



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

**Thursday 21 January 2021 from 5.30p.m. using online Zoom Software**

**Present:** Marian Gamper (MG); Davyd Muxworthy (DM); Mark Cook (MC), Andrew Whitfield (AW) Duncan Perks (DP); Dean Aspinall (DA), Kate Murdoch (KM) and Mark Walker (MW) (Headteacher).

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

**2020\_21/033 Apologies for absence:** Jesse Pattison and Vicki Stacey-Masters. The meeting was quorate.

**2020\_21/034 No pecuniary interests\*** were declared in this meeting's agenda items.

**2020\_21/035 Minutes of the last full Governors meeting, held on 26 November 2020,** were agreed as an accurate record. These were signed by the Chair of Governors.

**2020\_21/036 Matters Arising\* -**

There were no matters arising.

**2020\_21/037 Governor Business**

- a. The Clerk had joined in the online Clerks' Briefing on 12 January 2021. He had circulated the presentation slides and notes. There was nothing to add and there were no questions.
- b. All Governors were reminded of the need to read the revised version of the DfE document 'Keeping Children Safe in Education' and to email the Clerk to confirm that they had done so.

**ACTION: ALL**

- c. Governors were also reminded of the need to complete and return the SFVS certificate to the Clerk. One Governor raised issues about downloading the document and it was agreed an email to the Clerk would suffice. **ACTION: ALL**
- d. There had been no training or link sessions undertaken.

**2020\_21/038 Headteacher's Reports and Updates**

The Headteacher reported on the following items using an onscreen presentation:

- a) COVID19. The timetable being used was explained to Governors. This was a challenge for the school. There was weekly testing of staff and testing for Year7/8 students on site. The school much appreciated the support and encouragement of Governors. It had been the most testing time for the Headteacher since taking up the post. In answer to questions the Headteacher further explained that the timetable had been ready for use since October 2020. Staff and students had been well accustomed to using Google Classrooms. There had been some early teething problems by things were now running smoothly. The students had been split into those physically on site and those joining 'virtually' online. The same programme applied to both groups. Examples of the hourly

Signed as being a true record ..... Chair

Date:.....



timetables were shown. The LSAs were working three days a week and had been the pillars of strength supporting those students onsite. The Headteacher also showed the average number of students onsite each day. The highest number had been 65 with an average around 54 (approx. one fifth of the total number of students). The Headteacher also reported that 281 students had worked online (about 95%). The numbers accessing each day had improved and confidence grew using the programme. The Headteacher added that the school was thinking of moving away from some of the independent online programmes provided by the Oak Academy as some of the content had become stale. Consideration was being given to activities to encourage wellbeing and to develop social cohesion across the school.

There would be a launch of Swanmead TV online from 2.30pm on 27 January 2021. The programme would encourage items such as dedications, talent competitions, beat the Headteacher and Taskmaster challenges. Others included yoga, dance and bingo. It would be important to keep the togetherness of the school community (family)

The parents had been very proactive in providing additional technology hardware. After a Facebook message, the school had received 12 donated devices. There had also been 33 Dell laptops provided and 14 of these had been donated to families. Every student now had home access to technology. The Headteacher showed many email messages of thanks for all the school was doing to continue to engage with students.

Questions included: **Was a record being kept of those families not dialling in and were there any patterns apparent?** The approach to the timetable had improved since last summer and everyone was working to ensure no students were being disadvantaged or receiving a better deal than others.

**Is the school ensuring that there is no disparity in provision for those onsite and those at home? There were some excellent quizzes and resources on the Cahoots site.** AW replied that the school was aware of Cahoots and the school did use it frequently eg lunchtime quiz sessions. **The book 'The Boy, The Mole, The Fox and The Hawk' available on BBC Sounds was recommended. This could be used as a resource for all ages. An audio version was also available.** Copies were available in school and it was an excellent resource.

**In regard to Attendance, was the Rewards System still being used?** The Headteacher replied that around 200 epraise points were being awarded daily but he would reaffirm this requirement with all staff.

**Was the use of Pupil Premium Funds on COVID related activities being listed on the school website?** The Headteacher replied that the data had not yet been uploaded but would be by the deadline date of 24 January 2021. He added that families of PP students were continuing to be supplied with school meal vouchers for £15 per week per child. All families were taking this up. 75% of PP students were onsite daily, which was a positive position.

The Headteacher also confirmed that lots of the items on the SDP had been paused including the catch-up plan, but all would be followed up once all students were back in school fulltime.



The arrangements for COVID testing in school were shown on screen. This was carried out in the school gym. All tests taken in this week had been negative.

- b) Restructuring. An email had been received from the LA confirming its decision to move forward to the next level of the restructuring plan. A timeline was included which had already been circulated to Governors. The Chairman and Headteacher would be joining a meeting from 4pm on Monday 25 January 2021 and would report back on the information available. The final decision was still due to take place on 17 March 2021. The Chairman queried whether the school and Greenfylde School should take up the LA recommendation to form a joint working group to work towards the integration. The Chairman believed that it should be the parents of the children who should be fully involved in this process. There was general agreement with the proposal but the criteria and remit for the group was not clear. It may be responsible for deciding the merging of the ethos of both schools. There would be Church and LA input in the appointing of a new leader of the new school. The Chairman confirmed that it was due to be discussed by the Governors of Greenfylde School in February 2021.
- c) Staffing Update. The Headteacher showed a slide of the staffing changes. This included new roles and responsibilities for some staff. One admin staff member had left to take up a post in another school. Compassionate leave had been granted to one teacher who continued to work from home. Two staff had had to isolate after being identified as contacts but both were back at work.

#### **2020\_21/039 Finance Update**

- a) The SFVS return would be completed and returned by 31 March 2021.  
b) With the departure of Mark Lees, who was an authorised cheque signatory it would be necessary to approve a replacement. The Headteacher nominated Spencer Watts and this was APPROVED unanimously.  
c) The school had received £12,000 of catch-up funding. Plans were being drawn up to use this funding.

#### **2020\_21/040 SEND Update.**

There was nothing to report for this meeting.

#### **2020\_21/041 Policy Review**

The Charging and Remissions Policy had been circulated prior to the meeting for review. It was unanimously AGREED to approve the Policy.

#### **2020\_21/042 Safeguarding**

The Headteacher reminded the Governors that the last Safeguarding Audit had been completed in April 2020 and that the next Audit would be due in February 2021. He would report fully to the February meeting.

**ACTION: MW**

The Chair noted that the Governor short biographies on the Governor's webpage had been removed. She asked that it be restored and any Governor who did not have an entry to provide one.

**ACTION: MW/ALL**



**2020\_21/042 Any Other Business**

There was no other business.

MW and AW withdrew from the meeting at this point.

**2020\_21/043 Confidential Staffing Item**

The meeting discussed a confidential staffing item which is minuted separately.

Meeting closed: 6.50pm

**Next meeting – Thursday 25 February 2021 at 5.30 p.m.**

Signed as being a true record ..... Chair

Date:.....