



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

HELD ON

Thursday 20th September 2018 at 5.30 pm in Room 5

Present: Dean Aspinall (DA); Marian Gamper (MG) (Chair); Kate Murdoch (KM); Winifred Nakayama (WN); and 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).

SCS391 Apologies for Absence – Val Keitch (VK) had sent apologies and confirmed that, following her recent appointment as Leader of South Somerset District Council, she would be resigning from the Governing Body with immediate effect.

SCS392 Governors to declare to the Committee any pecuniary interest in this meeting’s agenda items – None declared.

SCS393 Minutes of the meeting held on Thursday, 5th July 2018 (*previously distributed*) were agreed as an accurate record and signed.

SCS394 Matters Arising – (*from the actions log*)

Item reference	Action	Update
SCS309	Prepare radicalisation risk assessment with staff	A recent incident, resulting in a member of the public being asked to leave the school site, has resulted in a review of the school’s emergency lock down procedures for staff and pupils. Governors agreed that enhanced signage on the gates to the school field and another on a new side gate (to be installed) would reduce unintentional trespassing.
SCS365	Develop a costed proposal for spending Capital Investment Programme funding on gate security.	With reference to the above, the remaining budget, approximately £6,000 could be spent on a new entrance system and staff identity/access badges, as well as car park signage to prevent members of the public parking vehicles on the school or Somerset Skills and Learning Site during school hours. Action: Headteacher to confirm access arrangements for staff parking on the Somerset Skills and Learning site.

17:38 DA joined the meeting.

No ref.	Share minutes of the School Council meetings with Governors as they become available	School Council confirmed to attend October Governors’ meeting.
SCS368b&c	Instigate review of Sex Education Policy and Accessibility Plan, if not already complete.	The Headteacher reported that these had been updated and would be circulated to Governors.

Signed as being a true record Chair

Date:.....

SCS395 Headteacher's Updates

The Headteacher:

- a) The **School Development Plan 2018/19** remains in draft form. Governors were invited to provide feedback on the document. Link Governors would also need to be added once agreed, with all Governors having responsibility for securing improvements for boys;
- b) The **Headteacher's Report** highlighted the reduction in overall **pupil numbers**. **Governors expressed their concern that Swanmead had not yet scheduled an evening for existing Year 6 parents to promote the benefits of Middle School and did not feel that it was necessary to wait for Wadham to confirm their participation in this.** It was agreed that the Headteacher and staff would work towards a 'bolt-on' to the school Open Evening. **It was also suggested that alternative opportunities to dispel the myths around Middle School be arranged, for example a wine and cheese evening.** As a priority within Governors' three-year strategic plan, it was agreed that a Link Governor should be identified for school PR.

Low **attendance** had been highlighted in previous Governors meetings and was included as a particular focus for the most recent staff Inset day. Staff had discussed applying good practice approaches to increase attendance but no agreed strategy to take this forward was shared with Governors.

There were no questions on the **staff update** included within the report.

The Headteacher shared a more in-depth breakdown of the **July 2018 SATs** results with Governors, including performance of boys and girls and children in receipt of Pupil Premium. Swanmead were third in the table of Somerset Middle Schools. Governors congratulated the Headteacher and staff on the results and remarked on the accuracy of the predictions that were brought to Governors in May 2018.

Governors were advised of some improvements to the school building, including refurbishment of the girls' toilets. **Governors queried what the result of discussions with the Local Authority on the dip in the school field has been?** The Headteacher reported that no further progress had been made with this.

Although no formal confirmation has been received, the school is expecting to receive at least £1000 from the Tesco Bags for Help scheme and another application is to be submitted.

- c) **Pupil Exclusions** information for 2017/18 was shared at the meeting and **Governors queried whether there was a correlation between low attendance and exclusions.** There does not appear to be a particular link in this case. There were a total of eleven incidents resulting in the exclusion of eleven separate pupils, none of which were permanent exclusions or were appealed. **A Governor asked to what extent the Hub is involved in reintegrating pupils following an exclusion.** Generally the pupil and their parents meet with the Headteacher rather than Hub staff. There have been no repeat offenders.
- d) The Headteacher confirmed that there was no **Anti-bullying Strategy** as such, although anti-bullying will run through PSHE theme days. The school is also exploring an opportunity to participate in activities during National anti-bullying week (12th-16th

Signed as being a true record Chair

Date:.....

November). The Clerk advised that the school's anti-bullying policy is also due for review in October and would be brought to the next meeting.

SCS396 Safeguarding

Governors were advised of an update to the Keeping Children Safe in Education document and requested that Governors read and sign to confirm that they have understood it. Online Prevent duty training should also be repeated.

Action: Headteacher and Clerk to ensure that all Governors receive the Keeping Children Safe document and link to online training.

SCS397 SEND

Governors had received a copy of the SEND Information Report for 2017/18, prepared by the previous school SENCo, prior to the meeting. Governors had no questions or comments on the document.

SCS398 Governor Business

a. The Clerk had circulated the model Standing Orders document and highlighted those areas seeking input from the Governing Body. Subject to the preferred options being reflected in the final version, Governors were happy to adopt the Standing Orders for 2018/19.

Action: Clerk to amend and circulate a final copy to all Governors.

Each of the accompanying appendices were reviewed in turn.

i. *List of Governors* – to be updated to reflect co-opted vacancy left by VK. This results in two co-opted vacancies on the Governing Body.

Action: Clerk to advertise vacancies using the Inspiring Governance portal.

ii. *Instrument of Government* – accepted with no changes.

iii. *Scheme of Delegation* – **Action: Chair/Clerk/Headteacher to complete.**

iv. *Committee Terms of Reference and Membership* – **Action: Chair/Clerk to review and amend to reflect new policies and procedures, e.g. Complaints.**

v. *Link Governor Protocol and Link Governors* – Agreed to include new Link Governor roles as follows: Pupil Retention - JP; Fundraising – KM; Careers Lead – KP; and Data Protection Champion - MS. WN would take on Maths. WN would remain the named contact for Safeguarding and KM will take on SEND, until co-opted vacancies are filled and roles can be more widely shared.

vi. *Register of Declared Interests* – Governors had updated their records and provided copies to the Clerk for collation and publication.

vii. *Governor Code of Conduct* – Governors had received the model Code of Conduct prior to the meeting and signed confirming their acceptance of it.

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

The Clerk had attended the most recent Clerks' Briefing. A summary of key information and actions would be circulated to Governors via email.

Action: Clerk to circulate key information and actions to Governors.

Signed as being a true record Chair

Date:.....

- c. **Summary of Link Visits/Reports conducted since the last meeting.**
One Link Governor report on English and Whole School Literacy had been shared prior to the meeting. 400 school library books had been reported missing at the time of the visit and it came to light that there is no librarian or a system for checking books in or out. Since the visit, approximately 200 books have been returned, but a book amnesty is proposed and a note has been included in the school newsletter. **Governors suggested also writing to previous parents.**

SCS399 Policy Review and Renewal

- a. **Privacy Notice** – This was accepted and approved for publication on the website.
b. **Safeguarding Policy** – This was accepted and approved for publication on the website.

SCS380 Date of next meeting, confirmed as Thursday 18th 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 meeting closed at 19:05.

Signed as being a true record Chair

Date:.....