nominated governor for SEND (Special Educational Needs & Disabilities) has now left due to his term ending so another will need to be appointed. The Chair has asked for any feedback on the policy to be made by the end of April and then this will be approved by Chairs Action. THF asked that all references to Dorset County Council be changed to Dorset Council. MB will be putting together a development plan for next year and will improve monitoring and focus as the school is not where it should be on monitoring. There will also be a period of consolidation focusing on Forest School intervention, language, and dyslexia training.</p>	<p>Chairs action to approve policy</p> <p>Action</p>	<p>Chair and Clerk</p>	<p>1st May</p>

FGB 3.9	<p>Uniforms</p> <p>SF (Sue Fletcher) presented the FGB the proposed uniform to be approved by the governors. A governor had commented on the lack of a blazer but in a recent consultation with Y11 the students preferred not to have one. The shell jacket would be an optional item. Ties would be compulsory for all students. SF discussed the new logo for the sports kit which is the school initials and a wave. Although the logo increases the cost SF feels that this would be necessary to ensure that students are compliant with the uniform. The logo for the jumpers is different at present to the sports kit. There is an issue with the embroidering, and this is currently too thick. SF has passed on different options to the company to see if this would make a difference. Using the same logo on sports kit and jumpers was discussed. In response to a governor's comment, SF explained that having a choice of jumpers gives the parent a choice in pricing but is happy to have just one. A governor commented that having a choice where to buy trousers and skirts from was a positive move but there should be guidance as to what was acceptable. SF would ensure that a list of recommendations as to where to buy and what style would be accepted would be given to parents. Shoes would remain the same with a traditional school shoe being acceptable.</p> <p>The governors thanked SF for her work on the changes in the uniform and AGREED unanimously that the inform would change from September with an allowance of two years for students already at the school to change.</p>			
FGB 3.10	<p>Safeguarding</p> <ul style="list-style-type: none"> The Safeguarding Link governor THF reported that she visited with Mandy Sands on 27th March and there were no issues from the Single Central Record checks, but MS has started using a different spreadsheet format which mirrors the auditing document. Attendance was at 88% but as reported in the Headteachers report this has now increased to 93% and 31 students were receiving help from CSC (Children's Social Care) or Early Help. MS reported that the numbers have decreased but the complexity has increased and there are concerns around criminal exploitation. MS is drafting a Young Carers policy as there is now a focus to identify and help young carers within The Swanage School. MS and THF identified three actions from this meeting. MS will visit alternative education provision whin Dorset, there will be an audit of safeguarding record keeping and there will need to be a timeline put in place for recruitment to the DSL (Designated Safeguarding Lead) post with an overlap before MS leaves the post. THF has requested some more time to check the Child-on-Child abuse policy, and this will be approved by Chairs Action 	Chairs action to	Chair, THF and Clerk	1 st May

	<ul style="list-style-type: none"> JM was reapproved as the designated teacher for children looked after <p>JM responded to a question on how 'Not at TSS was working'. The students get their phones after afternoon Crew which allows them time to use the QR code if necessary.</p>	approve policy		
FGB 3.11	<p>Risk Register Annual Review This has been deferred to the July FGB meeting.</p>			
FGB 3.12	<p>Union Recognition This item was raised following discussions with staff around the time of the national strike action earlier in the year. When The Swanage School started there was an agreement that Teaching Unions would not be recognised so the SLT (Senior Leadership Team) was under the impression that due to this the teaching staff could not take part in the recent strike action. Further information and clarification were sought from solicitors who confirmed that everyone in the union has a right to strike and the school changed its stance. Staff then raised the question as to why the school does not recognise unions and JM was asked to take this to the governors. IT explained that with union recognition then there would be the need to have a union rep for staff, and that any changes to pay and conditions for staff in a Union would need to be negotiated with the Union. It was also noted that for a small school like The Swanage School, it is not always appropriate to follow exactly the terms in the Burgundy Book. Therefore, when The Swanage School was set up it was thought more appropriate for the governors to have a direct relationship with staff. JM agreed that this works with any queries that have arisen having been resolved in a timely manner after they have been brought to the governor's attention. The governors confirmed their absolute commitment to staff being able to seek individual support from their Union, agreeing that this was a highly valuable aspect of Union membership. It was agreed that JM and JS would draft a letter from the governors to staff to explain why the school does not recognise unions and that they would welcome a full and frank discussion with staff after the conclusion of the current strike action or sooner if requested</p>	Letter to be drafted	JS/JM	
FGB 3.13	<p>Committee Reports The minutes of the following meetings have been circulated and there were no questions raised by the governors</p> <p>1. Student Committee: 11 January 2023</p>			

	<p>2. Community & Engagement Committee: 1 February 2023 3. Staffing, Finance & Premises Committee: 8 February 2023</p> <p>The following minutes are with the chairs for approval</p> <p>4. Audit Committee: 1 March 2023 5. Student Committee: 8 March 2022 6. Staffing, Finance & Premises Committee: 22 March 2023</p> <p>There was one permanent exclusion panel which sat on 10th February where the panel upheld JM's decision.</p>			
FGB 3.14	<p>Policies The Governors Code of Conduct will be sent to the Chair for Chairs action once alterations requested have been completed</p>	To alter where needed	Clerk	1 st May
FGB 3.15	<p>Governor training This has been discussed in Item 3.4</p>			
FGB 3.16	<p>Governance The Clerk updated the FGB on the current recruitment process for parent staff and Education Swanage governor recruitment. Letters will be sent to parents and email to staff to apply to be a governor and is meeting with SF to discuss a campaign to recruit ES governors and members. After discussion, the governors were happy to approve electronic voting as well as paper voting for governor elections.</p>			
FGB 3.17	<p>Any Other Business After a question for a governor, it was agreed that the new Young Carers policy discussed in Item 3.10 would sit with the Student Committee for approval</p> <p>AH left the meeting to allow JM to present Item 3.7</p>			
FGB 3.18	<p>Confidentiality To agree if any item requires confidential minutes</p>			
	<p>Next meeting</p>			

	<p>The meeting closed at 8pm.</p> <p>The next meeting will be held on 12 July 2023</p>			
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