



## DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Monday 17th March 2014 at 19.00 hours.

<b>Persons Present</b>	CSA	Mrs. M. Moss (Chair of Governors)
		Mrs. P. Campbell
	Community	Ms. R. Bettenson
		Mr. P. Rothman
		Mr. T. Putnam
	Parent	Mrs. J. Wibley
		Mr. T. Barnes
		Mr. P. Adams
	Headteacher	Mrs. C. Smith
	Teacher	Mrs. S. Prendergast
		Mrs. G. O'Donnell
	Support	Mrs. S. Scott
	Associate Member	Mrs. M. Bearwish
	Clerk	Mr. D. Hall

<b>Other Persons Present</b>	Mrs. Rachel Nesbitt
	Mr. B. Davidson (Prospective CSA Governor)
	Mr. J. Quinton (Newly appointed Clerk to Governors)

1. **Welcome.** The Vice-Chair welcomed Governors to the meeting and especially Mr. Bill Davidson and Mr. John Quinton. Mr. Davidson and Mr. Quinton briefly spoke to Governors about their previous experiences.
2. **Apologies for Absence**
  - 2.1. No Apologies were given.
3. **Election of Chair and Vice – Chair.**
  - 3.1. The Clerk advised Governors that after the sudden resignation of Ruth Davies (Previous Chair of Governors), Mrs. Margaret Moss had been the acting Chair of Governors as she had been elected Vice Chair at a previous meeting. Governors could choose to elect a Chair of Governors at this meeting, who would hold the office until October 2014 and if necessary a Vice-Chair also or the election of the Chair could be postponed until the next meeting; a formal letter asking for nominations be circulated and the process would be held then. Governors briefly discussed the matter and agreed that the election should be held at this point in the meeting. Mrs. Moss was asked if she would accept the nomination and she agreed.  
(Mrs. Moss left the meeting at 19.10 hours and the Clerk briefly chaired the meeting.)
  - 3.2. Nomination received at the meeting for Chair; Mrs. Margaret Moss. Governors discussed the nomination.
    - 3.2.1. *Mrs. Scott proposed that Mrs. Margaret Moss be appointed as the Chair of Governors for the remainder of academic year 2013/14. Ms. R. Bettenson seconded. Governors unanimously approved.*  
Mrs. Moss returned to the meeting and Governors congratulated her on her appointment.
4. **Vice-Chair.**

Mrs. Moss asked for nominations for Vice-Chair. No nominations were forthcoming. Governors were reminded that the School was entering an important phase and that the Chair of Governors would need support from a Vice-Chair.

  - 4.1. The Chair asked the Clerk to include a formal letter asking for nominations for the position of Vice-Chair with the minutes of this meeting.
5. **Declaration of Any Other Urgent Business & Declaration of Interest.**

5.1. No Matters of Urgent Business were Declared.

5.2. No declarations of interest were made.

## 6. Minutes.

### 6.1. Corrections to minutes.

6.1.1. Persons present. Delete Lisa Keys as being present and include Rachel Nesbitt.

6.1.2. Alter wording of 3.1 Letter of Resignation from Ruth Davis (Chair of Governors) to reflect that Mrs. Davis gave the resignation in a verbal format.

6.1.3. Section 3.3 Update on Natter jack's Correspondence. Change Mrs. Jane Hewitt to read Mrs. Janet Hewitt.

6.1.4. Remove first paragraph from section 7. Head's Report.

6.2. *Mrs. J. Wibley proposed that the minutes of the meeting held on 3rd February 2014, together with the corrections itemised in section 6.1 of these minutes be accepted as an accurate record. Mrs. P. Campbell seconded. Governors agreed unanimously.*

## 7. Matters Arising & Action Plan.

7.1. Action Plan. Item 1. Check if Hardye's School has a generic leasing agreement that Damers First School could use. Mrs. Campbell reported that she had contacted the School and been informed that the School used the Leasing Agreement as supplied by Dorset LA. Mrs. Campbell investigated on the Dorset For You website but could not locate a copy of this document to download. Mrs. Campbell agreed to contact Dorset LA directly to obtain a copy of the Leasing Agreement and report back to Governors at the next meeting. Governors asked that this matter be retained on the Action Plan until completed.

7.2. Action Plan. Item 3. Arrange a meeting with Mrs. Smith to discuss the allocation of the additional Sports Funding. Governors asked that this matter be retained on the Action Plan until completed.

