



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

Thursday 27th February 2020 at 5:30pm in Room 5

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

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

2019_20/044 Apologies for absence* were received from Duncan Perks (DP) and accepted by Governors.

2019_20/045 No pecuniary interests* were declared in this meeting's agenda items.

2019_20/046 Minutes of the last meeting, held on 23rd January 2020, were agreed as an accurate record and signed by the Chair of Governors.

2019_20/047 Matters Arising* - actions not otherwise updated in the Actions Log.

<i>SCS479f</i>	<i>Clerk challenged site security issue/ safety of children and staff as well as role and responsibility of Governing Body. Governors remain concerned and requested the erection of higher-level fencing, or similar, to restrict access to the sensory garden area.</i>
<i>19_20/008a</i>	<i>To be carried forward.</i>
<i>19_20/042b</i>	<i>Amendments proposed, training and up-skirting to be included as per Keeping Children Safe in Education Guidance. Clerk to circulate revised policy alongside Safeguarding Policy.</i>

2019_20/048 Finance

- a. The Headteacher circulated an additional paper at the meeting highlighting an observation recently made by the Finance and Business Manager in respect of the Month 9 report. The latter estimated the total school balance at -£57,778 but did not include the £25,000 budget for academy conversion, therefore a more accurate deficit budget is in fact -£77,778. The paper went on to outline anticipated income of approximately £8,000. **Governors wanted a clear understanding of the reasons for the deficit budget.** These were outlined in the paper, including challenges relating to: School Site maintenance following end of the BMIS contract; issues with the Boiler Room, lifts and MUGA; staffing; long-term illness and contract amendments. **Governors asked if staffing cost reductions implied redundancies?** Not at present, but various scenarios are being explored.
- b. The school budget arrived on 26th February 2020 totalling £1,386,030 and predominantly made up of the basic entitlement per pupil. An additional £50,000 has been received as a result of an increase in the allocation per child, and a further £22,000 based on formula and Pupil Premium monies. The school expects a reduction in some administration costs as a result of Academy conversion. **Governors asked whether the income for children with an EHCP would also increase?** The Headteacher confirmed that these figures do not appear to be included and would be an additional sum due to the school. The Headteacher and Finance Manager are working to

Signed as being a true record Chair

Date:.....



set a slight surplus, in-year, budget for 2020/2021. **Will the budget include additional costs for additional and specialist Learning Support Assistants to support new pupils?** Yes, this will be included. Governors accepted the reasons for the current deficit budget and are supportive of the decisions made but **requested values against each of the reasons given and a further opportunity to review the final figures before submission.**

Governors noted the cost of staff absence, which appears to be high at Swanmead. Whilst the Local Authority should monitor this, no concerns have been raised and absence is predominantly monitored and managed in school. **Governors requested that the % for staff attendance should be reported in the Headteacher's report and staff ideally informed of the budgetary implications of absence for the school. The attendance target for staff should be the same as pupils.**

Governors were invited to consider whether they wish for the school to apply for the setting of a deficit budget for 2020/21. Governors were content with this request but sought assurance that there will be no negative impact on pupils in this year.

Action: Headteacher and Finance Manager to request a delay to submission of the deficit budget figure to the Local Authority until 27th March following the next Governors meeting, when values will be known.

Governors were reminded that the Trust had agreed to take on any deficit, but this should ideally be equal to, or less than, the value previously discussed with them.

- c. Three **SFVS Governor Self-Evaluation** forms were outstanding. Two hard copies were distributed for completion at the meeting.
- d. The Headteacher will meet with the staff team to work through the SFVS 25 questions and complete the **SFVS Actions Log** for the year, which will be reported to Governors at the March meeting.

2019_20/049 Headteacher's Update

- a. **Staffing and Recruitment** – The Headteacher informed Governors that the Data Officer vacancy has not been replaced, but an increase in other staff hours has enabled a number of the previous postholder's roles and responsibilities to be covered. This is with the exception of reporting of staff data and reporting to parents, for which, the school has enlisted the help of the School Information Management System (SIMS) to produce the Spring, Summer and end of year reports.

A Replacement Maths teacher will start Easter, whilst two new LSAs have been appointed to start before the end of the academic year.

- b. **Academisation Conversion** – No further update has been provided. The Headteacher is, however, aware of a local First school seeking to increase its age range. Though the school is not a feeder for Swanmead, a few of its parents elect to send their children to Swanmead so, if authorised, this change could theoretically impact Swanmead numbers.

2019_20/050 Safeguarding Update – The Safeguarding Audit will be shared at the March meeting.

2019_20/051 SEND Update – No update was provided at the meeting.

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2019_20/052 Policy Review and Renewal

- a. SEND Policy – This is currently being reviewed and was not available for Governors to consider and ratify at this meeting.
- b. Safeguarding Policy – The changes proposed to the policy by the Safeguarding Governor are yet to be incorporated into an updated version and would be reviewed alongside the findings of the Safeguarding Audit prior to ratification by Governors.

2019_20/053 Governor Business

- a. The **Register of Governor Interests** has been reviewed with no changes notified to the Clerk.
- b. Meeting of the **Pay and Performance Management Committee**. There was no further update, but the Headteacher offered to circulate the targets agreed at his annual appraisal.

Action: Headteacher to circulate annual appraisal targets.

- c. **Training and Professional Development** - MC had attended a recent Careers session for staff and Governors. A report will follow.

MG met local chairs of the Academy Trust and had a tour of Stanchester School, noting recent improvements. The Chair had attended the most recent Chairs Briefing. The Chair reported a challenge regarding the role Governors have taken in setting the overall aims of the curriculum. For example, Governors should evidence questions raised, challenges and any impact on the curriculum. Why are pupils learning what they're learning? How is it progressive? What would we expect pupils to be able to do as a result of learning? It was agreed that the templates for Subject Specific Curriculum Plans, Curriculum Sequencing Overview and Curriculum Intent Statements, which were shared with Governors at the last meeting, provide the detail and should be shared with Link Governors for further discussion with subject leads. The recent Inset Day activity has successful in identifying some cross-curricular links.

Action: Clerk to update Link Governor Protocol to incorporate latest guidance on curriculum.

The Pupil Premium information on the school website should include the impact of the measures for that year, which it does.

- d. The **proposed meeting change** in May, from 7th-14th May, was agreed by Governors.

2019_20/054 E-Praise Demonstration

Governors received a demonstration of the e-Praise system in the ICT suite to conclude the meeting.

Meeting closed: 19:00

Signed as being a true record Chair

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