



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

Thursday 22nd October 2020 at 5.30 p.m. in The Hall

Present: Marian Gamper (MG); Kate Murdoch (KM),, Jesse Pattison (JP); Davyd Muxworthy (DM); Mark Cook (MC), Andrew Whitfield (AW) and Mark Walker (MW) (Headteacher).

In attendance: Sue Spurway (SS) – Acting as Clerk to the Governing Body.

Andrew Whitfield was formally welcomed to the Governing Body as the new Staff Governor and thanked for his commitment.

2020_21/010 Apologies for absence: Duncan Perks and Dean Aspinall

These apologies were accepted.

The Clerk confirmed that at least 50% of all serving Governors were present and the meeting was therefore quorate.

2020_21/011 No **pecuniary interests*** were declared in this meeting's agenda items.

2020_21/012 Minutes of the last full Governors meeting, held on 24th September 2020, were agreed as an accurate record. These were signed by the Chair of Governors.

2020_21/013 Matters Arising* -

There were no matters arising

2020_21/014 Finance Update

- a. **Month 6** – MW and SS took the Governors through figures of school finance relating to the end of Month 6. It was explained how the school, under continued difficult circumstances, are broadly on track with its budget plan for 2020/2021. This included the overall summary of the school situation at this point, detailed breakdown of funding, summary of income and expenditure as well as the current total in the DFCG account. Month 6 was agreed and ratified by all Governors

Over 95% of the budget is spent on staffing. Extra Learning Support Assistants have been employed as the need for support to SEND pupils has risen. Another teaching member employed to cover Maternity leave, and sickness of staff has attributed to this high percentage

Signed as being a true record Chair

Date:.....



- b. **SFVS** – The new SFVS self-evaluation was distributed to Governors and requested that it be completed by November's meeting. MW updated Governors on the fact that the school continued to spend a high proportion of its budget on personnel and was something that, over time, needed to be addressed.
- c. **Schools Fund Audit** – Governors shared the latest audited report for the School Unofficial Fund account. These were accepted by Governors and the certificate signed by MG
The fund accommodates the payments for school trips. This year Cardiff, Greatwood and Bristol residential were cancelled together with any day trips. It is hoped, that the ski trip and Greatwood for Years 7 and 8 can take place in 2021
- d. **Performance and Pay Committee** – this meeting will be arranged by MW, MC and DA at the end of the meeting. This would occur by the end of November.
- e. **COVID-19 Funding** – a document was shared with Governors that highlighted the spending of money and income received relating to managing the school through the current epidemic.
- f. **Register of Business Interests – Staff** – this was shared and acknowledged by Governors and signed by the Chair of Governors
- g. **Register of Business Interests – Governors** – a document was shared with Governors and asked to be completed during the course of the meeting.

2020_21/015 Governor Business

- a. **Update on Clerk to Governors-** MW approached Gill Dunn, the current Clerk to Governors at Greenfylde. Gill came in for a meeting at Swanmead where she was shared the systems and processes used at Swanmead. MW on approaching Greenfylde, out of respect not permission, was found that the arrangement had opposition based on the current situation occurring regarding restructure. Greenfylde's Chair of Governors approached Governor Services who wrote back and advised against the current sharing of a Clerk between the two schools at this present, potentially conflicting, time. MW, along with MG, therefore returned to Gill Dunn and explained that Governors Services had advised against her appointment. Thus the school remains without a Clerk to Governors.

It was agreed to advertise for a Clerk as soon as possible.

- b. **Co-opting of second staff representative** – A second staff member offered to come forward as a Staff Representative. It was unanimously agreed to co-op Vicky Stacey-Masters. This will provide the body with a good overview of the school and staff feelings. Proposed JP. Seconded KM

Signed as being a true record Chair

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c. Training and Professional Development undertaken, including Clerks and Chairs Briefings;

- a. MC met for a link visit with Helen Ingram who has been very busy establishing careers in school. They have both visited forums, which have been useful and very detailed. Helen has a space on the school web site devoted to careers which shows a plan, strategy and vision. Well done to Helen for all her hard work.

