



## DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Monday 3rd February 2014 at 19.00 hours.

<b>Persons Present</b>	CSA	Mr. L. Phillips
		Mrs. P. Campbell
	Community	Mr. P. Rothman
		Ms. R. Bettenson
		Mr. T. Putnam
	Parent	Mr. T. Barnes
		Mrs. R. Davis (Chair of Governors).
		Mrs. J. Wibley
	Headteacher	Mrs. C. Smith.
	Teacher	Mrs. S. Prendergast
	Support	Mrs. S. Scott
	Associate Governor	Mrs. M. Bearwish
	Clerk	Mr. D. Hall

**Other Persons Present** Miss. Ellie Goodridge (Assessment Coordinator)  
Mrs. Lisa Keys.

1. **Welcome.** The Chair welcomed Governors to the meeting.
2. **Apologies for Absence**
  - 2.1. Apologies were received and accepted from Mrs. M. Moss and Mrs. G. O' Donnell.  
Governors agreed to change the order in which items on the agenda were dealt with.
3. **Correspondence.**
  - 3.1. Letter of Resignation from Ruth Davis (Chair of Governors). Mrs. Davis informed Governors that she had taken the decision to resign as Chair of Governors and as a Governor with immediate effect. Changes at work and her own commitment to more hours on university study meant that she was unable to give the time needed as Chair of Governors. A Chair of Governors with the time available was needed to help the School through its next phase of development and hopefully on to a new site at Poundbury. Governors thanked Mrs. Davis for all she had done for the School over many years and wished her every success in her career. Mrs. Davis asked Governors to treat the matter as confidential until she had had the time to inform Staff of her decision at the Staff Meeting at 08.30 hours on Tuesday Morning.
  - 3.2. Letter of Resignation from David Hall (Clerk to Governors). Mrs. Davis read out a letter of resignation from the Clerk to Governors. In it the Clerk stated that he considered it a good time to retire and also for the School to find a new Clerk who would be able to respond to the needs of the School more fully. He also stated that he considered it a privilege to work in such a successful school and enjoyed working with Staff and Governors alike. Governors thanked the Clerk for his contribution to the work of the School and wished him a happy retirement.
 

(Mrs. J. Wibley arrived at 19.10 hours).

Mrs. Davis informed Governors that she would be leaving the meeting at this point as she felt it was inappropriate for her to be present now that she had resigned.

(Mrs. Davis left the meeting at 19.12 hours).
  - 3.2.1. As the Vice-Chair of Governors was not present the Clerk asked for a volunteer to Chair the remainder of the meeting. Mr. Rothman agreed to chair the remainder of the meeting.
 

(Mr. P. Adams arrived at 19.15 hours).

(Mrs. Scott briefly left the meeting).
  - 3.3. Update on Natterjacks' Correspondence. Mrs. Smith informed Members that she had been asked by the County Solicitor for a copy of the Leasing Agreement. Unfortunately no leasing agreement was signed at the time of the initial hire. Additionally the hirers had not had copies of the updates to the Leasing

Agreements. Governors were advised that the Governing Body would need to consider the Leasing Agreements, particularly with reference to Mrs. Jane Hewitt as a Director of Natterjacks. Mrs. Smith suggested that at the same time as considering the charges, leasing agreements were issued for signing by the hiring groups. Governors were also advised that under the Service Level Agreement purchased to cover legal services, only 1 hour of legal advice had been included. The Governing Body needed to be aware that this process could be expensive. Governors discussed these points briefly.

- 3.3.1.** Mrs. Campbell agreed to contact Hardy's School in order to see if they had a copy of a generic leasing agreement that Damers First School could adapt.  
(Mrs. Scott rejoined the meeting at 19.27 hours).

**4. Declaration of Any Other Urgent Business & Declaration of Interest.**

**4.1. No Any Other Urgent Business was declared.**

**4.2. No Declarations of Interest were made.**

**5. Minutes.**

**5.1. Mr. Phillips proposed that the minutes of the meeting held on 2nd December 2013 were accepted as an accurate record. Mrs. Wibley seconded. Governors agreed unanimously.**

**6. Matters Arising.**

**6.1. Action Plan. Item 2. Send a copy of the questions asked by OfSTED during an inspection to all Governors.** Governors asked that this matter be retained on the Action Plan until completed.

