



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Monday 7th October 2013 at 19.00 hours.

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

Other Persons Present None were present.

1. **Welcome.** The Chair welcomed Governors to the meeting.
2. **Apologies for Absence**
 - 2.1. Apologies were received and accepted from Mrs. S. Hosford.
3. **Election of Chair and Vice – Chair.**

(Mrs. Davis left the meeting briefly)

 - 3.1. Nomination received for Chair; Mrs. Ruth Davis. Governors discussed the nomination.
 - 3.1.1. Mr. Phillips proposed that Mrs. R. Davis be appointed as the Chair of Governors for the academic year 2013/14. Mr. T. Barnes seconded. Governors unanimously approved.
Mrs. Davis returned to the meeting and Governors congratulated her on her appointment.
 - 3.2. Nominations received for Vice-Chair; The Clerk informed Governors that no nominations had been received before the meeting and therefore nominations could now be received. No nominations were made. The Chair asked Governors to consider this appointment carefully before the next meeting. The School had several challenges ahead and that she would need some assistance and support from the Vice-Chair of Governors. This matter to be a separate agenda item at the next meeting of the Full Governing Body.
4. **Declaration of Any Other Urgent Business & Declaration of Interest.**

The Headteacher asked that 3 matters be considered;

 - 4.1. Teachers' Strike Action. The Headteacher informed Governors that a letter had been distributed to Parents informing them of the possibility of strike action by Teachers on 17th October 2013. Governors noted that there was a strong possibility that the School would close on that day and that it could be an emergency closure. Mrs. Smith explained that Teachers were under no obligation to inform the Headteacher that they intended to strike and therefore a decision might have to be made at the last minute.
 - 4.2. Windows. One of the windows in RED 2 classroom was opened and fell out. The glass remained in the frame and Mr Jon Davis (Site Manger) managed to support it until action could be taken. No injuries were sustained in this incident. The premises team were contacted and their advice was that no windows should be opened until the frames and supports had been checked. It was likely that any cost of repairs would be found from within the Dorchester Maintenance Insurance Scheme (DMIS).

4.3. Air Ambulance. Governors were informed that the Air Ambulance took off from the Hospital Heliport and hovered over the School building for an unusually long period of time. This resulted in some of the mobile toys being taken into the air and hitting the windows and breaking one. No injuries were sustained. After contacting the Air Ambulance Team the school was informed that the Air Ambulance was carrying an unusually heavy load and also was being flown by a relief pilot. Mr. Barnes asked if there would be any form of compensation to the School. The Headteacher confirmed that compensation would be paid for the damage and also that the exclusion zone for the aircraft had been extended to include the end of Damers First School Building.

(Mr. Paul Adams arrived at 19.14 hours)

4.4. Mrs. M. Moss declared that in the future she would be working under contract to the Dorset LA as a School Evaluation Partner (SEP). Schools in the DASP Partnership were excluded from her remit.

5. Minutes.

5.1. Mrs. R. Davis proposed that the minutes of the meeting held on 1st July 2013 were accepted as an accurate record. Mrs. M. Moss seconded. Governors agreed unanimously.

6. Matters Arising.

6.1. Action Plan. Item 1. Consider including the Assessment Briefing given by Mrs. Ellie Goodridge on a future agenda of the Full Governing Body Meeting. The Chair stated that this had been discussed at the Agenda Setting Meeting and as the present agenda was full it had been decided to have the presentation at the next meeting of the Full Governing Body on 2nd December 2013. This matter to be retained on the Action Plan until completed.

6.2. Action Plan. Item 2. Ask Mr. Dennis Holmes if he would consider becoming a Community Governor on the Governing Body of Damers First School. Mr. Philips reported that he had contacted Mr. Holmes and unfortunately Mr. Holmes had said that he would be unavailable to fulfil this role.

