



SWANMEAD COMMUNITY SCHOOL

The next meeting of The Governing Body is to be held on Thursday 22nd November 2018 at 5.30 pm in Room 5

ANY 'MATTERS ARISING' FROM ANY MINUTES LISTED ON THE AGENDA OR 'ANY OTHER BUSINESS' Should you wish to bring an item up please pass this to the Clerk by noon on the Tuesday, prior to the Thursday meeting.

MINUTES

Present: Dean Aspinall (DA); Jesse Pattison (JP); Kate Priddle (KP); Michaela Sharman (MS); and Mark Walker (MW) (Headteacher)

In attendance: Prospective Governor, Mark Cook (MC); Debbie Harvey (DH) - Pupil Support, The Hub; and Natalie Wainwright (NW)- Clerk to the Governing Body.

SCS411 Apologies for absence* were received and accepted from Marian Gamper (MG); Kate Murdoch (KM); Winifred Nakayama (WN); Duncan Perks (DP); and Mark Raven (MR).

SCS412 No pecuniary interests* were declared in this meeting's agenda items.

SCS413 Minutes of the last meeting held on 18th October 2018* and amended minutes from 20th September 2018, were agreed as an accurate record.

SCS414 Matters Arising* - for actions not otherwise updated in the Actions Log.

Table with 2 columns: Reference (e.g., SCS309) and Description/Action (e.g., Radicalisation risk assessment and emergency 'lock-down' procedure has been shared with staff for test run before Christmas).

17:52 DH joined the meeting

SCS415 Finance and SFVS

a. SFVS Actions Update Governors were reminded submit their SFVS self-evaluation forms to the School Office and Finance Manager, if they have not already done so.

Governors were notified of a virement of £12,000 to move from contract cleaners to employed staff cleaners.

SCS416 Headteacher's/Staff Update

Prior to the Headteacher's Update, Debbie Harvey gave an overview of her role in addressing poor attendance and explained the impact of a reduction in Local Authority Attendance Officers and associated support. Termly reports are received from County. The last one (end of July 2018) showed Swanmead's attendance as eighth out of eight. This term the school is already demonstrating improvement and no longer a concern, placed fifth out of eight. The school works together with parents and tutors to support improved attendance. The introduction of attendance ranking by tutor group has been well received by staff and pupils and reflects a request made by Governors to explore whole-school options. Is there sufficient

Signed as being a true record Chair

Date:.....

capacity to deliver? Yes, with tutor support.

18:13

DH left the meeting

a. e-Praise presentation and school rewards system –

The Headteacher provided an update on the recent e-Praise presentation to staff. Governors were supportive of adopting a resource such as this and were advised that the current intention is to commence delivery from January 2019.

b. Boys Achievement – Autumn Half Term

The Headteacher had circulated a report prior to the meeting and provided some further explanation of the data. Each half term, the same cohort will be monitored by staff and a report presented to Governors. **What will staff do?** It was explained that staff members are taking collective responsibility for certain cohorts and giving regular feedback to parents about positive performance during each week. Cohorts have also been split in half and asked questions to identify their specific challenges. For those who have identified writing as a challenge and are struggling with fewer than three subject areas, laptops have been issued. Self-esteem and relationships with teachers have been a barrier for others, therefore Science demos have been trialed to reengage pupils in the subject area. **Are you reflecting back that the changes that have been implemented are as a result of pupil feedback?** Yes.

c. There are no updates on the **School Development Plan** since the last meeting.

This will be revisited in January 2019;

d. The **Headteacher's appraisal** will take place on Monday 26th November;

e. The **Termly Quality of Teaching review** was not available for this meeting.

Action: Headteacher to circulate the Monitoring and Evaluation Plan.

f. The **School Catering Contract** is currently provided and delivered by BAM each morning. BAM staff reheat approximately 33 meals a day but have asked if the school could become a host kitchen. This would see: £6,000 of investment into kitchen, £3000 contribution annually towards utility costs, repair and maintain of existing equipment; and payments to the school of three pence per meal (approx. £3,000-£4,000). Deliveries to six local Primary Schools would see additional traffic onsite. BAM could also offer a break-time service however, **Governors noted that children enjoy managing the tuck-shop and would be reluctant to lose this. Governors queries whether the kitchen would remain in the school's ownership and therefore still be available as part of public lettings?** Yes, believed to remain in the school's ownership. **Is this offer opening/negotiable?** Headteacher to explore.

g. This term's **SEP visit and report** was circulated with the agenda. No comments or questions were raised.

h. Area Restructure No plan or timeline received, although indications are that the review will commence in February 2019. The Headteacher has written to the Local Authority and received a response apologising for delays. Swanmead could still explore other options, i.e. becoming a satellite of another Academies Trust.

SCS417

Safeguarding Update and Governor Training

a. Safeguarding Policy (last reviewed in Sept 2018). It was agreed to delay ratification of this policy, due to the need for a further review to ensure that it is reflective of practice at Swanmead;

b. The Annual Safeguarding Audit had not yet been started but is due for submission on 30th January 2019. This would be presented to Governors at the next meeting on

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17th January;

- c. In the absence of the Safeguarding Governor, confirmation of an **SCR review** this term was still required;
- d. No Governors had attended recent **Safeguarding Training** but signed a declaration confirming that they had read the Keeping Children Safe in Education document.

Action: Clerk to chase outstanding Prevent certificates and signatures from absent Governors.

SCS418

Health and Safety Walk

- a. The last **Health and Safety Walk** was completed in September, with nothing further to report.

SCS419

Governor Business

- a. **Vacancies** – From December, there will be four vacancies, of which 3 x co-opted and 1 x Local Authority. Two prospective Governors have been identified. Mark Cook, in attendance, and Davyd Muxworthy. WN had advised of her decision to step down from the Governing Body at the end of her term in December, due to other commitments. Governors were appreciative of her service and would like to mark this in some way.

Action: Headteacher to arrange gift.

- b. The **updated Forward Plan for 2018/19** was accepted;
- c. **Training and Professional Development undertaken, including Clerk's or Chair's Briefings** Chair's Briefing notes had been circulated prior to the meeting. There were no comments or questions arising from this update;
- d. The Clerk had not been notified of any **Link Visits** having been conducted since the last meeting.

SCS420

Policy Review and Renewal

- a. Updated **Anti-bullying Policy** was not available for this meeting and would be carried forward;
- b. Updated **Staff Disciplinary, Conduct and Grievance Policy** was not available for this meeting and would be carried forward;
- c. **Staff development, including appraisal and CPD** Policy was ratified;
- d. **Complaints Procedure Statement**, no changes were noted since its last review, although amendments to the Local Authority model policy are anticipated, therefore this will be carried forward;
- e. **Safeguarding Policy** as above SCS417a;
- f. **Whistleblowing Policy** was ratified;
- g. To receive an update on **school compliance with GDPR/Data Protection Policy** –Further updates to this policy are anticipated and the latest version will be reviewed by staff member Claire Haskell-Wood. Some additional requirements are anticipated to ensure compliance.

Date of next meeting – *Thursday 17th January 2019, at 5.30pm in Room 5.*

Meeting closed 19:02

Signed as being a true record Chair

Date:.....