



SWANMEAD COMMUNITY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
HELD ON

Thursday 21st November 2019 at 5:30pm in Room 5

Present: Dean Aspinall (DA); Mark Cook (MC); Marian Gamper (MG); Davyd Muxworthy (DM); Jesse Pattison (JP); Mark Raven (MR); and Mark Walker (MW) (Headteacher).

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

19_20/022 Apologies for absence* were received from Kate Murdoch (KM) and Duncan Perks (DP) and accepted by Governors.

19_20/023 No pecuniary interests* were declared in this meeting’s agenda items.

19_20/024 Minutes of the last meeting, held on 17th October 2019, were agreed as an accurate record and signed by the Chair of Governors.

19_20/025 Matters Arising* - actions not otherwise updated in the Actions Log.

SCS465c	Staff Appraisals had been completed. The Headteacher’s appraisal would take place on 2 nd December.
SCS479f	Some further enquiries made but no significant progress. The Headteacher confirmed that Cygnets Pre-School, which is Local Authority owned, would be excluded from the site transfer to Bridgwater and Taunton College Trust but with access rights remaining.
19_20/008a	The Chair of Governors has been invited to discuss arrangements for the new Swanmead Local Governing Body on Friday 22 nd November 2019.
19_20/018	Information relating to site security policy and procedure passed to staff member to add to school website.
19_20/020ai	In addition to recent changes, Governors agreed to include a further sentence and link to a Trauma Aware online document, provided by MR. Action: NW to include additional sentence and document link. Action: MR to apply for Trauma Aware School status.
19_20/020aii	Action: NW to add E-praise demonstration to February 2020 agenda.
19_20/021	Some enquiries regarding the Co-opted Governor vacancy had been received. Action: MW to invite prospective candidates to January meeting (though a meeting held with Trust representatives on 22nd November indicated that this may not be relevant or appropriate).

19_20/026 Finance

- a. The school insurance documents were not available for this meeting. Governors were therefore unable to confirm if they were sufficient to comply with the requirements of the Supporting Children with Medical Conditions Policy. This item will be carried forward.

Action: NW to include on January agenda.

19_20/027 Headteacher’s Update

- a. **Academisation Update** – The Headteacher confirmed that Browne Jacobson had been appointed as legal advisors to Swanmead, supporting the School through the process of academisation. Governors were presented with a dashboard showing activity, progress and completion dates. Key staff from the Trust have now visited Swanmead and all Teaching and Learning Support staff from Swanmead and the Trust attended a joint INSET day in November.

Swanmead has now received £25k to cover legal fees, signage, school prospectus, uniform changes (if applicable), online safeguarding platform and additional admin

Signed as being a true record Chair

Date:.....



capacity. There is a significant amount of work required to consolidate school information and transfer it across to the Trust systems.

Governors discussed a soft 'launch' of the new arrangements with the Trust from February, but a general preference for following academic years for a 'hard' launch, i.e. from September 2020. Communication with parents regarding ongoing work to achieve academisation is critical. The Headteacher proposes to host a parent consultation event and explain the intended completion date, whilst cautioning some flexibility on this. A consultation with staff will also be conducted by the Local Authority to clarify Transfer of Undertakings Protection of Employment (TUPE) arrangements.

- b. **Pupil Premium Strategy** – A draft strategy was circulated prior to the meeting. The Pupil Premium Link Governor was absent, but had received a copy, and the Governors present had no comments or questions on the content of the document.
- c. **Sports Premium Strategy** – The Strategy was circulated prior to the meeting. The Clerk advised that Governors should understand the term and conditions of the Sports Premium Grant and ensure that the school was meeting its requirements. The HT informed Governors that a lunchtime sports supervisor had now been appointed. The HT also advised of his decision to close the MUGA the previous week due to Health and Safety concerns. £1200 was spent to appoint contractors to clean the surface and this work is now complete. There is potential to work with community users to raise funds to further upgrade the facility.
- d. **Self-Evaluation** – The Headteacher explained that this is a non-statutory exercise, but good practice. The document had been circulated prior to the meeting and the format updated to reflect the requirements of the new Ofsted Framework. Governors had no comments or questions on this document.
- e. **New Ofsted Framework** – The Headteacher circulated a one-page briefing at the meeting, summarising what Governors had previously been told about the new focus of the Ofsted Framework. The renewed focus on the intent, implementation and impact of the curriculum has been welcomed by staff. **Governors noted that the Headteacher identifies a gap between intent and implementation within the Self-Evaluation. How is this being addressed?** The starting point is reviewing implementation. Staff are to come up with statements regarding the intention behind each subject area. The Chair added that there is an expectation that Governors also know and understand the impact of interventions, as well as the destinations of Year 8 leavers. Greater involvement of middle leaders is another area identified for development as well as improved understanding and support for managing staff workload and wellbeing. This could be a focus for Governors going forward.

