



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

**Thursday 24<sup>th</sup> September 2020 at 5.30 p.m. in The Hall**

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

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

**2020\_21/001 Apologies for absence:** No Governors absent

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

**2020\_21/002 No pecuniary interests\*** were declared in this meeting's agenda items.

**2020\_21/003 Minutes of the last full Governors meeting via Zoom , held on 22<sup>nd</sup> July 2020,** were agreed as an accurate record. These were signed by the Chair of Governors.

**2020\_21/004 Matters Arising\*** - various actions were asked for completion within the minutes for which the majority had been successfully completed.

**2020\_21/005 Governor Business**

a. **Election of Chair and Vice Chair –**

**Marian Gamper put herself forward for the post of Chairperson**

**PROPOSED BY: Kate Murdoch      SECONDED BY: Duncan Perks**

– voted on by the Governing Body and Marian Gamper was voted in as Chairperson for 2020/2021

**Jesse Pattison put himself forward for the post of Vice Chairperson**

**PROPOSED BY: Davyd Muxworthy      SECONDED BY: Dean Aspinall**

– voted on by the Governing Body and Jesse Pattison was voted in as Vice Chairperson for 2020/2021

b. **Co-opting of Governors –** The following changes were made to the make-up of the Governing Body;

The term for JP and DP has come to an end. JP will be reinstated as a Parent Governor. DP could no longer be a parent governor but instead was reinstated at a Co-opted Governor.

MG stated that she was very grateful to DA and DP for staying on as Governors after their children had left Swanmead.

---

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

Date:.....



**Staff Governor** – MW will look to recruit a Staff Governor before the next meeting on Thursday 22<sup>nd</sup> October. Mark Raven stepped down as Staff Governor in the Summer.

**Clerk to Governors** – a discussion took place regarding the vacant post of Clerk to Governors. Governors were all in agreement for MW to approach Gill Dunn to fill this position. Gill is currently the Clerk to Governors at Greenfyld.

- c. **Link Governors** – The link Governors area of focus was looked at and discussed by Governors. It was decided to continue the agreed areas of link governance held last year over to this current academic year as all are confident in their areas. MG emphasised how links visits should be related to the Development Plan regarding what lessons were being taught in each area of the curriculum. JP stated that in an ordinary year we would have had school trips, school plays, sporting events etc. and that it would now be harder to show these good links.

In addition, MG asked all Governors to draw their attention to the Skills Audit, to know as a Governing Body, which are our strong and weaker areas.

- d. **Code of Conduct 2020/2021** – The attached code of conduct was agreed and signed by all governors and the Headteacher.
- e. **Training and Professional Development undertaken, including Clerks and Chairs Briefings;**  
Chairs and Clerks training will be in October. There were no other areas discussed.

## 2020\_21/006 Headteacher's Report and Updates

- a. **Headteacher's Report**  
**Pupil Update and Projected Numbers** – The Headteacher shared the latest pupil numbers across the school and the fact that a reduction of pupils leaving in Year 6 should see an addition £35K - £40K into the school budget next year. Therefore this was significant. Total number of pupils is now at 291.

---

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

Date:.....



**Personnel** – The Headteacher updated governors on the latest staffing developments

Will Spurway	Leaves the school for the third time to venture into new opportunities
Vicki Stacey-Masters	Replaces Lainey Coplestone as Teacher of Maths
Rachel Perkins	Begins period of maternity leave – Florence Sophia Perkins born on 13/09/20
Rachel Cox Andie Whitfield	Acting SENCOs replacing Rachel Perkins whilst on maternity leave
Gareth Mee	Returns to the school as Year 5 and 6 Teacher (Part Time) to cover Rachel Cox (Monday) and Andie Whitfield (Tues)
Hayley Rich	Appointed as LSA until December 2020
Kylie Brister and Jessica Sanders	Appointed as Apprentice Teaching Assistants

**SATS** were not taken during the year 2020. The Headteacher asked teaching staff to estimate the results of children in Year 6 if they were to have taken the SATS tests. The governors noted that it was unfortunate that a particularly able year group of children were unable to take the test due to the higher and improved levels of results. The school predicted 64% as a combined score for expected standard in Reading, Writing and Maths with 6% achieving a High Standard.

**JP asked how much ground had been lost for certain pupils?** MW replied that some had benefited from the lockdown as they have had 1:1 attention at home. Some are 'ticking over' and really embracing being back at school. It is much more positive that we thought it would be, but it is early days. After half term we will have more of an idea how the lockdown has affected pupils. The progress will come a little later. Every day brings a new challenge to get everyone confident and back on his or her learning track

**Staffing List** – The Headteacher shared the staffing list and changes for 2020/2021. There are currently no vacancies available at Swanmead

b. **Pupil Exclusion Data**

The Headteacher shared the school's exclusion data for 2019/2020. MG stated that the figures were very low (2.5 days). In an average school year, it is approximately 5 to 6 days per year. It has been in the past 57 days to a maximum of 111 days back in 2004/2005. MW attributes the continued low figure to strong teachers and staff and the continued impact of the HUB.

