

The Swanage School  
**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY**  
 Wednesday 10 February 2016, 6.30pm

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

In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager)

Item		Action	Lead	Date
FGB 4.1	<b>Welcome</b> The Chair welcomed and introduced Mark Hatto, newly elected parent governor.			
FGB 4.2	<b>Apologies for Absence</b> Apologies were received and accepted from Geoff Atkinson, Isobel Tooley and Emily Wyer.			
FGB 4.3	<b>Declarations of Interest</b> There were no declarations of interest or conflict of interest arising from any agenda item.			
FGB 4.4	<b>Governing Body Constitution</b> The Clerk confirmed that Mark Hatto had been elected by parents to be a parent governor. His term of office would be for 4 years until 31 January 2020.  The two staff governor vacancies should be filled in time for the next meeting of the governing body as several staff members had expressed an interest or submitted an application form. The closing date for applications was Friday 12 February 2016 and an election, in which all staff are eligible to vote, would be required if there were more applicants than vacancies.			
FGB 4.5	<b>Minutes of the Last Meeting</b> The minutes of the meeting held on 9 December 2015 were confirmed as an accurate record.			

FGB 4.6	<p><b>Matters Arising &amp; Actions</b> Where not elsewhere on the agenda.</p> <p><u>FGB 3.3.2.b Meeting of Education Swanage</u> Governors discussed the purpose and format of the planned meeting of Education Swanage, agreeing that it would be useful for connecting with, and seeking input from, existing members. Potentially, it could include an “open day” element to encourage and provide information for prospective new members. Two items of business for existing members were noted: to agree the procedure for staff governor elections and to receive information on making public their declaration of interests.</p> <p><b>AGREED that a meeting of Paul Angel, Carl Styants, Amanda Rowley, Geoff Atkinson, Collette Drayson and the Clerk be convened to decide on format and make arrangements.</b></p> <p><u>FGB 3.5 Away Day</u> On reflection it was felt that holding an “away-day” meeting for governors and the leadership team on a Saturday in June (after the GCSE’s) would likely suffer from such poor attendance as to be unviable. <b>Governors agreed a proposal from TH of having governors join staff at the end of the INSET day on 11 April 2016.</b> There had been some discussion of this at the Staffing Committee on 2 February 2016. This may include a presentation to staff by the committee chairs followed by a social gathering.</p> <p><u>FGB 2.5 Register of Business Interests</u> The Clerk confirmed the governors’ register was available on the website. Publishing a register for Education Swanage members remained outstanding, but was in hand.</p> <p><u>FGB 3.8 External Auditors Report Actions</u> KK and the Clerk reported that actions were in hand.</p> <p><u>FGB3.14.1 Governor Observation of Learning Walks</u> TH updated governors on the format of the quality assurance process for teaching. He explained that formal lesson observations (of one-hour duration and usually with a specific focus) are held in addition to learning walks, where three classes would usually be visited during an hour. Currently formal lessons observations and learning walks are being alternated on a termly basis. To date in the Spring Term, 24 lessons have been seen during learning walks. TH confirmed that whilst happy to be accompanied by a governor on a learning walk, he felt this was not appropriate for formal lesson observations due to the increased pressure the member of staff was likely to feel. He noted that even for learning walks he must be confident that the teacher</p>	Convene	Clerk	Feb 2016
		Convene meeting of chairs	Clerk	March 2016

	<p>understands that governor presence is to monitor the senior leadership team's quality assurance process rather than make judgments about themselves or the delivery of their lesson. TH suggested that he continue as at present, inviting the chair of governors or selected others to accompany him at appropriate times.</p> <p><u>FGB 3.14.2 Scheme of Delegation Updates</u> The Clerk confirmed these had been done.</p>			
FGB 4.7	<p><b>Headteacher's Report</b> TH had provided governors with a written report, on which he answered questions and highlighted the following:</p> <ul style="list-style-type: none"> <li>- <u>Student roll:</u> noted that two students who had transferred to another school would be returning. Since September 2015, 11 children had left the school and 5 had joined. Those who had left had done so for a variety of reasons, including family re-location, unhappiness at the school and mental health issues. At the last data count there were 51 applicants for entry in September 2016 for whom the school is first choice, and approximately 100 for whom it is first, second or third choice. As this is greater than at the same point last year, the school expects a full cohort of 84 pupils.</li> <li>- <u>Exclusions:</u> the nature of the exclusions, which ranged from 1 day to 6 days, were summarized and TH confirmed that there is no particular clustering of exclusions in any year group.</li> <li>- <u>Student progress:</u> focusing on Year 11's, TH reported that the students are working incredibly hard and are committed to their GCSE studies. Attendance at after-school revision sessions was said to be excellent, and most students planned to attend half-term sessions in addition. Targeted small-group teaching is in place in mathematics and where students have time in their timetable. Students are also using the revision tool SAM Learning (self-assessment learning). The curriculum has been reviewed for, and with, each student (and parent/s) with some dropping subjects to facilitate best outcomes. The leadership team were mindful of the importance for the school of maximising progress 8 scores. Governors felt that the school's ability to offer targeted teaching and revision sessions, and the knowledge of individual students, is a very positive message for communication to parents and prospective parents.</li> <li>- <u>Careers:</u> mock interviews have taken place with Year 10 students, who have also benefitted from a Careers Fair.</li> </ul>			

