

The Swanage School

**MEETING OF THE FULL GOVERNING BODY**

Held on Wednesday 10<sup>th</sup> July, 5.30pm

**Minutes**

Present: Tim Marcus (Chair), Isobel Tooley (Vice Chair), Jenny Marapsin (Headteacher), Phil Ashby, Hannah Etherington, William Knight, Dan Parker, Jessica Starmer, Claire Barnes, Tanya Hamilton-Fletcher, Amanda Rowley, Laurie King

In attendance: Sarah Percival (Clerk), Andrew Thomas (Business Manager), Carol Platteuw (observer)

Item	Note: some items were taken out of order to accommodate early departures	Action	Lead	By
	The Chair welcomed Carol Platteuw who has been elected as a governor from 1 <sup>st</sup> September. Brief introductions were made around the table before the meeting commenced.			
FGB 4.1	<b>Apologies</b> Apologies were received from Adam Hines and Sophie Weld-Davies			
FGB 4.2	<b>Declarations of Interest</b> There were no declarations of interest			
FGB 4.3	<b>Minutes of the Last Meeting</b> The minutes and the confidential minutes of the meeting held on March 26 <sup>th</sup> 2024 were APPROVED			
FGB 4.4	<b>Matters Arising</b> FGB 3.18- Schools Consent Project- Claire Barnes confirmed that the Designated Safeguarding Lead has taken on board the information that she passed on.	Complete		
FGB 4.5	<b>Governing Body constitution</b>  1. It was recorded that Rachel Tapping had resigned, and Tanya Hamilton-Fletcher and Carol Platteuw were elected at the Education Swanage General Meeting on 12 <sup>th</sup> June 2024. Robert Patterson resigned on 27 <sup>th</sup> June 2024. 2. It was agreed that the Chair & Vice Chair 2024-25 election process would take place at the FGB in September. The Chair is happy to stand again for one more year but the Vice Chair will not be standing for re-election. The Chair thanked the Vice Chair for her work, adding that he had enjoyed their symbiotic working relationship. The committee were asked to consider standing as VC, with a view to becoming CoG in a year, and to contact the CoG or VC if interested. The VC offered her support in handing over the role.			

	<p>3. It was agreed that the committee structure will remain the same for 2024-25 and that the Community &amp; Engagement committee will be reinstated with Amanda Rowley as Chair. Governors were asked to consider which committees they would sit on next year, noting that Audit &amp; Risk needed more members in order to be reliably quorate. The Chair was keen to hear thoughts on how to ensure the governing body is a good team to be part of. Suggestions included having regular 1:1 check-ins to give support and understand what development people want; having a social event to build cohesion; improving induction. Recent exit feedback highlighted issues with logistics such as Wi-Fi/ SharePoint login, which resulted in disengagement. The initial admin process will be tightened up. A group induction will be arranged for early September.</p> <p>4. The draft meeting dates for 2024-25 were received, subject to 2 changes. Outlook calendar invites will be used to help governors manage different diaries.</p> <p>5. It was agreed that Nicola Newman would be appointed to the Community &amp; Engagement committee as Advisor on Careers and would be able to vote on that committee. She had been pleased to be approached for this role and the governors and school look forward to working with her. The initial term as an Associate will be from 1<sup>st</sup> September 2024- 31<sup>st</sup> August 2025.</p>	<p>Add C&amp;E to meeting dates</p> <p>Update and circulate dates</p> <p>Inform NN &amp; add to comms; update SoD</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>	
FGB 4.17	<p><b>Link Governors Report</b></p> <p>The following were reported by the Link Governors:</p> <p><u>Attendance</u>- the link governor had met with the Designated Safeguarding Lead (DSL) and was impressed with how she has taken on the role. Attendance will now be cross-referenced with safeguarding so the intervention and support can be more targeted. Attendance is persistently 2-3% below national levels. The new attendance lead will be Michaela Mitchener as Inclusion Officer and the Head has confidence that she will deal with issues quickly and effectively. Rewards are given for good attendance, but this must be balanced with students whose attendance is affected by issues outside their control. It was agreed to invite the DSL to the Autumn FGB meeting so she can share her overview and plan going forwards with the governors. It was noted that the new Deputy Head would be the Pastoral Lead and is aware of behavioural areas of concern.</p> <p><u>New governors' mentor</u>- a group induction will be arranged for early September for anyone who feels they would benefit</p>	<p>Invite DSL to Autumn 2 FGB</p> <p>Arrange induction meeting</p>	<p>Clerk</p> <p>WK</p>	
FGB 4.11	<p><b>Safeguarding</b></p> <p>A statement to include guidance on gender identity in the Child Protection Policy still needs to be defined. The Head will work with the DSL and Safeguarding Link governor on this.</p>	<p>Autumn 2 agenda item</p>	<p>THK/ AMB/ JM</p>	
FGB 4.5	<p><b>Governing Body constitution</b></p> <p>6. <u>Governance Impact statement</u>- queries had been raised prior to the meeting as to what the formal requirements were for this report. Since none had been found, it was suggested that the statement included in the Annual Accounts (to be approved at the September FGB) would be extracted and used as the document to be published on the website. This approach was agreed.</p>	<p>Extract statement and publish</p>	<p>VC/ Clerk</p>	<p>Autumn 2</p>

