



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Monday 2nd December 2013 at 19.00 hours.

Persons Present	CSA	Mr. L. Phillips
		Mrs. M. Moss. (Vice-Chair of Governors)
	Community	Mr. P. Rothman
		Ms. R. Bettenson
	Parent	Mr. T. Barnes
		Mrs. R. Davis (Chair of Governors).
	Headteacher	Mrs. C. Smith.
	Teacher	Mrs. S. Prendergast
		Mrs. G. O'Donnell
	Support	Mrs. S. Scott
	Clerk	Mr. D. Hall

Other Persons Present Miss. Ellie Goodridge (Assessment Coordinator)

1. **Welcome.** The Chair welcomed Governors to the meeting. She especially welcomed Miss Ellie Goodridge.

2. **Apologies for Absence**

2.1. Apologies were received and accepted from Mr. T. Putnam, Mrs. J. Wibley and Mrs. P. Campbell.

3. **Teacher Led Briefing to Governors; Assessment.**

Ellie Goodridge gave a presentation to Governors concerning the latest developments concerning Assessment. She explained that Mrs. Davina Taylor (Ex-Chair of the Curriculum Committee) considered that the Assessment process was central to the School improving attainment and progress and therefore had asked Miss Goodridge if at a convenient point the presentation could be given to the Full Governing Body. Miss Goodridge distributed a dart board diagram (Appendix 1) illustrating the concentric nature of Assessment centred clearly around the individual Pupil. Miss Goodridge explained that all the stakeholders in the School would be asking various questions with regard to assessment. She then illustrated the type of questions that might be asked by each group and how those questions might be answered.

3.1. **Pupils.**

3.1.1. How well am I doing? (*Praise*)

3.1.2. What are my targets? (*Target Ladders and Feedback from the Teacher*)

3.2. **Teacher.**

3.2.1. How do I know where each child is? (*Transition, Subject Knowledge*)

3.2.2. How do I know what their next steps are? (*Target sharing, moderation, differentiation*)

3.2.3. Where do I want them to be by the end of the year? (*APP, Observation*)

3.2.4. How will I ensure they get there? (*Aiming High*)

3.2.5. What if I don't think that they will get there? (*Wave 2 & 3 Interventions*)

3.3. **Senior Leadership Team.**

3.3.1. How well do we compare with Schools nationally and locally? (*Data Analysis*)

3.3.2. How do we ensure that standards continue to rise? (*Target Setting and Predictions*)

3.3.3. How do we know where each child is during the year? (*Tracking*)

3.3.4. What about those Pupils not on track? (*Early Intervention*)

3.3.5. How do we ensure Teachers can reach those targets? (*Continuing Professional Development and Performance Management.*)

3.4. Miss Goodridge then discussed with Members the type of questions asked by groups outside the School.

3.5. **Summary.** Miss Goodridge then summarised some of the key points that contributed to an excellent assessment process that served the needs of Pupils. They were;

3.5.1. Good teaching is dependent on excellent subject knowledge. So that teachers are clear about the next step for the Pupil.

- 3.5.2. Some Pupils need to be tracked very carefully especially those with Special Educational Needs.
- 3.5.3. Moderation is very important to maintaining consistency. Teachers are therefore asked to moderate in year groups and also regularly as a complete Staff and within the mini-pyramid.
- 3.5.4. Targets are set for where Pupils are expected to be at the end of the Year. 4 Points progress is the expected norm in KS2 and 10 points across KS1. This would indicate good progress as compared to 3 points progress a year which is considered satisfactory.
- 3.5.5. Good differentiation in lessons helps Pupils achieve as well as making Pupils aware of what they need to do next.
- 3.5.6. Analysis of where Pupils are is made early on in the term so that any intervention strategies can be introduced.

3.6. Current Developments.

- 3.6.1. Marking and feedback were a key priority this year and had been identified as such in the School Development Plan SDP. Miss Goodridge stressed the importance of Pupils understanding what the next steps in their development were and how they could achieve this progress.
- 3.6.2. Pupil Tracker was being used intensively to scrutinise individual Pupil achievement and progress as well as various groups. This was being used to track the progress of Pupil Premium Pupils.
- 3.6.3. School results were compared by the Senior Leadership Team (SLT) with local Schools and nationally. The Headteacher could if necessary bring up an individual Pupil's information to support any discussion with a Parent.

