



**SWANMEAD COMMUNITY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING  
HELD ON**

**Thursday 22 February 2018 at 5.30 pm in Room 5**

**Present:** Dean Aspinall (DA); Kate Murdoch (KM) (co-opted Governor – Item SCS341) Win Nakayama (WN); Jesse Pattison (JP) (Vice-Chair and Chair of meeting); Duncan Perks (DP); Kate Priddle (KP); Mark Raven (MR); Michaela Sharman (MS); and Mark Walker (MW (Headteacher).

**In attendance:** Sue Spurway (SS) (Office and Finance Manager); Natalie Wainwright (NW) (Clerk to the Governing Body)

**SCS337 Apologies for Absence** were received and accepted from Marian Gamper (MG) (Chair); Val Keitch (VK); Kate Priddle (KP); and Kirk Broome (KB) (Prospective Governor).

**SCS338 Governors to declare to the Governing Body any pecuniary interest in this meeting’s agenda items** – none declared.

**SCS339 Minutes of the last meeting\***, held on Thursday 25<sup>th</sup> January 2018, had been circulated to all Governors. The Clerk notified Governors of one minor amendment since circulation, which was made and an amended copy agreed and signed.

**SCS340 Matters Arising**

The following updates to the actions log were provided at the meeting:

SCS307a	Convene meeting of the Finance Working Party.	Confirmed - Friday 13 <sup>th</sup> April 2018.
SCS307a	Include options for future spend as an agenda item for the next staff meeting.	Action to be carried forward.
SCS309	Prepare radicalisation risk assessment with staff	Action to be carried forward. Headteacher to liaise with Governor KP.
SCS310c	Termly meetings of the Pay and Performance Management Committee to be put in place.	Dates yet to be confirmed.
SCS332	Develop a system of annual self-declaration of (DBS relevant) offences by staff and report progress to the next meeting in February.	Outstanding action, to be carried forward.
SCS334	Review system of reward (for good attendance) and encourage staff to share best practice in order to develop a 'whole school ethos'.	Outstanding – to be included on the agenda for March 2018.
SCS334	Consult staff on the proposed new system of recording for measuring/assessing/reporting pupil progress.	To be shared at a Middle Leaders meeting on 28.02.18.
SCS334	Include the data pack/SWOT on the Governor Secure section of the website for future reference.	Now uploaded and login details provided to all Governors.

**SCS341 Governor Business**

a) Prospective Governor, Kate Murdoch (KM), was in attendance. She was asked to leave the room whilst Governors considered her co-option to the Governing Body, which was proposed, seconded and received the unanimous support of Governors. KM rejoined the meeting and was confirmed as a new co-opted Governor.

The Headteacher confirmed that the other prospective Governor had indicated that, due to additional work commitments, he would be unable to serve as a Governor and had withdrawn his expression of interest in the remaining vacancy.

b) The Chair of Governors had completed the Clerk’s Annual Appraisal, which had prompted two recommendations to the Governing Body. Following discussion, it was agreed

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that some of the Governor business, currently conducted in September, will be considered at the quieter June meeting.

Governors also agreed to trial a reduction, from fourteen to seven days, to the minimum timescales for circulation of agendas and meeting papers, as the former was generally unachievable. This would be reflected as a temporary change to the Standing Orders, to be agreed at a subsequent meeting.

**Action: Clerk to suggest administrative items for consideration at the June meeting in May and update the forward plan accordingly.**

**Action: Clerk to amend Standing Orders for agreement by Governors in March 2018.**

c) No **Link Visits** had been completed since the last meeting, although the Safeguarding Governor provided an update, which is recorded under Item SCS345 - Safeguarding.

#### **SCS342 Finance and SFVS\* –**

a) The School Office and Finance Manager presented the **Month 9 Report** to Governors, which indicates an anticipated deficit of circa £77,000 instead of the, originally projected, circa £95,000, a position that should be sustained until the end of financial year, unless unplanned repairs and maintenance works are required. The School had received a letter from Somerset County Council, congratulating the school on its deficit reduction. Governors noted that staffing changes had been less predictable over the past nine months but were advised that recent payments for support staff were not sizeable enough to have a major impact on the budget. **Governors sought clarification on the deficit line shown against school uniform, which represents unsold stock. It was suggested that this should be shown as cash.** Additional outlets for the purchase of uniform were being developed, some of which would generate income for the school.

**One Governor queried whether the school had made any grant applications and indicated a willingness to support applications for capital and revenue funding.** The Headteacher confirmed that a lack of capacity to explore such opportunities had been an issue to date but that an application had recently been made for the Tesco Bags for Life opportunity.