6.3. Action Plan. Item 5. Investigate the possibility of organising joint GB training with other Schools on mutually agreed themes. The Clerk reported that he had contacted Governor Services with this suggestion and that this was a possibility after the Spring Term as most of the courses had been organised until Easter. He suggested that Governors carefully consider the Training News that he had circulated at the Committee Meetings and try to attend courses in the meantime that were relevant. If Governors needed any further assistance they could contact him directly.

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

7. Correspondence.

7.1. Letter from Mrs. Susie Hosford. The Chair read out loud the contents of the e-mail from Mrs. Hosford. This explained that her personal circumstances had changed unexpectedly and significantly and that therefore she would not be seeking re-appointment as a CSA Governor when her term of office finished on 12th October 2013. The Chair agreed to write a letter of thanks on behalf of the Governing Body for the contribution that she had made over the past 4 years.

8. Head's Report. Mrs. Smith apologised to Governors for tabling the reports as this had not been her original intention but unfortunately events in school had prevented her from completing it in time. 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 an Office Report (Appendix 2), that would include all the background information and then secondly the main Headteacher's Report (Appendix 3) written under the 4 main headings used by OfSTED.

8.1. 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. No further questions were asked about this data.

8.2. Headteacher's Report (Appendix 3). The Headteacher explained that the report contained summary statements of the progress made in key areas and as this was the first report any progress made prior to September 2013 was highlighted in green. 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. A summary of the points raised follows;

8.2.1. Progress in areas identified at the last inspection. (January 2009). 'Develop the use of Information and Communication Technology, building on work already in hand to support subjects across the curriculum.'

8.2.1.1. All e-safety policies had been reviewed and updated in September 2013.

8.2.1.2. Copies of the ICT Developments from 2009-12 and Tim Oram's blog would be available for Governors to pick up to give a more detailed view of the developments.

8.2.1.3. The new School Website would shortly be 'live'. Mrs. Davis stated that this would include a Governors' Page. Governors were requested to provide a brief profile about themselves and also to provide a photograph. Mr. Putnam suggested that re-instating a board with pictures of the Governors near to the entrance foyer would help Parents and Staff identify with Governors.

8.2.2. Achievement.

8.2.2.1. Governors noted that the most challenging part was the progress and attainment of the Pupils in receipt of Pupil Premium. Evidence needed to be produced that clearly showed that the school was 'narrowing the gap'. To retain an overall 'outstanding' OfSTED Grade the School would need to demonstrate that it was narrowing the gap for all Pupil Premium Pupils. The establishment of a small group to monitor this would be discussed later in the meeting. Additionally, narrowing the gap for Pupil Premium Pupils would be a target under Performance Management for all Members of Staff.

8.2.3. Quality of Teaching.

8.2.3.1. The Headteacher reported that she had seen all groups teach in the core subjects with the exception of the Foundation Stage. A good picture overall was her impression with some areas to work on. Support to improve was to be given via Continuous Professional Development (CPD). This matter had been discussed with Mrs. Moira Bearwish.

8.2.4. Behaviour & Safety.

8.2.4.1. Group established to rigorously monitor attendance. Pupils with 85% attendance or lower to be monitored every 3 weeks.

8.2.4.2. Explored possibility of phone links with the outside mobile classrooms. Mrs. Smith reported that she was very concerned about the present situation if an emergency action was required. Additionally no separate phones were available if Staff had to deal with Safeguarding issues. Quotation of £4,900 had been received from the present supplier to install 9 additional phones. Although the initial capital cost would be high the quarterly payment would be £30 lower. Mrs. Smith suggested that if Governors approved this expenditure it could be drawn from the Reserve Fund. Governors discussed this matter. Governors were of the opinion that as this was a Safety issue the matter should be dealt with as a matter of urgency.

8.2.4.2.1. *Governors unanimously agreed to the expenditure of £4,900 taken from the Reserve Fund for the installation of 9 additional phones.*

8.2.4.3. Ruth Bettenson to attend Safeguarding 2 course as the nominated Governor for Child Protection. Mrs. Davis and Mr. Barnes to attend the Safeguarding 1 Course.