3.7. OfSTED Dashboard.

- 3.7.1. Governors viewed the OfSTED Dashboard that was accessible from the School Website. This information looked at attainment, attendance and closing the gap.
- 3.8. Members discussed with Miss Goodridge the presentation and asked the following questions which Miss Goodridge and Mrs. Smith answered:
 - 3.8.1. Regarding the question posed by Parents; How well do I know how my child is doing? How does the School involve Parents in that process ? Miss Goodridge explained that comments about the Pupil's work and what they needed to do were placed in their notebooks and this was available for Parents to view. Sometimes this information would be available in notebooks that went home. If any intervention strategies were thought to be necessary the School would inform Parents. If the intervention was significant, Parents would be invited into the School to discuss this.
 - 3.8.2. Mention was made that the School expectation was that a Pupil would make 10 points progress across KS1. Is this an average figure or is this aspirational? Mrs. Smith advised Governors that 10 points progress would be the expectation in KS1 for Pupils in an outstanding school.
 - 3.8.3. Is there a reason why the School appears to have an above average number of SEND Pupils? Miss Goodridge explained that because the School had a Speech and Language Base and that the Pupils in the Base were all statemented this increased the numbers. Only 2 Pupils had statements who were mainstream. Mrs. Smith advised Governors that because of the inclusive nature of the School all the Pupils data including that in the Base was used to generate the overall attainment and progress data. This places our school data in a favourable light.
 - 3.8.4. No further questions were asked by Governors.
- 3.9. The Chair thanked Miss Goodridge for her informative presentation.
(Miss Goodridge left at 19.41 hours).

4. Election of Vice-Chair.

- 4.1. The Chair stated that no nominations had been received by the clerk so nominations could be received at the meeting. The Chair asked Governors to consider this position as the School had a number of key priorities in the next few months. Mr. Barnes and Mr. Rothman volunteered to be part of the New Building Working Party when that became necessary. Mrs. Moss agreed to consider the nomination for the Vice-Chair of Governors.
(Mrs. Moss left the meeting briefly)
- 4.2. Nominations received for Vice-Chair; Mrs. Margaret Moss. Governors discussed the nomination.
 - 4.2.1. Mr. Phillips proposed that Mrs. M. Moss be appointed as the Vice-Chair of Governors for the academic year 2013/14. Mrs. R. Davis seconded. Governors unanimously approved.
Mrs. Moss returned to the meeting and Governors congratulated her on her appointment.

5. Declaration of Any Other Urgent Business & Declaration of Interest.

- 5.1. No Any Other Urgent Business was declared.
- 5.2. No Declarations of Interest were made.

6. Minutes.

6.1. Correction; Ratification of Vice-Chair of Curriculum Committee. This to read.....Mr. Phillips proposed that the Governing Body ratify.....'

6.2. Mrs. Davis proposed that the minutes of the meeting held on 7th October 2013, together with the correction in 6.1 above, were accepted as an accurate record. Ms. Bettenson seconded. Governors agreed unanimously.

7. Matters Arising.

7.1. Action Plan. Item 4. Write a brief summary about yourself and provide a photograph for the School Website. The Chair asked Members of the Governing Body to complete this task as a matter of urgency.

7.2. Action Plan. Item 5. Undertake the Headteacher's Performance Management training. Mrs. Moss advised that she had undertaken Performance Management Training but was still to complete the Performance Management Training specifically for Governors.

7.3. Governors agreed that all the other action items had been completed or appeared on the agenda for this meeting for discussion.

8. Correspondence.

8.1. Advice from Safeguarding Team re. Natterjacks.

The Chair reported that the Safeguarding Team at Dorset LA had advised that the Governing Body write a letter to Mrs. Janet Hewitt advising her that she would not be able to enter the Damers First School site as she had been convicted of child assault. The letter had been sent in the previous week. Mrs. Smith advised the Governing Body that Mrs. Hewitt had been on the site after the conviction but had not been seen since the letter had been posted. Additionally the Chair stated that the Legal Advisers were looking at the terms of the leasing agreement with Natterjacks with regard to the Pool as Mrs. Hewitt being a director might break the terms of the agreement. The Chair agreed to keep the Governing Body updated with any further developments.

9. Chair's Report.

The Chair stated that she several points that she would like to raise. They were;

9.1. An apology to the Governing Body for not forwarding a reminder concerning an invitation to twilight sessions with other stakeholders to discuss the aims of the School and the School Development Plan. Governors were advised that there would be another opportunity to attend a twilight session in the Spring Term.

