

The Swanage School

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Held on Wednesday 12 July 2023

Present: Tim Marcus (Chair), Isobel Tooley (Vice Chair), Jenny Marapsin (Headteacher), Adam Hines, William Knight, Dan Parker, Amanda Rowley, Jessica Starmer

In attendance: Andrew Thomas (Business Manager), Kay Lawton (Deputy Head), Margarett Corben (Clerk) Claire Barnes, Robert Patterson

Item		Action	Lead	By
FGB 4.2	Apologies for Absence Apologies were received from Hannah Etherington, Tanya Hamilton-Fletcher, Laurie King, Rachel Tapping			
FGB 4.3	Declarations of Interest There were no declarations of interest			
FGB 4.4	Minutes of the Last Meeting The minutes of the meeting held on 19 April 2023 were approved following Isobel Tooley's (IT) amendments to item 3.12 these were approved by the committee			
FGB 4.5	Matters Arising & Actions <ul style="list-style-type: none"> • FBG 2.7 (Dec 2022) - FOI software. Andrew Thomas (AT) has researched the software and reported given the recent audit suggested sticking with Handsan as there are no concerns with the software, the committee agreed. • FGB 2.13 - Attendance Letter. Item to be discussed in the next FGB with Tanya Hamilton-Fletcher. 	Ongoing Ongoing	THF, DR	FGB Sept 2023

	<ul style="list-style-type: none"> • FGB 2.17 - SIP Role. Jenny Maraspin (JM) reported to the committee that the School Improvement Plan role is clear. Can be taken off the Action list. • FBG 3.4 (April 2023) - Training. Build training on learning from serious case reviews into CPD for staff, extended to governors. This item is ongoing but can be added to the Head Teachers Report. Safeguarding Training every September to be added to the Action List. • FGB 3.5 - Strategic Plan. JM commented that the 5-year Strategic plan and school development plan should be presented and reviewed at the same time. JM, TM, and IT to discuss it further next week. • FGB 6.14 - Source Alternative Tools Audit. Sue Fletcher (SF) has worked on alternatives for NGA (National Governance Association) skills audit. SF has recommended sticking with the current skill tools but will work with Margarett Corben (MC) to complete the NGA framework • FGB 5.15.3 - Policy Delegation. The item is closed and has been taken off the action list. 	Ongoing	JM	SF, MC
FGB 4.6	<p>Governing Body Matters</p> <p>TM welcomed and congratulated the new Education Swanage Governors Claire Barnes, Robert Patterson, and Sophie Weld-Davies and the re-elected Governors Tim Marcus, William Knight, and Jessica Starmer.</p> <ul style="list-style-type: none"> • Parent governor election – TM reported to the committee that Phil Ashby was successful in his application as the new Parent Governor. • TM formalised MC’s appointment as the new Clerk. TM and the committee also thanked Sophie Weld-Davies for her role as the previous Clerk. • TM and the committee agreed that the current election process for Chair and Vice-Chair for 2023-2024 will continue. • The committee agreed that the current committee structures for 2023-2024 should stay as they are. Amanda Rowley (AR) commented that the Community Engagement Committee needed a higher attendance of governors. The committee discussed reviewing the meetings if attendance is low and offering virtual meetings. • The governance impact statement for 22/23 needed to be reviewed as the last statement was from 21/22, IT will update the statement and send it to William Knight (WK) once this has been completed. 			

	<ul style="list-style-type: none"> The committee has received the draft meeting dates for 2023-24, these may change if attendance is low. 			
FGB 4.7	<p>Chairs Report</p> <p>TM thanks JM and Kay Lawton and the whole staffing team for all their hard work this year. The Chair welcomed the new Education Swanage Governors and the committee introduced themselves and explained their Governing role at The Swanage School.</p> <p>TM reported on the outcome of the recent exclusion panels held on 11th May and 8th June, which were both upheld, and wished the students well for the future.</p> <p>TM discussed the upcoming Challenge week and explained the many varying opportunities the students can undertake as part of this valuable week.</p>			
FGB 4.8	<p>Headteacher's Report</p> <ul style="list-style-type: none"> GCSE's - Went well. One paper was given by mistake and a student took a phone into an exam, this was reported to the exam board and sorted out. There was a successful exam inspection, and they were pleased with all the access arrangements. A Governor enquired as to the attendance, JM reported a couple of students missed 1 or 2 due to anxiety. WK asked if there should more programs be in place to address this issue. Improvements have been made to allow students to be able to be moved to quieter spaces if they are overwhelmed with staff available to cover this. Additional support has been put in place for students throughout the school year and additionally training for staff to support them. Overall good attendance for all exams. Year 11 prom was highly successful, their behaviour was exemplary and was a tribute to the student staff relationships. Recent Events – TSS (The Swanage School) hosted a successful Inter-school Badminton tournament with local primary schools this is part of the SDP (School Development Plan) for PE. The Race team attended Goodwood with staff who had worked really hard to get the car ready. A special mention to Purbeck Media Group who supported the team. The Robotics team attended Cambridge University where they won Best Newcomers for their entry in the competition. Students who attended the UK Maths Challenge this year achieved the most Bronze and Silver Certificates and 1 student who got through to the gold certificate round. The Media team have been working on their greenscreen projects. 	JM		

