

## Damers First School

Minutes of the Governors' meeting at school on 1 October 2010 at 19:00 hours.

Persons Present:	C.S.A.	Mrs M Moss
	Community	Mrs R Davis (Chair) Mr P Rothman Ms R Bettenson
	Elected Parent	Mrs T Gedye Mrs P Campbell
	Appointed Parent	Mr P Adams
	Deputy Head Teacher	Mrs M Bearwish
	Teacher	Mrs S Limmer
	Support	Mrs S Scott

**1 Welcome** The chair welcomed governors to the meeting and explained that in the unavoidable absence of our truly fabulous clerk Ms Bettenson would be taking notes of the meeting.

Attention was drawn to the book of messages of support being prepared for the school secretary, Mrs Debbie Gould who had in the previous week been widowed.

**2 Apologies** Apologies were received and accepted from Mr D Hall, Mrs S Hosford, Mrs A Caldwell, Mrs D Taylor (Vice-Chair), Mr P Minns

**3 Elections of Chair and Vice chair** Nominations were received for the chair of the board of governors; Mrs R Davis. Mrs Davis left the room briefly the remaining members unanimously approved her re-election.

The appointment of Mrs R Davis as Chair was accepted as a unanimous.

Nominations were received for the Vice chair; Mrs D Taylor and Mrs P Campbell; Mrs Campbell left the room briefly; the remaining members had a short discussion. As there was some ambiguity regarding Mrs Taylor's nomination the election was delayed until clarification could be sought from Mrs Taylor and the clerk.

**4 Declarations of interest/Urgent business** No declarations of interest were made.

Mrs M Moss had a query concerning the statutory requirements that were in place from September 2012 regarding the school website and the governors' responsibilities to ensure paper copies of the relevant documentation are available.

The chair was able to advise that the head and deputy head had recently met with someone who would be able to progress the development of the website. They will be able to advise the governing body of the relevant appointment and the updating of the website content after that appointment.

**5 Minutes** Approval of the minutes of the meeting of 2 July 2012 subject to the following corrections:

**12.1 Budget** Mrs P Campbell advised that Mr Foley had stated there was **no** reason why both academy and LEA schools could not be part of the DASP partnership. A discussion followed expressing concerns that the Head and DASP were not of the same understanding on this point.

**17.2 Other business** Mrs Davis noted that Director of Education should read 'Director of Children's Services.

## **6 Matters Arising**

**6.1 Contacting prospective Parent Governors** Contact has been initiated by the clerk, it is hoped that an election will take place before Christmas.

**6.2 Establishing a written Staff Leave of Absence Policy** Discussions had taken place with the chair and the head regarding a written policy of guidance. A policy is in existence. Mrs Campbell requested a copy of that policy be presented to the governing body for review. The current position is that each case is considered on its own merit. Mrs Bearwish advised that the granting of a leave of absence is noted in the Terms and Conditions in the staff employment contracts, but it is unclear. In order that informed decisions can be made the current policy could be used as a starting point if adopted.

**6.3 Completion of Committee Questionnaires** The information had been collated however further review of the committee memberships is necessary as the finance committee is under pressure as members are so few. Mrs Moss agreed to consider attending finance meetings.

**6.4 Consideration of New SDP** This was an agenda item.

**6.5 Emailing a copy of the 4 Year GP Planner to Mrs Limmer for circulation to staff** has happened.

**6.6 Scrutinising the revised Governor Visit Policy making further recommendations** Mrs P Campbell had forwarded a paper copy of the report she and Mrs Limmer had collated to the Chair and Mrs M Bearwish as acting head teacher at that time, another copy is available.

**6.7 Circulate a copy of the updated Committee Membership and Link Governors sheet** has happened.

**6.8 Liaise over procedures ensuring that updated policies are held by both the school and the clerk on behalf of the governing body** Mrs Gould and Mrs Nesbitt have put into place procedures to ensure updated policies are circulated appropriately

**7 Correspondence** There was no correspondence that required the governing body's attention.

**8 Heads report** This had been not been forwarded but was tabled.

Mrs Bearwish presented the report in Mr Minns absence and made the following points:

The NQT program had started for 2 NQT members

New staff members were all settling in well

The American exchange staff member was proving very popular

2 further statemented children had been admitted on appeal

This takes the class number to 32 in KS1

Class sizes shown exclude speech and language base

A recent report on the building confirmed that the classes were too small

The ICT area has been used however this is not ideal for classes

The Authority is aware of the students on roll and the pressures

Mrs Moss queried the sequence of events on appeal; Mrs Bearwish was able to confirm that the Child's Statement was not made available to the school until after the appeal is held. When the school receives a direct approach advice is given that pupil numbers have been exceeded, however if admission is refused that appeal will over-write the initial refusal.

**9 Schools Vision** To reaffirm the Schools vision Mr Minns had asked that the GB be shown a short film. This was a motivational piece demonstrating that human behaviour can take valuable lessons from some of methods adopted by geese in their long distance migration.

Mrs Bearwish spoke to the governing body for some minutes regarding the value of the school community, its trust and reliability that have been brought into sharp relief by recent events. The nature of the school is one of an extended family. How professional principles and personal qualities that are highly valued sometimes need to be separated.

