

The Swanage School

MEETING OF THE FULL GOVERNING BODY

Held on Tuesday 26th March, 5.50pm

MINUTES

Present: Tim Marcus (Chair), Isobel Tooley (Vice Chair), Jenny Marapsin (Headteacher), Phil Ashby, Hannah Etherington, Adam Hines, William Knight, Dan Parker, Jessica Starmer, Claire Barnes, Tanya Hamilton-Fletcher
In attendance: Andrew Thomas (Business Manager), Kay Lawson (Deputy Head), Sarah Percival (Clerk)

Item		Action	Lead	By
FGB 3.1	Apologies Apologies were received from Sophie Weld-Davis and Amanda Rowley. Robert Patterson, Laurie King & Rachel Tapping were absent. A reminder was given to send in any apologies in advance. The Chair welcomed the new Clerk.			
FGB 3.2	Declarations of Interest There were no declarations of interest. The Chair reminded the committee to return their annual declarations to the Clerk as soon as possible.	Return declarations of interest	All	Summer 1
FGB 3.3	Minutes of the Last Meeting The minutes and the confidential minutes of the meetings held on 9 th October and 6 th December 2023 were APPROVED			
FGB 3.4	Matters Arising 2.13- Attendance letter- Still under review. Discussed at student committee 21/11/23; discussed at FGB 6/12/23; not discussed at SFP 0/3/24 as JM absent. There is a bid for funding from Dorset Council underway. The Attendance Lead is leaving this week. It was acknowledged that the wider topic of attendance is an issue: further discussion is needed to find an effective solution. To be discussed at next SFP meeting. 2.15- Skills Audit- email sent 20/3/24. All governors to complete and return as soon as possible. 6pm Jenny Marapsin joined the meeting.	Item on SFP agenda Complete audit	THF All	Summer 2 Summer 2

	<p>2.5 EHCP Student intake- Amanada Davis (Corporate Director of Education and Learning, AD) was impressed with the school on her visit. The issue of SEN underfunding in general was raised. The SENCo and Business Manager have developed a detailed costing of the funds needed, which is double what is available. AD has advised that the school has a good case for applying for additional funding to cover costs this year, which is to be taken to a strategic panel within Dorset Council.</p> <p>2.12- Term dates- the new INSET dates have been circulated and approved.</p>	Update at next meeting	JM	Summer 2
		Complete		
FGB 3.5	<p>Governing Body constitution</p> <ol style="list-style-type: none"> 1. Committees- Concern was raised over the low number of people on the Audit & Risk committee, sometimes causing meetings to be not quorate. The challenge of attending meetings, alongside jobs and other commitments was acknowledged. Suggestions to encourage governor attendance in general included occasional virtual/ hybrid meetings and use of Teams calendar. Further discussion needed. Phil Ashby (Parent Governor) was appointed to the Student Committee and the Head noted that he would be an asset to this group. It was agreed that other members of Community & Engagement Committee could be appointed to new committees by Chair's action. 2. The Link Governor for Careers is optional but a valuable role to have filled. There were no volunteers from the meeting, but the Head suggested a possible candidate who is a member of Education Swanage. It was suggested that the role could be an advisor rather than a link governor. 3. It was noted that the Staff Governor vacancy has been re-promoted to staff. There is currently no interest, but it is hoped that this will change in September. 	Item on next FGB agenda	Clerk/ TM	Summer 2
		Approach candidate	JM	Summer 2
FGB 3.6	<p>Chair's Report</p> <p>The Chair gave a verbal report. He reminded governors to complete the Skills Audit and informed the committee that a formal complaint is under investigation. The Chair congratulated the school on the huge success of the show Matilda, noting that each year the show surpasses the previous one. Harry Peake, the director of the show, was formally congratulated but the amount of support from everyone involved in order to make it a success, was also praised. The show has a very positive effect on the reputation of the school within the town.</p>			
FGB 3.7	<p>Headteacher's Report including SDP</p> <p>The report was included in the meeting pack. The following were noted:</p> <ul style="list-style-type: none"> • Mock data was not included in the report as it had not yet been moderated. 			