	[6.30pm Tanya Hamilton-Fletcher left the meeting]			
FGB 4.6	<p><b>Chair's Report</b></p> <p>The Chair reported that he was astounded and proud at how the school had developed and delivered this year. He noted that the Head and her SLT team continue to be outstanding and he is personally impressed with what has been achieved. He acknowledged the work and commitment of all the staff that went into the positive Ofsted inspection. He thanked the governing body for their work over the year, including the background work on the Permanent Exclusion panels and a complex complaint. He thanked the Vice Chair for her support and is looking forward to the year ahead.</p>			
FGB 4.7	<p><b>Headteacher's Report including SDP</b></p> <p>The Head's report was included in the meeting pack. The SDP had been discussed in depth at the Head's appraisal and the following objectives were reported on:</p> <p><u>Step up Teaching &amp; Learning</u>- this has gone well and is at the heart of everything, even having an impact on behaviour issues. Recall activities have been implemented successfully and literacy barriers are being broken down.</p> <p><u>Target Setting</u>- there has been some positive progress, with the focus on research this year. This will be rolled over to next year, using research and recommendations from Dani Drodge's Masters to implement and embed a strategy.</p> <p><u>Improving Science</u>- GCSE results will show whether this objective has been met. The school has followed the research-based approach of having teachers delivering their specialist subject, but this could be reviewed if improvements are not seen.</p> <p><u>Creative Media Production</u>- this has been going well and results are awaited. Grades are given as Level 1 or Level 2- it is not yet clear how these are translated to GCSE equivalents.</p> <p><u>Duke of Edinburgh</u>- the scheme went well but a difficult fiscal decision has been made not to run this next year.</p> <p><u>Careers</u>- a lead is needed and plans have been made for next year.</p> <p><u>Leadership</u>- new approaches have had a positive impact.</p> <p><u>Attendance</u>- this continues to be an issue and arrangements have been made to address this (see FGB 4.17). Y8 &amp; 9 are close to national levels. Y7 has had a recent decline due to illness, but has been over 90% for most of the year. Y10 is still a big focus.</p> <p>Governors were pleased that the SDP has gone well overall but noted that many of the objectives were part of a 2- or 3-year plan and will be continued to next year if unfinished. The achievements being aimed for should be made clearer next year.</p> <ul style="list-style-type: none"> <li>• NGR reading tests have been used as a solid benchmark to show progress: this is an important focus because reading age can be a barrier to accessing the curriculum.</li> <li>• Suspensions- following the recent complaint outcome recommendations, more transparency around the decisions being made is now in operation. Asked whether incidents of physical assault</li> </ul>			