The basis of the SDP is that there is shared leadership and shared responsibility with appropriate encouragement at all times. Problem solving must continue through difficult as well as good times.

Mr Minns had prepared some slides for the recent training day that Mrs Bearwish explained to the governors. These included slides demonstrating the key importance of educators and the impact that school will have on the children's lives. The childhood photographs of world leaders, paralympians and celebrities were shown to encourage the recognition that there is potential for greatness in all children.

The school is to adopt the word 'OHANA!' which means family in an extended sense of the term, including blood-related, adoptive or international. It emphasizes that families are bound together and members must cooperate and remember one another.

This means that no-one gets left behind; not staff, not children, not parents.

## 10 School development plan

Mrs Bearwish made points on the following aspects of the school development plan:

The Core Purpose – Reading, Writing and Maths.

This is fundamental to the existing staff but must be instilled in the new staff.

Core responsibility

Challenging views of fairness

Getting better never stops

Concentrating on what we can control

Providing world class (*Can't read my own notes as to what was world class, possibly*) basics

Looking after each other

Aspects of children's lives over which we have no control should not distract from the core purpose.

Encouragement – Key messages.

Identify symptoms and tackle them immediately

100% success

Quality begins with environment

Critical things that only we can do

School Development Priorities

Ensure that No-One gets left behind

Ensure the long term future of the school

The Core Purpose is reflected in the Maintenance Plan

World class nature for all children

Maximise learning and build on current work.

The Long term future

New build option

Exploration of academy status

The governing body needs to understand the long term plans for the school and actively plan ahead.

It also needs to understand the implications of the Academy Status for the school.

Mr Minns and Mrs Davis had recently attended a conference regarding the possibility of becoming an academy. The decisions are those of the individual schools and their governors independent of any pressures brought about from the Local Authority or DASP. A more primary schools are now converting the pressure is increasing. A feasibility study is being undertaken.

**11 Headteacher's Performance Management** A subcommittee of Mrs Davis, Mrs Taylor and Mrs Campbell had met with Mr Minns to discuss the implications of his working outside the school with Tribal, SEP work and National Leaders and what percentage of the income generated the school will retain. Further enquiries are taking place.

## **12 Current Issues of Committees and Groups**

### **12.1 Report of the Finance Committee (Minutes of the meeting of 10 September 2012)**

**12.1.1 Governors Allowance policy** The adoption of the policy was proposed by Mrs R Davis and seconded by Mrs P Campbell.

#### **12.1.2 Virements**

8.1.1 .1 £597 from Unallocated to account 800 – VAT avoidance

8.1.1.2 £7,620 from Unallocated to account 230 – the Swimming pool donation

8.1.1.3 £6,000 from Unallocated to Capitation CCE

8.1.1.4 £4,000 from Unallocated to Capitation LIB – book purchases

8.1.1.5 £170 from Donations to Capitation CCE – the cake sale

8.1.1.6 £13,353.08 from Other Contributions to Teaching

8.1.1.7 £13,353.08 from Other Contributions to Teaching

The approval of the virements was proposed by Mrs R Davis and seconded by Mrs P Campbell.

### **12.2 Report of the Environment Committee (Minutes of the meeting of 11 September 2012)**

#### **12.2.1 Investigate the loss of results from Pupil Voice Survey**

Further investigations are to be carried out.

### **12.3 Report of the Curriculum Committee (Minutes of the meeting of 13 September 2012)**

No questions were asked.

## **13 Terms of Reference for Committees**

**13.1 Possible establishment of new group** from within the governing body to focus on securing the school's future. I was proposed that a group consisting of the Head, Deputy head, Chair and Vice-chair together with members of the Senior Management Team (where appropriate/necessary). This group could progress the work in between meetings. It would not be a decision making group but one to examine, create and report on a feasibility study. Extra meetings may be convened to ensure the governing body is kept informed

**13.2 Change of wording of the Finance Committee Terms of Reference** The Head Teacher's knowledge of Ofsted inspections highlights the importance of making clear that the finance committee establish and monitor the Performance Management of staff and the link with CPD in addition to the value for money aspect of staff deployment. Links must be made between appraisal and pay.

**13.3 Inclusion of a Staff Governor in the Curriculum and the Environment Committees** as yet no member of staff has yet been identified to fulfil this ideal. As staff must be nominated for appointment Mrs Limmer has expressed willingness to do this should a member of staff be found.

Mrs Bearwish and Mrs Limmer will canvas staff again.

**13.4 Inclusion of a Review Date on each Terms of Reference** Mrs Davis as chair is to speak with the clerk on this matter.

**13.4.1 Curriculum Terms of Reference** Mrs Moss expressed concern that nothing was found regarding the SEN/disability within the terms of this committee, yet Dorset Governor Services suggest this should be within this committees remit. The governing body believed it held this responsibility; however Mrs Davis will verify this role and that required by the Equality Act with the clerk.

**14 Register of Business Interest and Codes of Conduct** forms were circulated for completion and signature.

**15 Clerks report** had been forwarded with the papers of the meeting.

**16 Any other urgent business** none

**18 Date of the next meeting** was confirmed as Monday 26 November 2012. To include a Teacher Led Briefing on Inclusion and/or Sex Education

Meeting was concluded at 21.05 hours.