7.3. All other matters had been dealt with or were agenda items for this meeting.

## 8. Correspondence.

8.1. Letter of Resignation from a Teaching Assistant. Mrs. Smith explained that she had received a letter of resignation from a Teaching Assistant in Year 3. The TA was leaving the School at the end of the Easter Term and the School was in the process of advertising the post.

## 9. Vice-Chair's Briefing.

The Vice-Chair informed Governors of the actions she had taken or was about to take, since becoming Acting Chair. They were;

9.1. Meeting with the Headteacher on a weekly basis to discuss matters relating to the School.

9.2. Attending the mini -pyramid of School with the Headteacher.

9.3. Attending the DASP Meeting for Chairs of Governors.

Mrs. Moss agreed to update Governors at the next meeting.

10. **SEF Summary.** (Appendix 1). Governors were circulated with a copy of the SEF Summary. Mrs. Smith apologised that the summary had not been circulated earlier but unfortunately events in school had prevented her completing the report until today. She explained that this document formed an essential tool for Governors as it gave a comprehensive summary of the position of the School at the present time. If the School was inspected, Governors would be able to quickly remind themselves using this SEF Summary Report. The following points were highlighted;

10.1. **1. Introduction.**(*School context-key features from RAISE.*) Governors discussed with the Headteacher the points raised.

10.2. **2. Areas for Whole School Development.** (*Key priorities identified through school performance review and evaluation.*)

10.2.1. **Pupil Premium.** Rigorous Monitoring and tracking of the progress of PP Pupils, the efficacy of targeted interventions and a greater emphasis on systems which analyze 'Narrowing the Gap'.

10.2.2. **New Curriculum.** Introduction of the New Curriculum with a particular emphasis on Maths.

10.2.3. **Communication.** Enhancing the development and application of speaking and listening skills through the creative learning project.

10.3. **3. Progress in previous Inspection Key Issues.**

10.3.1. Develop the use of Information and Communication technology, building on work already in hand to support subjects across the Curriculum. Mrs. Smith reported that the New Computing Curriculum had been introduced in September 2013 and an investment made in

acquiring 100 iPads. Governors were circulated with a log of actions taken in ICT Coordination since September 2012. (Appendix 2)

**10.4. 4. Achievement. (*Attainment, progress and the quality of learning, for individuals, different groups, particularly SEND Pupils, including EYFS.*)**

**10.4.1.** Governors reviewed the strengths of the School in this area.

**10.4.2.** Areas for Development were noted and Governors were advised that this detailed how the school proposed to make each of these areas a secure grade of outstanding.

**10.4.3. Question. Why is the School looking poorer in Maths than the Dorset Average?** Mrs. Smith suggested that it might be due to the fact that the School had not pushed problem solving enough, especially with the more able pupils.

**10.5. 5. Teaching. (*Teacher subject knowledge and Pupil expectations, engagement, motivation, challenge, progress, independence, assessment and next steps marking and feedback.*)**

**10.5.1.** Governors reviewed the strengths of the School in this area.

**10.5.2.** Areas for Development were noted. Mrs. Smith stated that all the evidence suggested that high quality marking and feedback had the most impact on the attainment and progress of Pupils. A consistent approach to homework and home learning opportunities was important but this had to be developed further. Introduction of and assessment within the New Curriculum. Governors noted that from September 2014 the School could adopt a system of assessment of its own choosing. However the advice had been to stick with the system the School was familiar with until a relevant and effective alternative is found and this was the action that the School proposed to take.

**10.6. 6. Behaviour and Safety. (*Including behaviour in lessons & around the School, attendance & punctuality, attitudes towards others, how well protected from bullying, view of Pupils / Parents.*)**

**10.6.1.** Governors reviewed the strengths of the School in this area.

**10.6.2.** Mrs. Smith advised that there were no concerns about behaviour and safety in the classrooms. However this was more challenging at lunchtimes as the areas available had been designed for a school with 150-200 Pupils rather than the present number.

**10.6.3. Question. Is the behaviour at dinner time the reason why we have self assessed this area as being 2?** Mrs. Smith suggested that it had been graded a 2 as there were some areas that could be further developed and improved. An example of this was that a few well founded concerns had been expressed by Parents. Governors were advised that a Bullying Log had to be maintained in order that the impact of any actions could be noted. Any meetings with Parents concerning these issues also had to be logged.

