



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

**Thursday 14<sup>th</sup> March 2019 at 5:30pm in Room 5**

**Present:** 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, Sue Wilson-Smith (SWS - Guest)

**Absent:** Mark Cook (MC), Kate Priddle (KP)

**SCS440** **Apologies for absence\*** were received from Dean Aspinall (DA), Marian Gamper (MG) and Davyd Muxworthy (DM).

**SCS441** No **pecuniary interests\*** were declared in this meeting’s agenda items.

**SCS442** **Minutes of the last meeting, held on 14<sup>th</sup> February 2019**, were agreed as an accurate record.

**SCS443** **Matters Arising\*** - actions not otherwise updated in the Actions Log.

<i>SCS365</i>	<i>Granted go ahead for projects to deliver new gate entrance system. Close.</i>
<i>SCS387j(i)</i>	<i>Complete – Confirmation that unnecessary documents have been destroyed.</i>
<i>SCS398s(iii)</i>	<i>Final version of the Scheme of Delegation to be 'signed off' by the next meeting.</i>
<i>SCS416e</i>	<i>A hard copy of the Staff Monitoring and Evaluation Plan was provided to the Clerk at the meeting to be filed. Close.</i>
<i>SCS417d</i>	<i>Complete. Clerk to forward.</i>
<i>SCS436(i)</i>	<i>Advised by Peter Elliott not to request a land-use designation for education at the present time, although Governors reminded the Headteacher that the Neighbourhood Plan Group are currently assessing land-use. <b>Action: Headteacher to raise again with the Trust.</b> There is also the potential to raise informally at the Neighbourhood Planning event on 16<sup>th</sup> March 2019.</i>

**SCS444** **Finance and SFVS**

- a. The **Inventory, including Theft and Fraud log**, had been compiled and was circulated to Governors for review.
- b. The **SFVS Submission, including Governors’ Self Evaluation**, was now complete and approved by Governors for submission.
- c. The **SFVS Actions Update** now identifies Governor training to address skills gaps highlighted by the above.

**SCS445** **Safeguarding Update**

- a. **Actions arising from the Annual Safeguarding Audit** included a staff training session, which took place on Tuesday 26<sup>th</sup> February. Staff member, Dr Judith Hattersley is to complete further training in March in order to become the school’s Deputy Designated Safeguarding Lead (DDSL)
- b. **Review of the Single Central Record (SCR)** – Sue Spurway attended a training session on 4<sup>th</sup> March and is making a number of recommended additions and amendments to ensure that Swanmead’s SCR is fully compliant. The Safeguarding Link Governor, MG, will review once this work is complete.

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

Date:.....

**SCS446 SEND Update**

- a. The Headteacher confirmed completion of the, newly introduced, **Annual SEND Audit**. Wendy Birkett (Local SEND Advsiior) had visited Swanmead in the past month and has worked with the Senior Leadership Team to introduce a graduated approach to managing SEND across the school, so that teaching staff feel confident managing any challenges to learning. The escalation process will be as follows: Phase 1 = teacher, Phase 2 = tutor, Phase 3 = SENCO and Phase 4 = access external support. **Governors asked if there would be staff training to support this?** Yes, this will be the focus of the June INSET, to which Governors are invited.
- b. A copy of the 2017-18 **SEND report** had been circulated to Governors prior to the meeting and Governors were invited to consider what information they would like reported to meetings in the future. The school SENCO and Wendy Birkett will meet with Link Governor for SEND, KM, to discuss the introduction of the process, outlined in a. above, and any other issues arising from the Audit. This will also include a discussion regarding the content and format of the next report to Governors, which will be due in July 2019.