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

**7. Head's Report.** Mrs. Smith apologised to Governors for tabling the reports as this had not been her original intention. In future the Head's report would be sent out from School before the meeting. The Headteacher explained that the Report would now comprise of 2 separate parts. Firstly the Headteacher's Main Report (Appendix 1) written under the 4 main headings used by OfSTED and then secondly the Office Report (Appendix 1) that would include all the background information.

**7.1. Headteacher's Report (Appendix 1).** The Headteacher explained that the Report contained summary statements of the progress made in key areas. Detailed evaluation of the impact would be contained within future reports. Governors reviewed with the Headteacher each of the sections contained within the Report and additional information was provided. Mrs. Smith highlighted several key elements;

**7.1.1. Achievement.**

**7.1.1.1.** A significant number of Pupils leaving year 2 are reaching a high level of achievement according to School assessments. However in Year 3 with more accurate assessments in place, Staff consider that the original assessments are not secure. It then makes it difficult to demonstrate that Pupils in Year 3 are making good progress. Governors asked if this problem that had been identified was likely to be repeated. Mrs. Smith stated that the school was putting significant effort into ensuring that assessments made in Years 2 and 3 were as accurate as possible. Additionally it made it difficult for teachers in Year 3, as the more accurate assessments indicated that most Pupils were only reaching the levels reported in the Summer at this time in the year. Governors asked if this might be a problem when reporting this information to Parents as it might appear that some pupils had made little progress. Mrs. Smith agreed that this might be a problem. She explained that it related mainly to Pupils of higher ability who had been assessed as Level 3 in Maths. This included about 25% of the Pupils in the Year 3 year group.

**7.2. Office Report (Appendix 2).** Governors together with the Headteacher reviewed the data contained within the Office Report. This included; Pupil Numbers, Class sizes, Attendance data, recent events and forthcoming events.

**7.2.1. Mainstream Class sizes.** Governors discussed with the Headteacher some of the problems associated with class sizes and how the various year groups were placed in the building.

**7.2.2. Attendance Data.** The Headteacher reported that a huge amount of effort had been made to improve attendance with Pupils whose attendance fell below 90%. Breakfast Club had been particularly successful in establishing better patterns of attendance.

**8. Report of School Improvement Group.** The Clerk apologised to Governors that no report had been circulated when the agenda indicated that it had. He explained that he had been expecting a Report from Mrs. Davies and as Governors were now aware, she had resigned. Governors would review the report from the next meeting scheduled to take place, at the next meeting of the Full Governing Body.