<ul style="list-style-type: none"> • The Acting Deputy Head is coaching Recently Qualified Teachers. <p><u>Attendance</u> is an area of concern. Y11 and 10 are below the national average. EHCP students are well above the national average. An overlap with Pupil Premium students and low attendance was noted at Student Committee. For those students with 90% attendance or above, outcomes are excellent.</p> <ul style="list-style-type: none"> • A non-teaching Attendance Officer (AO) is needed. Dorset Council have funding for a pilot shared AO which the school is applying for. The AO would be shared between The Swanage School, Purbeck School and Lytchett Minster, one day each a week. If successful, it is possible Dorset would fund this as a permanent position. There would be the opportunity for TSS to employ the AO for the other 2 days a week, if this can be budgeted for. The Heads of the 3 schools would agree the job description and person specification and the AO would be employed by TSS on behalf of the other schools. It would be a benefit to all 3 schools if the responses from the schools are coordinated and shared with Dorset. • There will be a deficit this year and that finances are tight. A governor asked what changes would be made to find the extra funds needed for the proposed AO. The Head noted that staff movement will see finances improve and the SLT are taking on extra roles to save money. The Business Manager confirmed that projected extra funding for SEN will not cancel out the deficit. • Attendance has been a problem for some time and action needs to be taken, so the idea of an AO trial is supported. It is important that the Job Description and Person Specification are defined so that the school has equal share of the funded role and control of the days that it funds. <p><u>Staffing-</u></p> <ul style="list-style-type: none"> • The SEN department is understaffed and the SENCo stretched to capacity. The Head is aware & working on this. • Mid-year staff survey- a summary was requested. Results to be circulated to governors. • Careers and Attendance Lead roles are vacant- covered temporarily and planned to be filled in September when new teachers start. • The Lead Practitioner for Science (Staff Governor, Adam Hines, AH) has surpassed expectations in his role. He was thanked for his report on Improving Science which was included in the meeting pack. AH will team up with the acting Lead Practitioner for English in order to share the learning opportunities. <p><u>Students-</u></p> <ul style="list-style-type: none"> • Number of suspensions has decreased. 	<p>Send report to governors</p>	<p>JM</p>	<p>Summer 1</p>
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	<ul style="list-style-type: none"> Attainment & Progress- FFT site can be used to compare similar schools using key indicators or adding contextual value. Examples in the report showed TSS is faring well compared to other similar schools. The Chair thanked the Head for this encouraging national comparison. 5 pupils in Y11 are non-attenders which will have an effect on the school's GCSE results. Options take-up is going well which may reflect having established teachers. The number choosing PE is increasing. <p>The data for the annual report on drugs use was received late. JM will circulate this.</p>	Circulate annual drugs report	JM	Summer 2
FGB 3.8	<p>Budget Report and Management Accounts</p> <p>It was confirmed that the Business Manager's report, included in the meeting pack, had been read and understood. Points noted were:</p> <ul style="list-style-type: none"> Long-term staff sickness has affected the budget but this could not have been foreseen. Support staff salaries will go up due to the National Minimum Wage increase. Compensation is due for the TPS increase but it is not known how much this will be. A loss of £65k is currently predicted. However, there are variables which will reduce this significantly as spending is being managed effectively. Next year's GAG funding has increased by £200k Recruitment for September looks positive and the committee will be appraised of progress. 			
FGB 3.9	<p>IT Infrastructure Update</p> <p>The Business Manager (AT) updated the committee. The hacking incident at the Thomas Hardy School raised national awareness of what can go wrong. He noted a 2-phase approach:</p> <ol style="list-style-type: none"> The school needs robust protection against hacking and is focussing on Multi Factor Authentication. The IT strategic partners will be writing the bid for the school as well as tendering for the work. A review is needed of how IT is used around the school, to plan what is wanted for teaching over the next 5-10 years. <p>AT and the IT Technician meeting monthly to track progress which will be reported to FGB and SFP.</p>			
FGB 3.10	<p>Premises and Security Update</p> <p>AT reported to the committee:</p> <ul style="list-style-type: none"> A representative from a national schools architect company has done a survey of the premises at no cost. Recommendation was made to apply for ESFA funding and submit a CIF bid of up to £100k at the end of the year, for security/ lockdown system/ CCTV work. 			

