



**SWANMEAD COMMUNITY SCHOOL  
MINUTES OF THE GOVERNING BODY MEETING  
HELD ON  
Thursday 9<sup>th</sup> May 2019 at 5:30pm in Room 5**

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

**In attendance:** Sue Spurway (SS) – Finance and Office Manager; Natalie Wainwright (NW)- Clerk to the Governing Body

**SCS450** **Apologies for absence\*** were received from Michaela Sharman (MS) and accepted.

**SCS451** No **pecuniary interests\*** were declared in this meeting’s agenda items.

**SCS452** **Minutes of the last meeting, held on 14<sup>th</sup> March 2019,** were agreed as an accurate record.

**SCS453** **Matters Arising\*** - actions not otherwise updated in the Actions Log.

<i>SCS436(i)</i>	<i>Neighbourhood Plan consultant, Martha Covell, is visiting school on 8<sup>th</sup> June. <b>Action: Governors to issue a letter to the Neighbourhood Plan Group, requesting designation of land, to the rear of school, for education.</b></i>
<i>SCS449b(i)</i>	<i>The guidance does not indicate a recommended frequency for exclusions data to be shared with Governors, but does confirm what data is required and suggests how this should be used. All short-term, temporary exclusions are currently notified to the Chair of Governors and there have been no permanent exclusions for many years.</i>

**SCS454** **Finance**

- a) The Finance and Office Manager tabled a proposed **Budget Plan 2019/20** at the meeting. This will be reviewed again, with the involvement of the Finance Working Party, at the end of May, for approval by the Governing Body in June. Changes to the staff structure will have an impact. **Will academisation help address staffing structure?** Not in the next year, operating business as usual for 2019/20. **Are the Somerset Headteachers lobbying the MPs for appropriate levels of funding for SEND support?** Trusts are looking at facilities to provide ‘alternative provision’.
- b) The **Consistent Financial Reporting (CFR)** document was received and approved by Governors.
- c) The **School Balances Worksheet 2018/19** highlighted a reduction in the anticipated uncommitted revenue balance to -£44,524, which was commended by Governors. This will be further discussed with Peter Elliott, with the potential for the deficit to be written off as and when Swanmead joins the Bridgwater and Taunton College Trust (BTCT).

Page 3 of the worksheet presents how the Devolved Funding Capital Grant (DFCG) has been spent. £6,000 of this grant remains, a proportion of which is committed to the upgrade of the kitchen facilities. **Governors asked whether remaining funds could be spent to support fundraising efforts of staff** – ineligible for this funding -, **rewiring** – not assessed as a health and safety risk upon last assessment - **or new interactive white boards** – funds are insufficient to cover this. An additional £8,000 is anticipated with the potential for further capital investment when Swanmead joins the BTCT. **What happened to the school hall floor?**

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

Date:.....

Last review indicated it could last another 20 years.

d) All **virements** were approved.

There were no SFVS Actions update.

## SCS455

### Headteacher's Report

The Headteacher's report was circulated prior to the meeting and the following key points further highlighted.

**Pupil numbers** for 2019/20 are estimated at 292, based on known leavers and new-comers.

**Attendance** **Governors asked how Year 8 attendance compares to previous Year 8s?** A slight improvement on last year has been noted. Coding for educational trips may need to be revisited if incorrectly applied. Governors were pleased to see boys outperforming girls on attendance and improvements in attendance of pupils attracting Pupil Premium funding was also noted.

**Staff** some recent resignations and retirees have impacted upon the staffing structure. Governors and pupils are invited to participate in interviews on 22<sup>nd</sup> May to replace two teaching posts.

**SATs** – **Governors requested that data re. national figures and previous year's performance be included for comparison.** The Headteacher confirmed that this year 6 are outperforming last year's Year 6 and anticipate that they will be within 3 or 4 percent of national figures. Governors have been invited to visit school during SATs week between 9:45 and 10:15. Confirmed: DA – Monday, DP/MG – Tuesday, MC – Wednesday.

**Action - All who can attend to confirm with Headteacher.**

**Reading, Writing & Maths** - In terms of expected progress, the gap between performance of girls and boys is narrowing.