**SCS447 Headteachers Updates**

- a. **Area Restructure** – Swanmead’s application for academy status was submitted on the 8<sup>th</sup> March 2019. **Governors asked when a response is expected and queried what the response had been from parents, as it appears not all are fully aware of the details behind the proposals for the future of Swanmead i.e. potential expansion to 16.** A decision is expected to be taken at the next regional schools meeting in May 2019. If approved, the school’s new academy status should come into effect by November 2019. **Governors requested a timeline detailing the process from point of application, which can be shared when responding to enquiries from parents, staff and other members of the public. Ideally this should detail the longer-term ambition for Swanmead and the school site.**

The Headteacher and some staff continue to meet regularly with representatives of the Bridgwater and Taunton College Trust. Governors’ concerns about Year 8 progression have been slightly allayed by Wadham’s recent engagement in meetings. The Area Review work, being conducted by Futures for Somerset, is still underway and is currently considering five options. Governors noted a desire among staff and the community to retain Swanmead’s name, although it would no longer be referred to as a ‘community school’.

- b. **School Catering Contract** – The contract with BAM has now been signed, ready to commence with new arrangements from September 2019.
- c. **SEP Visit** – The Headteacher provided a verbal updated following Deb Wring’s visit to Swanmead on 4<sup>th</sup> February 2019. The visit focused predominantly on Safeguarding, SATs, KS3 assessment and British Values. A full report is available upon request. Deb is expected to return again in June 2019.
- d. **Health and Safety walk update** – The Local Authority completed their Health and Safety audit of Swanmead on 8<sup>th</sup> March 2019. Governors thanked staff member, Spencer Watts, for his work in achieving a 94% compliance rate. The full report will be shared with the Link Governor for Health and Safety, DA.

**SCS449 Governor Business (item taken out of order)**

- b. **Training and Professional Development**

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

18:28 – KM  
left the  
meeting

KM attended the most recent **Chairs Briefing**, which highlighted the role of the External Funding Service, which Swanmead does not currently sign up to. The service undertakes searches of grant making trusts, which may be useful in delivering projects. Schools and governance boards were also asked if they had done any 'Brexit resilience' work; had completed their annual Risk Assessment Management Information System (RAMIS) return, received reports on physical restraint and exclusions. At Swanmead exclusions are currently reported to Governors annually but this could be extended to termly, if required.

***ACTION: Clerk to ensure that the Governing Body is meeting, or exceeding, the minimum requirements regarding reporting of exclusions.***

18:47  
Duncan  
perks left  
the  
meeting

Prior to the meeting, MS shared a paper on the role of the governance board in maintaining staff and pupil wellbeing, following her attendance at a recent Health and Wellbeing conference for schools. 10 guidelines were outlined within the paper and considered by Governors.

One such guideline/recommendation was to include a statement on the website or within an appropriate policy about how the school supports staff and pupil wellbeing, with a particular focus on Headteacher wellbeing. Governors reflected that the Chair and Vice-Chair already provide support to the Headteacher via regular calls, but would consider what more could be done. Some staff access The Hub for support in school, but this is not an advertised service and many teachers are still taking a lot of work home. **Governors asked whether taking work home was discouraged?** The Headteacher and staff present, indicated that the choice to work at home often reflected a personal preference. School has a feedback, rather than marking policy, which relieves the need to take too much home. It was recognised that support to extra-curricular activities can often fall to the same members of staff. **Is support offered to staff who are dealing with pupils with issues, or does this need to be requested?** As mentioned above, some staff will access support via The Hub and offer one another mutual support. **Is everyone aware that the support is there?** This is less clear.

***Action: The Headteacher to circulate a memo to all staff regarding the services available to them via Care First.***

**SCS448 Policy Review and Renewal**

- a. The review of the new Data Protection Policy was deferred as the meeting was no longer quorate.

**SCS449 Governor Business**

- a. It was not possible to **agree Link Governor designations** as the meeting was no longer quorate. This item was deferred to the next meeting.
- c. **Link Visits** – no Link Governor reports had been submitted to the Clerk and no verbal updates were provided to the meeting.

**Date of next meeting** – *Thursday 9<sup>th</sup> May 2019, at 5.30pm in Room 5.*

***Action: Clerk to email/text all Governors to draw attention to revised meeting dates in May and June 2019.***

Meeting closed: 19:00

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

Date:.....