



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

Thursday 14th February 2019 at 5:30pm in Room 5

Present: Dean Aspinall (DA); Mark Cook (MC); Marian Gamper (MG); Davyd Muxworthy (DM); Kate Murdoch (KM); Duncan Perks (DP); Jesse Pattison (JP); Mark Raven (MR); Michaela Sharman (MS); and Mark Walker (MW) (Headteacher).

In attendance: Natalie Wainwright (NW)- Clerk to the Governing Body.

SCS431 Apologies for absence* were received from Kate Priddle (KP) after the meeting.

SCS432 No pecuniary interests* were declared in this meeting’s agenda items.

SCS433 Minutes of the last meeting, held on 17th January 2019, were agreed as an accurate record.

SCS434 Matters Arising* - actions not otherwise updated in the Actions Log.

<i>SCS309</i>	<i>Lockdown Procedure on agenda. Close action if ratified.</i>
<i>SCS332</i>	<i>Issued and completed by Governors at the meeting. Close action.</i>
<i>SCS396</i>	<i>All existing and new Governors have received a copy of the Keeping Children Safe in Education document and link to Prevent training, almost all of which have now been returned.</i>
<i>SCS416e</i>	<i>Headteacher has circulated a copy. Clerk to be provided with an electronic copy, then close.</i>
<i>SCS419a</i>	<i>Action now complete</i>

SCS435 Finance and SFVS

- a) The Headteacher provided the background and detail to this year’s Month 9 report and shared the dashboard with all Governors, following a review of the full report by the Finance Working Party. Of particular note, is the potential to shave £40k off of the school’s deficit budget. Governors were delighted with the progress and do not wish to find additional savings, at risk of damaging results and having an impact on pupils. The Month 9 report was accepted by Governors.
- b) The SFVS documentation will be presented to Governors in March, prior to submission to the Local Authority.
- c) SFVS Actions Update – No SFVS-specific updates, although Governors were presented with a series of virements over £4k, which were approved.

SCS436 Area Restructure

Questions had been submitted by Governors, via the Headteacher, to Bridgwater and Taunton College Trust. Responses had been shared prior to the meeting and were discussed.

The response regarding support for students at points of transition was reassuring and accepted, despite some remaining concerns about maintaining standards for pupils leaving Swanmead for Wadham during any transition arrangement and particularly if the latter is to close.

The ‘Growing Great Teachers’ policy was well received by staff and Governors who had read the document and felt that it more than responded to the concerns raised on the subject of staff performance management.

Signed as being a true record Chair

Date:.....

The impact on office staff is yet unknown.

The question regarding funding is not fully answered and Governors are still unclear how the funding will be found to achieve an all through school facility at SCS. **Governors suggested that an approach be made to the Town Council and Neighbourhood Planning Group to request that land to the rear of Swanmead is allocated for education, not residential (which would stifle the proposed development of a through school in Ilminster.)**

Action (i)– Headteacher to write to Town Council and Neighbourhood Planning group to request land use designation for education.

Following consideration of the above, it was proposed that, subject to a process of due diligence, the Governing Body of Swanmead Community School agree to convert to an Academy and join the Bridgwater and Taunton College Trust. Governors present, unanimously agreed.

Action (ii) - The Headteacher and Chairperson will write to the Bridgwater and Taunton College Trust, issue an email to parents on Friday 15th February and issue a press release to the wider community following half-term.

SCS437 Safeguarding Update and Governor Training

- a) The school's Safeguarding Audit has been submitted. One of the actions arising from the audit was in respect of the school's provision to manage bullying and safeguarding issues outside of school hours. After half term, an out of hours online facility, 'Toot Toot', will be explored as a potential mechanism for roll-out to pupils across the school.

SCS438 Policy Review and Renewal

Governors reviewed and ratified the following policies, which had been circulated prior to the meeting:

- a. Safeguarding Policy
- b. Updated SEND Policy
- c. Updated Anti-bullying Policy
- d. New Lockdown Policy
- e. Unchanged Charging and Remissions Policy

SCS439 Governor Business

- a. The current **Register of Governor Interests** was circulated as part of the Pen Portrait and Governor information document for the website. Updates to the pen portraits were the only revisions required and the document would be uploaded to the website;
- b. Governors had received a copy of the **Clerk's Briefing** ahead of the meeting. No questions were raised. As the Chair will be unable to attend the Governor Services Briefing in March, when information on accessing external funds will be available, Kate Murdoch has kindly agreed to attend and report to Governors at the next meeting;
- c. **Link Visits** - Following a Link Visit in 2017/18, which identified a number of missing library books, two quotes have been received for a new library system, for which £750 has been donated. The Clerk advised Governors that no Link Governor Reports had been submitted in the preceding half term.

Action – Link Governor Protocol and Governor roles to be reviewed in March.

- d. Governors received a recommendation from the Pay and Performance Management Committee, the details of which are recorded in a separate CONFIDENTIAL MINUTE.

Date of next meeting – Thursday 14th March 2019, at 5.30pm in Room 5.

Meeting closed 18:54

18:45 MW,
MS, MR left
the meeting

Signed as being a true record Chair

Date:.....