



**SWANMEAD COMMUNITY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
HELD ON
Thursday 5th July 2018 at 5.30 pm in Room 5**

Present: Dean Aspinall (DA); Marian Gamper (MG) (Chair); 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).

SCS381 Apologies for Absence – Val Keitch (VK); Kate Murdoch (KM); Winifred Nakayama (WN); and Jesse Pattison (JP) had sent apologies, which were accepted.

SCS382 Governors to declare to the Committee any pecuniary interest in this meeting’s agenda items – None declared.

SCS383 Minutes of the meeting held on Thursday, 7th June 2018 (*previously distributed*) were agreed as an accurate record and signed.

SCS384 Matters Arising – (*from the actions log*)

Item reference	Action	Update
<i>No ref</i>	<i>Share minutes of the School Council meetings with Governors as they become available.</i>	<i>Action Plan not yet completed. Powerpoint slides shared with Governors. Action: Clerk to invite School Council to attend the October Governors’ meeting.</i>
SCS365	<i>Costed proposal for improved gate security</i>	<i>An audit is to be conducted to identify options and prioritise solutions.</i>
SCS378	<i>Circulate September INSET day programme to Governors to enable participation in discussions regarding whole school approach to improving attendance</i>	<i>INSET Programme was shared at the meeting. Action: Headteacher to circulate an electronic version to all Governors.</i>

SCS385 Finance and SFVS

The Month 3 report was not yet available. The School Finance and Office Manager would attend a meeting in the Autumn Term. Governors were presented with a copy of the inventory, which was signed and dated by the Chair.

SCS386 Headteacher’s Updates

The Headteacher:

- a. Confirmed that the **School Term dates** for 2018/19 and 2019/20 had been published. Despite agreement generally being reached within the Crewkerne and Ilminster Schools Partnership (CISP), one of the INSET days in June does not correspond with Greenfyld, which may cause difficulties for some parents. However, there is no intention to alter the date now that they have been published.
- b. Had previously circulated a copy of the draft **Leadership Handover Pack**, a document which is considered to be good practice and was welcomed by Governors. Governors and school staff had identified some required updates. The document is a working draft and will be further developed and reviewed again in 12 months.

Signed as being a true record Chair

Date:.....

- c. Explained that the number of **SEP visits** per year had gradually reduced since support became available to the school in 2016/17. The school could now expect 3 visits in 2018/19. Any additional visits would come at a cost of £500. However, there is potential to negotiate some half day visits, which could be beneficial.
- d. Committed to send Governors details of the school's **SATs results**, which were expected on 12th July.
- e. Updated Governors that the school had yet to receive a visit from the consultant appointed to progress the Area Restructure work. As a maintained school the Headteacher had felt uneasy about developing a statement that in any way contradicted that issued jointly by the Headteachers in the CISP. The Headteacher shared a statement that had been issued to the parents of children attending Maiden Beech Academy. As an Academy, the Headteacher had more flexibility in what could be said. Using this as inspiration, Governors suggested the content of a statement from Swanmead, stressing their support and commitment to the Middle School system and the benefits to children's emotional well-being. It was agreed that a letter be sent to all parents including this statement and providing an early invitation to the proposed Open Evening in the Autumn Term, followed up by a further letter in September for the benefit of any new parents.

Action: Headteacher to provide statement to parents in summer and autumn terms.

SCS387 Governor Business

a. Election of Chair and Vice-Chair

The position of Chair and Vice-Chair were uncontested. As the sole nominee for Chair of Governors, MG was asked to leave the room, whilst Governors voted unanimously in favour of her re-election. In his absence, JP was elected, unopposed, to the position of Vice-Chair.

b. Review school's positive achievements over the past year and Governing Body effectiveness

Governors reflected on the school's achievements over the past year, noting particularly: the Ofsted result, Shakespeare Picnic and wide range of extra-curricular activities made available to pupils throughout the year, for which the Headteacher and all staff were thanked and praised. The school newsletters have been full of positive news stories and steps have been taken to increase positive publicity for the school within the local media, most recently via the successful application to feature as part of Tesco's Bags for Help scheme. The Ofsted report highlighted that the Governing Body at Swanmead was effective and continued to improve.

c. Review Governors' Three-year Strategic Plan and agree annual priorities for 2018/19

Governors had approved the Three-year Strategic Plan at a previous meeting but agreed that maintaining a healthy school budget should be the primary focus for 2018/19.

d. Confirm Governor attendance at Celebration of Achievement 2018

Governors had confirmed their attendance at the above event.