9.2. That the New School Building Plans were progressing and certain aspects had been signed off. As plans progressed there would be an opportunity for Governors to become more involved in the consultation process. The amount of funding from the Duchy of Cornwall and other sources was still very much undecided, but the discussions held so far were encouraging and looked as if more aspirational ideas might be used. Governors discussed some of the criteria that were going to be used in the planning process.

9.3. That an imminent OfSTED inspection was a chance to share with others the sound work that was being achieved at the School. Already some of the interventions with Pupil Premium Pupils were showing results. Governors were advised that they needed to be prepared for an inspection at any time as OfSTED often targeted schools with new Headteachers. To help with preparation Mark Loveys would be leading a course on Preparing for OfSTED on Tuesday 10th December 2013. @ 19.00 hours. Governors were asked to make attendance at this course a priority.

9.3.1. The Clerk agreed to send out a copy of the questions often asked by OfSTED to help Governors prepare for an inspection.

9.4. That she had made representations about the Traffic Consultation in Dorchester making the point that Pupils would be significantly more at risk if the estimated traffic levels increased as suggested. The Chair had also passed this information on to the local schools and also encouraged individual Governors to complete the consultation if possible.

9.5. That there was also a consultation exercise taking place on Base provision across Dorset. Mrs. Smith advised Governors that there was a possibility that the provision in the base might change to provide a service for Pupils with complex communication problems. If the criteria changed then this might have an effect on the number of Pupils on roll and also the Budget. Governors were advised that they could view the consultation exercise at www.dorsetforyou/sen-provision-review-consultation.

10. **Performance Management Report.(Appendix 2).** Governors were informed that this Report was confidential. Governors scrutinised the Report. Mrs. Smith highlighted the following points;

10.1. **Summary of Teaching quality.**

10.1.1.	% Good or Better	% Outstanding
Main Scale	91%	27%
Upper Pay Scale	89%	33%
Leadership	100%	Little evidence to support a judgement.

10.1.2. Mrs. Smith was of the opinion that when Governors viewed the anonymous individual Teacher data that the number of Staff reaching outstanding was a conservative assessment.

10.2. Objectives.

10.2.1. 96% of the Targets set had been met. The 4% not met related to 1 Member of Staff where in the Headteacher's opinion the target had not been set clearly enough.

10.3. Pay progression.

10.3.1. Governors noted that several Members of Staff on Mainscale Point 6 had not sought further progression. Mrs. Smith explained that these Staff had made a decision that because of the increased expectations on them if they moved to the Upper pay Scale they would remain at that point. Governors discussed if this indicated that the Staff Members lacked ambition. Mrs. Smith indicated that this was not the case.

10.4. Statutory Duties.

10.4.1. Governors reviewed the statutory duties concerning Performance Management and received the following answers to these questions;

10.4.1.1. All Teachers' Performance Management Reviewed and new objectives set by 31st October 2013. Yes.

10.4.1.2. Post threshold teachers continue to meet Teachers Standards. Yes.

10.4.1.3. All reviewers have received appropriate training. Yes.

10.4.1.4. Where teaching is below the standard expected, advice has been taken and appropriate action has been implemented. Yes.

11. Pay Policy (Appendix 3).

The Chair explained that Members of the Pay Policy Working Party had reviewed the Policy together with the Headteacher and suggested several amendments. The Pay Committee had then reviewed the Policy again prior to this meeting and raised some queries.

11.1. The Pay Committee recommended that once the queries had been addressed that the Draft Pay Policy be used for consultation with the Unions and Staff. After that process had been completed the Policy would come back for a final scrutiny by the Finance Committee ahead of final approval. Governors were satisfied with this course of action.

12. School Evaluation Partner Report. (Appendix 4).

Governors had been circulated previously with a copy of the SEP A Visit Report. No further questions were asked at this point.