**10.7. 7. Leadership & Management. (*How well leaders demonstrate vision, high expectations, improve teaching & learning, develop Staff and sustain improvement.*)**

**10.7.1.** Areas for Development. Clearly articulated vision and revisit of core aims and values. A review of the Governing Body Committees to ensure that they stay focused on the key priorities.

**10.8. Governors discussed with the Headteacher where the school was most vulnerable. The key areas noted were;**

**10.8.1.** Year 3 data. Governors noted that the assessment of progress in this year group at the end of KS1 had not been secure in previous years and therefore Pupils were given higher scores in attainment than was consistent with their achievement. This in turn meant that with more rigorous assessment it appeared that these Pupils had not made such good progress recently.

**10.8.2.** Pupil premium. This data was now showing an improvement as compared with the data in September, although SEND Pupils who were in receipt of Pupil Premium Funding were the most vulnerable group in the School.

**10.8.3.** Governors were advised to scrutinise the SEF Summary in detail in order to get an accurate picture of the School in terms of strengths, areas for development and also the areas where the School was the most vulnerable.

**11. Data Update.**

Mr. Putnam reported that the School Improvement Group had met recently (Terry Putnam, Margaret Moss, Rachel Nesbitt, Ellie Goodridge and Catherine Smith.) The Working Party had scrutinised the data in detail. Mr. Putnam commented on how much was changing in schools and how Pupils were carefully tracked and appropriate intervention strategies were introduced. Mrs. Rachel Nesbitt advised that in the Autumn Term 2013, there were 99 Pupils where intervention strategies had been used. This was 24% of the total School Population. Mrs. Nesbitt described some of the interventions used and how the majority were delivered by

Teaching Assistants (TAs) in answer to a direct question from Governors. Some Pupils received either 1 to 1 or group tuition for 30 minutes each day. Mrs. Nesbitt reported that a termly report on the progress and impact of the intervention strategies is now circulated and discussed with TAs in order that they are made aware regularly of the progress being made by the Pupils in their care. The Chair suggested that Governors might visit some of the groups whilst intervention strategies were being used. Governors noted that it would be probably inappropriate to visit where a Pupil was receiving a 1 to 1 session as the dynamics would be affected to the detriment of the Pupil.

## **12. Pupil Premium Report.**

Governors were circulated with the Pupil Premium Gap Report, Spring 1 2014 (Appendix 3). Mrs. Smith reminded Governors that there were 19 Pupils in receipt of Pupil premium in Year 4 of whom 6 were SEN. Early analysis in the Autumn Term indicated that the gap was widening between Year 2 and Year 4. Therefore a concerted effort was made to improve this situation. Looking at the report areas in red indicated that the gap had widened and areas that were green indicated that the gap had been narrowed. Overall the trends were positive. The following was highlighted from each section of the Report;

### **12.1. Pupil Premium Pupils compared with Non Pupil Premium Pupils.**

**12.1.1.** The gap has either remained the same or narrowed across the School.

**12.1.2.** Current Year 1 Pupil premium Pupils are performing better than their non Pupil Premium peers in reading and maths and equally in writing.

**12.1.3.** In the current Year 3 and Year 4 the gap has been widening since Year 1 in all areas except reading in Year 3 where it remained the same.

**12.1.4.** The gap in Year 2 reading and writing has remained the same but has narrowed in Maths.

**12.1.5.** The gap in Year 3 has remained the same in maths but is much wider at the end of Year 1.

### **12.2. Pupil Premium Pupils non SEN compared with Non Pupil Premium Pupils.**

**12.2.1.** Overall Pupil Premium Non SEN Pupils do better than Non Pupil Premium Pupils, except Year 3 reading and Year 2 Maths.

**12.2.2.** Current Year 4, although doing better than non Pupil premium Peers the positive gap had been narrowing in writing and maths at the end of Year 3.

### **12.3. Pupil Premium Pupils School Action (SA) and School Action Plus (SA+) compared with Non Pupil Premium Pupils.**

**12.3.1.** The gap in Year 3 and Year 4 is either remaining the same or narrowing in all areas.

**12.3.2.** The gap in Year 3 and Year 4 has been widening until this year.

**12.3.3.** The gap in current Year 2 appears to be widening.

### **12.4. Pupil Premium Pupils who are statemented compared with Non Pupil Premium Pupils.**

Mrs. Smith advised Governors that this was the most difficult group to measure impact as the Pupils were very distinct individuals and each one would need an individual explanation.

