



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

Tuesday 28 September 2021 from 5.30p.m. in Room 5

Present: Jesse Pattison (Chairman); Marian Gamper (MG); Dean Aspinall (DA); Vicki Stacey-Masters (VSM); Mark Cook (MC); Andrew Whitfield (AW); Kate Murdoch (KM) and Mark Walker (MW) (Headteacher).

In attendance: Mel Hillman (MH), Independent Clerk to the Governing Body

2021_22/001 Apologies for absence were received and approved from*: Davyd Muxworthy (DM). The meeting was quorate.

2021_22/002 No pecuniary interests* were declared in this meeting's agenda items.

2021_22/003 Minutes of the last full Governors meeting, held on 8 July 2021* were agreed as an accurate record. These were signed by the Chair of Governors. The confidential minutes would be approved later in the meeting.

2021_22/004 Matters Arising* None

2021_21/005 Governor Business

- a) **To Elect a Vice-Chairman for 2021/22.** Nominations were requested for a Vice-Chair. Mark Cook was proposed by MG and seconded by KM. He was elected unanimously.
- b) **Clerks' Briefing** – 14 September 2021. The Clerk had joined this online session and had circulated the presentation slides prior to the meeting. He emphasised the statutory documents that had been updated including a check list for the school website. He reminded the Governing Body that Governance Services was there to help the school.
- c) **Membership of the Governing Body.** It was confirmed that Duncan Perks had resigned as a Governor.
- d) **Safeguarding.** MG reminded the Governing Body that she would remain the Safeguarding Governor until the end of term as well as monitoring English. There were items to update including inspection of the Single Central Register.
- e) **Governor Links.** MC reported on Careers Education: The visit had been to check on the progress of the development of the careers strategy and the steps towards meeting the Gatsby benchmarks. Branded careers Record of Achievement folders were now in use by pupils and the Kudos system was working. This was proving an excellent tool. Five visits to outside organisations had been arranged. A meeting had also been held with the SENCO to identify pupils who would further benefit from specific visits using the Kudos profile information. Permission was being sought to take pupils to an English/Mfl festival in October. MC also reported on an Maths visit to catch-up on progress and the current levels of performance by year groups. The progress and activities in each Year Group had been discussed
- f) **Re-organisation Update.** MW commented that the main discussion would be in the confidential section later in the meeting after the staff governors had withdrawn. He reminded Governors that the two judicial reviews brought by parents of other schools were



scheduled to take place in Cardiff on 14 and 15 October 2021. The LA had asked all schools to continue the local arrangement in the interim. A timeline for informing staff of the process that would be followed had been produced. The JWG had completed a lot of work so far.

- g) **Governor's 3-Year Plan:** It was agreed to defer the production of this Plan as the new Governing Body for the new school would produce its own.

2021_22/006 Headteacher's Report

- a) MW confirm that the Month 5 Budget reconciliation had taken place in the last week. The Month 6 report would be presented to the next meeting. **ACTION: MW**
- b) The staffing changes were displayed on-screen.
- c) The number of pupils on roll was now 308 – the highest number known.
- d) In Year 6 the SEND arrangements were working well with more integration of pupils. Year 7 had been split along three class and all were working well with good engagement across the Year.
- e) Attendance across the previous school year had been 95.3%.
- f) The total number of exclusions in the previous year had been 3 days (2 x 1.5 days).
- g) The progress data was shown on screen. Overall progress recorded showed 97.40% in Reading, 96.34 in Writing and 96.97 in Maths. An improvement in boys' art was also noted.
- h) The KS2 Assessment for 2020-21 had been as predicted with 57% of pupils at the expected level.
- i) The need for bubbles and face coverings due to Covid had been removed as well as the self-isolation requirements. There school was reverting back to somewhere near normality, although some social distancing and testing requirements remained.
- j) The School Development Plan (SDP) had been reviewed with the focus on Intent, Implementation and Impact. The themes were – Covid catch-up, transition of three year groups, staff wellbeing/direction/security, PHSE & Careers, SEND, English & Maths preparation for SATs. Extra-curricular activities were resuming. Staff would be able to take one 'Wellbeing' day off before March 2022. The Great Wood camp earlier in the term had been very successful. There would be a focus on Leadership beyond January 2022.
- k) £96,325 had been received for the year for Pupil Premium activities. These were shown on-screen and totalled £96,500. One Governors whether there were any issues. AW indicated that there was still some uncertainty of gaps for certain pupils. There were re-capping exercises taking place. Catch-up resources would be used in a gradual process.
- l) The Curriculum Plan was shown on-screen. The school had moved to a two-week timetable which provided a richer curriculum experience.
- m) SEND provision was quite stretched and more investment would be made.
- n) The Statutory Privacy Notice was re-approved.
- o) There would be a further update on Safeguarding at the October or November meeting. The Policy had been reviewed. There was a new section on Peer-to-Peer abuse.

ACTION:MW



2021_22/007 Any Other Business

VSM commented that with the colder weather approaching, correct ventilation of classrooms would become an issue and asked what arrangements were being made. She had taken her own CO2 measurements and these had been high. She had concerns for the pupils. VSM was asked to speak to the Headteacher outside of the meeting to consider the issue.

ACTION: MW/VSM

2021_2022/008 Date of Next Meeting

It was agreed to defer the next meeting to 5.30pm on Thursday 21 October 2021.

The meeting now moved to a confidential section. AW and VSM withdrew at this point.

Signed as being a true record Chair

Date:.....