



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

**Thursday 18<sup>th</sup> October 2018 at 5.30 pm in Room 5**

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

**In attendance:** Helen Ingram (HI) and four members of the Student Council for item 401 only; Sue Spurway (SS) Finance and Office Manager; and Natalie Wainwright (NW) Clerk to the Governing Body.

**SCS400 Apologies for Absence** – Dean Aspinall (DA), Winifred Nakayama (WN) and Michaela Sharman (MS).

**SCS401 Presentation from School Council**

The student representatives provided an overview of their first meeting, questions and responses from a recent meeting with the Mayor of Ilminster and a copy of their action plan.

The Headteacher invited the School Council to be involved in establishing a whole school system of reward and will share information about e-praise, which will be presented to staff at November Inset, for their consideration. Governors were impressed by the range of issues covered by the action plan, including the creation of an anti-bullying sub-committee, and are delighted to see greater student input to school life via the Council, which currently has approximately 30 members.

Governors asked what ideas the School Council might have for fundraising to support some of their activities and this would be taken away for consideration at a future meeting.

The Eco-Committee has requested that a bin be located by the School gate to address dropped litter. The School Council will also liaise with SS to discuss healthy options for tuck.

Governors thanked the School Council representatives and HI for their input to the meeting.

**SCS402 Governors to declare to the Committee any pecuniary interest in this meeting's agenda items** – None declared.

**SCS403 Minutes of the meeting held on Thursday, 20<sup>th</sup> September 2018** (*previously distributed*) were accepted, subject to one amendment to the Link Governor designations. KM had not agreed to take on the Safeguarding role, which would continue to be held by WN until new Governor appointments are made.

**SCS404 Matters Arising** – (*from the actions log*)

<b>Item reference</b>	<b>Action</b>	<b>Update</b>
SCS332	<i>Develop a system of annual self-declaration of (DBS relevant) offences by staff and report progress to the next meeting in</i>	<i>To be introduced in November 2018.</i>

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

Date:.....

	<i>February.</i>	
<i>SCS334</i>	<i>Review system of reward (for good attendance) and encourage staff to share best practice in order to develop a 'whole school ethos'.</i>	<i>E-Praise electronic reward system to be presented to staff as one option at November inset. <b>Governors reminded the Headteacher that the issue raised was originally relating to attendance.</b> <b>Action: Headteacher to invite Debbie Harvey to talk to Governors about current approaches and recent changes to address attendance issues.</b>  <i>This action will be closed and funding sought to support actions to address.</i></i>
<i>SCS365</i>	<i>Develop a costed proposal for spending Capital Investment Programme funding on gate security.</i>	<i>Additional signs to be added to the front car park.</i>
<i>SCS387g</i>	<i>Circulate update Terms of Reference and provide for website.</i>	<i>This will be completed by the next meeting.</i>
<i>SCS398a(i)</i>	<i>Update Governor lost and advertise vacancies on Inspiring Governance website.</i>	<i>The Headteacher has identified two prospective Governors. <b>Action: Clerk to invite prospective Governors to next meeting.</b></i>

#### **SCS405 Finance and SFVS**

- a. Month 6** – Deficit could be reduced based on projected spend over the next few months and additional anticipated income. When will Governors next meet about this?

#### **Action – Arrange meeting of Finance Working party before Christmas.**

ICT replacements are required, although grant-making and fundraising could support this. In January, Governors will review potential expenditure and income generating opportunities linked to these areas.

- b. SFVS Actions Update – Governors to complete Self-Evaluation**  
**c. Governors received and noted the School Funds Audit**  
**d. Finance Policy** – Governors ratified the policy and a copy was signed by the Chair for retention by the School Business Manager.  
**e.** The addition of one further staff member to the **Register of Pecuniary Interests of staff** was noted. This is an update to the version of the document previously circulated to Governors. The final version was accepted and signed by the Chair.