8.2.5. Leadership & Management.

8.2.5.1. Governors briefly discussed the changes to Performance Management in relation to Pay Progression that were taking place.

8.2.5.2. The In-service Day 6th January 2014 to be disaggregated to 19th November 2013 and 13th March 2014 15.30 hours - 18.00 hours. This time would be used to revisit and enhance key stakeholder agreement on core aims and values. Governors were encouraged where possible to attend these twilight sessions.

8.2.6. Overall Summary.

8.2.6.1. The Headteacher reminded Governors that more was expected from the Governing Body than in previous inspections. Governors needed to be clear about the actions that had been taken and why. The areas that are good and those that require further development. The Chair suggested that the Headteacher's Report in conjunction with the School Development Plan would enable Governors to have a clear picture of the school at the present time and needed to be scrutinised by Governors so that the information was known. Mrs. Moss thanked the Headteacher for her detailed Report and the detailed analysis of where the School was at the present time.

9. School Vision. This matter to be taken in conjunction with the next item; The School Development Plan.

10. School Development Plan

10.1. The Headteacher reminded Governors that she had not been in post for long and therefore wanted to make sure that the process towards establishing the next School Development Plan was progressed

carefully to make sure that it was effective once established. Initially and INSET Day was held with Staff to establish where the school was positioned at the present time. From this process was developed the strategic intent of the School Development Plan 2013/14 (Appendix 4). The Key priorities identified for the Strategic Intent were as follows;

- 10.1.1. To narrow the gap between vulnerable and non-vulnerable groups (including SEND, higher attainers and those for whom the Pupil Premium applies.
- 10.1.2. To raise standards in Maths.
- 10.1.3. To raise standards in Literacy.
- 10.1.4. To develop consistent and progressive approach to marking and feedback across the School.
- 10.1.5. To develop the effective use of talk within all areas of the curriculum through the Creative Learning Project.
- 10.1.6. To establish a clearly defined and current statement of school ethos, aims and values involving the views of all stakeholders.
- 10.2. This outline SDP would be further developed and the details included at a later date and circulated to Governors for further scrutiny.

11. New School Development.

Mrs. Davis reminded Governors of the conversations to date concerning the development of a new school. Meetings had taken place with Simon Coneybear and the Dorset LA Management Team. A very uninspirational School had been proposed. During the Summer holidays HRH Prince Charles had requested a meeting with the Education Minister. It seemed that this pressure had resulted in a change to what might be considered in the new School. Additionally the original Plan had not taken into account the Grove Pre-School as it had been wrongly assumed to be part of Damers First School. The plans were not now going to the Cabinet but were to be considered by the Technical Review Group at Dorset LA. Mr. Phillips informed Governors that he was aware that meetings were scheduled to take place between the Duchy of Cornwall and Dorset LA.

Mrs. Davis stated that the overall situation now looked more positive than previously. The Chair had requested that representatives from the School were present at any future meetings between the Duchy of Cornwall and Dorset LA although no reply had been made to this request. The Chair suggested that at some point in the future the Governing Body might consider the possibility of converting to Academy status in order to control all of the delegated budget but reminded Governors that very little additional funding was now available for schools converting.

Governors discussed the provision of swimming lessons and the fact that no provision had been made in the new school. Mrs. Scott stated that no places were available at the new Thomas Hardy Leisure Centre in the School Day. Governors discussed the loss of this amenity and the fact that no provision was available for the school to meet its statutory duties with regard to the teaching of swimming. Governors agreed that the loss of the Pool and also the possible loss of the Grove Pre-School would have a serious impact on the Community. These points needed to be raised at any future meetings.

12. Performance Management of the Headteacher.

Governors were informed that after the resignation of Mrs. Taylor another Governor would be needed to form the Performance Management Group for the Headteacher. Mrs. Margaret Moss agreed to become the third member of the group and undertake the relevant Performance Management Training. The first meeting of this group was yet to be arranged.

