



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

Thursday 19th September 2019 at 5:30pm in Room 5

Present: Dean Aspinall (DA); Mark Cook (MC); Marian Gamper (MG); Kate Murdoch (KM) from 17:36; Davyd Muxworthy (DM); Jesse Pattison (JP); Mark Raven (MR) until 18:58; and Mark Walker (MW) (Headteacher).

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

19_20/001 Apologies for absence* were received from Duncan Perks (DP) and accepted by Governors present.

19_20/002 No pecuniary interests* were declared in this meeting’s agenda items.

19_20/003 Minutes of the last meeting, held on 11th July 2019, were agreed as an accurate record. The Chair signed the Confidential minute following the meeting.

KM joined the meeting at 17:36

19_20/004 Matters Arising* - actions not otherwise updated in the Actions Log.

SCS445b	<i>Now complete. MG confirmed that she had reviewed the SCR at the end of the previous academic year.</i>
SCS465c	<i>The Pay and Performance Management Committee did not meet to conduct a review meeting with the Headteacher at the end of last term. This would be arranged this term, although arrangements for this may need to be reviewed going forward.</i>
SCS477(i)	<i>It was confirmed that the normal complaints procedure policy applies in cases involving pupils with SEND. The SEND report would therefore need to be updated to reflect the recent amendments to the complaints procedure. This action sits with the Clerk.</i>
SCS479f	<i>The Headteacher cannot identify the relevant member of staff at the LA to talk to address this issue. The Estates link person is currently unable to help. Since Governors consider this an important Safeguarding issue this item should be pursued. Alternative LA departments will be contacted, e.g. assets, legal, in an attempt to progress.</i>

19_20/005 Finance and SFVS

- a. Governors were provided with a copy of the recent audit of the PE and Sports Premium 2018/19 and advised of their roles and responsibilities in respect this, including having an awareness of the conditions of the grant. The details of the grant award for 2019/20 and plan for spend is to be agreed. Previous performance information will also be shared with Governors at the next meeting. The Clerk advised that a new toolkit to support the effective use of this grant is due to be released. Staff and Governors may wish to review this.

It was agreed that the Finance Committee should meet early this term. There have been a number of staffing arrangements that have led to financial decision-making, which would benefit from Governor input.

Signed as being a true record Chair

Date:.....



19_20/006 Headteacher's Report and Updates

- a. The Headteacher's talked through his **termly report**, which had been circulated with the agenda. Attendance had been affected by the recent outbreak of a sickness bug.
- b. A further explanation of the **breakdown of July 2019 SATs results** was provided within the Headteacher's report. This included a breakdown of results for Boys/Girls/Pupil Premium and SEND. Governors noted a plateau in reading and also a descent on the Middle School Combined Results table, however, the gap between attainment of girls and boys has narrowed and the performance of SEND pupils is positive. Whilst teachers are confident about teaching English grammar it is challenging to improve spelling levels in only five terms in Years 5 and 6.

Governors remarked that the teacher assessment percentages on attainment and progress are high. The Headteacher recognised that peer challenge would be beneficial as the teacher assessment against SATs results do not correlate. Governors reflected on the previous Ofsted inspection, which focused on attainment and progress, hence the introduction of teacher assessment to evidence pupil progress, which was generally considered valuable but possibly misleading. **If pupils are not achieving when in a test situation, why not? The higher percentage figures could breed complacency among staff, which will not drive improvement in pupil attainment. How much of the whole school performance figure is influenced by over-confidence in Key Stage 3?** The Headteacher believes the school has changed during his time here and previous weaknesses at KS2 have been addressed, but possibly to the detriment of KS3. **Governors would like reassurance that the figures are challenged and scrutinised by the Headteacher.** The Headteacher agreed to conduct an internal audit/spot-check of work-books. **Governors further suggested that this could be done in conjunction with Maiden Beach.**

Governors were supportive of plans to structure year groups and classes according to the needs of each cohort/year group, i.e. a combination of set classes and mixed ability, as outlined within the report. This would enable those pupils who narrowly missed out in summer SATs to prepare to retake.

Improvements in Wadham's results were well received by Governors and were promising for the future of Swanmead. It was felt that these positive outcomes should be more widely publicised as it could help to minimise the loss from Swanmead of pupils to other schools in the area.

- c. **Pupil exclusions data for 2018/19** was circulated with the agenda. The Clerk advised that the school census returns includes exclusions data. The Governing Body should be aware of any census returns and the headlines within these.
- d. The **Outline School Development Plan (SDP)** was circulated with the agenda. It includes the addition of review and modification of curriculum and the graduated response to SEND. The Headteacher will be updating this document further to enable its incorporation into a common template.
- e. Jude Hattersley is leading on the production of a revised **Curriculum Plan for 2019/20**. This will be based on a 'head, hand and heart' approach (academia, creative and personal development). The new plan will be shared with Governors once available and published on the school website. The Clerk reminded

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Governors of the new Ofsted Framework, which will place greater emphasis on the school curriculum. Staff and Governors should understand the intent, implementation and impact of the curriculum.

