



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Wednesday 10th December 2014 at 19.00 hours.

Persons Present	CSA	Mrs. M. Moss (Chair of Governors) Mrs. P. Campbell (Vice Chair) Mr W Davidson
	Community	Ms. R. Bettenson Mr. P. Rothman Mr. T. Putnam
	Parent	Mr. T. Barnes Ms F Daly Mrs. J. Wibley
	Headteacher	Mrs. C. Smith
	Support	Mrs S Scott
	Associate Member	Mrs. M. Bearwish Miss Rachel Nesbitt Ms E Goodridge
	Clerk	Mr. J Quinton

1. Welcome

The Chair welcomed Governors to the meeting. The Chair referred to the start times for meetings of the full Governing Body were slightly out of alignment with the majority of the committees which generally met at 5.00pm. The Chair proposed that future meetings of the Governing Body should also commence at 5.00pm unless this caused Governors any particular problems. Governors were asked to let the clerk know if this was the case.

2. Apologies for Absence

Apologies for absence were received and authorised from Mr Adams, Mrs Harvey and Ms Prendergast.

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

No Matters of Urgent Business or Interest were declared were declared.

4. Minutes.

Mrs Campbell proposed that the minutes of the meeting held on 14th October 2014 be accepted as an accurate record. Ms Bettenson seconded. Governors agreed unanimously.

5. Matters Arising & Action Plan.

(a) **Action Plan – Induction Programme** Mrs Campbell confirmed that the induction programme had been started but that this needed further work. Refresher Safeguarding training for all Governors was also discussed and would be put in place.

(b) Action Plan – SEN Policy This would be considered by the next Curriculum Committee.

(c) Action Plan – Standing Orders The Clerk reported that he would commence the work on the review of Standing Orders over the Christmas period.

6. Correspondence.

No correspondence was reported.

7. Future of Specialist Base Provision

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Governors were provided with a summary of the current provision within the Speech and Language Base and the changes proposed in provision in September 2015.

Mrs Smith confirmed that the changing designation of the Base had been an issue under discussion for a number of years although previously there was a different funding model proposed and there was lots of risk attached to the proposals. There was now a revised funding proposal which meant that current levels of funding were protected until August 2017 which should ensure the same level of staffing and reduce the financial risk to the school. However the needs of any new children admitted to the Base would be more diverse and the title and nature of provision within the Base would change from Speech and Language to Complex Communication Difficulties.

In response to questions from Governors Mrs Smith confirmed that staff had been consulted on the changes, and this would be treated as a whole school issue with an inclusive approach to CPD for staff to ensure that everybody received opportunities to broaden their skills within this field. At present we are still awaiting further information about potential new children who will be admitted from September 2015 and where they are currently placed in order that transition arrangements can be put into place if appropriate. Mrs Smith highlighted to Governors that from September 2016 the school would be well-placed to accommodate more complex children within the Base as the accommodation would be purpose built but that the suitability of our current accommodation would need to be assessed on a case by case basis for the next school year.

Mrs Campbell proposed and Mrs Bettenson seconded and it was unanimously agreed that the Base continue to be hosted at the school but that the nature of provision would be changed to Complex Communication Difficulties in consultation with the LA.

The Chair thanked Governors and informed them that she would communicate this decision to Dorset County Council.

8. RAISE Online Data

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Governors received a summary report on Key Stage 1 and 2 outcomes for 2014. Ms Goodridge then took Governors through the key headlines from the RAISE report during the meeting. A similar but more detailed presentation had been given to the SIG on 2 December 2014 and was set out in the minutes of that meeting. Ms Goodridge highlighted;

- the large size of the school and the large proportion of SEN pupils
- the number of PP children was higher than the Dorset average but right in the middle of national figures
- the previous Year 2 had been the largest cohort (95 pupils) with a 59%/41% gender split between boys and girls respectively
- the high number of high prior attainers (51.2%) in Year 3 which reflected the skewed data from KS1 data in 2013
- good success in phonics screening for Year 1 pupils

- attainment and average points score at KS1 – the data reflected strong honest reliable data which was broadly in line with national figures
- the fact that our school data is totally inclusive and this cohort contains 5 statemented Base pupils. She demonstrated the impact that this can have on overall data and pointed out how strong the data is when looked at within this inclusive context
- that the gap between PP and non PP children was narrowing within school - internal tracking data demonstrates this to a greater depth

Governors commented on the data and asked for a copy of the presentation as this provided strong evidence to support improvement within the school.

9. Headteacher's Report/Office Report and CPD Update

(SDP Link – This summary provides an overview of progress relating to all areas of the current SDP this term)

The Headteacher's report summarised progress against key priorities contained in the SDP. Governors were asked to recognise progress against all current objectives within the SDP and the report contained a generalised summary. An update 'RAG' report on the SDP was also circulated.