---

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

Date:.....



### **Timetable**

New to the school is the two week timetable that pupils are getting used too. This gives more breath to the curriculum

**Year 5** – Three mixed ability groups

**Year 6** – Two parallel groups and one lower group. Lower ability children and big top trench. Lower group needs a lot of help

**Year 7** – Maths, Science and French - one top group and two middle/lower parallel groups. Very few lower pupils. Would only have seven in the class if we had a lower group. All other subjects are mixed ability classes

**Year 8** – Maths, Science and French in set classes. All other subjects are mixed ability classes

### **b. Return to School Arrangements**

#### **COVID Tier 1**

MG and JP explained that they had been taken on a tour of the school to understand the impact of changes to the school site and systems. Pupils were in zones around the school in year groups where they have all their lessons. Teachers are moving to classrooms instead of pupils. Very difficult for Years 7/8 who have been used to moving around the school. Children are on their own reading, until the next teacher arrives. Teachers are tired already but it is going well. Lessons are about 40 minutes. Specialist rooms being used for all years are Art DT PE and IT. Cleaners are working very hard and coming in at lunchtime to do an extra clean of classrooms and toilets. It helps that we employ our own cleaners so hours can be agreed.

Arrival and departure is through various doors around the school and the learning zones and tutor rooms are based in the same area. They stay in their 'bubbles' throughout the school day. When off site they are mixing with other pupils and siblings which is out of our control

Lunches are eaten in tutor bases and hot meals in the hall. This has gone really well and cleaning can take place when they are out to play - 6/8 go out and 5/7 eating then swap. Different playgrounds are allocated. We are in the process of purchasing a marquee so that pupils can vacate their bases when the weather is bad. The gym and rooms 14/16 can also be used.

We have installed porta loos, which have been moved from an unsafe site, to the top playground. An outdoor sink has also been positioned in this area. The fence will have to be raised at the back of the school (behind Rooms 16/17)

Governors agreed that we can spend what is needed justifiable to get through this period. Education of children is important and they have already been through a lot. We should make a judgement and not suffer waiting for money to be received.

Facemasks can be worn in school. School transport are not allowed to insist that children wear masks on their coaches or minibuses.

The curriculum has changed and teachers have to deliver when pupils are sat down working. There is minimal opportunity to stand up and interact. No lunchtime clubs. Homework is minimal as nothing can be sent home or anything brought into school. Marking must be completed in school, but books need to be left for 48 hours before touching.

---

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

Date:.....



## 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. All have been negative so far.

It was suggested that a sanction paragraph could be sent with any correspondence to parents informing them of the process should their child/relation test positive. **Do we have a legal obligation to inform authorities on people if rules are not followed?**

One of our teachers had to stay at home until his son completed a test. With the use of a Webcam/microphone he delivered lessons to class from home. A first for Swanmead. We now have this facility if a teacher is self-isolating, but not unwell, they can deliver the lesson from home. We have purchased 20 webcams to help with this process. These can also be used if the pupil is also at home. Inform the papers as this is good publicity for the school.

Keyworker children will use google classrooms to receive their lessons whilst seated in the hall. MW delivers assembly to tutor bases from his office via google classrooms.

Guidance recommends reducing the amount of pupils in school. Half the years in week (Group A) and the other half in following week (Group B). Pupils at home being taught via google classrooms. This achieves less people in the classroom and the gap of 9 days not in school would go a long way to sticking to suggested incubation periods.

## Tier 3

No one in school. 3 lessons delivered at home per day by google classrooms – a timetable was presented. This has been tested by Helen Ingram. Hoping 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.

Good lessons were being planned and delivered and, for now, he felt that was good enough. Everything has been running well and most aspects had been thought through and proving successful.

MG expressed her thanks and is very grateful to MW for all his hard work on new systems, alterations, amendments and implementing.

### d. The Outline School Development Plan

The Headteacher shared the School Development Plan for 2020-2022

**2020\_21/007 Safeguarding** - No update was provided at the meeting.

**2020\_21/008 SEND Update**

**SEND Report 2019-20** – This report was shared and accepted by Governors

---

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

Date:.....



MW discussed many High needs in Year 5. All the school were very proud on their entry to Swanmead. They have integrated well into the school

MW paid testament to Rachel Perkins, Andie Whitfield and Rachel Cox (+others) for the way all these processes have been managed under difficult circumstances.

Most LSAs were now lunchtime supervisors on a 1 to 1 basis with high needs pupils and now have 30 minutes for lunch. This was proving to be a very 'long day' for many of our Learning Supporters.

**2020\_21/009 Policy Review and Renewal** – No update was provided at the meeting.

**2019\_20/010 Any Other Business**

The Headteacher requested a need to meet with Governors remotely on **Monday 5<sup>th</sup> October at 5.30 p.m.** via Zoom. Governors will be updated on the latest local educational movements. It was only by this time that all information would be at hand and that all Governors across Ilminster and Crewkerne would be informed. Regarding the local area changes

Meeting closed: 7.10 pm

**Next meeting – Thursday 22 October at 5.30**

---

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

Date:.....