	<ul style="list-style-type: none"> <li>- <u>Attendance</u>: the School remains focused on improving attendance, although with 95.2% attendance for the Autumn Term 2015, it is felt to be heading in the right direction. TH had met with most parents of persistent absentees, in a series of positive meetings, and attendance for the majority of these had since seen some improvement.</li>   <li>- <u>Assessment framework</u>: Having noted in his written report that the implementation of the new assessment framework is mixed, TH was asked what the leadership team are doing to develop teachers who are finding the new model hard to work with. He reported that the deputy headteacher was working with teachers to identify reasons for any difficulties, to support them and to facilitate the sharing of good practice through CPD sessions.</li>   <li>- <u>Communication with parents</u>: TH thanked CS for his involvement in the redesign of parent reports, which had been received very positively. Feedback on parents' evenings had also been very positive. Two suggested improvements would be implemented for the next round, with the introduction of an online booking system and keeping appointments to time.</li>   <li>- <u>Leadership development</u>: Inspired by the concepts of "Black Box thinking" (Matthew Syed) and "the complaint free world" (Will Bowen), a new approach to communication and development as a reflective school had been launched during recent staff training. Using the two concepts together, the leadership team hoped to embed a culture among staff (and also among students) of reflective thinking to finding solutions when identifying issues or problems, rather than complaining, moaning or gossiping. The first item on the agenda for leadership and senior leadership team meetings, and at the whole-staff weekly meetings, is to discuss any issues/solutions that have been recorded (by any staff member) on the staff-room "solutions board".</li> </ul>			
FGB 4.8	<p><b>Reports from Committees</b></p> <p>Governors had received the minutes of the following meetings, on which there were no questions.</p> <p>I. <u>Student Committee (20 January 2016)</u>  As one of the items discussed had been e-safety on school trips, AS noted that it had been good to see this in practice on the departure of the trip to Iceland, with the deputy headteacher briefing/reminding students as the bus left.</p>			

	<p>2. <u>Finance &amp; Premises Committee (27 January 2016)</u> WK highlighted the discussion that had taken place at the committee regarding the many snags that still remain outstanding on the building, noting that patience with Kier was running out and therefore that first steps had been taken to escalate this by recourse to the Education Funding Agency. He also noted that the Responsible Officer had reviewed the Parent Pay system and was satisfied that appropriate financial controls are in place.</p> <p>3. <u>Staffing Committee (2 February 2016)</u> CS reported that discussion at the committee had primarily focused on appraisal and performance management and that, having asked questions of the headteacher, the committee had been very satisfied in this regard.</p>			
FGB 4.9	<p><b>Reports from Governors</b></p> <p>1. <u>Safeguarding</u></p> <p>i) <u>Safeguarding Audit</u> AS outlined key points from her written paper on the procedure for the online submission of the Safeguarding Audit and the actions arising. The main actions were:</p> <ul style="list-style-type: none"> <li>• for a governor to check the single central record annually (AS to do this)</li> <li>• for safeguarding training to be carried out by an external agency rather than in-house. Training is due in the summer 2016 and would be sought from the Dorset Safeguarding Board.</li> <li>• to have in place a Work Experience Policy. This would be on the agenda for the next Student Committee meeting.</li> <li>• to provide WRAP anti-radicalisation training for all staff, the link governor and chair of governors. This had been arranged for 25 February 2016. All governors had been invited.</li> <li>• to ensure that the letting agent (SchoolsPlus) have mechanisms in place to check that all groups who rent the school's facilities and run activities for children have appropriate safeguarding arrangements in place. Governors discussed the importance of the school being careful not to assume any legal responsibility, either directly or indirectly as a consequence of any actions it takes, for safeguarding by external groups letting the school out-of-hours. <b>AGREED that KK would contact the legal services team at the National Governors'</b></li> </ul>	Contact NGA	KK	Mar 2016