- f. The **latest update regarding application for Academy status** confirms that the second application has now been accepted. Various administrative tasks are now to be completed. Swanmead and Bridgwater and Taunton College Academy Trust is working on the basis of conversion in February 2020. All Governors and staff have been informed and a joint letter to parents will be issued on the 20th September. **Governors suggested that the Wadham results also be included in the letter to parents.** The Headteacher was reluctant to agree to this, preferring to focus on Swanmead only.

A letter received from Julian Wooster has advised that a solution for the whole Crewkerne and Ilminster Schools Partners (CISP) area is preferable. **What is the plan for the extended age range?** This is to be revisited once the conversion to an academy has been concluded. The Headteacher has been advised that a £25k grant from DfE will be made available to Swanmead to support its conversion to an Academy, with conditions/eligibility criteria imposed.

The Headteacher confirmed that her is already working closely with the Multi-Academy Trust team and staff are invited to attend shared inset day.

19_20/007 Review School Mission, Values and Vision Statement

In light of the update provided under item 19_20/006f, this item was postponed.

19_20/008 Governor Business

- a. **Governors vacancies** – There are currently three vacancies on the Governing Body, of which two are for co-opted Governors and the other for a Local Authority Governor. It was felt that staff input to Governors meetings would be beneficial. Governors were also reminded that a candidate for the Local Authority Governor vacancy had previously been identified. Governors requested that the Headteacher obtain further information about the nature of Local Governing Bodies within the Multi-Academy Trust (MAT) as this would determine whether recruitment to the remaining vacancies is appropriate at this time.
Action: Headteacher to confirm Terms of Reference for Local Governing Bodies within the Bridgwater and Taunton College Academy Trust.
- b. **Identify Link Governor for Careers and areas of focus for Link Visits**
Governors reviewed current responsibilities. MC volunteered to undertake the role of Link Governor for Careers and would make contact with the staff lead, Helen Ingram. Other areas would be revisited once the future size and remit of the Governing Body within the MAT is known. It was agreed that Link Visits should focus on: Boys achievement; % achieving at greater depth; staff knowledge/awareness of updated child protection policy and guidance; impact of e-praise; and the impact of different setting structure. A whole school approach to online safety is also recommended. The Headteacher advised that Rachel Cox is currently developing a policy covering this and MR and The Hub are fully engaged in this agenda.
- c. **Training and Professional Development undertaken, including Clerks and Chairs Briefings** MC would attend the Governing Pay in your School training following this meeting. The Clerk advised Governors of [Parent View](#) and advised

Signed as being a true record Chair

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that this is a tool school's can use to gauge parent satisfaction at any time, not just when Ofsted inspections are undertaken. This forms part of the [Get Information About Schools \(GIAS\)](#) suite of information that should be publicly accessible via the Gov.uk website. The Headteacher and Clerk are due to meet on 24th September to ensure full compliance.

- d. **Link Visits** - MC had conducted his first Link Visit to the Maths Department. He provided a verbal and written update to Governors highlighting: staff satisfaction with the whole-school approach to maths - whilst this has been successful activity was wound down 18 months ago due to personal time constraints. On reflection a pause and review may be helpful. Staff confirmed that the new intake had a great attitude and work ethic, though they are unclear how gaps in performance between pupils in receipt of Pupil Premium funding and their peers may be closed. Although recognising that funding is tight a continued commitment to fund Maths apps, rather than an annual ask, would be beneficial. Paper copy costs are high and reliability of IT was also cited as an issue to be further explored. Data for Yr 7 and 8 was also not always considered relevant.

18:58 MC left the meeting to attend Governing the school's Pay Policy training.

MG had conducted an English link visit. Staff feedback regarding the use of e-praise was positive. The library system is also working well. It was suggested that some of the new resources would also appeal to and benefit Year 7 and 8 pupils.

19_20/009 Safeguarding Update

The Headteacher confirmed that the updated Keeping Children Safe in Education 2019 document had been sent to all staff, who have until Friday 27th September to sign, a confirming that they have read it. Safeguarding and Prevent were also on the agenda for the September inset day.

Action: All Governors to read updated document and sign to confirm that they have read it at the next meeting.

19_20/010 SEND Update

Training for SEND Governors will take place this term and the SEND Link Governor will endeavor to attend. The school SENCO has completed her training and the new graduated approach was covered at the recent inset day. The SENCO would be invited to a meeting this term.

19_20/011 Policy Review and Renewal

The Privacy Notice had been reviewed by the Headteacher. A copy was circulated with the agenda and was ratified by Governors at the meeting.

Date of Next Meeting Confirmed: Thursday 17th October, 5.30pm in Room 5.

Meeting closed: 19:14

Signed as being a true record Chair

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