



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

Thursday 18 October 2021 from 5.30p.m. in Room 5

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

In attendance: Mel Hillman (MH), Independent Clerk to the Governing Body
Helen Ingram (HI), Careers Teacher (To item 013(a))

2021_22/009 Apologies for absence were received and approved from*: Andrew Whitfield (AW). The meeting was quorate.

2021_22/010 No pecuniary interests* were declared in this meeting's agenda items.

2021_22/011 Minutes of the last full Governors meeting, held on 8 July 2021* were agreed as an accurate record with the changing of 'why' to 'what' in item 2021_22/007. These were signed by the Chair of Governors.

2021_22/012 Matters Arising* None

2021_21/013 Governor Business

- a) **Governor Links – Careers.** Helen Ingram was welcomed to the meeting to give a short on-screen presentation on the Careers Education Programme at the school. The school had benchmarking links to the Careers & Enterprise Company which had lowered its age group work to include Swanmead. There had been KS2 and KS3 assemblies during October as well as ongoing curriculum input and other activities. This included a programme of visits to other organisations.

An on-screen demonstration was given on the KUDOS software in use with the pupils. This was a wide-ranging programme which offered pupils the opportunity to explore career choices and showed the qualifications needed and possible entry routes. All pupils completed a questionnaire before starting to determine the start range. The pupils could create shortlists and search by jobs, all relevant to the age. This enabled pupils to produce action plans which could be placed in their individual Records of Achievement. A question was asked how many other middle schools used this software. MW indicated that it was in use at Wadham School but very few other middle schools were involved. He had attended a Middle Schools Headteacher Forum recently and mentioned it. There was a lot of interest from other Heads. A further question was asked if the pupils could carry forward their account logins to Wadham. MW would investigate this. **ACTION:MW** Visits include MCNC Engineering in Bridgwater; Bridgwater College plus visits by College staff to the school and another visit planned to their Automotive Centre in January; CGI by Studio Mitchell in Honiton had to be cancelled but would be rescheduled; East Devon Physio was due in November. Trudi, an Animal Behaviour Specialist had talked about

Signed as being a true record Chair

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horse care. Simon Lunn would also speak on Fitness Training. A visit to the magistrates court would be repeated this year. A visit to Bradfords was also being arranged but not yet confirmed.

The Careers Strategy had been updated and was on the school website for follow-up. It was a working document to be updated as necessary. There was a link for Governors to check and ratify. MW/HI would organise the circulation of the link to Governors.

ACTION:MW/HI.

It was intended that there would be more parental engagement in the future. There would also be an added focus on pupils requiring extra support and encouragement. For all pupils there was a focus in tutor time on Thursday to link into classwork.

In answer to a question, it was confirmed that the Record of Achievements would contain printouts of other data, including visits, which could be shared with the next school for Year 8 pupils. It was intended to act as a mini-CV.

Helen was thanked for such for a comprehensive and informative presentation.

Governors were particularly pleased with the personal development aspects of the programme. (Helen Ingram left the meeting at this point)

- b) **Governor Links (2). Safeguarding.** MG reported that she had checked the Safeguarding Policy and that it was up to date. She had also inspected the Single Central Register and was satisfied it was up to date. She had also checked the system for checking staff DBS renewals and this was working correctly.
- c) **Governor Links (3) – English.** MG also reported on a link visit for English. She had noted how tired and demoralised many staff were due to the ongoing Covid restrictions and the merger negotiations. In KS3 a reading engagement programme had been launched. Year 7 pupils had been consulted on how the work should be measured. The agreement had been on word count. A range of prizes had been agreed by the pupils and implemented. Pupils in Year 8 were supporting Year 5 pupils in reading. Years 5 and 6 were working with an author on a Remembrance Day focus. In looking at the data, boys continued to lag behind except Year 7 reading. Comment was made on Ofsted requirements of cultural focus in the curriculum. VSM assured the meeting that this was already in place and embedded.
- d) **Pay Committee.** It was confirmed that the Pay Committee had met. The Headteacher's Performance Management process was ongoing.
- e) **Membership of the Governing Body.** There was nothing to report
- f) **Local Leaders of Governance.** The Clerk reported on an online Forum held by the South-West Local Leaders of Governance earlier in the day and had circulated an email to all Governors outlining the changes in approach to school inspections being undertaken by Ofsted. He had since received a copy of a list of the questions being asked and would circulate this to Governors. MW added that from information received, the school could expect a visit in the Autumn 2023 or Spring 2024. There seemed to be a current focus on Outstanding schools. **ACTION: MH**
- g) **Re-organisation Update.** Letters had gone to staff. The process was on hold until the judgement on the Judicial Review had been released. There was nothing to report from JWG and the timeline was still running. It had been confirmed that there would be no specialist teachers employed in the new school. This had been disappointing for many



