

The Swanage School
MINUTES OF A MEETING OF THE FULL GOVERNING BODY
Wednesday 24 May 2017, 6.30pm

Present: Geoff Atkinson (Chair), Nick Brady, Tristram Hobson (Headteacher), William Knight, John Lejeune, Tim Marcus, Nicola Newman, Stephen Parker, Amanda Rowley, Catherine Starmer-Howes, Carl Styants, Isobel Tooley

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

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| FGB 6.1 | <p>Apologies for Absence Apologies were received from Mark Hatto, Jenny Maraspin, Al Stephens and Emily Wyer.</p> | | | |
| FGB 6.2 | <p>Declarations of Interest There were no new declarations of interest or conflict of interest with any agenda item.</p> | | | |
| FGB 6.3 | <p>Governing Body Constitution</p> <p>1. <u>Education Swanage Governors</u> It was noted that Nick Brady, Stephen Parker and Al Stephens would reach the end of their term of office at the AGM in September 2017 and may re-stand for election alongside any new applications received as a result of promoting the upcoming governor vacancies.</p> <p>AGREED the recommendation from the Community & Engagement Committee that the AGM is held alongside a drinks reception for supporters of the school, as last year.</p> <p>2. <u>Parent Governor</u> Thanks were given to John Lejeune who indicated he did not intend to stand for re-election on reaching the end of his term of office as a parent governor on 31 August 2017. Mark Hatto would be asked to consider taking on the parent link role.</p> <p>3. <u>Staff Governor</u> The board received a resignation from James Peacock, staff governor, and thanks were recorded to him for his valuable contribution. It was agreed to wait until September before advertising for a replacement staff governor.</p> <p>4. <u>Associate Governor</u> The role of an associate governor was discussed, it being noted that Collette Drayson, whose term of office ended in February 2017, was the only remaining associate governor appointed by the board.</p> | Arrange | Clerk, AR | Sep '17 |
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| | <p>AGREED not to re-appoint Ms Drayson as an associate governor, but instead to invite her to attend the Community & Engagement Committee or other meetings when her knowledge and expertise would be valuable. Her contribution as a governor in setting up the school and continued support for it was acknowledged with thanks.</p> <p>5. <u>Chairships/Roles</u> Governors were asked to let the Clerk know if they intend to re-stand for, or step down from, any chairing or link governor roles they hold, in order to facilitate smooth succession planning.</p> | Write to CD | Clerk | Sep '17 |
| FGB 6.4 | <p>Minutes of the Previous Meeting The minutes of the meeting held on 29 March 2017 were confirmed as an accurate record and signed.</p> | | | |
| FGB 6.5 | <p>Matters Arising & Actions</p> <p><u>FGB 5.6 Strategic Plan</u> The board confirmed its commitment to developing a written Strategic Plan specifying goals for the school over a 5-7 year horizon, it being clarified that this differed from the School Development Plan which identified operational objectives for the immediate 1-2 year timeframe. The Chair had circulated a summary of progress to date and it was agreed that the detail needed to be developed into a draft plan for review by the steering group prior to consideration by the full governing body (FGB).</p> <p>AGREED that TH would draft a Strategic Plan based on the contributions of governors to date. It was noted that, whilst crucial to have his engagement, as headteacher, with the strategic goals, it was also fundamentally important for the governing body to have “ownership” of the strategy and to ensure that the annual School Development Plan is informed by the strategic goals as well as any operational priorities.</p> <p><u>FGB 5.7.5 Cuts to High Needs Funding / Alternative Provision</u> TH confirmed that he had met with the headteacher of an Alternative Provision Free School in Hampshire to gain insight into the issues relating to the establishment and running of such a school. He informed the board that there was a significant need for alternative provision in Dorset, noting that currently there are no spaces in pupil referral units (and none likely to arise), and confirmed that the Dorset Association of Secondary Heads (DASH) had collectively discussed this issue and would be likely to support a Free School solution. However, the extent to which any individual headteacher might be able to lead or contribute to the setting up of a Free School was unknown.</p> <p>Some governors felt that the experience gained by Education Swanage in the setting up of The Swanage School meant they would be well placed to take on or contribute to the task and that the governing body should give it further consideration, although others expressed concern that the potential distraction caused by such a project,</p> | Draft plan | TH | Sep '17 |

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| | <p>and level of input required, would be more than Education Swanage should take on, particularly given that The Swanage School was still in a growth phase.</p> <p>AGREED that TH would informally gather views from colleagues at DASH as to whether they would be potentially willing to lead or contribute to a future project to establish an Alternative Provision Free School, and with the local authority to see if it would be likely to receive support.</p> | Info gathering | TH | Sep '17 |
| FGB 6.6 | <p>Headteacher's Report The board had received a written report from TH. He answered questions and highlighted the following points:</p> <ul style="list-style-type: none"> - A peripatetic music teacher had been recruited to start in September 2017, and recruitment for two part-time cover supervisors was taking place. This was in response to a rise in costs of using supply staff due to changes in employment legislation. - The GCSE examinations appeared to be going well so far, with most students expressing reasonable confidence. - The leadership team were positive about the teaching school application, as reported to the governors' committees over the last few weeks. - Raising attendance remains a significant issue and the figure of 93.6% attendance for the academic year to date was disappointing. Some improvements had been seen since the last round of attendance meetings, at which an attendance officer from the Local Authority had been present. - A new Head Girl and Head Boy had been appointed. The interviews had been excellent and all students had been very keen to be appointed. - A display and new internal "branding" had been put up in the design & technology area and there were plans to roll out similar across the school. Quotes were being obtained for visual displays at the entrance and in the atrium. - Two students had been the national winners of the "Tenner Challenge" run by the Young Enterprise Scheme. - Exciting end of year events were coming up including the Year 11 "prom", the PTA Summer Festival, the Celebration of Learning Awards and a staff development day to showcase the academic research projects undertaken with Bournemouth University. <p><u>Transport Policy</u> TH noted that the current transport policy operated by the Local Authority did not represent an efficient use of their resources (and therefore was unlawful) given that it offered free transport to all students from Swanage to The Purbeck School in Wareham, rather than free transport to the nearest school (if more than 3 miles away) which is the expected requirement. A policy change was considered a critical factor in raising the intake at the school in</p> | | | |