Mrs Smith took Governors through the highlights of the SDP. Firstly an ICT update was circulated. This was one of the recommendations of the previous Ofsted review and would therefore remain a focus for attention.

On the Achievement section Mrs Smith informed Governors of Pupil Progress meetings that were held with staff and this revealed a good understanding of the new curriculum and a detailed understanding of their children and the gaps in their learning. She highlighted that although we are now working within an 'assessment without levels' situation that the EYFS and Year 2 data are still measured in the same way as before and that Year 1 data now shows a more secure transition from the end of EYFS into the national curriculum. It is only within Year 3 and Year 4 that it is proving more of a challenge to track children's progress but the school is doing all that it can't to find the most effective way of doing this.

On Quality of Teaching Mrs Smith referred to the recent Headteacher "drop-ins" where she saw a good picture across the school. She used these to identify and focus on key children and then to reference back to the pupil tracker which was consistent with what she had witnessed. These "drop-ins" also evidenced that the feedback given to staff previously through the appraisal process was being worked on and had resulted in improved teaching.

Mrs Smith reported that there was a big focus on Behaviour and Safety. This had been a good time to do this to ensure that the policy was being applied consistently across the school and because of the changing nature of the Base provision. It appeared that the policy was not actually informing practice and needed greater ownership from staff.

In addition the report also referred to the Safeguarding Action Plan 2014/15 and Safeguarding Training Overview which had been circulated to Governors. Mrs Smith highlighted for Governors' attention the current level of safeguarding activity within the school. The majority of this work fell on the Deputy Head and the workload and mental strain was significant.

Governors questioned whether there ought to be some adjustment to the management structure to reflect this additional workload. Mrs Smith welcomed Governors support but from a leadership point of view she needed to take a long term view of the implications of this workload.

Mrs Campbell referred to the safeguarding training for Governors and reported that Dorset CC had been contacted to see if a shortened refresher course for all Governors could be held at the School. Governors also requested that the Clerk ascertain the process by which Governors were given DBS clearance.

Finally Mrs Smith reported on the Leadership and Management objective and informed Governors that each member of SLT and middle leaders had been assigned to act as learning mentors to focus pupils across the

school. These pupils have been selected to give the leadership team an in depth understanding of the SDP in practice and this is already proving to be a valuable exercise.

The Performance Management process had gone well and Mrs Smith had moderated all reviews to ensure a clear level of challenge and consistency across the school.

In addition to the Headteacher's report, which focused specifically on the SDP, an Office Report was also circulated which outlined information about current numbers/data and recent school events and a termly CPD Report which shows all the CPD that staff have accessed in the autumn term. The latter report would be referred to the Curriculum Committee for information.

10. Headteacher's Appraisal Report

(SDP Q of T objective - To narrow the achievement gap between vulnerable and non-vulnerable groups (including SEN, more able and disadvantaged pupils) through outstanding teaching and learning
Leadership and Management Objective –To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Mrs Smith circulated a confidential report which was returned at the end of the meeting, outlining the outcomes of the teacher appraisal process at the school up until 31 August 2014. A more detailed breakdown of individual pay decisions had been shared with the Pay Committee.

The focus of this process was on narrowing the gap between PP and non PP children and to ensure that all assessment data was robust.

The Chair proposed and the Vice Chair seconded and it was agreed that the recommendations on Teachers' Pay as contained within the confidential report be approved.

11. SEP A Report

(SDP Q of T objective - To narrow the achievement gap between vulnerable and non-vulnerable groups (including SEN, more able and disadvantaged pupils) through outstanding teaching and learning
Leadership and Management Objective –To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Governors considered a summary report written following the recent SEP visit. This focused on end of year (July 14) data and the priorities that the school has identified for the coming year.

Mrs Smith informed Governors that all of this data was replicated in the SDP or within the RAISE online data.

Mrs Campbell requested a report back to Governors (either the full Governing Body or the Curriculum Committee) on the recommendation contained within the report concerning the challenge to more able foundation pupils.

Ms Wibley also highlighted the fabulous work with phonics that was evidenced in this report and asked whether this could be rolled out across the curriculum. Mrs Smith acknowledged the success in phonics teaching and the level of expertise amongst the staff but highlighted that this check is only an indication of phonic skill rather than overall reading ability.

12. SEF – Behaviour and Safety Section

(SDP link: B and S objective - To review the effectiveness of the current Behaviour Policy and adapt and amend in the light of renewed expectations and the changing nature of the Base
L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Governors considered the updated section of the SEF on Behaviour and Safety as part of the review of the whole school Behaviour Policy. The SEF was based on Ofsted criteria and in general the evidence indicated good performance.

The Chair invited Governors as part of their programme of visits to come into school during break times to witness children's behaviour.