e. Alternative Sports Day arrangements for 2018

Governors had been made aware of negative comments from parents following a miscommunication regarding sports day. Some pupils and parents were led to believe that Sports Day had been cancelled. Following concerns about the condition of the school field, i.e. subsidence and issues with the contract for grass cutting and marking, the decision had been taken to proceed at the Recreation Ground. **Governors felt that the school should have been more proactive in communicating their concerns and**

Signed as being a true record Chair

Date:.....

disappointment with the condition of the field and provided some earlier indication to pupils and parents that Sports Day may not proceed in the usual way. This could have been done via school newsletters, to which Governors added that more involvement of staff and pupils would be beneficial, either in producing content or disseminate key messages via tutor groups, or via Facebook. Understanding how parents wish to receive communication from the school would also be helpful. Governors came back to the issue of the field, asking what action the school was taking in relation to the subsidence, which would only worsen. It was explained that the LEA was sending a representative to inspect the field but appeared to lack the capacity to address concerns such as these in a timely fashion.

f. Approve Standing Orders

The Clerk highlighted some minor updates to the document. The Clerk indicated that there is a County model policy that Governors may wish to consider adopting. Governors agreed that it would be prudent to adopt model policies where they exist, to reduce the risk of local school policies missing changes to legislation or processes. The model policy would be shared with Governors for adoption at the first meeting of the new academic year.

Action: Clerk to provide an updated copy of the Standing Orders for the website and circulate the County model policy for review, including an agenda item to ratify the revised policy in September 2018.

g. Approve Committee Terms of Reference and Committee membership

As above, the Clerk highlighted some minor updates to the Terms of Reference. No changes were proposed to the current membership of these. Governors considered whether they would like the Finance Working Party to remain a working party or to be established as a Committee. It was agreed that this would remain a working party.

Action: Clerk to circulate updated Terms of Reference and provide a copy for inclusion on the website.

h. Review and Update Governor Handbook

The Clerk had identified some required updates to ensure that links in the document were not broken and provided Governors with the most up to date reference documents. Governors were also invited to provide some suggested content to the 'Getting to know education' section, which was still to be populated.

Action: Clerk to circulate updated Terms of Reference and provide a copy for inclusion on the website.

i. Update on any Training and Professional Development undertaken, including Clerk's and/or Chair's Briefings

One Governors confirmed that they had completed GDPR training as part of their paid employment.

j. Summary of Link Visits/Reports conducted since the last meeting.

Two link visit reports had been circulated prior to the meeting. Having checked the SCR, the Safeguarding Governor highlighted the need to rationalise some office paperwork in line with GDPR requirements. The SCR should also include records of all staff's right to work in the UK. The Finance and Office Manager will take action to resolve this.

Signed as being a true record Chair

Date:.....

Action: Confirm that the Finance and Office Manager has destroyed unnecessary paper records and updated the SCR.

Due to a change in personal circumstances from September the Link Governor for Safeguarding and SEND confirmed that she would be unable to continue in these roles in the new academic year.

Action: Clerk to highlight vacancy and seek volunteers when reviewing Link Governor Protocol and roles.

SCS388 Policy Review and Renewal

a. General Data Protection Regulation (GDPR) Governors reviewed and ratified the updated, and previously circulated, GDPR Policy. The Headteacher shared a note following a meeting with the County Data Protection Officer (DPO) for schools, Ian Gover. Claire Haskell-Wood was confirmed as the school Data Protection Lead for Swanmead. In addition to the requirement to destroy some paper records, the need for more lockable storage across classrooms was noted. The staff induction session on 25th September will cover GDPR and Governors are welcome to attend.

b. Complaints Policy – It was recommended that Governors adopt the County Complaints Policy, previously circulated, subject to the following amendments: correction of a typo and removal of Complaints Coordinator in Annex B. These responsibilities would be fulfilled by the recipient of the complaint. Governors ratified the policy.

SCS389 Safeguarding

There were no further updates.

SCS390 Health and Safety Update

A Health and Safety Walk had been conducted. Of particular note, was the aforementioned subsidence on the field, electrics behind the stage and some missing light covers in classrooms. Replacements for the latter would come out of the school budget.

SCS380 Date of next meeting, confirmed as Thursday 20th September 2018, at 5.30pm in Room 5. Please refer to the meetings' forward plan for an overview of agenda items for this meeting.

The Chair thanked all Governors, present and absent, for their attendance and contribution at meetings over the past year.

The meeting closed at 18:55.

Signed as being a true record Chair

Date:.....