	<ul style="list-style-type: none"> The gabion wall which protects the school from flooding is failing. The cost to replace this stretch is £13k +VAT. Other gabions are showing signs of failure. It is possible that a claim can be made on these if they are not fit for purpose. The repair of gabion walls could form part of a second bid to upgrade the school. A proposal will be taken to SFP and match funding will be required. The Health & Safety Audit report from Dorset Council was thorough and positive. 			
FGB 3.11	<p>Deputy Headteacher Recruitment</p> <p>It was formally confirmed that the panel had appointed Richard Foster, with start date 1st September 2024. The Chair commented that he was very pleased with the appointment.</p> <ul style="list-style-type: none"> This item was deemed confidential. 			
FGB 3.12	<p>Safeguarding</p> <p><u>The Annual Safeguarding Audit report</u> was included in the meeting pack. There were no questions raised.</p> <p><u>The Safeguarding Link Governor report</u> was in the meeting pack. The Link Governor (Tanya Hamilton-Fletcher, THF) has completed Level 3 Safeguarding training. There has been a positive handover between the Designated Safeguarding Leads (DSL).</p> <ul style="list-style-type: none"> The new DSL has updated My Concern: some items have been closed, for example where students are no longer at the school, so recent items can be focussed on. This single central record is being maintained extremely well. A governor was concerned that the snapshot profile of Children in Care and on Child Protection Plans seemed a lot but THF confirmed that it was less than 1%. DBS renewals: at present, some are on the Update service and some are renewed at different times. The school should decide whether this should be every 3 or 5 years. It would be good practice to have a consistent approach. <p><u>Child Protection (Safeguarding) Policy</u>- in January, Student Committee had raised the question of including a sentence to cover new DfE guidance on how schools address and support gender identification. The safeguarding governor THF and the DSL will define a statement to add to the policy at a later date. The policy was APPROVED.</p>	<p>Propose approach for DBS renewals</p> <p>Publish Define statement to include guidance on gender identity</p>	<p>JM</p> <p>Clerk DSL/ THF</p>	<p>Summer 2</p> <p>Summer 2</p>
FGB 3.13	<p>SEND</p> <p>This item was deferred to the next meeting.</p>			
FGB 3.14	<p>Committee Reports</p>			

	<p>The committee received reports from the following:</p> <ol style="list-style-type: none"> 1. Student Committee (17th January 2024) 2. Staffing, Finance & Premises Committee (7th February 2024) 3. Student Committee (6th March 2024)- the Chair of the Student Committee reminded governors to read and adhere to the e-safety policy which was approved at this meeting. 4. Audit & Risk Committee (13th March 2024)- The Chair of A&R noted that governors have the right to protect their personal information and should inform him if they wish this to be done. <p>The Chairs of the Student Exclusion Panels reported as follows: 8th January 2024- decision upheld 23rd February 2024- decision upheld</p>			
FGB 3.15	<p>Link Governors Report Updates from Link Governors:</p> <ul style="list-style-type: none"> • Attendance- deferred to next meeting • New governors' mentor- in hand • Parent Link- the Link Governor reported that he has been to various events and used the opportunities to meet parents and explain more about who the governors are and what they do. 	Report to next meeting	THF	Summer 2
FGB 3.16	<p>Pan Reduction Authority had been delegated to the working party to agree this. The group reported that they had given approval for the reduction and admissions policy has been updated. Get Information About Schools needs to be updated. The Chair thanked the group for their work.</p>	Update GIAS	Clerk	
FGB 3.17	<p>Policies The Staff Pay policy, approved at SFP 20th March 2024, was ratified. The e-safety policy, approved at Student Committee 6th March 2024, was noted and all governors made aware of their responsibilities.</p>	Publish	Clerk	
FGB 3.18	<p>Any Other Business A governor recommended the Schools Consent Project, which runs free workshops with volunteer lawyers to teach young people about consent. DSL to be given details.</p>	Forward to DSL	CB	Summer 2

FGB 3.19	Confidentiality Item 3.11 was deemed confidential			
	The Meeting closed at 7.35pm Next Meeting To be held on 10 th July 2024 5.30pm			