**Association for advice, and that AS would contact the Dorset Safeguarding team for their views on this.**

ii) William Vahey Serious Case Review

AS noted that the Serious Case Review regarding William Vahey had been circulated to all school safeguarding leads as a matter of good practice, to enable schools to discuss the recommendations. This case had involved a teacher at Southbank International School whose convictions overseas for sexual offences had not been picked up by checks and who had later abused children on school trips, facilitating this by using drugged cookies. AS drew attention to a number of recommendations for the Department of Education and schools that arose from the case review:

- AS would provide updated guidance from the DfE when available. This would likely include guidance on the safe conduct of school trips. Prior to this, all staff on trips should have a formal channel for reporting safeguarding concerns and medical issues should be logged in a way that would enable any patterns to be seen.
- The Department for Education and the Home Office would hopefully develop a workable solution to obtaining relevant background checks for staff who have worked overseas. In the meantime, although staff and governors at the School have the relevant safer recruitment training, additional consideration may be needed when employing staff from abroad or from international schools, particularly where DBS checks are not in place in those countries.
- Staff and governors should be trained in safeguarding procedures by external bodies. As noted above, this is in hand with Dorset Safeguarding Board for 2016.

2. Special Educational Needs & Disability (SEND)

The SEN governor had nothing to report.

3. Communication Governor

CS hoped to help staff get processes in place to make the production of the newsletter as efficient as possible. It was noted there is a new student media team who are pulling together photos and videos of school events and trips.

	<p>4. <u>Parent Link Governor</u> The parent link governor had nothing to report other than that the parents' evenings and reports had been very well received.</p> <p>5. <u>Partner School Link Governor</u> AR noted that she will arrange to meet with Audrey Lang, the school's link for feeder schools. She reported that a number of sporting activities are being held with the primary schools and hoped that annual netball and cricket tournaments might be hosted.</p>			
FGB 4.10	<p><b>Term Dates 2016/17</b> Noting that they matched dates set by Dorset County Council for maintained schools, and that the five INSET days were to be added, <b>the Board approved the proposed term dates for 2016/17.</b></p>			
FGB 4.11	<p><b>Admission Arrangements 2017/18</b> Noting that the Admissions Panel (which met on 5 October 2015) proposed no changes to the Published Admission Number (PAN) for 2017/18 and that they had decided there should be no public consultation in respect of the arrangements, <b>the Board approved the existing arrangements for 2017/18 and agreed to their publication on the website.</b></p>	Publish	Clerk	Mar 20
FGB 4.12	<p><b>Policies</b> <b>The Board ratified the approval of the Pay Policy.</b></p>			
FGB 4.13	<p><b>Governor Monitoring, Development &amp; Training</b></p> <p>I. <u>Monitoring Visits &amp; Activities</u> A number of governors had been involved in school activities, meetings or visits:</p> <ul style="list-style-type: none"> <li>• AS had met with JM for the safeguarding audit</li> <li>• AR had been involved with netball training and tournaments</li> <li>• JL and AR had helped with mock interviews for Year 10</li> <li>• WK had helped with staff interviews</li> <li>• JL had attended parents' evenings</li> <li>• CS had helped produce the newsletter and reports</li> <li>• CS, AR and GA had met with staff over lunch to discuss the governing body and role of governor.</li> </ul>			

	<p>2. <u>Training Courses</u> IT had attended training on RAISE Online, had circulated a report and recommended this for all governors once GCSE results are in place.</p> <p>3. <u>Current Training Needs</u></p> <ul style="list-style-type: none"> <li>• WRAP (anti-radicalisation) training is open to all governors, to be held on 25 February 2016.</li> <li>• RAISE Online (as above)</li> <li>• Training on exclusions might be of interest to governors who had expressed a willingness to serve on the Governors' Student Exclusion Panel. The Clerk would circulate details.</li> <li>• MH would require Safeguarding 1 training and, along with any new staff governors, might benefit from training for new governors.</li> </ul>	Arrange	Clerk	Mar 2016
FGB 4.14	<p><b>Any Other Business</b> The Vice-Chair noted that she is arranging for Sainsbury's "Active Kids" vouchers to be collected on behalf of the school, and reminded governors of the PTA quiz night.</p>			
FGB 4.15	<p><b>Confidentiality</b> No items were considered to require confidential minuting.</p>			
FGB 4.16	<p><b>Clerk's Report</b> Next meeting dates: Student Committee – Tuesday 1 March 2016 Finance &amp; Premises Committee – Tuesday 8 March 2016 Full Governing Body – Wednesday 23 March 2016</p>			
	The meeting closed at 8.15pm			