- 9. Governor Action Plan.** Governors noted that an action plan for Governors would need to be formulated to show how improvement in the School Governance would support the School.
- 10. Sports Funding Update.** A statement had been produced to indicate how this funding had been allocated. It shows how the school promotes a healthy lifestyle, is endeavouring to improve the teaching of sport and how lunchtime can be improved as an overall experience for pupils. The Dorchester Area Partnership Schools (DASP) have agreed to pool half the funding collectively into an Olympic Legacy fund. This will be used to support good teaching, the use of technology in the promotion of sport, the reinvigoration of sporting activities and festivals and the training of sports leaders to provide sporting activities at lunchtime.
- 10.1.** Mr. Les Phillips agreed to be the Link Governor with a watching brief regarding the additional sports funding. Mr. Phillips agreed to contact the Headteacher to arrange a meeting to discuss this matter further.
- 11. Current Issues of Committees and Groups.**
- 11.1. Report of Environment & Premises Committee. (Minutes of Meeting 14/01/2014 Appendix 3)**  
Mr. Barnes spoke briefly to the minutes.
- 11.1.1.** Governors were informed that the provision of a CCTV security system would be a priority in the future.
- 11.1.2.** Mrs. Smith confirmed that the Medicines in School Policy was now available on the New School Website.
- 11.2. Report of Curriculum Committee. (Minutes of Meeting 16/01/2014 Appendix 4).**  
Mr. Putnam spoke briefly to the minutes.
- 11.2.1.** Governors congratulated the School on achieving an Artsmark Gold for the 4th time. Particular thanks were given to Nicki Simmons for leading the bid whilst recognising that many Staff had contributed in a significant way to obtaining this award.
- 11.3. Report of Finance & Staffing Committee. (Minutes of Meeting 13/01/2014 Appendix 5)**  
Mrs. Campbell spoke briefly to the minutes.
- 11.3.1. Virements; Governors** discussed the following virements.
- 11.3.1.1. £190 from Other Contributions to Supply.** (*Reimbursement by Dorset LA of supply costs for a course*).
- 11.3.1.2. £300 from Other Contributions to Capitation SEN.** (*Cost of attending Kaleidoscope Kid's Club for a Looked After Pupil*).
- 11.3.1.3. £891 from Other Contributions to Supply.** (*Scitt Payments for a student teacher*).
- 11.3.1.4. £10,108 from other Contributions to Teaching.** (*Advanced Skills Teacher Funding from Dorset LA*).
- 11.3.1.5. Mrs. Campbell proposed that the virements as outlined in sections 11.3.1.1 be approved by the Governing Body. Mr. T. Barnes seconded. Governors unanimously agreed.**
- 11.3.2. Pay Policy & Staffing Structure.** Governors considered the minor changes that had been made to the Pay Policy agreed at an earlier meeting. Governors also considered the Staffing Structure. This document was deemed confidential and collected back in. Mrs. Smith explained that the Staffing Structure was an essential part of the Pay Policy but remained confidential until an anonymised version had been created.
- 12. Governor Visits & Training.**
- 12.1. Feedback from Governor Training.** Governors completed the training log and updated Governors on the courses attended. Mrs. Campbell, Mrs. Davis and Ms. Bettenson had attended a Safeguarding 2 Course.
- 12.2. Feedback from Governor Visits.** No reports were received concerning Governor Visits. Governors discussed the need to implement the Governor Visit Policy. Mrs. Smith was informed that a considerable input had been made to establish effective Governor Visits but that each initiative had foundered due to Governors having many commitments. Mrs. Smith agreed with Governors that it was important that an effective range of visits was implemented in order that Governors could consider independent evidence about the School and use it to challenge Senior Management.
- 13. Future of SEN Resourced Based Provision.** Mrs. Smith informed Governors of the key points discussed at a recent meeting. They were;
- 13.1.** that there will be a change of designation and that the present bases will evolve into something else.
- 13.2.** that from March 2014 funding will be directly linked to the numbers of Pupils in the base.

**13.3.** that although the School has been reassured that the present arrangements will stay in place for Pupils already in the base, Senior Staff were not confident that this would be the case.

**13.4.** Governors were asked to acquaint themselves with the current details about the base as they were likely to be involved in any future discussions about future provision.

**14. New School Update.**

Governors were informed that a footprint for the new school at the Poundbury site had been established. The present plans are at the feasibility stage. The proposed drawings will be available in May 2014. From Mid-may consultations will take place. Presently a lot of discussions have been taking place concerning the community use of the facility. A larger Hall will be built because of the input of additional funding from the Duchy of Cornwall. The building should be completed in March 2016 ready for the school to move in September 2016. The first 4 form entry would be in 2016 or 2017. The school would be free to retain the present name or choose a new one.

**15. Any Other Urgent Business.**

**15.1. No other Urgent Business was discussed.**

**16.** Date of next meeting. **Monday 17th March 2014** at 19.00 hours in school.

**16.1.** Governors were reminded of the second whole community SDP evening on Thursday 13th March 2014. 15.30 hours to 18.00 hours.

The meeting concluded at 20.51 hours.

Certified as a true record.

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

D.A.Hall.

Clerk / Manager to Governors.

6th February 2014.