	<p>have increased, the Deputy Head said it was rare to see hard-core violence- it is usually low-level. However, play-fighting has increased and work is being done to address this.</p> <p>The Head closed her report by thanking the Deputy Head, Kay Lawton, who is retiring after 9 years at the school. The Head explained that Kay had stepped into the breach when the former Head was ill, and thanked her for her camaraderie and strength at a challenging time, acknowledging her as an exceptional and outstanding teacher. The Chair reiterated this, saying that she had inspired his daughter to study English at university. He thanked Kay on behalf of the governors. The board applauded and wished her the best in her retirement.</p>			
FGB 4.14	<p><b>Committee Reports</b></p> <p>I. Reports from the following meetings were received:  Staffing, Finance &amp; Premises Committee (20<sup>th</sup> March 2024)  Student Committee (8<sup>th</sup> May 2024)  Staffing, Finance &amp; Premises Committee (15<sup>th</sup> May 2024)  Audit &amp; Risk Committee (5<sup>th</sup> June 2024)  Staffing, Finance &amp; Premises Committee (26<sup>th</sup> June 2024)</p> <ul style="list-style-type: none"> <li>Following recommendation from the Audit &amp; Risk committee, it was agreed that from 1/09/2024, any meeting that is not quorate should be cancelled and rescheduled.</li> </ul>	Cancel non-quorate meetings	Clerk	
FGB 4.16	<p><b>Audit &amp; Risk- Updated Guidance from EFSA for Academy Trust</b></p> <p>The amended terms of reference for the Audit &amp; Risk Committee had been circulated for consideration. Asked whether the phrase ‘relevant experience’ meant a qualification was needed, the Chair of the Audit &amp; Risk committee confirmed that general experience was sufficient and specific qualifications were not inferred. The committee voted unanimously to adopt the new terms of reference and to change the committee’s name to the Internal Scrutiny Committee. APPROVED  [7.05pm William Knight left the meeting]</p>	Update SoD and publish; rename A&R committee	Clerk	
FGB 4.8	<p><b>School Development Plan- priorities for next year</b></p> <p>The Head will work on this over the summer, with input from the Deputy Head. A suggestion was made to include objectives on Literacy and Attendance. Objectives from this year’s plan which are partially completed will be rolled over to next year’s plan.</p>	September agenda item	JM/ KL	Autumn I
FGB 4.9	<p><b>3-year Budget 2024-27</b></p> <ul style="list-style-type: none"> <li>Part of this item was deemed confidential.</li> </ul> <p>It was agreed that the BM would make the proposed changes and circulate the updated draft version of the budget to the chairs of SFP and Audit committees then this could be approved by Chair’s Action. It was noted that the ESFA is keen to reduce the number of SATs, but the school’s position has been to delay this possible change for as long as possible. The options could be discussed again to ensure the decision is right for the school.</p>	Update and circulate prior to submission to ESFA	AT	

	<p><u>Photocopier contract</u>- it was agreed that the BM would accept the quote from the current provider and it would be approved by Chair's action.</p> <p><u>Solar panels</u>- this project will be completed when the panels are installed in the summer.</p>			
FGB 4.13	<p><b>SEN Underfunding</b> This item was deemed confidential</p>			
FGB 4.10	<p><b>Governor Development and Training</b> The Skills Audit was reviewed. Areas where developmental training would be beneficial are: Head appraisal, being Chair, Strategy, Budget. Induction is being picked up (see FGB 4.17). Governors were reminded about the National Governors Association online training modules that are available and could be undertaken over the summer.</p>			
FGB 4.12	<p><b>SEND</b> The following reports were included in the meeting pack:</p> <ul style="list-style-type: none"> <li>• SEND Annual Report</li> <li>• Medical Conditions Annual Report</li> </ul> <p>The committee were impressed with the detail given and had no further questions. The Send Information Report (including Local Offer) was APPROVED for publication. The following policies were reviewed and APPROVED</p> <ul style="list-style-type: none"> <li>• SEND Policy</li> <li>• Accessibility Policy</li> </ul>	Publish	Clerk	
FGB 4.14	<p><b>Committee Reports</b></p> <ol style="list-style-type: none"> <li>2. A Stage 3 Complaint Panel hearing was held on 6/6/24. The panel chair thanked the governor who led Stage 2, for a very thorough investigation. The panel agreed with most of the recommendations at Stage 2 and had some further recommendations to add. These were included in the meeting pack and it was noted that some, such as updating relevant policies, were already in hand. The Chair thanked all the governors involved, acknowledging that it can be a traumatic process, but that it was important to focus on improvements that can be made. It was noted that the process caused a lot of pressure on the staff involved and the effect on their wellbeing should not be underestimated. The Chair and Vice Chair have supported and talked to the staff involved.</li> </ol>			
FGB 4.15	<p><b>Complaints Policy</b> The changes to ensure complaint outcome recommendations are followed up were agreed and the policy was APPROVED.</p>	Publish	Clerk	
FGB 4.18	<p><b>Policies</b> The Child on Child &amp; Sexual Abuse policy was APPROVED</p>	Publish	Clerk	

FGB 4.19	<p><b>Any Other Business</b></p> <p>The Chair re-iterated thanks to Kay Lawton and the committee wished her the best for her retirement. KL thanked the committee for their good wishes.</p>			
FGB 4.20	<p><b>Confidentiality</b></p> <p>Item FGB 4.13 and parts of FGB 4.9 were deemed confidential</p>			
	<p><b>The meeting closed at 7.40pm</b></p> <p><b>The next Meeting will be held on 18th September 2024 to include:</b></p> <ul style="list-style-type: none"> <li>• Start of year formalities</li> <li>• Safeguarding update (KCSiE)</li> <li>• Safeguarding Training for Governors review</li> <li>• Approval of SDP</li> <li>• Evaluation of GCSE results</li> </ul> <p>Policies to review: Admissions Arrangements Governors' Code of Conduct</p>			