13. Pay Policy.

The Headteacher informed Governors that there had been some significant changes to the terms and conditions of Teachers and that these had come into force from 1st September 2013. The new School Pay Policy was not yet in place as certain criteria have to be defined and agreed. The Headteacher asked that a number of Governors meet with the Headteacher and Deputy- Headteacher to discuss some of the issues and make recommendations.

13.1. Mrs. G. O'Donnell, Mrs. J. Wibley and Mrs. Penny Campbell agreed to become members of the Working Party to consider the new Pay Policy.

13.2. Mrs. Smith agreed to contact all Members of the Group to arrange a meeting.

14. Current Issues of Committees and Groups.

14.1. Report of Finance & Staffing Committee. (Minutes of Meeting 09/09/2013 Appendix 5)

Mrs. Davis spoke briefly to the minutes.

14.1.1. **Ratification of Chair of Finance & Staffing Committee.**

- 14.1.1.1. Mr. Philips proposed that the Governing Body ratify the appointment of Mrs. Davis as Chair of the Finance & Staffing Committee for the next academic year. Mr. Adams seconded. Governors unanimously agreed.**
- 14.1.2. Ratification of Vice-Chair of Finance & Staffing Committee.**
- 14.1.2.1. Mrs. Davis proposed that the Governing Body ratify the appointment of Mrs. Campbell as Vice-Chair of the Finance & Staffing Committee for the next academic year. Mr. Phillips seconded. Governors unanimously agreed.**
- 14.1.3. Governor Allowance Policy**
- 14.1.3.1. Mrs. Davis proposed that on the recommendation of the Committee the Governors' Allowance Policy was approved. Mr. Adams seconded. Governors unanimously approved.**
- 14.1.4. Virements. Mrs. Davis proposed that on the recommendation of the Finance Committee the virements listed in sections 14.1.4.1 to 14.1.4.9 be approved. Mrs. Campbell seconded. Governors unanimously approved.**
- 14.1.4.1. £2,368 from Unallocated to Teaching.** The reason for this had been explained in section 8.2.2.1 of the minutes.
- 14.1.4.2. £330. from Unallocated to 4 Service Level Agreements.** This was due to an underestimate of the cost of providing a service Level agreement. Mrs. Coker advised Members of the Committee that the DASP Bursars group were considering approaching Dorset LA with respect to funding this mistake from central funds as the error had not been made in schools. Any developments on this matter would be reported back to the next meeting of the Committee.
- 14.1.4.3. £6,879 from Unallocated to Capitation.** A balance on the account that needed to be carried forward.
- 14.1.4.4. £10,807 from Unallocated to Capitation.** A balance on the account that needed to be carried forward.
- 14.1.4.5. £13,787 from Unallocated to Capitation.** A balance on the account that needed to be carried forward.
- 14.1.4.6. £19,350 from Unallocated to Capitation.** A balance on the account that needed to be carried forward.
- 14.1.4.7. £1,130. from Unallocated to A/C 230.** This was due to a slight shortfall in the funding for the Pool as some invoices were late.
- 14.1.4.8. £1,884 from Unallocated to Capitation.** This was needed to correct a code error regarding the harnessing technology funding that has now finished.
- 14.1.4.9. £2,088 from Unallocated to Capitation.** This is an amount to cover furniture expenditure.
- 14.2. Report of Environment Committee. (Minutes of Meeting 10/09/2013 Appendix 6)**
Mr. Barnes spoke briefly to the minutes.
- 14.2.1. Ratification of Chair of Environment Committee.**
- 14.2.1.1. Mr. Phillips proposed that the Governing Body ratify the appointment of Mr. Barnes as Chair of the Environment Committee for the next academic year. Mrs. Davis seconded. Governors unanimously agreed.**
- 14.2.2. Ratification of Vice-Chair of Environment Committee.**
- 14.2.2.1. Ms. Bettenson proposed that the Governing Body ratify the appointment of Mrs. Scott as Vice-Chair of the Environment Committee for the next academic year. Mrs. Davis seconded. Governors unanimously agreed.**
- 14.2.3. Fire Drills.** Mrs. Moss asked if fire drills were undertaken every term. Mrs. Smith confirmed that they were and that registers for Clubs taking place after School were also taken out. Governors discussed the responsibility of the Governing Body with regard to fire drills being carried out whilst swimming clubs were using the building. Mrs. Smith was of the opinion that the Hirer was responsible for ensuring that regular fire drills were undertaken but that she would consider the terms of the leasing agreements and report back to the Governing Body. Mr. Barnes asked if outside agencies considered the aspects of Fire Safety. Mrs. Smith confirmed that a regular Fire Audit was undertaken by the Fire Service.
- 14.3. Report of Curriculum Committee. (Minutes of Meeting 12/09/2013 Appendix 7)**
Mr. Putnam spoke briefly to the minutes.
- 14.3.1. Ratification of Chair of Curriculum Committee.**

