



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

**Thursday 13 May 2021 from 5.30p.m. in the school hall**

**Present:** Marian Gamper (MG) (Chairman); Dean Aspinall (DA); Vicki Stacey-Masters (VSM); Mark Cook (MC); Duncan Perks (DP); Kate Murdoch (KM); Davyd Muxworthy (DM) and Mark Walker (MW) (Headteacher).

**In attendance:** Sue Spurway (SS), Business Manager (to item 069)  
Mel Hillman (MH), Independent Clerk to the Governing Body

**2020\_21/065 Apologies for absence were received and approved from\*:** Jesse Pattison and Andrew Whitfield. The meeting was quorate.

**2020\_21/066 No pecuniary interests\*** were declared in this meeting's agenda items.

**2020\_21/067 Minutes of the last full Governors meeting, held on 25 March 2021\*** were agreed as an accurate record. These were signed by the Chair of Governors.

**2020\_21/068 Matters Arising\*** There were no matters arising.

**2020\_21/069 Finance Report**

The Headteacher reported verbally and by on-screen presentation on the following items :

Sue Spurway was welcomed to the meeting for this item.

The end of year balances were shown with an overspend of £29,113 in the year. MW felt that some of this may be recouped through additional special funding for COVID provision. The overall deficit was £79,095, which was within the minus budget position agreed with the LA.

There had been a need to purchase some urgent items in-year eg marquee and there had been a balancing by saving on non-essential items in the original budget. MW assured the meeting that the school had spent on everything that it had needed to.

The proposed budget for 2021/22 was £1,548,231 which included an in-year surplus of £20,095. This gave a revised deficit of £59,000.

There was a discussion on whether the £29,113 should be retained within the budget to help reduce the overall deficit or to be used on dealing with some of the implications of COVID. There were suggestions of focussing on catch-up provision for pupils. Concerns were expressed that there were still too many uncertainties around COVID. It was agreed to retain the £79,095 deficit position and use the £29,113 for the best benefit of the pupils in the school.

A suggestion was made that the Finance Committee should restart its meetings having been placed on hold during COVID restrictions. This was agreed. **ACTION: MW/SS**

MW also reported that £11,963 was left in-year in the DFCG budget. The total available for 2021/22 would be £20,968. This could only be used on buildings and infrastructure projects.



It was agreed that MW and SS would undertake a walk around of the site to identify issues. One suggestion was that there was some investment in air filtration equipment for classrooms to reduce the need to keep windows open. **ACTION: MW/SS**

The SFVS Governor audit results were shown on screen and indicated a wide spread of Governor skills and knowledge on financial matters. MW confirmed that the SFVS return had been submitted to the LA.

The CFR pages had been circulated prior to the meeting and were noted.

The school equipment list had now been updated and was available for inspection by Governors. **ACTION: ALL**

Thanks were expressed to SS who left the meeting.

### **2020\_21/070 Governor Business**

- a) VSM reported that she had completed Part 2 of the New Governor Induction.
- b) The Clerk had joined in the online Clerks' Briefing on 27 April 2021. The presentation slides and supporting notes had been circulated to Governors prior to the meeting.
- c) Link Governor Reports. MC had met with Mrs Perrott on 10 April 2021 to discuss post-COVID forward planning and the catch-up learning gap assessment. He had met with the entire team and discuss the re-arranged curriculum based on keystone principles. Year 6 would finish the curriculum but there were no SATs. There would be informal teacher judgements. There would be help for those who had not fully engaged during lockdown. This would be extended to Year 5 after half-term, but most of Year 5 would probably be OK. Years 7 & 8 would have less lessons but there would be some extra tuition for Year 7 pupils. Year 8 would work in two groups with Dave McMeaken. Further discussions were held around informing Wadham school of items of the curriculum that had been missed by Year 8, There had been no linear equations for Years 7 & 8. Would there be further tuition for Years 7 & 8 before the end of term? The school would try to keep Rob Treacher in place to continue the sports programme. There would be a meeting with Maiden Beech school to update assessment data. There had been informal meetings with Wadham school over the past 12 months. It had been asked that the thanks of the staff for all the support from the Headteacher during the pandemic period be passed onto the Governors. This had been much appreciated. Other issues mentioned were – the availability of extra tuition going forward – what this restricted to the National Tutor scheme? plus the dovetailing of the curriculum with Wadham School. Mark was thanked for his report.

MW indicated that catch-up funding could be used for these items. MG asked that all Governors try to make contact with staff during the rest of term to thank them for all their efforts. **ACTION:ALL**

- d) Re-organisation. The draft terms of reference for the Joint Working Group with Greenfylde School had been circulated prior to the meeting. Previous discussions had agreed to delete the need for the Chairs of both schools to be members of the Group. There would now be an Independent Chair (Probably a National Leader of Governance) and two Governors from each school. It was anticipated that there would also be a representative of the Diocese in an advisory capacity.



There was a wide-ranging discussion on the various scenarios for the future structure and purpose of the Joint Working Group and staff. It was agreed that DA and MC would represent Swanmead on the Group which was due to meet in the second week of this term.

MG confirmed that she would be standing down at the end of this term. JP had indicated that he would be willing to take over as Chairman for one term from September 2021. Governors were asked to consider a suitable Vice-Chairman. Elections for the positions would take place in the July 2021 meeting. **ACTION: ALL**

A question was asked as to how Governors could help in the current situation. MW indicated that his priority was the teaching staff and the options to support them. Concerns were expressed about the nature and quality of a recent online questionnaire sent to staff by the LA. It had been considered patronising and demeaning by staff. The school had loyal and hard-working staff who needed support in the circumstances, including suitable HR advice.

### **2020\_21/072 Headteacher's Report**

- a) COVID Update. MW gave an on-screen presentation. From 19 April 2021, teachers had been based in their own classrooms, with pupils moving around classes. From 17 May the portaloos would be removed and the indoor toilets reopened – with appropriate safeguards in place. Bikes and scooters would be allowed back in school. There would no longer be a requirement for pupils to wear facemasks in class. There would be personal choices in this. Teachers may still need to wear them. The staff room provision in the school hall had been removed. Lunchtime arrangements and clubs would be back to normal. Assemblies would take place and a full list of trips and events were displayed on screen, including Sports Day and the trip to Great Wood.
- b) Catch-up Plan. Details were shown on-screen. There would be yoga sessions for Year 6 on Tuesdays, extended to Year 5 after half-term. On Wednesdays there would be English sessions for Years 7 & 8 with Maths sessions on Thursdays for the same year groups. The summer school would provide sessions in English, Maths, Sports, Arts, Performance and Forest School between 26<sup>th</sup> and 30 July 2021.

### **2020\_21/073 Safeguarding**

The Health and Safety walk through would take place during the term. **ACTION:MW**

### **2020\_21/074 SEND Update.**

There was nothing to report for this meeting.

### **2020\_21/075 Policy Review**

There were no policies for review at this meeting.

### **2020\_21/076 Any Other Business**

There was no other business.

Meeting closed: 7.10pm

**Next meeting – Thursday 10 June at 5.30pm at the school**