



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

HELD ON

Thursday 7th June 2018 at 5.30 pm in Room 5

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

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

SCS371 Apologies for Absence – Val Keitch (VK) and Winifred Nakayama (WN) had sent apologies, which were accepted.

SCS372 Governors to declare to the Committee any pecuniary interest in this meeting’s agenda items – None declared.

SCS373 Minutes of the meeting held on Thursday, 3rd May 2018 (*previously distributed*) were agreed as an accurate record and signed.

SCS374 Matters Arising – (*from the actions log*)

Item reference	Action	Update
SCS309	Radicalisation Risk Assessment	Remains an outstanding action.
SCS343/ 358a	Governors’ Three-year Strategic Plan	A statement was shared and accepted for inclusion at the meeting.
SCS365	Costed proposal for improved gate security	Funds have been confirmed but no costed proposal was available to Governors at the meeting.
SCS366	HT to draft statement re area restructure	The Headteacher shared a jointly drafted statement from the CISP Headteachers. See discussion under item SCS376.
SCS368 b&c	HT to prompt relevant staff to review outstanding policies for ratification by Governors	To be followed up as part of new forward plan.

17:37 MS joined the meeting.

17:40 JP joined the meeting.

SCS375 Finance and SFVS

The Chair of Governors confirmed that a final copy of the budget had been signed on behalf of the Governing Body and submitted to the Local Authority. The Headteacher has been advised of 26 leavers, which will have a significant impact on the budget that has been based on earlier projected student numbers. A number of parents have cited a desire for their children to progress to established secondary provision as a reason for leaving.

SCS376 Headteacher’s Updates

The Headteacher and Governors reviewed progress against the SDP. **Governors asked whether there would be a relaunch of the Achievement for All activity and whether the Headteacher still considered it worthwhile?** The Headteacher confirmed that capacity within the Senior Leadership Team had been stretched and some restructuring and refocusing of activities would be required to enable further progress to be made.

Signed as being a true record Chair

Date:.....

The Headteacher shared an overview of **SDP aims for 2018-2020**. It is hoped that monitoring over a two year period will provide more time for interventions to be embedded. It was agreed that improving attendance also be included as a key aim.

A report on **Pupil Premium attainment and progress** was discussed. Governors noted the noticeable difference between Pupil Premium and non-Pupil Premium children in Year 7. The Headteacher indicated that many of these pupils have already been identified as requiring additional support via the Achievement for All programme. There is a significant cohort in one class, for whom attendance and attainment is lower than expected. **Governors queried how classes were set, as behaviours could be reinforcing.** The two classes in Year 7 were also reported to be larger than usual and, although these would be split across three classes in Year 8, this was felt to have had a greater impact than attendance on levels of attainment. **Governors further queried to what extent the intense focus on SATs in Year 6 leads to a reduction in levels of motivation at Year 7?** Staff present stated that a slight reduction is not unusual but, the extent to which attainment has suffered in the case of this particular cohort, was more marked and could, in part, be attributed to a higher proportion of boys in one class coming from disadvantaged families.

18:00 KM joined the meeting.

Governors asked whether the additional weighting of Pupil Premium test/assessment scores were skewing Governors' response? The Headteacher confirmed that a slight improvement in outcomes for one or two pupils could make a significant difference to overall percentages/performance.

Governors sought clarification on how Pupil Premium funds are allocated to Year groups. For example, was the higher rate of Pupil Premium attracted by Years 7 and 8, spent on securing improved SATs outcomes for Year 5 and 6? The Headteacher confirmed that all Pupil Premium funding is held within a central budget, although interventions and personalised programmes do tend to be directed to pupils in Years 5 and 6. **Governors asked whether the Headteacher and staff thought that spending more money on the cohort would make a difference?** Identification and changing cultures was considered to be more influential. **Will there be a focus on staff training for teaching boys?** There is potential to engage a leading specialist.

Governors remarked that they had been very impressed with how the **SATs** tests had been organised this year and commented on how well the staff, pupils and school conducted themselves. Results are expected by the 12th July.

Changes to the **staffing structure** were explained and would be reported to parents in the coming weeks. This includes a member of the Senior Leadership Team leaving, and two new appointments. Anna Arnold was congratulated on completing her Foundation Degree in Mental Health. **Governors asked how the SLT member's roles would be filled?** This would be predominantly by inviting remaining staff to take on additional responsibilities.

In respect of the **Area Restructure**, the Local Authority had drafted a joint statement for schools to use, which the Headteacher shared with Governors. It was felt that the statement did nothing to reassure parents, or teaching staff, and did not reflect the views of the Governing Body at Swanmead. **Governors requested that a separate statement be drafted, as previously agreed and asked whether schools could share staff resources to deliver a wider offer across multiple sites and achieve economies of scale?** It was explained that multi-site options have been considered but were unlikely to save money. Governors were encouraged to consider all options in the interests of pupils and their families. For example, Swanmead may wish to consider becoming part of a local Multi-Academy Trust. **Governors asked whether consideration had been given to establishing an all through school in Ilminster and in Crewkerne.** The conclusion is that there are insufficient pupil numbers to make this viable.

Signed as being a true record Chair

Date:.....

SCS377 Governor Business

- a. **Meeting dates 2018/19** – Subject to an amendment to the September 2019 date, all proposed meeting dates were agreed. A revised list would be circulated to Governors and uploaded to the secure webpage for Governors.
- b. Governors confirmed that they would not be claiming any **allowances** this year, with the exception of paper for printing, if required.
- c. Awards Evening 2018 – The Headteacher confirmed that Marcus Fish was to attend, along with Darren Way of Yeovil Town Football Club.
- d. New Governor training would be attended by the Governing Body's most recent recruit during the following weekend. The Chair of Governors provided a verbal update, following attendance at the Chairs' Briefing, highlighting the Look after your Head resources; the opportunity for schools to make use of The Glass Box at Taunton Library; EDF Energy's Inspire programme and a South Somerset Careers Partnership meeting with Post-16 advisor Julie Young on Careers Education, Information, Advice and Guidance (CEIAG).

SCS378 Policy Review and Renewal

- a. Governors reviewed and ratified the revised Attendance Policy and shared some thoughts on promoting better attendance via a team/House rewards system. **Governors asked whether attendance featured in newsletters, for example, highlighting 100% attenders or best attending tutor groups, etc, and suggested possibly offering more tangible, little rewards for good attendance, if funds permitted, as well as the usual postcard home.** Governors were invited to join the staff INSET day in September when a whole school reward system would be further discussed and developed.

Action: Headteacher to circulate the INSET day programme to Governors once agreed.

The Admissions, Freedom of Information and Supporting Pupils with Medical Conditions Policies had not been updated for this meeting.

18:55 – MR and MS left the meeting.

SCS379 Safeguarding

No Safeguarding update was provided, but the Headteacher delivered a brief training session to Governors, which included a true or false questionnaire and overview of the Effective Support for Children and Families in Somerset document, which covered the various indicators of need, services available and escalation routes.

19:00 - DP left the meeting.

The Headteacher confirmed that the school and Hub, in particular, often support pupils who are in the 'universal' or 'additional' categories and shared some examples of how staff have gone above and beyond the call of duty to support children and their families.

SCS380 Date of next meeting, confirmed as Thursday 5th July 2018, at 5.30pm in Room 5. Please refer to the meetings' forward plan for an overview of agenda items for this meeting.

The meeting closed at 19:10.

Signed as being a true record Chair

Date:.....