	<p>They have been out in the community developing their skills and have created some fantastic films.</p> <ul style="list-style-type: none"> • The Y9 Duke of Edinburgh students are currently completing their bronze challenge. 40% of year 9's has taken part this year. Next year the timetable has been adjusted to allow the whole of Y9 the opportunity to take part. • JM reported the new PE curriculum has been a priority this year and has shown to be a huge success, thanks to Connor Butler, Jon Gregory, and Danni Drodge. • The new Creative Media is beginning to benefit all subjects, the technology is very state-of the art and has been a success and the moderator was pleased with the progress. It has been a popular subject, there will be 4 groups going into Y10 for this subject. JM to investigate additional time for staff which may include period 6 or lunchtimes. • JM is pleased with the reporting system, with just 1 aspect of workload and staff resilience being low so adding in another change to the daily report was not an option. JM is looking into KS3 (Key Stage 3) reports on Media subjects, do they need a GCSE level or could this be graded. • The science teaching staff put in extra revision sessions at weekends and in the holidays with interventions to help students with GCSE's. These interventions have now been implemented into the SDP. • The Pastoral Curriculum has a 5-year plan in place and the 1st year has seen a positive change. The Crew time is well structured: Day 1 Pastoral time, Day 2 this is specific to each year, Day 3 assembly to celebrate achievements of the students and any current matters, Day 4 inter crew activities, Day 5 focusses on reading. • Pastoral team are currently writing a document which will have all information on behavioural expectations, this will have all information for Students, staff, and parents. • Inset Days – Crew leader training agenda has been set out for next year, allowing feedback from students and staff in developing skills. • Kay Lawton (KL) reported that the primary Y6 to Y7 transition day was positive and an effective way of developing relationships with the primary schools. • Communication around the school has been simplified, there is now a TSS Hub with multiple channels, which is easier to navigate and find information. Any current existing 	<p>JM</p> <p>JM</p> <p>Advertise pastoral lead</p>		
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	<p>teams that are obsolete will be phased out, and management of the structure will be explained to all the teaching staff and support teams.</p> <ul style="list-style-type: none"> • Dan Ringrow has now resigned as Pastoral lead but remains as the Attendance and Pupil premium. Lead. During next year JM will advertise for a new pastoral lead. • Starter and Leavers – Sam Kerwood and Zara Saganic leaving TSS. Exit interviews to be held under SFP (Staffing, Finance & Premises). Governors to organise a meeting with them. • Staff Absence – Governors asked if there were any concerns, JM reported no current concerns. • Student Movement – still students coming in from out of the area and from Purbeck School. • Attendance - The school has worked hard to improve attendance, but there is a significant number of Y9 students with persistent absence, 10 students have less than 70% overall attendance, JM is aware, and the issue is being dealt with. The rest of the Year groups are above the national average for attendance. • A Governor asked about the number of students joining TSS with an EHCP (Educational Health Care Plan), as there will be 6/8 students joining in September with an EHCP. This is 10/12% of the cohort which seemed very high, as the national average is 3.3%. JM and Governor to discuss the provisions and the funding agreement in more detail and report to the FGB their findings. 	Discuss and report.	JM	
FGB 4.9	<p>Evaluation and School Development Plan Progress on SDP for 2022-23 has been met. Next year's SDP objectives are based on the strategy for outcomes and activities. Music, French, Science, Media Production, and Pastoral Curriculum, more coherent targeted plan.</p>			
FGB 4.10	<p>3-year budget 2022-2025 The committee formally approved the 3-year budget recommendation from the Staffing, Finance and Premises committee. The budget is based on estimates and includes increased catering costs and inflation and a 5% pay increase. Confident that the budget will be balanced this year.</p>		JM/ WK	ongoing

FGB 4.11	<p>Delegated Financial Authorities</p> <p>The were no recent changes to the previous set of policies, this will be kept under review. TM to approve the recommendation from the Staffing, Finance & Premises Committee.</p>	File to be shared then TM to approve under chairs action.	MC to put in FGB folder	
FGB 4.12	<p>Link Governor Reports (Safeguarding)</p> <p>Tanya Hamilton-Fletcher added the safeguarding report, and the committee are aware.</p>			
FGB 4.13	<p>Committee Reports</p> <p>Committee received the following minutes and reports.</p> <p>Student Committee 3rd May 2023 Staffing, Finance & Premises 10th May 2023 Including Business Manager Report Audit & Risk 7th June 2023 Staffing, Finance & Premises 28th June 2023 Including Business Mangers Report Student Committee meeting of the 5th of July 2023 have not yet been recorded but will be added to the folder once completed. The exclusion panels held on 11th May was upheld and no parent attended. The panel held on 8th June was attended by 1 parent and the decision was upheld.</p>	Added	MC	
FGB 4.14	<p>Pan (Published Admission Number) Reduction Review</p>			

	<p>The committee considered reducing TSS PAN as cohort sizes are around 340 pupils. JM would like to reduce the PAN to 340 from 420. This would be around 72 per year group. The committee discussed the capacity of the school building and whether it warrants a consultation on PAN reduction. If the committee decides to reduce the PAN role, then it would have to be submitted by October to then start the following school year. The committee agreed to a proposal and consultation on PAN and admission arrangements</p>	JM - PAN reduction proposal	JM	Autumn 1
FGB 4.15	<p>Policies The committee approved the Complaints policy</p>			
FGB 4.16	<p>Any Other Business</p> <ul style="list-style-type: none"> • The committee had no concerns on the updates to the Academy Trust Handbook • The PTFA are back running again. They have events organised with the first being Bingo on 14th July at TSS. • A Governor enquired if there had been any progress on letter from the Governors regarding Strike action. • JM thanked Kay Lawton for all her hard work over the last year, a lot has been achieved. The committee wished KL all the best as she will be off for a while having a Knee operation, she will be hugely missed by all the staff and students. Kate Forbes will be taking on KL role whilst she is off. • Dan Parker has done a review of the Media Suite equipment budget. 	To check the audit review	TM	
FGB 4.17	<p>Confidentiality There were no items deemed confidential</p>			
	<p>Next meeting The meeting closed at 7.20pm.</p> <p>The next meeting will be held on 13 September 2023</p>			