

The Swanage School

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY

Held on Wednesday 6th December 2023, 5.30pm

In Attendance: Isobel Tooley (Vice-Chair), Jenny Maraspin (Head Teacher), Phil Ashby, Hannah Etherington, Tanya Hamilton-Fletcher, Adam Hines, William Knight, Dan Parker, Robert Patterson, Jessica Starmer

Present: Andrew Thomas (Business Manager), Margarett Corben (Clerk)

Item		Action	Lead	By
FGB 2.2	Apologies Apologies were received from Tim Marcus, Claire Barnes, Amanda Rowley and Sophie Weld-Davies			
FGB 2.3	Declarations of Interest There were no declarations of interest			
FGB 2.4	Minutes of the Last Meeting The minutes of the meeting held on 13 th September were approved. The minutes and confidential minutes of the Extraordinary meeting held on 9 th October 2023 to be approved at the next meeting following some amendments.	To be approved	Chair	Spring I
FGB 2.5	Matters Arising <ul style="list-style-type: none"> • Attendance letter To review the language used in the attendance letter by THF. Email sent to THF 2/10/23 Still under review discussed at student committee 21/11/23 • Training: Safeguarding Training - Complete 	To have a clear definition and find out what other schools do. To complete	THF All	Spring I Spring I

	<ul style="list-style-type: none"> • NGA Skills framework – To look for sources of alternative tools for NGA skills framework After looking at various tools it was advised that the Governing body should stick with the NGA framework as it is comprehensive and targeted at governors. Propose the board complete asap as it's been several years since it was last done • Committee Structure Clerk to meet with the Chair to discuss further low attendance of Governors at meetings and if there are alternatives for governors who are finding the meeting difficult to attend (i.e. virtual meetings, various times of the day) • EHCP Student intake Very high intake sept 2023 all students were in catchment and no candidates for moving on. Manging with Dorset transition from primary to secondary schools. Ways to generate additional support and mindful of existing staff and what can be achieved. Holistic impact. What does the school need and the individual, Dorset hinted at funding another TA. SENCO has given costed provision maps for EHCP needs and actual provision given. Meeting has been booked with Dorset soon to discuss further. Executive corporate director of learning coming to school for a meeting in January. 	NGA Skills Audit	governors	
FGB 2.6	<p>Governing Body constitution One of the Governors is stepping back from her role but will remain a Governor due to personal circumstances. There is now a gap for subcommittee chair for Community Engagement. It was unanimously decided that SF would do a report for the C&E Committee which would be discussed at the FGB meetings, and the committee meetings would be put on hold.</p> <ul style="list-style-type: none"> • Health and Safety – New Link Governor required. Dan Parker has agreed to take on the role. • Parent - Link Governor required. Phil Ashby agreed to take on the role with guidance and training. • Careers and Apprenticeship – This role is recommended but not required. • Audit and Risk Committee – Robert Patterson will join the committee. 	Discuss options	TM/ Clerk	Ongoing
		Update	JM	

	<p>All students to get bronze award. JM reported this wouldn't be feasible for all students. Students who aren't able to complete will be able to do a TSS equivalent. There is a big focus on wellbeing and the toolkit, MB has now completed her SENCO qualification so the pilot will commence in January 2024. FFT Aspire target setting in science and humanities firstly to see if it is worth the investment and change or whether core subjects would be better, results should be seen by summer half term. Years 10/11 for the pilot to see if there is any improvement summer term assessment data. Target review sessions from crew leaders, quantitative and qualitative data can be reviewed to check students' progress.</p> <p>Repo-graphic support Any additional copying can now be done externally at no extra cost.</p> <p>Staffing Absence Figures This item was deemed confidential</p> <p>Movement of Students This item was deemed confidential</p> <p>Attendance This item was deemed confidential</p> <p>Student Intake 24/25 This item was deemed confidential</p>			
<p>FGB 2.9</p>	<p>1. External Auditor's Report To agree any action plan arising, on the recommendation of the Audit & Risk Committee and Staffing, Finance & Premises Committee.</p> <ul style="list-style-type: none"> Staff Governors – It was noted in the report that there 'Should' not be Staff Governors, this is a strong recommendation and not compulsory. The governing body agreed that the positives of having staff governors outweigh the negatives. The governing body continues to recommend to Members of Education Swanage to keep staff governors on the board. 	<p>Recomm end to ES</p>	<p>Clerk</p> <p>TM</p>	<p>AGM</p>