**12.4.1.** Year 4 - the gap between Year 2 and the current has narrowed in reading and maths and remained the nearly the same in writing.

**12.4.2.** In Year 2 the gap is widening.

**12.5.** Governors discussed the data. The Chair reminded Governors that they needed to show an understanding of the data if the School was inspected. Mrs. Smith suggested that the Committees include in the Governing Body 4 Year Planner, regular discussions concerning the data in order that the Governing Body could consider the actions taken in terms of value for money and effectiveness. Additionally Governors needed to make themselves aware of the OfSTED Dashboard Data which Mrs Smith briefly demonstrated and explained.

**12.5.1.** Governors agreed to review the data supplied in order to make sure that they were aware of the current trends and also to look at the OfSTED Dashboard Data that had been recently posted on the School Website.

**13. Attendance.** Governors were informed that a core group for attendance had been formed. It met every 3 weeks to consider any Pupils who had an attendance record that was lower than 90%. The procedures are quite rigorous. Last year attendnace was 95.4% and currently it is 96.6%. Governors questioned what happened when a Pupil had a known condition which might mean that a Pupil was in hospital for a short stay. Mrs. Smith reported that all pupils were treated on an individual basis and all the circumstances surrounding the absences were considered. Governors were informed of the Policy used by the Chesil Education Partnership. Dorchester Area Schools Partnership (DASP) would be considering this Policy to make recommendations about its possible use in the DASP family of Schools.

## **14. Safeguarding.**

**14.1. Safeguarding Policy.** Governors were informed by Mrs. Bearwish that the guidance for Safeguarding produced by Dorset LA was in the process of being updated. As soon as the new guidance was published Mrs. Bearwish would inform the Governing Body of the main changes.

**14.2. Safeguarding Audit.** Ms. Bettenson and Mrs. Bearwish had carried out the Audit. The School had been self-assessed with a Grade 1 (Outstanding). Mrs. Bearwish explained that the Audit was concerned with training, referrals, looked after Pupils, e-safety amongst many other items. The Self assessed Audit would be scrutinised by a Dorset LA Safeguarding Officer and they would agree with the assessment or not.

**14.3. Safeguarding Action Plan.** Governors were informed that an Action Plan was produced. The following were the key points;

**14.3.1.** that keeping children safe in education was a new statutory requirement. Staff to discuss how this needs to be implemented or procedures modified.

**14.3.2.** that all Members of the Governing Body are fully trained and that some Members have received the Safer Recruitment Training.

**14.3.3.** that the Volunteers in School safeguarding procedures are vigorous. Mrs. Scott and Mrs. Bearwish had been working together to work out the details for this. This included;

**14.3.3.1.** asking volunteers to write an expression of interest in the first instance.

**14.3.3.2.** asking for 2 possible referees.

**14.3.3.3.** developing a Damers Guide to volunteering in the School.

**14.3.3.4.** providing workshops for volunteers.

**14.3.3.5.** to incorporate further aspects of the e-safety guidance into the curriculum.

**14.3.3.6.** to develop the role of the e-safety Governor.

**14.3.3.6.1.** *Mrs. P. Campbell was appointed the e-safety Governor with a watching brief over e-safety*

**14.3.4.** Ms. Bettenson advised that in her role as Safeguarding Governor she had been aware that in the previous year there had been a large number of Safeguarding cases and hence an increased workload for Mrs. Bearwish. In this period there had been 7 cases. Mrs. Smith advised Governors that 4 Members of Staff within the School were trained to deal with Safeguarding issues and if a significant number had to be dealt with at any one time then the workload would now be shared.

## **15. Dorchester Area Schools Partnership (DASP).**

### **15.1. DASP Limited.**

Mrs. Smith informed Governors about a resolution which would be voted on at the forthcoming AGM of DASP Limited. In order for this to proceed Governors were required to agree to the following resolutions.

**15.1.1.** Resolution 1 "That Dorchester Learning Centre of Monkton Park, Dorchester be admitted to membership of the company with effect from a date to be determined by the directors being no later than 1 September 2014 and subject to the Centre executing a Deed of Adherence as provided for by clause 6.2 of the Members' Agreement dated 16 June 2011.