**Target boys** – Compared to data provided in October 2018, Governors noted that 60% of the target boys' attendance had increased with some notable increases e.g. 79%-93%. Governors were pleased to see evidence that the additional focus and targeting of interventions on these boys is working for the majority. Number of sanctions have reduced. **Governors requested seeing data relating to sanctions, including homework.** Parental involvement, e-praise, pastoral support and 'catch-up' sessions have been identified by staff as important factors in securing ongoing improvements.

#### a. School Development Plan (SDP)

Governors were reminded that the review of the SDP is an opportunity to hold the Headteacher to account. The Clerk advised that training on monitoring the SDP is available to be delivered to Boards. **Governors queried whether at least 10 hours of Careers Education had been delivered.** Helen Ingram has made a start with Year 7 and 8 careers sessions. Tutors are also including pupil aspirations in end of year reports. Link Governor (KP) has been engaged.

The report suggests that no Mental Health activities had been delivered, but Governors could name a number of awareness activities that had gone ahead with various year groups.

Governors identified that they had not fulfilled their link Governor roles as well as in previous years. An update to Link Governor designations later in the agenda should help.

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

Date:.....

Governors asked how staff were taking to delivering Maths across the curriculum? There does not appear to be the same degree of attention on this compared to previous 'whole-school' approaches to literacy for example. Whilst Maths results have improved, the Headteacher admitted that this has not received as much attention as it could.

**b. Any further developments following Governors' decision to apply for Academy status.** The Headteacher had circulated a written update prior to the meeting. The results of the Futures for Somerset review are now expected in June 2019, delaying Swanmead's likely conversion to October or November 2019. Governors would like to see pressure applied by the Headteacher and CEO of the Trust to ensure targets and timescales are adhered to and their concerns re. lack of progress and missed milestones noted.

The Clerk advised Governors of funding available to schools to support their conversion to an academy. Governing Bodies are advised to undertake a process of due diligence, seeking independent legal and financial advice prior to academisation and joining a Trust.

**SCS456 Safeguarding Update**

Jude Hattersley has been confirmed as deputy Designated Safeguarding Lead (DSL). Debbie Harvey will also complete the relevant training in Summer/Autumn 2019.

**SCS457 SEND Update**

The Link Governor for SEND confirmed that a Link Visit had now been completed. The focus of the next INSET day is on SEND, which the SEND Link Governor will attend.

**SCS458 Policy Review and Renewal**

- a. The new **Data Protection Policy** was ratified by Governors. Other Data Protection policies are being reviewed, including a Clear Desk Policy and CCTV policy, to support Swanmead's compliance with all GDPR and Data Protection legislation.
- b. The **Health and Safety Policy** was ratified.
- c. The revised **Attendance Policy** was ratified, although Governors recognised that it would need to be revisited again in September to ensure that the new reward system, being developed and to be implemented via e-praise, is reflected within the policy. **Action: - Clerk to include Attendance and Behaviour Policies on an agenda in the autumn term for update/review.**

**SCS459 Governor Business**

- a. **Update on Governor Vacancies and LA Governor Appointment** The Clerk advised of one LA Governor vacancy and confirmed that all paperwork and statements had now been submitted to the Local Authority in support of Sue Wilson-Smith's nomination to the Governing Body. Despite chasing, no response had been received from the LA nominating officers at this time.
- b. **Review Skills Audit returns for 2018/19** – Governors completed their skills audits at the meeting, which would be reviewed following the meeting and possible actions identified. The importance of this exercise was stressed as part of the Governing Body's role of reviewing its own effectiveness, identifying Governor strengths, skills gaps and training needs.
- c. **Agree Link Governor Designations.** Revisions were agreed and recorded in an updated version of the Link Governor Protocol.

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

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**d. Training and Professional Development**– A copy of the latest Clerks’ Briefing and Training Programme had been circulated prior to the meeting. Governors had no questions on the content.

MC confirmed that he had attended New Governor training and found that Swanmead’s Governing Body was operating in line with advice received.

NW is completing The Professional Clerk course and would share any significant learning with Governors. Governors were also invited to review meeting effectiveness and encouraged to provide feedback at all times to improve practice.

**e. Summary of Link Visits** – Two Link Visits had been conducted and one report submitted to the Clerk prior to the meeting. The Link Governor for English and Whole School Literacy provided a brief summary of the written report.

**f. SATs confirmation of Governor visits** – as above.

**Date of next meeting confirmed:** Thursday 6<sup>th</sup> June, 5.30pm in Room 5.

*Meeting closed: 19:17*

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

Date:.....