	<ul style="list-style-type: none"> • Database for company's house for 'Get information about schools', it was agreed at SFP that the check will be done yearly to make sure all information is up to date. • Budget Report must be noted at each FGB. <p>Auditors were very impressed with AT and his team.</p> <p>2. Financial Statement and Accounts All the points raised have now been addressed. The governors Approved the financial statements and accounts.</p> <p>3. External Auditors Appointment The chair of the Audit committee reported that during the year the auditors were reviewed both internally and externally and it was agreed that they would reappoint Griffin Chartered Accountants as Auditors for 2024/25 then for a further 4 years, the recommendation was also approved by Education Swanage.</p>	Sign accounts		
FGB 2.10	<p>Budget Report and Management Accounts (Business managers report)</p> <p>AT gave a summary of the report. AT is optimistic that we will break even and the budget is looking healthy. The governors confirmed that they will read the report (as it was late to file) in the next week and if there are any queries they are to report back to AT.</p>			
FGB 2.11	<p>Deputy Headteacher Recruitment To confirm the panel for the deputy headteacher recruitment and to delegate authority for the process and decision-making. The governors agreed the following:</p> <ul style="list-style-type: none"> • IT to chair the Panel • Deadline for applications will be 8th January 2024 • Shortlisting will take place on Friday 12th January 2024 • A working group will be required to read before shortlisting and sift through applications, at least 3 Governors will be required. • Interview will take place on Friday 19th January and 3 Governors will be required including JM. 	Email dates to all Gobs	Clerk	Jan 2024

FGB 2.12	<p>Term Dates 2024-25</p> <p>Amendment for current academic year. JM would like to move them from the end of the academic year to the summer term. Change 22nd and 23rd July so no students or staff come to school but moved to within the term. A governor commented that it could be difficult within the community as there is already 3 additional inset days at TSS. JM to review and propose then circulate to Govenor's by email and can be approved by chairs action</p> <p>To approve term dates for 2024-25: JM proposed to follow Dorset timetable Dorset dates 2024-25 with plus 3 staff assessment days, one each term. The governors Approved the dates.</p>	Review inset days	JM	Chairs action
FGB 2.13	<p>Safeguarding To:</p> <ul style="list-style-type: none"> • Annual Safeguarding Audit - to note that this item will be deferred. Dorset Council has experienced difficulties with the audit template. The original audit was not due until January 9th 2024. The deadline may be later now because of this hold up. Currently can't be submitted, beyond on the school's control. • Child Protection (Safeguarding). Policy - to re-approve. To be agreed at the next FGB • Safeguarding update – The Link governor has completed a breakdown, and the Audit showed that TSS was effective with safeguarding. Higher number of LAC students who have support from supervisors and youth workers. The new DSL will start in February and the current DSL will work part time with support from JM. Pupils with students with attendance at 0% external support is required. Students with low attendance more effort made supporting and focusing on effective plans to increase attendance. <p>Record thanks to Mandy Sands as the DSL and wish her well in her retirement.</p>			
FGB 2.14	<p>Committee Reports The committe recieved the following reports:</p> <ol style="list-style-type: none"> 1. Community & Engagement Committee (5 Oct 2023) 2. Student Committee (11 Oct 2023) 3. Staffing, Finance & Premises Committee (19 Oct 2023) 4. Student Committee (21 November 2023) 5. Audit & Risk Committee (23 November 2023) 			

	6. Staffing, Finance & Premises Committee (30 November 2023) There were no questions regarding the reports from the governors			
FGB 2.15	Governor Development and Training 1. The school will continue to subscribe to NGA Learning Link. 2. Skills Audit to be completed by next FGB, any gaps can be addressed through additional training.			
FGB 2.16	Link Governors Report To receive updates from the link governors for: New Governors Mentor - This is yet to be completed due to other commitments, but WK agreed to set up meetings with 3 new governors. Heads Performance Review This item was deemed confidential	Contact new Govs	WK	
FGB 2.17	Pan Reduction So far there have been 9 responses which are predominantly positive for reducing the PAN. A working party will need to convene and discuss the responses. The documents will be circulated by AT and the admissions policy can be changed if all agree. The governors Approved to delegate the responsibility to the working party to make the decision on behalf of the governing body			
FGB 2.18	Any Other Business Sports Hall Lighting – There have been 4 quotes and AT is pleased with the local company chosen. The committee Approved the spend.			
FGB 2.19	Confidentiality Items 2. 8 & 2.16 were deemed confidential.			
	The meeting closed at 7.35pm Next Meeting To be held on 27 th March 2024			

