



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

**Thursday 22<sup>nd</sup> March 2018 at 5.30 pm in Room 5**

**Present:** Dean Aspinall (DA); Marian Gamper (MG) (Chair); Val Keitch (VK); Kate Murdoch (KM); Winifred Nakayama (WN), Jesse Pattison (JP); Duncan Perks (DP); Kate Priddle (KP); Mark Raven (MR); Michaela Sharman (MS) and Mark Walker (MW) (Headteacher).

**In attendance:** Natalie Wainwright (NW) (Clerk to the Governing Body). Helen Ingram (HI), and members of the School Council.

**Members of the School Council presented to the Governing Body.** They outlined their roles, structures and aims. Governors were impressed by the quality of the presentation, the ideas being developed and the way in which the pupils had organised themselves. Governors requested sight of the minutes of School Council meetings and their action plan, to ensure that pupils continue to receive the support of school staff in delivering the plan. A copy of the action plan is appended to these minutes. Governors invited them to come back and report their progress in six months' time.

*WN joined 17:43 the meeting.*

**Action – MR share minutes with Governors as they become available.**

*17:55 HI and members of the School Council left the meeting.*

**SCS350 Apologies for Absence** – DA and KP had sent apologies, which were accepted.

**SCS351 Governors to declare to the Committee any pecuniary interest in this meeting's agenda items** – None declared.

**SCS352 Minutes of the meeting held on Thursday, 22<sup>nd</sup> February 2018** (*previously distributed*) were agreed as an accurate record and signed.

**SCS353 Matters Arising** – (*from the actions log*)

<b>Item reference</b>	<b>Action</b>	<b>Update</b>
<i>SCS307a</i>	<i>Include options for future spend as an agenda item for the next staff meeting</i>	<i>Not yet actioned. This will be taken forwards via staff meetings next term or via email.</i>
<i>SCS310c</i>	<i>Termly meetings of Pay and Performance Committee</i>	<i>Next meeting 24<sup>th</sup> April</i>
<i>SCS332</i>	<i>Annual self-declaration by staff</i>	<i>HT has attended Safeguarding training. Governors stressed that they wish to see progress on this in lieu of regular review of DBS.</i>
<i>SCS320</i>	<i>Draft Pupil Premium Policy</i>	<i>PP Policy now circulated</i>
<i>SCS343</i>	<i>Governors' Three-year Strategic Plan</i>	<i>Chair to include a strategic aim for capital investment for improvements to the learning environment.</i>

**SCS354 Finance and SFVS**

The Headteacher presented a 2018/19 budget summary, which had been prepared by the Office and Finance Manager, Sue Spurway. The document highlighted the anticipated

Signed as being a true record ..... Chair

Date:.....

financial gains, due to anticipated increases in pupil numbers and the basic entitlement, which could equate to an additional £1,000 per pupil. 7 pupils are confirmed to leave Swanmead, with a further 4 potential leavers and 2 potential starters.

One Governor remarked that the Governing Body had previously suggested promoting the benefits of staying on at Swanmead to all parents, not just those who had indicated a desire to leave. The Headteacher sought suggestions. Governors suggested: staff demonstrations; repeating the Year 4 parent presentation to Year 6 parents at the start of the academic year; the production of a short film, highlighting the benefits of Years 7 & 8 in a Middle School, preferably involving members of the School Council; an open day/evening to coincide with other local Secondary School Open evenings, e.g. before October half term. There is a recognised need to address parental perception regarding progression at Swanmead in Years 7 & 8. Governors reminded the Headteacher that they had proposed a representative of Wadham School coming to speak to Years 5 & 6.

Other income in 2018/19 is anticipated from the High Needs top up and Year 7 catch up funding. In addition the PE and Sports Grant has doubled. Governors will need to challenge how this is being spent and ensuring that it is having an impact.

Staff salary increases and personnel changes from September 2018 may present an opportunity for recruitment in the summer term with some related budget savings.

