

The Swanage School
MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
 Wednesday 9 December 2015, 6.30pm

Present: Geoff Atkinson (Chair), Paul Angel, Nick Brady, Tristram Hobson (Headteacher), William Knight, John Lejeune, John Palmer-Snellin, Steve Parker, Amanda Rowley, Al Stephens, Carl Styants, Emily Wyer

In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager), Jenny Maraspin (Deputy Headteacher), Ian Rodd (Ward Goodman, Auditor) for agenda item 3.8

Item		Action	Lead	Date
FGB 3.1	Apologies for Absence Apologies were received and accepted from Vikki Edwards and Isobel Tooley.			
FGB 3.2	Declarations of Interest There were no declarations of interest or conflict of interest arising from any agenda item.			
FGB 3.3	<p>Governing Body Constitution</p> <p>1. <u>Governor Vacancies</u> The Clerk reported on the current vacancies for parent and staff governors, noting that a further advertisement for the parent governor vacancy had been sent to parents via students, the original having been sent only by email. An election would be held in January. The staff governor vacancies would be advertised again via circulation of a letter and an application form.</p> <p>2. <u>Written Procedures for Elections</u> The Clerk had drafted a procedure for the conduct of parent and staff governor elections with a view to ensuring fairness and consistency.</p> <p>a) <u>Parent Governor Elections</u> As the governing body are responsible for the process by which parent governors are elected, governors were asked to agree the written procedure. The Clerk confirmed that “parent” refers to natural and adoptive parents, people with “parental responsibility” and those who care for a student on a full-time and settled basis. Whilst it would be difficult to contact all persons who meet these criteria, the procedure attempted to ensure that a reasonable effort is made.</p>	Parent gov election. Advertise staff gov vacancies	Clerk Clerk	Jan 2016 Jan 2016

	<p>AGREED the procedure for parent governor elections.</p> <p>AGREED that the casting vote in the event of a tie should in future (i.e. after the present election) be via a drawing of lots rather than by the Chair of Governors as stated in the current information pack. The information pack will require updating.</p> <p>b) <u>Staff Governor Elections</u> The Clerk explained that the process for the election of staff governors is the responsibility of the members of Education Swanage, who have determined the principle of having two staff governors elected by staff. The draft procedure was for how the election should be conducted. Governors agreed that the procedure be recommended to members, but that seeking nominations (and potentially holding an election) to fill the current staff governor vacancies should continue in the meantime.</p> <p>AGREED that a general meeting of Education Swanage be planned for the Spring Term, at which members could be asked to approve the procedure. This meeting would have a larger remit, however, including a discussion on how to widen membership.</p> <p>Governors thanked the Clerk.</p>	Update info pack	Clerk/CS	Feb 2016
		Convene ES General Meeting	Clerk	Jan 2016
FGB 3.4	<p>Minutes of the Previous Meeting The minutes of the meeting held on 21 October 2015 were confirmed as an accurate record and signed.</p>			
FGB 3.5	<p>Matters Arising & Actions</p> <p><u>FGB 2.5 (& FGB 1.10.12) Away-day</u> TH reported that the Curriculum Areas Leaders (CALs) had requested that the “away-day” be held after the GCSEs. Governors were reminded that the purpose of the session would be to revisit/reaffirm long-term vision and strategy. Jacqui Goodall, the current School Improvement Partner, was proposed as a possible external facilitator. It was suggested that a useful starting point might be to compare the original proposal with the present day reality of running the school. Governors felt there should be provision for other staff and the Student Council to have an opportunity to contribute prior to the session.</p> <p>AGREED that the Clerk would schedule a date for a Saturday morning in June 2016 and convene a small working party comprising the chair and several other governors to consider the format and content of the session.</p>	Schedule. Convene.	Clerk	Jan 2016

