

The Swanage School

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Held on Wednesday 13th September 2023

Present: Tim Marcus (Chair), Isobel Tooley (Vice Chair), Jenny Marapsin (Headteacher), Phil Ashby, Hannah Etherington, Adam Hines, William Knight, Dan Parker, Robert Patterson, Jessica Starmer, Sophie Weld-Davies

In attendance: Andrew Thomas (Business Manager), Margarette Corben (Clerk)

Item		Action	Lead	By
FGB 1.2	Apologies for Absence Apologies were received from Claire Barnes, Tanya Hamilton-Fletcher, Amanda Rowley			
FGB 1.3	Declarations of Interest There were no declarations of interest			
FGB 1.4	Minutes of the Last Meeting The minutes of the meeting held on 12 th July 2023 had required a slight alteration but were approved			
FGB 1.5	Matters Arising & Actions <ul style="list-style-type: none"> • 2.7 - FOI Software has been completed • 2.13 - Attendance Letter to review the language, the Clerk will check this has been completed in readiness for the next meeting. • 4.6 - Safeguarding Training, Clerk to confirm all training is up to date. • 3.5 - Strategic Plan has been removed from the list and is on the School Development Plan. • 4.6 - NGA (National Governance Association) Skills framework. The Clerk will complete and send to the Governors the results will be updated at the next meeting. 			

	<ul style="list-style-type: none"> 4.8 - EHCP (Educational Health Care Plan) Student Intake. Head Teacher (HT) to discuss the route forward with William Knight. 			
FGB 1.6	<p>Chairs Report</p> <p>The Chair praised Sue Fletcher for all her hard work for the 10th Anniversary Celebration Event. It was a highly successful and valuable event and highlighted The Swanage School well. The Chair congratulated all the staff and Governors for a wonderful day.</p>			
FGB 1.7	<p>Election of Chair & Vice-Chair</p> <ol style="list-style-type: none"> <u>The chair of the governing body</u> ELECTED Tim Marcus to continue as Chair of Governors, by unanimous vote. <u>The vice-chair of the governing body</u> ELECTED Isobel Tooley to continue as Vice-chair of Governors, by unanimous vote. <p>The Chair clarified that there will be a vacancy when the current Chair and Vice-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.</p> <p>The Governors Code of Conduct was APPROVED, by a unanimous vote.</p>			
FGB 1.9	<p>Governing Body Constitution</p> <ol style="list-style-type: none"> All the current Committee Chairs for 2023-24 are happy to continue their roles and were unopposed these are; <ul style="list-style-type: none"> Audit & Risk – William Knight Community & Engagement – Amanda Rowley Staffing, Finance & Premises – Tanya Hamilton-Fletcher Student Committee – Isobel Tooley The Chair Suggested that the four new Governors should attend some of the committees and decide which ones to join. William Knight confirmed that he would be happy to mentor the new 			

	<p>Governors in their new role. There are currently vacancies on all the governing board committees and the Chair asked the Governors to keep in mind committees that would benefit from their specific skills.</p> <p>3. There are three Link Governor Roles vacancies for 2023-24. Sophie Weld-Davies volunteered to be the new SEN (Special Educational Needs) Link Governor. There is still a vacancy for Parent and Careers and Apprenticeships Link Governor Roles.</p> <p>Attendance – Tanya Hamilton-Fletcher SEN (Special Educational Needs) – Sophie Weld-Davies Safeguarding – Tanya-Hamilton-Fletcher LAC (Looked After Children) – Tanya-Hamilton Fletcher E-Safety – Tim Marcus Mental Health – Jessica Starmer Health and Safety – Amanda Rowley Parent Link – Pupil Premium – Adam Hines Careers and Apprenticeships – New Governors Mentor – William Knight Heads Performance Review – Chair and Vice-Chair The Clerk will send out a role description for these roles.</p> <p>4. Co-Opt Governors. There is still a vacancy for a Staff Governor. Useful for career development and future leadership roles.</p>			
FGB 1.10	<p>Admissions Policy 2025 entry Admissions policy to be published. Changes to the PAN will be a formal consultation process. The committee approved and agreed proposed changes for consultation.</p>			
FGB 1.11	<p>Safeguarding 1. ‘Keeping Children Safe in Education’ (KCSiE). The Clerk will check that all the Governors have read and completed the document.</p>			

