



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

Thursday 11th July 2019 at 5:30pm in Room 5

Present: Dean Aspinall (DA) from 17:34; Mark Cook (MC); Marian Gamper (MG) – Chair; Kate Murdoch (KM) until 18:16; Davyd Muxworthy (DM); Duncan Perks (DP) until 18:45; Jesse Pattison (JP) – Vice Chair; Kate Priddle (KP); and Mark Walker (MW) (Headteacher).

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

SCS470 Apologies for absence* were received from Mark Raven (MR) and accepted by Governors present.

SCS471 No pecuniary interests* were declared in this meeting’s agenda items.

SCS472 Minutes of the last meeting, held on 6th June 2019, were agreed as an accurate record.

SCS473 Matters Arising* - actions not otherwise updated in the Actions Log.

<i>SCS445b</i>	SCR review for the Spring and Summer Term to be completed. MG to action.
<i>SCS449b(ii)</i>	Care First info has now been circulated to all staff.
<i>SCS464e</i>	The Clerk has now received a copy of the Link Visit report referred to at the last meeting.

17.34 DA joined the meeting

SCS474 Finance and SFVS

Governors were provided with a one-page budget summary document showing further changes to the 2019/20 in-year deficit figure, which they had previously approved for submission to the Local Authority. Governors were notified of an end of year issue, identified when inputting data to the relevant spreadsheets for submission, which increased the staff salary figure, negatively impacting the in-year deficit figure of £0. The Local Authority has been unable to resolve the issue and advised that other schools had been similarly affected. Meanwhile, Swanmead’s budget has been independently reviewed by Bridgwater and Taunton College Trust (BTC). A five-year budget plan has been provided based on a September to September financial year. Although further savings have been identified in the process, Swanmead now records a deficit of £11,151 for 2018/19. It was proposed that the revised budget be adopted and this was unanimously approved by Governors.

SCS475 Headteacher’s Update

- a. Any further developments following Governors’ decision to apply for academy status. Governors were thanked for attending an additional meeting with the Headteacher to discuss the recent decision of the Regional School’s Commission (RSC) to reject Swanmead’s application to become an Academy and join the BTC Trust. It was agreed that, following consideration and action to address the concerns of the RSC, that Swanmead should proceed with a second application. Governors agreed to 1) Support BTC in reviewing plans to change their Board to a mixed Multi Academy Trust that would include the Diocese of Bath and Wells and enable Church Schools to join, if they wished 2) provide SATs results to BCT Trust; and 3) undertake further work to show how the school can expand to accommodate higher pupil numbers than was indicated by the review by Futures for Somerset.

A meeting of the Crewkerne and Ilminster Schools Partnership (CISP) Headteachers and Chairs is to be convened before the end of term. The Local Authority is looking towards a local CISP-wide solution to provide two-tier education to pupils in the area. The

Signed as being a true record Chair

Date:.....



Headteacher confirmed that he is in touch with the Leader of South Somerset District Council, seeking support for the acquisition of neighbouring disused building. KM offered to support any meeting with planners. Irrespective of other plans, Governors believe that the vacant Somerset Skills and Learning site presents an opportunity for Swanmead to expand and ensure it is capable of supporting a greater number of pupils into the future. **What are the timescales now for increasing age range?** The Headteacher acknowledged that this may not be achievable within 2019/20. Governors indicated a preference for a through-school arrangement for Ilminster, believing this would provide the best educational outcomes for pupils, however this option was not explored in the Futures for Somerset report.

- b.** The school's 2019 **SATs results** had previously been circulated to Governors. The report shows consistent improvements, particularly against 2016 results, which were not provided in the report. Swanmead continues to remain close to the national average and again, individually scores for Reading, Writing and Maths were pleasing. However, the combined scores were slightly disappointing, with a number of pupils missing out by a single percentage point. **Governors questioned whether these scores would be appealed? Governors queried why twelve pupils narrowly missed out on a higher score?** This was not clear but it would be possible to retest pupils who have narrowly missed out in the autumn term. Governors noted that the higher standard scores have also dropped, particularly for reading, although the Headteacher is confident that the staff team for 2019/20 will be able to support improvements in this area. Governors were pleased to learn that disadvantaged children had performed well, although not as well as non-disadvantaged. Children with a Special Educational Need or Disability (SEND) also performed particularly well this year.

c. Review of **school's positive achievements for 2018/19**

The Headteacher reflected on a number of positive achievements, including:

- Twenty five hours of new Personal, Social, Health, and Economic Education (PSHE) programme delivered to all pupils;
- New Careers Education Programme in place;
- Introduction of new Rewards System, e-Praise, to be further embedded next year;
- Improved attendance, evidenced in recent Headteacher's report;
- New methods of communication with parents via App;
- Arts Award presentation evening - Seventy children achieved criteria for Explore, Experience and Bronze awards;
- Successful production of Pirates of the Curry Bean, attended by some Governors;
- Continuing to reduce the deficit budget;
- Greater investment in developing and responding to pupil voice;
- Boys achievement – this year boys slightly outperformed girls in the combined figures;
- Introduction of a graduated approach to managing SEND cases has started well.