	<p><u>FGB 2.5 (& FGB 1.12) Register of Business Interests</u> The Clerk reminded governors that there is a requirement for the Register of Interests for themselves and members of Education Swanage to be published on the website, along with appointment details and meeting attendance records. As an interim measure, the Register in existing form would be published but the governance page of the website would require an update to include additional information in future. The Declaration of Interests form would be updated, based on a model from the National Governors Association.</p> <p><u>FGB 2.8.2 Safeguarding Policy</u> This had been updated and published.</p> <p><u>FGB 2.10 Fischer Family Trust Dashboard</u> Governors had been provided with log-in details for the FFT Dashboard, although currently there was very limited information due to the school not having GCSE results.</p> <p><u>FGB 2.12 Governors' Code of Conduct</u> The guidelines for dealing with feedback and criticism had been appended to the Code of Conduct.</p>	Publish Register, update website and form	Clerk	Jan 2016
FGB 3.6	<p>Headteacher's Report Referring to his written report, TH highlighted:</p> <ul style="list-style-type: none"> - reasons for student joiners and leavers, and exclusions; - issues with student progress data, particularly for Year 11 which showed a drop in predicted attainment of 5 GCSE's grade A-C from 77% to 51%. Reasons for the drop primarily related to the marking down of marginal candidates to increase motivation. Based on the first set of mock exam results, 37% achieved 5 A-C's and current predictions are for this to rise to 68% (i.e. a number of students who obtained "D" in the mocks are expected to attain "C" in the GCSE's). Acknowledging that this still represented a drop of almost 10% in predicted attainment (from 77% to 68%), TH reminded governors that the small size of the cohort (37 students) means there is a significant effect on percentages when predictions are altered for just one or two students; - of concern is the impact on the Progress 8 figure of two students who remain on roll although in practice are no longer attending the school (dual-registered). If on roll for the January census, their results (lack of them) will be included in GCSE statistics and have a disproportionate impact given the small cohort size; - on quality assurance of teaching, developments had been made in relation to peer review, peer support 			

	<p>and use of a new internal website. 29 formal lesson observations had been undertaken during the Autumn Term so far;</p> <ul style="list-style-type: none"> - attendance has reached 94.93%, just shy of the 95% target; - on communication (see FGB 3.11.3 below), a series of meetings with CS had proved helpful, particularly in relation to improving reports to parents. The report issued for the first half-term had met with mixed feedback; - a number of positive, well attended events had taken place including the Year 11 parents evening, the post-16 evening, Authentic Assessment evenings for Years 7 & 8 and the World War II Challenge Days. Thanks were recorded to Jenny Maraspin and all staff, in particular to Daniel Crowhurst for his work on the brochure for the Authentic Assessment evenings and to Tori Farren for planning the Challenge Days; - the parents survey had received mixed responses (see FGB 3.12 below). 	Send thanks.	Clerk	16 Dec 2015
FGB 3.7	<p>Continuing Professional Development/Learning JM gave a presentation on how the school handles continuing professional development/learning of teaching staff, outlining the various activities that form part of the overall programme. These included peer coaching, lesson studies, departmental development projects, lesson observations, weekly sessions for sharing good practice, Inset days and an internal website.</p> <p>Of particular note:</p> <ul style="list-style-type: none"> - for lesson studies, teaching teams discuss a lesson together and dissect what they do for each element, predicting the responses of three students across a range of abilities to use as a benchmark; - departments are allocated time to identify improvements and present their findings to the rest of the teaching staff; - every lesson observation triggers a CPL task and JM demonstrated how these are tied to whole-school and professional objectives, recorded and tracked using Blue Sky; - the CPD programme is fluid to respond to feedback or weaknesses identified during lesson observations. <p>JM confirmed that whilst internal training focused primarily on teaching & learning skills, middle managers were receiving some training and support facilitated by TH and also had access to external training. The Special Educational Needs Co-ordinator is developing the training provided to teaching assistants.</p> <p>Governors recorded their thanks to Jenny Maraspin for a very helpful session.</p>			