	<p>2. Safeguarding Training for Governors. The Clerk to check with designated Safeguarding Lead that all training is up to date.</p>			
<p>FBG 1.12</p>	<p>GCSE Results Evaluation JM (Jenny Maraspin) reported to the committee the GCSE results. The progress 8 figure was -0.43. This was a lot lower than expected. When the results were entered into the FFT there was a much more positive result. Key Points:</p> <ul style="list-style-type: none"> • Attainment score (average grade from 8 subjects,) was 0 progress which is average. (based on progress and predictive grades from the students SATS at Key stage 2) JM was pleased with this result. • Attendance has brought down some of the scores with 4 students not attending all their exams. But overall, above national for attendance. • 66% of students were above 90% with a progress 8 score of $+0.6$ or $+0.4$, which is an indicative score of many of the students. • The Swanage School is above Dorset for Maths. First time TSS (The Swanage School) students are below in English. • There were 23 remarks needed the highest JM has ever seen. • An analysis of the data will be carried out and a more detailed report with a breakdown of results will be expected in October. <p>TM remarked that all the students and staff have worked really hard, and the students were incredibly happy with their results. TSS is a smaller school than average. Pleased with the results and everything is moving forward and progressing well.</p>			
<p>FBG 1.13</p>	<p>School Development Plan 2023/24 The Staff and Parents Surveys have been sent. JM discussed the initial results from the staff survey which highlighted adding staff wellbeing to the SDP. The results will be shown at the next meeting. Governors to look at the SDP and any questions to be sent to JM. The Governors enquired what the staff cohort have made of the new SDP regarding New Uniform Standards, targets for improvement, and changes to the standards of teaching.</p>			

<p>JM has discussed this with the Directors of Learning (DoL) who agree that</p> <ul style="list-style-type: none"> • Media and Science should stay on the SDP. • The Duke of Edinburgh needs to improve leadership and engagement. • Careers do well on paper and ideas but needed in the curriculum maps to be more in-depth. • Input from DoL for target setting should have more conversations around the targets and how to get the results instead of just focusing on the final result. This is effective if the students, staff, and parents are all involved to help the student follow on from each step. Should be a KS4 focus with their progress and next steps and pastoral input. Motivational conversations can be incredibly positive and affect final results. And objectives. <p>William Knight (WK) commented that the SDP was an informative document and answered any underlying concerns. The list of actions was targeted to achieve the desired objectives. He felt that the outcomes were lacking for the end of the year. Need to show what has been achieved. Hannah Etherington (HE) asked who would be having the conversations, the frequency, and staff workload. As these were not quick and would need to happen within school hours. A more comprehensive approach would target potential achievement and potential barriers to maximise achievement. What is the school planning to do or already doing and building on to achieve these goals. JM informed the Governors that the students currently reflect and write their thoughts in their reports which can be developed to incorporate more discussions about their marks. The Year 11 crew leaders are also DoL and have all the student's information on Maths, Science and English, this information can be easily shared between the staff.</p> <ul style="list-style-type: none"> • Attendance - attendance lead has dedicated time to process and review and poor attendance the system is established and working well. • School communication – system is reviewed half termly. Teams has improved and has been streamlined but is an operational priority list. • Music and French – will be a focus next year. • DoL & Pastoral Leads – have a lot of responsibilities. They have worked on consistency, clarity, working with parents and staff to implement a clear Behaviour Policy. Work that is already implemented needs to be sustained. Students have a clear plan each day and all staff have the same structure each day. Staff have seen positive changes and the routines have made a massive impact. Students are calmer and settled. The initial workload is high but long-term will improve workload and have a positive impact to teaching staff. 	JM		
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	Action – Desired Outcome, including key performance indicator to be added to the SDP.			
FGB 1.14	<p>Pan Reduction</p> <p>JM spoke with Dorset Admissions to get advice on reducing TSS PAN number. Over the last 10 years TSS has never had a cohort over 342. Each year there are 80 students short of the PAN. A smaller PAN will make it clearer to operate each year and takes away any school vulnerability. Including financially as it difficult to budget each year. Students are still able to appeal even if the PAN is at maximum. Reducing the PAN will have no detrimental impact.</p> <p>TM proposes to the Governors to vote on reducing the PAN to 360 or 72 per year. All Governors except WK abstaining agree to reduce the PAN.</p>			
FGB 1.15	<p>Any Other Business</p> <p>The Governors agreed to hold an extraordinary meeting to discuss Union Recognition further. The Governors acknowledged there are questions outstanding about the role of Unions at The Swanage School. The meeting will be to discuss the wider issue of formal Union Recognition as a matter of importance. The Clerk is to send an email informing all the staff at TSS of this meeting and giving them the opportunity to send any specific questions or concerns about Union Recognition in preparation for the meeting to be passed on to the Governors.</p>			
FGB 1.16	<p>Confidentiality</p> <p>There were no items deemed confidential</p>			
	<p>Next meeting</p> <p>The meeting closed at 7.40pm.</p> <p>The next meeting will be held on 6th December 2023</p>			