**15.1.2.** Resolution 2. "That Sunninghill Preparatory School (a company limited by guarantee and a registered charity no. 1024774) of South Court, South Walks Road, Dorchester be admitted to membership of the company with effect from a date to be determined by the directors being no later than 1 September 2014 and subject to the School executing a Deed of Adherence as provided for by clause 6.2 of the Members' Agreement dated 16 June 2011.

**15.1.2.1.** *Governors unanimously agreed the resolutions stated in 15.1.1 & 15.1.2 of these minutes.*

### **15.2. Structure Change.**

Governors were informed that the Headteachers in DASP had voted for a change in the structure. Currently a £40 per head levy is charged per Pupil. 91% of the funding was previously used to employ 3 highly paid Staff in areas that included ICT and behaviour support. The 3 Staff involved are to be made redundant and the funding is to be used to support further development of outstanding teaching and learning. Governors would be kept informed of any further developments.

### **15.3. Future of DASP and Academy status.**

The group was investigating the possibility of forming individual academies working within a Multi Academy Trust (MAT). Additionally discussions had been initiated concerning a spine Multi Academy Trust that included Damers First School, Dorchester Middle School and Thomas Hardy's. News of this had leaked and this was causing a negative reaction within the mini-pyramid. The Chair

and Headteacher were attending a meeting with representatives from the mini-pyramid and the DfE the next day where these proposals would be discussed along with a proposed model to form a mini-pyramid MAT. Mrs. Smith was of the opinion that the mini-pyramid MAT was not right for the School at the present time. The Chair stated that they would look at all the proposals and then report back to the Governing Body at the earliest opportunity.

#### **16. Current Issues of Committees and Groups.**

##### **16.1. Report of Environment & Premises Committee. (Minutes of Meeting 25/02/2014 Appendix 4)**

Mr. Barnes spoke briefly to the minutes.

**16.1.1.** CCTV. Governors were advised that Mrs. Smith was considering the proposal to have a new system installed in terms of cost benefit. A decision would be made later.

**16.1.2.** Mrs. Smith reported that the Fire Assembly Point had been changed to the field due to the proximity of the heating plant to the original site.

##### **16.2. Report of Curriculum Committee. (Minutes of Meeting 27/02/2014 Appendix 5)**

Mr. Putnam spoke briefly to the minutes.

**16.2.1.** No further matters were discussed.

##### **16.3. Report of Finance & Staffing Committee. (Minutes of Meeting 24/02/2014 Appendix 6)**

Mrs. Campbell spoke briefly to the minutes.

##### **16.3.1. Virements.**

**16.3.2. *Mrs. Campbell proposed that the Governing Body approve the virements listed in section***

***16.3.2.1-16.3.2.2 below . Ms. Bettenson seconded. Governors unanimously approved.***

**16.3.2.1. £4,453 from Unallocated to Capitation SDP.**

**16.3.2.2. £450 from Other Contributions to Supply.**

#### **17. Governor Visits & Training.**

##### **17.1. Feedback from Governor Training.**

**17.1.1.** No Feedback from training.

**17.2. Feedback from Governor Visits.** Mrs. Smith suggested that any Governors who were available would be welcome to attend the Morning Assembly on Monday 31st March 2014 and afterwards take part in a learning walk.

#### **18. Any Other Urgent Business.**

**18.1. Notice of planned strike.** The Headteacher informed Governors that it was necessary to close the school on Wednesday 26th March 2014 due to strike action by the NUT.

**18.2. New School Hall.** Mrs. Smith advised Governors that in consultation with the Duchy of Cornwall, the New School Hall would possibly be built adjoining a new building for the Dorchester Community Church. This would be separate from community use but with the possibility of using the Community facility that would be adjoining on pre-arranged occasions. This part would have theatre style seating. The community would be responsible for the community part.

**18.3. Retirement of Clerk.** The Chair and Headteacher on behalf of the Governing Body thanked the Clerk for his contribution to the life of Damers First School and wished him a happy retirement.

The meeting concluded at 21.10 hours.

Date of next meeting. **Tuesday 6th May 2014** at 19.00 hours in school.

Certified as a true record.

Chair ..... Date .....

D. A. Hall.

Clerk / Manager to Governors.

24th March 2014.

Post Meeting amendment to 17.2.

The Learning Walks were re-arranged to take place on **Friday 24 April at 2.00 pm.**