FGB 3.8	<p>Financial Statement & External Auditors' Report 2014/15 [Ian Rodd, of Ward Goodman, was in attendance for this item]</p> <p>On the recommendation of the Finance & Premises Committee, governors unanimously:</p> <ol style="list-style-type: none"> 1. AGREED to accept the External Auditors Report for Year ended 31 August 2015 and the action plan outlined within. 2. APPROVED the Annual Financial Statement for year ended 31 August 2015. 3. AGREED to recommend to the members of Education Swanage (at the next Annual General Meeting) the re-appointment of Ward Goodman as auditors. <p>Ian Rodd congratulated Katy Kerr and her team for the very high standard in the presentation of the accounts, noting that adjustments and actions were minimal. As the actions primarily related to record-keeping and ensuring appropriate bodies are up-to-date with governor changes, KK and the Clerk would create a checklist.</p>	<p>Actions</p> <p>AGM Agenda</p> <p>Checklist</p>	<p>KK</p> <p>Clerk</p> <p>KK/Clerk</p>	<p>Feb 2016</p> <p>Aug 2016</p> <p>Feb 2016</p>
FGB 3.9	<p>Budget 2015-16 On the recommendation of the Finance & Premises Committee, governors unanimously APPROVED the revised budget for 2015-16, the revisions reflecting funded pupil numbers rather than estimates.</p>			
FGB 3.10	<p>Reports from Committees</p> <ol style="list-style-type: none"> <u>Student Committee (17 November 2015)</u> Governors had received minutes of the committee meeting, on which there were no questions. AS noted that the committee had spent time on progress data and had received an excellent presentation from Sam Kerwood, Curriculum Area Leader for Science and PE. <u>Finance & Premises Committee (24 November 2015 & 9 December 2015)</u> Governors had received the minutes of the committee meeting held on 24 November 2015, on which there were no questions. WK noted that the discussion had covered accounts, the audit, revised budget and premises. On premises, there were still a number of building snags to be resolved. WK also reported on the Dorset Community Energy Scheme which is funding solar panels for schools. Since the committee met, it has 			

	<p>been confirmed that enough funding has been raised to include The Swanage School in the scheme and the school/committee will now look at the contract in more detail. If it goes ahead, the two front roofs will be covered with solar panels, although planning permission will not be needed. It is predicted that approximately £2k per year over the 20-year life of the panels will be saved, at no cost.</p> <p>The committee had convened an additional meeting on 9 December 2015 to agree the financial statement following minor alterations, for recommendation to the full governing body.</p>			
FGB 3.11	<p>Reports from Link Governors</p> <p>1. <u>Safeguarding</u> Referring to her written report, AS noted that:</p> <ul style="list-style-type: none"> - the Special Educational Needs Co-ordinator (SENCo) had completed the Designated Safeguarding Lead course, and will work with JM and TH on safeguarding matters; - the annual audits on safeguarding and looked after children will be presented to the governing body during the Spring Term; - relevant staff have had training on “My Concern”, a computerised system for logging safeguarding concerns. The Chair asked about security of the system and was assured that it has been designed for purpose with appropriate security measures in place; - mandatory “Prevent” training (known as WRAP – Workshop to Raise Awareness of Prevent) will be delivered to staff on 25 February 2016. The chair of governors and safeguarding link governor are advised to attend, but the training is open to all governors. <p>2. <u>Special Educational Needs & Disability (SEND)</u> Again referring to her written report, AS highlighted the following points:</p> <ul style="list-style-type: none"> - all staff have received training from the Special Educational Needs Specialist Service (SENS) on autism spectrum disorder and similar training on dyslexia is planned; - all teaching assistants will undertake Literacy Intervention for Teenagers (LIFT) training in March 2016, and a number will attend the Learn to Move program.; - Year 11 students on the SEND register are being externally assessed regarding arrangements for 	On agenda	Clerk	Feb/Mar 2016

