



**SWANMEAD COMMUNITY SCHOOL
MINUTES OF THE GOVERNING BODY MEETING
HELD ON
Thursday 23rd January 2020 at 5.30 pm in Room 5**

Present: Mark Cook (MC), Marian Gamper (MG), Kate Murdoch (KM) (from 5.44pm), Jesse Pattison (JP), Duncan Perks (DP), Mark Raven (MR), Mark Walker (MW),

In attendance: Natalie Wainwright (NW), Rachel Perkins (RP)(to 5.47pm), Jude Hattersley (JH)(to 6.17pm) and Helen Ingram (HI)(from 6.10pm to 6.41pm)

19_20/033 Apologies for absence* were received from Dean Aspinall (DA) and Davyd Muxworthy (DM) and accepted by Governors.

19_20/034 No pecuniary interest* were declared in this meeting’s agenda items.

19_20/035 Staff Presentations:

Three members of staff had been invited to present to Governing Body.

a. SEND – Swanmead’s Graduated Approach Framework and Provision Mapping

RM provided some context to the SEND framework and shared the outputs of an important provision mapping exercise completed by staff during a recent INSET day. The step-by-step evidence-based approach to responding to staff concerns inside and outside of the classroom was outlined and an explanation of how pupil needs are identified and addressed at each tier was provided. Governors were advised that professional help at tier 4 can only be provided if school-based support at tiers 2 and 3 can be shown to have been offered.

Half-termly staff meetings have provided an opportunity to share best practice and the framework has, so far, been well received by staff. **What impact is being seen, compared to previous systems?** Staff confidence has increased and there has been a subsequent reduction in the volume of children being referred to the SENCo. Work with the pupils to identify in-school solutions has also improved relationships. **Are pupils with SEN identified at Swanmead or prior to transition?** Both. Fewer pupils are now moving into the higher needs bracket. From September, the number of Swanmead pupils with an EHCP will increase significantly. The Headteacher and SENCo are looking at the skills and experience of teachers and teacher assistants recruited to Swanmead in response to this.

KM joined the meeting 17:44

Governors suggested recording and monitoring pupils at each tier, to understand the impact of pupils joining in September 2020.

RP left the meeting 17:47

Schools across the county have been interested in learning from Swanmead’s approach.

The Curriculum Plan, Dr Jude Hattersley, Teacher

JH shared some Powerpoint slides with Governors, reminding them of their role in holding the school to account on its curriculum offer and circulating some suggested scrutiny questions that Governors agreed could be incorporated into future Link visits.

Swanmead has reviewed its curriculum offer in two staff training sessions. Subject leads have been reviewing what the school is already doing and how evidence can be gathered to meet the new Ofsted requirements. Each subject leader has taken time, off timetable, to create a subject-specific curriculum plan focusing on intent, implementation and impact.

Signed as being a true record Chair

Date:.....



JH shared examples of the Curriculum sequencing overview, which is helping the school to know that the curriculum is flexible, broad and balanced. Future Inset days will allow staff to look for cross-curricular links before full plans are shared with Governors and ultimately published. Curriculum Intent Statements will also be reviewed to identify areas of overlap, common language, etc.

This work will likely influence the school's current vision and ethos statement.

Staff have found the exercise and additional cross-curricular dialogue useful and senior staff already have a better overview of what is being delivered across the school and why. Staff have also been better able to identify opportunities for training to develop new subject knowledge.

Does the sequencing document change? Yes. It is meant to be a fluid evolving document, which is changed to capture learning and experience. **How do you judge if you have met your intended outcomes? Do you need to collect additional data?** Evidence will be in pupil workbooks, interactions in class, final product, e.g. piece of art, writing, which is already being captured, in addition to required data returns. **How will you record this?** Teachers holding one another to account to ensure teacher assessment is as close to reality as it can be. Pupil feedback can also be used as evidence.