Governors congratulated the Headteacher and staff on the above.

d. **Staffing Structure for 2019/20**

The Headteacher had circulated a staff structure chart prior to the meeting. Governors noted that there is still a high proportion of part time staff employed at the school. There is also a slight shortage in Teaching Assistants, although current vacancies are being advertised. **The Headteacher was reminded that both apprenticeships and traineeships may be used to attract candidates to vacancies.**

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- e. The Headteacher confirmed that the **Annual Review of the Headteacher Handover pack** had been conducted and an updated copy was circulated to Governors prior to the meeting.
- f. The **SEP Visit Report** had been circulated to Governors prior to the meeting. Governors were reminded that there is no further finance available to support the programme of support beyond the current academic year. Governors were pleased with the support received and reflected on a number of items identified within the report, including: Staff Performance Management (see Section 2: Confidential Minute) and **queried the teaching of British Values which governors have not been informed about.**

18:16 KM left the meeting

The Headteacher confirmed that Dr Judith Hattersley is the school's lead for British Values. Governors agreed that British Values and Curriculum should receive greater 'air-time' at meetings and should be included on the meeting's forward plan for 2019/20.

Action: Clerk to include British Values and Curriculum in meeting's forward plan for 2019/20.

- g. Governors noted **School Term Dates and Inset days for 2019/20**, which had been circulated with the agenda and had been published on the school's website. The Headteacher explained that the 20th July 2020 Inset would likely be replaced with several evening staff training sessions at other times throughout the summer term 2020.

SCS476 Safeguarding Update following Governors' decision to apply for Academy status.
There was no update, but it was agreed that the Single Central Record (SCR) review would take place before the end of term.

SCS477 SEND Annual Report
Governors had received a copy of the annual SEND Report with the agenda. The Complaints section states that the LA will deal with the second stage of a complaint and complainants are referred to the School Complaints Policy for guidance. Governors understood that the LA no longer deals with complaints, so **is this outdated information or does the LA still investigate SEND complaints?**
Action: Headteacher to ascertain if this is an error/seek clarification from the Local Authority regarding their role in complaints concerning pupils with SEND and advise Clerk of any amendments to the report.

Governors had also suggested the inclusion of a link to further information about the Boxhall profile referred to within the report.

Action: Subject to the action above, Clerk to include all proposed changes and circulate final version for publication.

Governors thanked Rachel Perkins for her work.

SCS478 Policy Review and Renewal
The school Complaints Policy and Procedure had been updated following changes to the Department for Education (DfE) guidance and model policies in March 2019. The updated Policy and Procedure was ratified by Governors.

SCS479 Governor Business
a. Governors collectively responded to the National Governors Association (NGA) 20 questions, to review **Governing Body Effectiveness**. Governors were surprised that Safeguarding did not feature within the questions. A summary of Governor responses would be collated for the minute book. No immediate actions were identified.

Signed as being a true record Chair

Date:.....



18:45 DP
left meeting

Action: Clerk to provide written summary of responses to the Governing Body Effectiveness 20 questions exercise and circulate.

- b. Governors had reviewed and agreed the Meetings' Forward Plan for 2019/20.**
The Clerk explained that the plan is a working document but has proved helpful in tracking Governor business and requests for new agenda items.
- c. Governors approved the Standing Orders for 2019/20 and all appendices.** JP was nominated to join the Pay and Performance Management Committee following the resignation of KP. Governors thanked Kate for her contribution to the Governing Body. All Governors present signed the Governor Code of Conduct for 2019/20.
- d. The Clerk explained that no updates to the Governor handbook had been made since it was last adopted in 2017/18.** Governors agreed that any significant revisions should be delayed until Swanmead's future as a maintained or Academy school was certain.
- e. Receive updates, and ask questions, following any Training and Professional Development undertaken, including Clerks and Chairs Briefings** Following attendance at the recent Chairs Briefing, the Chair confirmed that County is building a new special school for SEND pupils and pupils with behavioural issues near Martock.
- f. Link Visits** The Health and Safety Governor had conducted a visit on 10th July 2019, identifying some minor issues. One major issue identified, related to the use of the school and neighbouring car park by residents and other users. Despite a local understanding that residents may use the school's parking facilities, providing they are off site by 8am, there is evidence of the former Somerset Skills and Learning car park having been used for car and drug sales/use. The school and pupils appear particularly vulnerable in this area, for example: pupils accessing the store adjacent to this car park, the height of the fence to the rear being insufficient to prevent access, resident parking as an insurance risk. The Health and Safety Governor believed that there was space to install a gate to limit access to the former Somerset Skills and Learning site, however, clarification of public access rights, any enforcement or approval to install a gate would require a conversation with the current owners.

Action: Headteacher to refer the access and pupil safety issue to the Local Authority, as owners of the former Somerset Skills and Learning building.

The Link Governor for Maths and Whole School numeracy had attempted to arrange a visit this term but, so far, without success.

- g. Election of Chair and Vice Chair**
No nominations had been received prior to the meeting for the roles of Chair and Vice Chair so the Clerk invited nominations during the meeting.
JP agreed to serve a further term as Vice Chair. JP was asked to leave the room whilst Governors considered his re-election to the role. His re-election was unanimously approved.
MG agreed to serve a further term as Chair. MG was asked to leave the room whilst Governors considered her re-election to the role. Her re-election was unanimously approved.

Governors thanked MG for all her work and support of the GB over the past twelve months. The Headteacher thanked Governors for their support during this academic year.

Date of Next Meeting Confirmed: Thursday 19th September 5.30pm in Room 5.

Meeting closed: 19:05

Signed as being a true record Chair

Date:.....