



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

**HELD ON**

**Thursday 3<sup>rd</sup> May 2018 at 5.30 pm in Room 5**

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

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

**SCS361 Apologies for Absence** –Val Keitch (VK) and Michaela Sharman (MS); had sent apologies, which were accepted.

**SCS362 Governors to declare to the Committee any pecuniary interest in this meeting’s agenda items** – None declared.

**SCS363 Minutes of the meeting held on Thursday, 22<sup>nd</sup> March 2018** (*previously distributed*) were agreed as an accurate record and signed.

**SCS364 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>The Headteacher confirmed that, following a budget review, there were no additional funds available. It was agreed that this item be closed.</i>
<i>SCS309</i>	<i>Radicalisation Risk Assessment</i>	<i>To be conducted on Wednesday 9<sup>th</sup> May.</i>
<i>SCS310c</i>	<i>Termly meetings of Pay and Performance Committee</i>	<i>The next meeting will be on Tuesday 15<sup>th</sup> May to conduct the Headteacher’s mid-year appraisal/review.</i>
<i>SCS320</i>	<i>Draft Pupil Premium Policy</i>	<i>PP Policy now circulated</i>
<i>SCS332</i>	<i>Annual self-declaration by staff</i>	<i>The Headteacher confirmed that a new self-declaration arrangement will be introduced in September. Governors wish to review this in October 2018.</i>
<i>SCS334</i>	<i>Whole school system of reward (for attendance)</i>	<i>Governors agreed to defer this item as it is scheduled for consideration by staff during the September inset day.</i>
<i>SCS343</i>	<i>Governors’ Three-year Strategic Plan</i>	<i>The Chair apologised for not yet having included a strategic aim for capital investment for improvements to the learning environment.</i>

**SCS365 Finance and SFVS**

The following papers were presented to Governors and agreed:

- a. School balances Information Worksheet 2017 – 2018
- b. Budget Plan 2018 – 2019
- c. Proposed CFR Report (I will show this one again when it has been agreed by County Hall)
- d. End of Year 2017 – 2018 Chart of Accounts Review

Governors congratulated Sue and the Headteacher on the work that they had done to balance the budget for 2018/19. Despite carrying forward a deficit, this had been reduced and the school finances were in a better position than had been projected a year ago. **One Governor queried what would happen if the school did not address its deficit budget and how could savings be achieved without being detrimental to learners?** Whilst there are no

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specific sanctions it is always better to have a balanced budget. The savings achieved this year have been across all areas so as to minimise the impact.

The Headteacher advised Governors that £13,500 had been allocated to Swanmead as part of the County's Capital Investment Programme, specifically for gate security improvements. **Governors suggested that the school's risk assessment be reviewed to identify priority actions and improvements.** It was agreed that:

***Action: Senior Leaders, with input from Governors, will develop a costed proposal.***

### **SCS366 Headteacher's Report**

The Headteacher presented highlights from his report, which had been previously circulated. Governors were advised that **student numbers** had reduced slightly since the report was written, due to recent leavers.

Whilst acknowledging that there had been high levels of illness in the Autumn term, Governors noted a further decline in **attendance** since December 2017 and stressed the need for a coordinated, whole-school, approach to address this. Initial thoughts would be shared at the next meeting of Governors and followed up in September, after the staff inset day. (See update to Item SCS334 Under Matters Arising).

**Staff** have been offering support to other schools in the area and have a good reputation. Care will be taken to ensure staff are not out of school too much however. Recent uncertainty regarding the structure of schooling in Ilminster has led to an increase in applications for teaching posts elsewhere.

Mock **SATs** papers had been completed in April. **Governors queried why there were no results shown for Greater Depth in Writing.** This was not tested but is based on teacher assessment. Current assessments show that pupils are on target. Maths performance continues to show significant improvement. The Headteacher expressed his thanks to those Governors who had agreed to visit the school during SATs week. A further SATs report would be provided to Governors in July.