#### **SCS355 Governor Business**

- a. The proposed **amendment to the Standing Orders** regarding circulation of papers to Governors at least a week in advance of meetings was agreed.
- b. The Clerk advised that not all Governors had returned their **Skills Audit** forms so reporting on this item would be carried forward to the next meeting.

**Action – All Governors to ensure that the Skills Audit form is completed and returned to the Clerk by 16<sup>th</sup> April 2018.**

- c. MS, along with the Clerk had attended General Data Protection Regulation (GDPR) **Training** on 6<sup>th</sup> March 2018. A suite of documents and ready-to-use pro forma have been provided to schools to assist them in fulfilling the requirements of this regulation. Governors are to identify a Data Protection Champion and MS agreed to undertake this role. Ian Gover has agreed to act as the Data Protection Officer for all schools until 31<sup>st</sup> August 2018, after which time alternative arrangements will need to be put in place by County or by individual schools. There is an expectation that a new E-Safety curriculum will be delivered to all year groups.

**Action – Clerk to circulate GDPR questions for Governors to monitor the School's compliance.**

- d. **Link Visit** – The Chair had conducted an English and Literacy across the curriculum Link Visit and provided a verbal report, a written copy of which is circulated with these minutes.

**Action: Clerk to circulate Link Visit Report to all Governors.**

#### **SCS356 Policy Review and Renewal**

The Health and Safety Policy, which had been drafted by staff with the support of the Health and Safety Governor, was accepted, subject to the addition of the standard policy cover sheet, confirming dates for review, etc.

#### **SCS357 Safeguarding**

The Headteacher confirmed that he had just completed his two day Safeguarding training, which had been brilliant and proposed to deliver some additional Safeguarding training to all Governors during the summer term.

**Action: Clerk to include Safeguarding training session in the meetings' Forward Plan.**

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The Safeguarding Governor reported that an email had been received thanking the School and Governors for completion of the Safeguarding Audit.

**SCS358 Headteachers' Update**

- a. **SDP** – The Chair had identified some inconsistency in reporting between the last two versions of the SDP circulated to Governors, which the Headteacher agreed to review. One Governor suggested that the School aim to submit a Tesco Bags of Help (and similar) application in every term.

**Action: Clerk and Headteacher to develop a recording mechanism for capturing Governor comment and impact within the SDP.**

- b. **School Structure and Update on the Area Restructure** – The 23<sup>rd</sup> March meeting had been cancelled at short notice. The School is still awaiting the published Ofsted report.

The Headteacher had requested catchment data, a summary of which was tabled at the meeting. 264 of 288 pupils at Swanmead are within the catchment area. Within catchment there are a total of 372 children, the largest proportion of which come to Swanmead. Data was also provided for Wadham and Greenfylde.

*18:47 - VK left the meeting*

**c. Attainment and Progress – English and Maths**

The Headteacher presented Year 6 KS2 SATs – The route to May! paper and explained current performance. W/C April 16<sup>th</sup> has been identified for a final practice paper. 25 children will be allocated a reader. Greenfylde C of E First School has generously offered 10 Learning Support Assistants (LSAs) to support this. For consistency, the same individuals will support the practice paper in April. The Headteacher remarked on the commitment of this particular year group and **Governors queried whether letters to individuals would be sent from the Headteacher as these were so well received last year?** The Headteacher confirmed his commitment to do so.

**d. Whole School Reward System**

Governors reminded the Headteacher of this previously agreed action, which will be carried forward within the Actions Log. The action relates to a discussion in January at which Governors explored options for improving attendance and some existing Good Practice within the School.

**SCS359 Any Other Business** – None.

**SCS360 Date and Agenda for next Governing Body Meeting** – Thursday 3<sup>rd</sup> May 2018 at 5.30pm in Room 5. Including: Finance and SFVS\*; Skills Audit; Policy Review and Renewal\*; School Structure\*; Attainment and Progress\*; Meetings Forward Plan.

*The meeting closed at 19:07.*

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Signed as being a true record ..... Chair

Date:.....