**Action – KM to review opportunities to obtain project funding within Governors' Draft 3 year Strategic Plan and the School Development Plan and report to a future meeting.**

#### **b) SFVS - Summary of Governors' Self-Evaluation**

Responses from Governors were mainly positive, indicating a high degree of confidence in this area.

#### **c) SFVS - 25 Questions**

All questions were answered with a 'yes'. Governors were happy for the submission of this, and the above documents, to County by the deadline of 31<sup>st</sup> March 2018.

Governors expressed their thanks for the work of the School Office and Finance Manager and her presentation to the meeting.

#### **SCS343 Governors' Three year Strategic Plan and School Development Plan (SDP)**

Governors had been asked to provide comments and suggestions on the content of the Draft 3 year Strategic Plan. One Governor had queried why strategic capital investments and improvements had not been included within the plan? A particular project proposal to improve the girls' toilets was provided as an example. Children had also expressed a desire to create a peace garden/mural. Other opportunities could be to improve the sports facilities and develop shared community facilities as income generators. This should not be limited to Capital expenditure alone, but could include revenue streams for Internet Safety week, for example. Governors were supportive of the suggestion to include this as an additional section within the plan, which will also influence the SDP.

The Headteacher confirmed that the SDP was to be reviewed by the Senior Leadership Team

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within two to three weeks. Any amendments would be presented at the March Governors' meeting. Some Governors had already approached the Headteacher with comments, which have been incorporated into the document. The remaining Governors are encouraged to provide input directly to the Headteacher for inclusion in review and revisions.

**Action: All Governors to provide input to the SDP review, by mid-March, a revised copy of which will be circulated by the Headteacher via the Clerk to Governors.**

**SCS344 Policy Review and Renewal**

- a. **SEND** – This policy had been previously circulated and no comments received. Subject to an amendment to the recorded dates on the cover sheet, noted at the meeting, Governors approved adoption of the policy.

**Action: Headteacher to amend dates on the cover sheet of the SEND policy.**

**SCS345 Safeguarding\***

The Safeguarding Governor reported that she had reviewed the Safeguarding Audit and was pleased to see that there were fewer remedial actions required than last year. A verbal update on the areas for attention was provided. It was agreed that a copy of the Audit would be circulated to all Governors for information.

**Action: Headteacher and/or Safeguarding Governor to provide the Clerk with a copy of the Safeguarding Audit for circulation to all Governors.**

**SCS346 School Structure and Update on the Area Restructure**

Three meetings have been scheduled for Headteachers and Chairs to discuss proposed changes to the Education system in the Crewkerne and Ilminster Schools Partnership (CISP) in February, March and April. The Chair of Governors and Headteacher had attended the February meeting at which estimated pupil numbers, to 2025, were presented. No decisions and no models have been presented and Local Authority representatives admitted that a two tier model may not save money but could raise standards. The Local Authority would like to see changes implemented by September 2019, which would allow two terms for consultation. Governors stressed again, their wish to retain a focus on quality provision at Swanmead.

**SCS347 Attainment and Progress – English and Maths**

There was no update. An attachment was indicated, in error, on the agenda.

**SCS348 Any Other Business**

The Vice-Chair and Headteacher confirmed that Ofsted had conducted a two day visit on 21<sup>st</sup> and 22<sup>nd</sup> February; a Section 5 full inspection. Governors had anticipated a one day visit based on the introduction of a new inspection system for schools but were advised that the two day visit was attributed to last year's 'Coasting Schools' designation (KS1-KS2 data). The Vice-Chair and Headteacher indicated that they were happy with the verbal feedback provided by inspectors at the end of their visit.

The Headteacher fed back some highlights remarking, in particular, on the incredible performance of staff and pupils, and with thanks to the Governors involved in the process. Governors wished to thank staff for their hard work generally and their particular contribution during the two days of inspection.

The results of the Inspection are anticipated within the next two weeks, the outcomes of which will be reviewed in terms of any implications for Governors' 3-year Strategic Plan and the SDP.

**SCS349**

**Date and Agenda for next Governing Body Meeting** – Thursday 22<sup>nd</sup> March, from 5:30pm in Room 5.

In addition to the usual standing items the agenda will include:– Finance and SFVS\*; Policy Review and Renewal – Health and Safety Policy; School Structure\*; Attainment and Progress\*; Revision to Standing Orders; Governors' Skills Audit; SDP; Reward System.

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*The meeting closed at 19:08*

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