14.3.1.1. Mr. Philips proposed that the Governing Body ratify the appointment of Mr. Putnam as Chair of the Curriculum Committee for the next academic year. Mrs. Davis seconded. Governors unanimously agreed.

14.3.2. Ratification of Vice-Chair of Curriculum Committee.

14.3.2.1. Mrs. Taylor proposed that the Governing Body ratify the appointment of Mrs. Wibley as Vice-Chair of the Curriculum Committee for the next academic year. Ms. Bettenson seconded. Governors unanimously agreed.

15. Terms of Reference for Committees and Groups. Governors had previously discussed the Terms of Reference in Committee.

15.1. Change of wording to the Committee Terms of Reference. Mrs. Davis proposed that the Terms of Reference for Committees and Groups were approved. Mr. Phillips seconded. Governors unanimously agreed.

15.2. Possible establishment of a new group. Governors discussed the Terms of Reference for a School Improvement Group. Mrs. Smith explained that the establishment of this group was important so that Governors could effectively challenge the Senior Leadership team. Mr. Putnam and Mrs. Margaret Moss agreed to become part of this group.

15.2.1. Governors unanimously agreed to establish this group.

15.3. Consider the Membership of the Groups, Named Link Governors & Governor Visits. Mrs. Davis suggested that the process by which Governors could report back to the Governing Body was not yet embedded. Mrs. Smith suggested that it would be useful if Governors met up with Staff responsible ahead of Teacher Led briefings or through focus groups or talking to the Pupils. Mrs. Smith had spoken to Mrs. Bearwish about how this process would possibly be organised and this would be shared with Governors at the next meeting.

16. Register of Business Interests & Code of Conduct. Governors completed the Register of Business Interests and the Code of Conduct.

17. Any Other Urgent Business.

17.1. Charging Policy. (Appendix 8) Members were circulated with an updated Charging Policy for further scrutiny. Governors discussed the Policy on contributions for residential visits. Governors agreed that the new Charging Policy be approved subject to some minor revisions concerning the contributions for residential visits. These would be made by the Headteacher after further investigation concerning current practice.

17.1.1. Mrs. Davis proposed that the Charging Policy (Appendix 8) be approved for use subject to some minor changes with regard to residential visits. Mrs. Campbell seconded. Governors unanimously approved.

17.1.2. Mrs. Smith agreed to send an updated electronic copy of the Charging Policy to the Clerk for collation.

17.2. Uniform Policy. Mrs. Smith asked if a discussion concerning the funding of the Uniform Policy be included as a separate agenda item on of the Finance Committee.

The meeting concluded at 21.15 hours.

Date of next meeting, **Monday 2nd December 2013** at 19.00 hours in school.

Certified as a true record.

Chair Date

D.A.Hall.

Clerk / Manager to Governors.

20th October 2013.