New progress data has been gathered for the first time to demonstrate levels of **attainment**. This shows the % of pupils making expected progress, or above, based on their starting position at the beginning of the academic year and anticipated outcomes. Staff are also discussing other ways of demonstrating which curriculum individual pupils are following.

There is a noticeable correlation between the level of attendance of some pupils and their attainment. Pupil Premium attainment is also lower. **Governors requested that the Headteacher and Senior Leaders focus on delivering the Achievement for All work, to ensure that this has an impact on the most vulnerable learners to diminish any difference.**

The **Parent Questionnaire** had identified bullying as a particular concern. Governors agreed that, wherever bullying originates, the school had an important role to play in addressing it. Young people's resilience may influence how bullying is perceived so greater emphasis needs to be placed on defining bullying and ensuring pupils and parents understand how incidences of bullying are managed within the school. This subject should be part of the PHSE curriculum and would be reviewed again by Governors in July. Governors also proposed some changes to the wording of the parent questionnaire. The Headteacher added that the school is investing in a parent App to keep them more informed about pupils' learning and progress. This will be trialled with a small group of parents initially in the Autumn term & then extended to all parents.

**Key dates** – Sadly the Race Night fundraiser has been cancelled; the Chair and Vice Chair agreed to support interviews for new staff and Governors requested that the date of the

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Awards evening be advised earlier in the year, as this had not been included on Governors' list of meeting dates for 2017/18.

The Headteacher updated Governors that a consultant has now been appointed by the Local Authority to develop a proposal for the **Area Restructure**. Governors agreed that, given the lack of information currently available and subsequent uncertainty among staff and parents, a written statement should be issued stating the current position and Swanmead Governing Body's intent to defend the Middle School ethos. The Headteacher agreed to:

**Action: Draft a statement for consideration and adoption by Governors.**

#### **SCS367 Governor Business**

- a. The Clerk asked Governors to consider the format of the **Draft Meetings Forward Plan/Annual Planner** and explained how this document would be used going forwards. With input from the Headteacher and Chair of Governors, the tasks list would be reviewed and amended to reflect how Swanmead operates as a school and Governing Body. Governors were supportive of this approach.
- b. Two returns were still outstanding, but the Clerk provided a brief overview of the **Skills Audit** responses and the key questions for consideration. A copy would be circulated with the minutes for Governors to review and identify any further actions to address gaps in the skills of the Governing Body.
- c. The Clerk had attended the most recent **Clerks' Briefing** and provided an update to the meeting. The latest Training Programme had also been provided to Governors.

**Action: The Clerk to circulate a copy of the Skills Audit and Summer Term Clerks' briefing after the meeting.**

No further updates on **Training and Professional Development** were received.

- d. No **Link Visits** had been conducted since the last meeting.

#### **SCS368 Policy Review and Renewal**

- a. No changes had been made to the **Data Protection Policy**, although this was in progress due to the requirements of the new General Data Protection Regulation (GDPR). The Headteacher is reviewing a County model policy and will bring this back to a future meeting. Governors were provided with the Key Questions for Governors documents, in order to understand the requirements placed on the school and to ensure that each area is being addressed to ensure compliance. Conformity with GDPR will be supported by Ian Gover (Support Services for Education) who is working with a number of schools locally at no cost to Swanmead. As required, the Head is negotiating for a Member of Staff to take responsibility for monitoring GDPR from September.
- b. The **Sex Education** policy is due for renewal and would need to be reviewed by the relevant staff member and Safeguarding Governor.
- c. The **Accessibility Plan** is due for renewal and would need to be reviewed by the relevant staff member and SEND Governor.

**Action: Headteacher to instigate review where this is not already in progress.**

#### **SCS369 Safeguarding**

Governor safeguarding training would be scheduled before the end of the academic year.

**SCS360 Date and Agenda for next Governing Body Meeting** – Thursday 7<sup>th</sup> June 2018 at 5.30pm in Room 5. Including: Finance and SFVS\*; Policy Review and Renewal\* - Freedom of Information, GDPR update; School Structure\*; Attainment and Progress\*; Attendance – Whole school system of reward; Meeting dates for 2018/19.

*The meeting closed at 19:20.*

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