13. Report of School Improvement Group (Appendix 5)

Mrs. Moss advised the Governing Body that the School Improvement Group had considered the SEP Visit 'A' Report before their meeting. The key issue was the attainment gap between Pupil Premium Pupils and non-Pupil Premium pupils. This was not confined to this School as Dorset had a problem with this as a whole. Since September the School had put in place a number of intervention strategies to improve this situation as July 2013 data indicated that the gap had been increasing as the Pupils got older. OfSTED would view this as a matter of concern. Another matter of concern is the Maths assessment at Key stage 1. This indicates that 49% of Pupils are achieving a level 3 at the end of the Key Stage. Mrs. Smith advised Governors that this was statistically very high and way beyond normal expectations and that initial assessments in Y3 did not indicate that this data was robust. This was then creating problems with regard to the progress Pupils were making after this assessment. As part of the SDP plan the school will ensure that the maths assessments in key stage 1 are robust and accurate.

14. Staffing Structure.

Governors were advised that the Staffing Structure would be an appendix to the Pay Policy. However because of several issues relating to Staff that had been discussed with the Pay Committee, the Staffing Structure could only now be finally completed. This final document would be circulated later.

15. School Development Plan. (Appendix 6)

At the previous twilight session stakeholders had considered the aims of the school, which will form the main focus of the next twilight session and also their roles in the School Development Plan. It was important

that all stakeholders had ownership of the SDP in order for it to progress fully. Governors were asked to acquaint themselves with the details.

16. Safeguarding.

16.1. Safeguarding Update.

- 16.1.1. Moira Bearwish and Rachel Nesbitt completed the Safeguarding Children Update Training -Level C.
- 16.1.2. Catherine Smith completed the Safer Recruitment Training.
- 16.1.3. Debbie Gould completed The Single Central Record of Recruitment vetting checks Training with Angela Burr (Safeguarding Officer for Education).
- 16.1.4. Ruth Bettenson and Ruth Davis to complete Safeguard Training.
- 16.1.5. E-Safety Policy and Social Networking Policy updated in November 2013.
- 16.1.6. Safer Schools team in for E-Safety Day. Sessions for every year group. Parent workshops and Staff Training.
- 16.1.7. Currently there are 2 children subject to a Child Protection Plan and 1 Child who has moved from a CP Plan to being a child in need.

16.2. Safeguarding Officers and Named Governor with a watching Brief.

- 16.2.1. Mrs. Bearwish was the Designated Senior Person for Child Protection.
- 16.2.2. Ms. Ruth Bettenson was the named Governor with a watching brief for Child Protection.

17. Behaviour Policy (Appendix 7). Governors had previously been circulated with an updated copy of the Behaviour Policy. Governors agreed that the Policy was very clear.

- 17.1. **Mrs. R. Davis proposed that the Behaviour Policy (Appendix7) be approved for use. Mrs. Bettenson seconded. Governors unanimously approved.**

18. DASP Report.

No further information was available.

19. Membership of Committees and Link Governors.

Governors updated the Membership Sheet. The Clerk agreed to circulate an updated sheet to Members of the Governing Body.

20. Current Issues of Committees and Groups.

20.1. Report of Environment & Premises Committee. (Minutes of Meeting 12/11/2013 Appendix 8)

- 20.1.1. No matters were discussed.

20.2. Report of Curriculum Committee. (Minutes of Meeting 08/11/2012 Appendix 9)

- 20.2.1. No matters were discussed.

20.3. Report of Finance & Staffing Committee. (Minutes of Meeting 05/11/2012 Appendix 10)

Mrs. Davis spoke briefly to the minutes.

- 20.3.1. **Virements; Governors** discussed the following virements.

20.3.1.1. **Mrs. Davis proposed that the virements as outlined in sections 20.3.1.1.1 be approved by the Governing Body. Mr. Rothman seconded. Governors unanimously agreed.**

20.3.1.1.1. **£19,771 from Account 820 (Reserve) to Account 111. (Supply Teachers)**

- 20.4. Pay Committee. (Meeting 02/12/13. Immediately prior to this meeting.) Governors were informed that Members of the Pay Committee had met and approved the recommendations of the Headteacher with regard to Staff pay enhancement.

21. Governor Visits & Training.

- 21.1. **Feedback from Governor Training.** Governors completed the training log and updated Governors on the courses attended..

- 21.2. **Feedback from Governor Visits.** No reports were received concerning Governor Visits.

22. Any Other Urgent Business.

- 22.1. **No other Urgent Business was discussed.**

23. Date of next meeting. **Monday 3rd February 2014** at 19.00 hours in school.

The meeting concluded at 21.01 hours.

Certified as a true record.

Chair Date

D.A.Hall.
Clerk / Manager to Governors.
3rd December 2013.