MG looked over the Single Central Record with SS and has filed a report

MG met for an English link meeting with Julia Oaten. Julia is doing a fantastic job with the library. The library computerised system is very good asset and has helped to record and find the many missing books.

In English pupils have been taking spelling test, using Accelerated reader to obtain reading age. PIRA tests will begin after half term. The two-week timetable has been beneficial for literacy across the whole school also giving Year 6 greater options in Geography and History

2020_21/016 Headteacher's Report and Updates

a. School Contingency

MW reminded Governors of the school contingency planning relating to future issues relating to the current epidemic

Tier 2

One person in year tests positive the decision to close will be made by the local authority and public health. A few pupils/families are waiting for their test results. This will result in the year group following Oak Academy links.

Tier 3

No one in school. 3 lessons delivered at home per day by google classrooms – a timetable was presented. MW emphasised that it was hoped that we don't have to resort to this way of teaching, but we are good to go if required. If we get to Tier 3 then it would be anticipated that would return to a Tier 2 system before returning to 'normal' school.

It was explained that if the school goes into Tier 2, pupils can log on to the Oak Academy website. Their teacher can let them know which areas to access and work to be completed. Lots of subjects and lessons available. JP asked the question regarding how children were not really able to gain feedback off their teachers because they cannot see who has logged into the website. Pupils can, however, send an email to their teacher or use the chat function in google classrooms to ask questions and communicate. A screen shot of their work can be handed to the teacher on their return.

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If the school goes into Tier 3 lockdown, each child will be provided with 3 live lessons a day from their subject teachers. The timetable and Google classroom are already to access if this happens. There will be plenty of feedback to pupils, but there is still the worry of pupils falling through the cracks with particular emphasis on those that do not have the appropriate technology at home.

b. Restructure Discussion

The Headteacher gave a latest update on the situation with regard to the proposed restructure of Ilminster and Crewkerne schooling

The discussion centred around particular themes such as;

- A feeling of annoyance and anger at the detail of the restructure plan. The detail of what it meant for local children and the timing of the consultation within the time of a national pandemic.
- The timeline for change. A sense of something so important being 'rushed through' and not being given proper thought, planning or consideration.
- A sense that what children will have as a replacement will not be as good. A general sense of everyone being so proud and delighted with the current education model and that what will come as an alternative will be of lower quality both for Ilminster and indeed for Crewkerne. None of us wish that for our children.
- A belief that the education of young people is not the priority here and finance and politics is taken a higher precedence.

MW explained that at a Cabinet meeting on 21st October the proposal was voted through to take to a consultation process. This was due to begin at the start of November and last for four weeks.

At a meeting earlier that day, MW and MG had been shared figures of what school admission numbers may look like for the Primary Schools. This created quite a number of issues for Crewkerne schools with several having to cater as a Primary School with just two classes and other with four classes. The figures for Maiden Beech were particularly concerning with numbers initially just catering for one foundation class and one Year 6 class (110 NOR). MW posed the question at the meeting how this would equate to 'high quality education'. Numbers for Ilminster were less controversial with the Greenfylde numbers and Crewkerne numbers equalling NOR for the new Primary School.

MW shared how the plan continued to have no costs and no figures and no obvious project manager. A steering group had been created to oversee the process.

MW shared how he had explained the plan to staff. Response was mixed with lots of different emotions – upset, worry, frustration and hoping it goes away. Questions cannot be answered and the next steps/options are in limbo. They are willing to sit tight with no impulsive decisions being made.

Governors decided that a letter needed to come from Parents Governors to all parents and carers that highlighted the concerns and encouraged them to respond to the consultation. Governors

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also deputed Chair to contact the others schools. Chairs to ask if they would support lobbying County to extend the reorganisation timeline to take account of the pandemic.

2020_21/017 Safeguarding - No update was provided at the meeting.

2020_21/018 SEND Update - No update was provided at the meeting.

2020_21/019 Policy Review and Renewal –

- a. The Pay Policy, previously circulated, was presented to Governors. All Governors agreed to adopt the Policy

2019_20/010 Any Other Business

There was no other business

Meeting closed: 7.25 pm

Next meeting – Thursday 26th November 2020 at 5.30 p.m.

Signed as being a true record Chair

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