The Headteacher also provided an example of the Professional Growth Plan, part of the new Growing Great Teachers Programme. A new staff support structure is already in place to support implementation, which could address some staff workload and wellbeing concerns. Governors reported positive staff feedback regarding these changes, following a recent Link visit. **If the Growing Great Teachers Programme focuses on self-assessment, what is the process if the Headteacher identifies room for improvement?** The Headteacher explained that the programme does not focus exclusively on self-assessment. It may identify a variety of personal development themes but, if the Headteacher or any other senior leader, recognises a need for improvement in general teaching standards, then this will be identified and addressed separately.

In other updates, the Headteacher confirmed that the planned Peer Review for this term had been rescheduled due to unforeseen circumstances and staff member Mark Lees

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Date:.....



has completed two inspections of schools under the new Ofsted framework.

19_20/028 Safeguarding Update

- a. **Confirmation of arrangements for Governor review of Single Central Record (SCR).** The Safeguarding Governor confirmed their intention to visit before the end of term.
- b. **Governor Safeguarding Training** was postponed until all Governors are present.

19_20/029 SEND Update

The school SENCO is to attend the January meeting to provide an update on the graduated approach and provide a mini-SEND training session. **A Governor asked if volunteer support was ever used to allow more senior teachers and/or support assistants to be released?** Not currently, although the Headteacher would explore the potential to involve more trained volunteers to support young people with SEND. It was noted that the current volunteer structure is struggling though, i.e. SCOFF membership dwindling, therefore may not be easy to attract committed volunteers.

19_20/030 Health and Safety Update

- a. The Health and Safety Link Governor has conducted their termly visit and a report provided to the Clerk, to be circulated with the minutes.

Action: NW to circulate Health and Safety Link Governor report with these minutes.

19_20/031 Policy Review and Renewal

- a. **Finance Policy** – ratified with no amendments.
- b. **Whistleblowing** – ratified with minor amendments.
- c. The **Teacher Appraisal Policy, Continuing Professional Development (CPD); and Capability of Staff** Policies were discussed in light of the early adoption of the Growing Great Teachers Programme. It was agreed that each of these policies have a statement added, including a link to the Bridgwater and Taunton Academies Trust policy, until such a time that the Trust policy fully applies to Swanmead.
- d. **Data Protection and GDPR** – The Clerk reminded Governors that, due to the changes brought about by the new Data Protection Policy and General Data Protection Regulation (GDPR), regular opportunities for the Board to review progress and compliance had been included in the forward plan. This was one such opportunity. Governors were unclear whether to expect a CCTV and Clear Desk Policy for review or whether these had been incorporated within other policy documents. The Headteacher suggested that staff had signed a commitment regarding these things. It was agreed that the Local Authority Lead should work with the school's Data Protection Lead to conduct an audit.

Action: Headteacher to request Data Protection audit.

19_20/032 Governor Business

- a. **Update on current Governor vacancies** – See matters arising. Prospective Governors to be invited to January meeting.
- b. **Review Meeting Forward Plan 2019-20** – The latest updates and amendments to the Forward Plan were accepted by Governors, but recognising that significant changes would come when the Board becomes a Local Governing Body within the Trust.
- c. **Receive updates and ask questions following and Training and Professional Development undertaken, inc. Clerks and Chairs Briefings;**
The Chair had attended a recent briefing and shared the key messages with Governors, including: Emphasis on understanding impact, the culture of the school, safeguarding and the golden thread, and the importance of a broad and balanced curriculum.
- d. **Provide feedback following Link Visits conducted since the last meeting.**
MC had conducted a Careers Link Visit. This is a new area of work but the lead staff

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Date:.....



member has an initial plan in place, has purchased the relevant handbook and the Link Governor will attend training in February. Help will be needed from all staff as Careers should become embedded across the whole learning experience. Teaching staff have been asked to open-up about previous job roles and the Careers Lead has also established links with the Somerset Education Business Partnership (EBP) to support links with local businesses. There is also an intention to recruit past student ambassadors. The Link Governor identified that further clarification around the process of making referrals to Social Care may be needed. A full report would be provided to the Clerk for circulation and filing.