18:10 HI joined the meeting

It was stressed that there would be more depth to the curriculum in Maths, English and Science as core subjects, but the breadth of the curriculum will be far wider across all subject areas.

The Clerk shared a link to some free webinars for Governors on this subject - <https://isbl.org.uk/Training.aspx>

18:17 JH left the meeting

b. Careers Education and the Gatsby Benchmarks

HI introduced the Gatsby Benchmarks and explained that Careers needs to be an increasingly universal provision, though the focus at Swanmead is predominantly on Year 8 pupils. Careers will be a major focus at the next Inset day.

Tutors have agreed to offer impartial conversations, rather than advice, to pupils and tutor packs have been issued to support an exploration of different Careers and the breadth of opportunity to raise aspirations and relate pupil subject choices to areas of interest. HI conducted an audit in September 2019 looking at subjects, areas for development and using this to influence what goes into tutor packs each year.

The Somerset Education Business Partnership has been supportive, although a lot of the resources available are geared towards Secondary Schools. CISP meetings have supported thinking about delivery in Primary years, whilst raising aspirations is a key shared focus for CISP.

HI left the meeting
18:41

Governors thought that including a Careers focus to school trips and engaging parents would be beneficial.

Staff were thanked for their contributions to the meeting and their ongoing work.

19_20/036

Minutes of the last meeting* held on 21st November 2019 were agreed as an accurate record and signed by the Chair of Governors.

19_20/037

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

SCS465c	<i>The Headteacher confirmed that his appraisal had been completed as planned. Close.</i>
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Signed as being a true record Chair

Date:.....



19_20/038 Finance *

- a. The school's insurance documents had been checked to ensure compliance with the requirements of the supporting pupils with medical conditions policy.

Following delays in the decision regarding academisation, the Single Financial Value Standard will need to be completed as usual, including Governors' Self-Evaluation. Governors present completed their self-evaluation.

19_20/039 Headteacher's Report and Other Updates*

Governors had received a copy of the Headteachers report prior to the meeting. A verbal update regarding the detail of some staff changes was provided.

Governors noted that the gap was narrowing in Pupil Premium and SEND performance. The Pupil Premium Progress data in Geography & Art & the SEND results in RE & PE present a contrast to these two groups' progress in other subjects. The Progress scores for Y8 appear to drop in History, French, Design Technology and Art. Is this something to do with Key Stage 3 curriculum demands? Also is the dip in Reading & Writing scores in Y7 due to relaxation after the Y6 SATs, or the application of Key Stage 3 criteria? Staff have not yet had time to look at & analyse this recent data.

Are the numbers graded at Expected for Reading in Y6 optimistic, given Swanmead's history of below average Reading scores in the SATs? The results of the December test indicate that Reading scores may be slightly lower this year.

An update was provided regarding Swanmead's progress towards Academy status, the details of which are captured as a **Confidential Minute**. Governors were keen that consultation/communication with parents should go ahead on 4th March.

19_20/040 Safeguarding* Update

There was no safeguarding update.

19_20/041 SEND* Update

Governors wished to congratulate RP on achieving her award in SEND Coordination.

19_20/042 Policy Review and Renewal*

- a. No changes were proposed to the **Charging and Remissions Policy**, which was ratified by Governors.
- b. Further changes are required to the school's **Safeguarding Policy** to reflect updates to the Keeping Children Safe in Education document. The Safeguarding Governor would discuss proposed changes with the Headteacher and amendments made as required, prior to ratification by Governors.

19_20/043 Governor Business*

- a. There remain three Governor Vacancies;
- b. No training had been attended since the last meeting, but a copy of the most recent Clerks briefing would be circulated with a copy of the minutes;
- c. KM provided a Link Governor report, in which she questioned what involvement the SENCo has in budget setting – now involved.

Action: A copy of the report to be provided, by the Link Governor, to the Clerk for filing.

Date of next meeting - *Thursday 27th February 2020, at 5.30pm in Room 5.*

Signed as being a true record Chair

Date:.....