staff. November 12 was the deadline for registering interest in other posts in the new school. There would be opportunities in other local schools. It was intended the whole redundancy and appointment process would be completed by the end of January. MW would continue to provide as much support as he could. It had been agreed that MW would remain in post until the end of March 2022 to help ensure continuity. The meeting unanimously expressed their thanks for agreeing to this. The pupils and parents had not yet been informed. One Governor asked if there was clarity yet on the funding of redundancy payments from school budgets. JP confirmed that nothing would be taken out of the Swanmead budget. Greenfylde school did have a surplus and it had been confirmed that this would be transferred to new school budget. In reply to a further question, it was confirmed that any funds available should be made available to continue to provide effective education for all pupils.

2021_22/014 Headteacher's Report

- a) Month 6 Report: MW presented that Month 6 budget report which indicated that the school was in a healthy position. There had been a slight increase in income to £1,570,654. There was a predicted surplus of £16,097 for the end of the financial year and a reduced carried forward of £63,052. It was noted that there was still £11,963 in the DFCG budget. MW would undertake a site walk to identify possible projects to use this amount. **ACTION: MW** The Cost Centre analysis showed overspending in Teaching Staff and Supply Teaching headings. MW explained that it had been necessary to appoint some new teachers on a higher point and that sickness absence had resulted in the supply costs increasing. The school had received a Covid Catch-up Grant and now had £22,814.51 available. The Government had also given notice of the School-led tutoring scheme which would enable the school to fund teachers for individual additional one-to-one tutoring sessions before and after school. Expressions of interests had been requested. The curriculum development budget did have £3075 available. A question was asked about the Contra Dealings Heading which showed a deficit position. MW explained that this was a Heading used by the County Council to take direct costs of using Council facilities (eg Great Wood, Kilve Court). The school would balance this in due course from parental contributions through the school fund account. There was still £4,090.77 in the ICT Development budget and MW would undertake a site check to ascertain what was required. **ACTION:MW** The budget would continue to be used for the achievement and wellbeing of pupils and staff. It was possible that the school would be asked to set a budget for the period April to August 2022 prior to the opening of the new school from September 2022. Approval of the Month 6 Report was proposed by MG, seconded by DM and unanimously agreed.
- b) SFVS Self-Evaluation Form. Governors were reminded of the need to complete this form and return it to the school. **ACTION: ALL**
- c) MW confirmed that the Register of Business Interests for Staff had been completed and signed off.
- d) MW presented a short written report covering Pupil attendance (95%), despite some Covid cases. Some pupils were being lost to Holyrood School. The various trips and sports fixtures were noted. Staff changes were also noted. There would be parent tutor contact sessions on Tuesday 23 November 2021. There was a staff INSET day scheduled for 2 November 2021.

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- e) Covid. This had remained a difficult period for schools across the country with a significant increase in positive cases for children. Swanmead had had four staff and eleven pupils affected in total. There had been some closures in other local schools. There had been a concern by Headteachers that Ofsted had started to call the current situation a post-pandemic period, when it was clear serious issues remained. There was a general discussion on what actions the school should be taking to protect staff and pupils in the current situation. This included providing CO2 monitors (which had been delivered) and possibly air filter machines. The Clerk reminded the meeting that these were operational matters and should be left to the Headteacher and staff to manage.

2021_22/015 SEND

There was nothing to report for this meeting.

2021_22/016 Safeguarding

MG had dealt with this earlier in the meeting under Governor Links

2021_22/017 Health & Safety

There was no report. A question was asked who the staff Health & Safety Officer was as the previous one had left. MW confirmed that he was acting in this capacity.

2021_22/018 AOB

There were no items of business.

2021_22/019 Confidential Items

There were no confidential items at this meeting. The confidential minutes of the previous meeting would be confirmed at the next confidential meeting. **ACTION: MH**

2021_2022/020 Date of Next Meeting

The next meeting would be held from 5.30pm on Thursday 18 November 2021.

The meeting closed at 7pm.