*18:13 KP joined the meeting*

*18:14 SS left the meeting*

#### **SCS406 Headteacher's Update**

- a. SDP** – Link Governors to be identified within the plan once all vacancies have been filled.  
**b. Staff Appraisal** – The Headteacher and Pay Committee will meet on Monday 22<sup>nd</sup> October. The Headteacher's appraisal will take place in November/December 2018.  
**c. Annual Self-declarations** – no further update. See Matters Arising.  
**d. Ongoing** – no further update. See Matters Arising.

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

Date:.....

**SC407 Safeguarding Update**

A copy of the updated Keeping Children Safe in Education document and links to Prevent training had been circulated prior to the meeting. A sheet for Governors to sign, confirming that they have read and understood the document, will be available at the next meeting.

**Action - Clerk to create a form for Governors to sign.**

**SCS408 SEND Update and Governor Training**

The SEND Governor is to attend training and highlights will be disseminated to all Governors at the next meeting.

The Forward Plan suggests that SEND training for Governors should be made available at least once a year. In addition to the above, the SEND Inclusion Audit will be shared with the SEND Governor and presented to the Full Governing Body in January 2019.

**SCS409 Governor Business**

- a. No volunteer had been identified to complete the **website checklist** however the Headteacher highlighted that a number of plans and strategies had not been updated recently, including Year 7 catch-up and Pupil Premium. **Governors requested an update at the next meeting.**

A new Ofsted Framework is anticipated from September 2019. The breadth of curriculum will feature more heavily. Swanmead has offered itself as a Middle School to test the new framework.

Governors also discussed how often the SEF should be reviewed, i.e. an annual audit, as concerns arise, or when the new Ofsted framework is introduced. Governors decided to allow at least a year for new approaches to have been fully embedded. The SEF will therefore be reviewed in the autumn term of 2019.

**Governors asked whether staff and expertise could be shared across Swanmead and Wadham to alleviate parental concern about the limited range of courses available from Year 9 at Wadham.** The Headteacher explained this would need a shared timetable across the schools but would be discussed.

**Action – Clerk to include the SEF in the forward plan for October 2019**

**Action – Headteacher to explore options for staff/expertise sharing across CISP schools.**

- b. The Clerk confirmed that the core reference documents of the Governing Body, e.g. Standing Orders and Appendices had been updated and added to the Governor Secure webpage.
- c. No **Training and Professional** Development had been undertaken since the last meeting. Concern was raised about Governors accessing emails. The Clerk will send reminder text messages when new emails have been sent.
- d. No **Link Visits** had been conducted since the last meeting, although thanks were expressed to four Governors who were in attendance at the recent Open Evening. Governors also noted an increase in positive publicity about the school. The Chair suggested that Link Governors contact staff early in November, if they have not yet made a Link Visit this term, to arrange one before the busy Christmas period.

**Governors requested that the Area Restructure be included as a Standing Agenda item.**

Governors were advised that Schools Forum funding had been identified and Futures for Somerset would proceed with the intended review. Governors indicated a desire to understand contract values and the scope of this review.

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

Date:.....

Governors would consider whether remaining under LA control was in Swanmead's best interests. The Headteacher suggested that greater meshing between KS2/3 at Swanmead and Wadham may help, as per the arrangements between KS1/2 with Greenfylde.

**SCS410 Policy Review and Renewal**

- a. **Anti-bullying** – Section 7.4 and 7.5 were highlighted as these actions may no longer be permitted. Governors have a responsibility for monitoring incidents.

**Action: MR to review Anti-bullying policy and update**

- b. All other policies, with the exception of the Staff Disciplinary, Conduct and Grievance - which is to be reviewed in the context of the revised Terms of Reference - were ratified by Governors. This included:
  - i. Pay Policy
  - ii. Sex and Relationship Education Policy
  - iii. Accessibility Plan/Policy

**Date of next meeting**, confirmed as Thursday 22<sup>nd</sup> November 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 19:06.*

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

Date:.....