	<p>GCSE exams;</p> <ul style="list-style-type: none"> - the SENCo is updating “provision maps”, internally used overviews for staff for each student with SEND, as well as editing and updating the SEND register and getting in touch with parents. Once done, the SEND audit will be completed; - the Local Offer and SEND Policy will be updated in the Spring Term. <p>3. <u>Communication</u> CS had circulated a report outlining recent meetings with TH. These had focused on:</p> <ul style="list-style-type: none"> - improving the content and design of student reports to include explanations/comments as well as improved data; - improving tutor-parent communication, with the aim that teaching staff should get in touch with all parents at least once per half term; - improving information for parents about the use of Progresso, and improving the style and content of automated emails; - improving general communication, e.g. with other stakeholders, by ensuring emails and phone calls are followed up despite the small number of support staff; - developing a newsletter, which Daniel Crowhurst had been asked to work on. <p>4. <u>Parent Link</u> JL reported that he had attended various JL events, including parents evenings, all of which had received extremely positive feedback from parents.</p>	On agenda	Clerk	Feb/Mar 2016
FGB 3.12	<p>Parent Survey A recent parent survey had received 50 replies (19%) and responses (anonymous) had been provided to governors. Feedback had been mixed, with some parents full of praise for the school and others more cautious or critical. TH was particularly disappointed with the low recommendation rate of 69% (96% including “don’t know”). However, in following up with parents who had left negative scores he found that in conversation their views were more positive than the raw results would suggest. The survey will be included as part of future parents’ events in the hope of attracting additional responses. It was felt that improved communication (see 3.11.3 above) would lead to improved survey scores.</p>			

FGB 3.13	<p>Governor Development & Training</p> <p>1. <u>Monitoring Visits & Activities</u> NB had circulated a monitoring visit report. This had covered a learning visit/walk with TH and a meeting with James Peacock (JP), the Design & Technology teacher. Given his own expertise as a D&T teacher and as the school's D&T department was small, he had offered to meet regularly with JP as a source of support.</p> <p>GA, AR and JL had attended the World War II Challenge Day/s and had been very impressed with the enjoyable, enthusiastic learning they had seen.</p> <p>2. <u>Training Courses</u> None of the governors had training courses to report on.</p> <p>3. <u>Current Training Needs</u> WK expressed a wish to attend the training on implementing FRS102 (Financial Reporting Standard) which Ward Goodman will provide.</p>			
FGB 3.14	<p>Any Other Business</p> <p>1. <u>Governor Support for the School and Governor-School Communication</u> TH recognized that governors were keen to get involved in the life of the school and noted that he would particularly welcome governor monitoring of the leadership team's quality assurance processes, for example by accompanying he and JM on their learning walks/lesson observations. This would help to validate the information about processes that are given to the full governing body.</p> <p>Agreed that TH/JM would email governors when learning walks are being undertaken to facilitate governor involvement.</p> <p>[Nick Brady left the meeting]</p> <p>The Chair noted that whilst the governing body was fortunate that so many of its governors were also parents of students at the school, this did necessitate governors giving consideration to which "hat they were wearing" when contacting the school. Whilst experience as a parent was useful, governors were asked to bear in mind that their personal opinions may not be representative of parents as a whole and were also reminded that any knowledge of individual students arises from being a parent, not a governor. The Chair asked governors to use</p>	Involve govs in learning walks	TH/JM	Ongoing

	<p>their school email address only for communications sent in their capacity as a governor, and use a personal email address when otherwise contacting the school.</p> <p>2. <u>Scheme of Delegation</u> AGREED changes to the responsibilities to be undertaken only by the full governing body as follows:</p> <ul style="list-style-type: none"> - delete “agree arrangements for provision of sex education” and “agree arrangements for school assemblies (collective worship)” as these have been delegated to the Student Committee; - add “agree policy for child protection (safeguarding)”; - add “ratification of Pay Policy”. <p>3. <u>Senior Leadership Pay Increases</u> [Confidential minute]</p>	Update SoD	Clerk	Dec 16 2015
FGB 3.15	<p>Confidentiality Agreed that salary recommendations for the Senior Leadership Team be minuted confidentially and that details of exclusions be kept confidential.</p>			
FGB 3.16	<p>Clerk’s Report Next meeting dates:</p> <p>Student Committee – Wednesday 20 January 2016 Finance & Premises Committee – Wednesday 27 January 2016 Staffing Committee – Tuesday 2 February 2016 Full Governing Body – Wednesday 10 February 2016</p>			
	The meeting closed at 8.45pm			