Governors also discussed the results of the pupil questionnaire. Governors felt that the school was underselling itself in some areas in the way that the information was reported. This will be looked at by the SLT with a view to presenting in a more effective format.

13. Sports Funding Update

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Mrs Smith reported that her meeting to update this had been re-arranged to the following day but the information that she was due to update Governors on would be circulated electronically along with the minutes.

14. DASP Update

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Mrs Smith reported that DASP had now been restructured. An executive body made up of 6 Heads, including herself, now directed a lot of the work and the focus which was then developed by all Heads during DASP Headteacher conference days. The current key areas of focus on the Raising Achievement Plan (RAP) were Literacy, Maths, disadvantaged pupils and assessment. Mrs Smith reported that she was involved in the group looking at disadvantaged pupils which were exploring the possibility of establishing a DASP Attendance Panel, similar to the panel established by the Chesil Partnership. Mrs Smith is also involved in the Literacy Group and reported that from January DASP would be employing our Literacy Coordinator to work for the partnership for a day each week further developing literacy provision across all schools. Mrs Smith felt that these were exciting times for the partnership particularly with regard to the development of CPD.

15. Current Issues of Committees and Groups.

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

The following minutes were circulated to Governors.

a. Report of Finance & Staffing Committee. (Minutes of Meeting 17/11/2014)

(i) Virements

That the following virements be approved:-

<i>Other Income SCITT to Supply</i>	<i>= £2,740</i>
<i>Other Income THS to Capitation Science Fund</i>	<i>= £200</i>
<i>Other Income Somerset CC to Support Staff</i>	<i>= £1,080</i>
<i>Unallocated to Support Staff learning Mentor</i>	<i>= £4,388</i>
<i>Unallocated to Capitation Inclusion</i>	<i>= £3,800</i>
<i>Donations to Capitation Garden Project</i>	<i>= £603.00</i>
<i>Unallocated to RM</i>	<i>= £7305</i>

b. Report of Environment and Premises Committee. (Minutes of Meeting 13/11/2014)

(i) School Travel Plan The Chair of the Committee reported that he had researched this matter but all the travel plans that he had seen were very personal to each school so there was no standard

format. Mrs Smith reported that following further discussions with Dorset CC they had agreed to take responsibility for preparing this document.

(ii) Accessibility Plan Mrs Smith reported that she had been unable to get a response from Dorset CC on this. She was therefore happy that subject to some works she had authorised within the school, the existing plan as drafted would be used.

c. Report of Curriculum and Policies Committee. (Minutes of Meeting 27/11/2014)

d. Report of SIG (Minutes of Meeting 2/12/2014)

16. Clerk's Report on Reconstituting the Governing Body

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

The report took Governors through the key changes that will need to be implemented in the Governing Body before September 2015. The first step was to undertake a skills audit of Governors.

The Chair proposed, Ms Bettenson seconded and it was agreed that a skills audit be undertaken and that Governors be asked to compete this by mid January 2015.

17. Role of Link Governors

(SDP link: L and M objective – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

Mrs Smith reported that Mrs Campbell was working on the policy and the guidance and this would be circulated electronically. The focus of the work and the visits should be on the SDP.

18. New School Update

(SDP Quality of Teaching objective – To enhance learning through the effective use of school grounds)

Mrs Smith updated Governors with positive news. It had been confirmed that the building of the school would be complete by September 2016 and groundworks had already started. The contractor had been appointed and it was the same one that was involved in other primary schools across the county. There was some uncertainty about the church but that the adjoining building would need to be built by the time the school was open so that it would not impact upon the functioning of the school. There would be a physical permanent wall between the school and any other building attached. There would be no shared facility.

In response to a question from a Governor Mrs Smith confirmed that there would be opportunities for the school's children to visit the site.

19. Any Other Urgent Business.

None

The meeting closed at 9.25pm.

Certified as a true record.

Chair Date

John Quinton, Clerk / Manager to Governors, 11 December 2014

DAMERS FIRST SCHOOL.**Action Plan following the Full Governing Body meeting held on 10th December 2014**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Comments on revised start times for FGB meetings	1	All Governors	February 2015
2. Finalise induction programme	5a	Vice chair/JQ	February 2015
3. SEN policy to next Curriculum	5b	Headteacher	January 2015
4. Review Standing Orders	5c	Clerk	February 2015
5. Base provision	7	Chair	ASAP
6. Circulate powerpoint presentation on Raise data	8	EG/JQ	ASAP
7. CPD report to Curriculum Committee	9	JQ	January 2015
8. Check DBS clearance for governors		JQ	January 2015
9. SEP A Report- further report on the challenge to more able foundation pupils	11	Headteacher	March 2015
10. Circulate sports funding update by email	13	Headteacher/JQ	ASAP
11. Skills audit to be completed	16	All governors	Mid January 2015
12. Circulate link governor advice	17	PC/JQ	ASAP