The English and Whole School Literacy Link Governor had conducted a learning walk exploring application across the full breadth of the curriculum. English was witnessed in a history and science lesson. Particular questions were asked regarding tracking of boys' progress and interventions and outlook for current Year 6. The Governor was impressed.

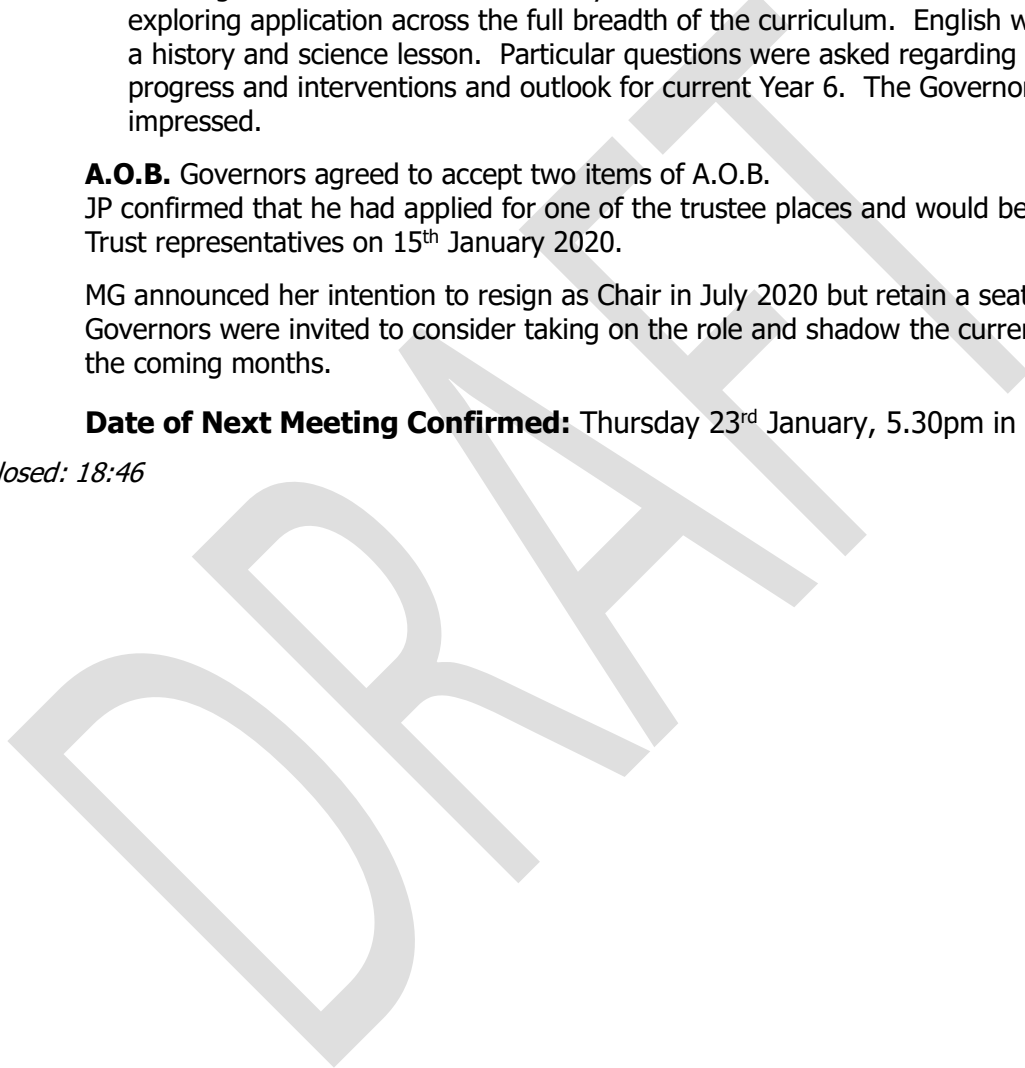
A.O.B. Governors agreed to accept two items of A.O.B.

JP confirmed that he had applied for one of the trustee places and would be meeting with Trust representatives on 15th January 2020.

MG announced her intention to resign as Chair in July 2020 but retain a seat as a Governor. Governors were invited to consider taking on the role and shadow the current Chair over the coming months.

Date of Next Meeting Confirmed: Thursday 23rd January, 5.30pm in Room 5.

Meeting closed: 18:46



Signed as being a true record Chair

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