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| | <p>future. The Chair of Governors and TH had met with the Assistant Director for Children’s Services, and reported that the meeting had been positive and the issues understood. Although a change in policy had not been promised, the Assistant Director had made a commitment to review it and to do so before prospective students/parents for the 2018 intake need to make their school selection.</p> <p>If change was not forthcoming, governors understood that there would be a right to appeal and then to take the case to the Ombudsman, and were minded to take these routes if required. If unresolved, consideration could be given in due course as to whether to make a case for judicial review.</p> | | | |
| FGB 6.7 | <p>Budget 2017-18 & 5-Year Forecast 2017-22 KK reported that, in light of a change to the anticipated student intake in September 2017, the budget agreed by the Finance & Premises Committee on 10 May 2017 (and intended for approval by the governing body under this item) would need to be revised. Headline changes to the bottom line for the 5-year period were presented and showed the significant impact of the small change (reduction of 6) to student numbers. A revised budget would be presented to the Finance & Premises Committee at its next meeting on 28 June 2017 and come to the FGB for approval on 12 July 2017.</p> | Revise budget. Agenda | KK/TH Clerk | Jun ‘17 Jun ‘17 |
| FGB 6.8 | <p>Financial Controls</p> <ol style="list-style-type: none"> APPROVED the Scheme of Financial Procedures, subject to the minor changes noted in the draft circulated, the insertion of the updated Declaration of Interest Form and updating the authority level for the opening of an investment account to the FGB. AGREED that the authority level for the opening of a bank account and an investment account should both be recorded in the Financial Procedures as the FGB, however to delegate authority for the opening of a fixed investment account / bond to the Finance & Premises Committee in practice. | | | |
| FGB 6.9 | <p>Policies</p> <ol style="list-style-type: none"> <u>Medical Conditions & Managing Medicines Policy</u> APPROVED, following confirmation that practice matches policy. <u>Complaints Policy & Procedure</u> APPROVED, noting there were no proposed changes, and AGREED that formal complaints (stage 2) be reported to the FGB in future. It was noted that to date there had been only 2 or 3 formal complaints since the opening of the school. | Update & publish Re-publish | Clerk Clerk | May ‘17 May ‘17 |

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| FGB 6.10 | <p>Reports from Committees Minutes and a verbal update were received in relation to the:</p> <ol style="list-style-type: none"> 1. <u>Community & Engagement Committee (3 May 2017)</u> Since the meeting, AR and CS had met with TH to update the prospectus. The Facebook page was considered to be working well and the sharing of good news stories would in future be more efficiently shared with the media via a list of contacts which AR had compiled. A press release had been sent to a local newspaper regarding the success in the “Tenner Challenge”. 2. <u>Finance & Premises Committee (10 May 2017)</u> There was nothing to add to the information contained in the minutes or the Responsible Officer’s report under FGB 6.8 above, and there were no questions. 3. <u>Student Committee (17 May 2017)</u> Among other things, the committee had considered progress on the School Development Plan objectives and had concluded that progress to date was respectable. | | | |
| FGB 6.11 | <p>Reports from Link Governors</p> <ol style="list-style-type: none"> 1. <u>Safeguarding</u> AS was not in attendance to give a report and there were no known issues. 2. <u>Parent Link</u> JL did not have anything to report in his role as parent link governor. | | | |
| FGB 6.12 | <p>Governor Monitoring, Development & Training</p> <ol style="list-style-type: none"> 1. <u>Skills audit</u> The Clerk confirmed that a copy of the Skills Audit had been circulated by email and all governors were asked to complete it by the end of May. Responses would be collated for discussion at the next meeting. 2. <u>Monitoring visits & activities</u> <ul style="list-style-type: none"> - CS and AR had met with TH regarding the prospectus - CS had been involved with the after-school sailing club - CS-H had met with the Premises Manager to conduct a health & safety audit - GA had met with the Assistant Director of Children’s Services (LA), with TH | Collate responses. Agenda for next FGB | Chair / Clerk | Jul ‘17 |

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| | <p>3. <u>Feedback on training courses</u> None.</p> <p>4. <u>Update on NGA online training</u> The Clerk reported that the National Governors Association were considering launching a free trial of the new Learning Link online training modules, and that she would keep governors updated.</p> | | | |
| FGB 6.13 | <p>Any Other Business Governors were reminded to return the Barclays Bank application form to KK, without which an account could not be opened.</p> | | | |
| FGB 6.14 | <p>Confidentiality There was no need for confidential minutes.</p> | | | |
| FGB 6.15 | <p>Next Meetings Staffing Committee – Wednesday 21 June 2017, 5.30pm Finance & Premises Committee – Wednesday 28 June 2017, 5.30pm Student Committee – Wednesday 5 July 2017, 5.30pm Full Governing Body – Wednesday 12 July 2017, 6.30pm</p> | | | |
| | The meeting closed at 8.25pm | | | |