



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Tuesday 14th October 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 P Adams Mr. T. Barnes Ms F Daly Mrs A Harvey Mrs. J. Wibley
	Headteacher	Mrs. C. Smith
	Teacher	Mrs. S. Prendergast
	Support	Mrs S Scott
	Associate Member	Mrs. M. Bearwish Miss Rachel Nesbitt Ms E Goodridge
	Clerk	Mr. J Quinton

1. Election of Chair

Mrs Campbell proposed, Ms Bettenson seconded and it was agreed that Mrs Moss be elected Chair for the academic year 2014/15.

2. Election of Vice Chair

The Chair proposed, Ms Bettenson seconded and it was agreed that Mrs Campbell be elected Vice Chair for the academic year 2014/15.

3. Welcome

The Chair welcomed Governors to the meeting and apologised for the amount of paperwork that had been circulated prior to this meeting. She emphasised however the importance of keeping the school's policies up to date and that tonight's meeting would be the first step in ensuring that all identified gaps in policy would now be filled as a matter of urgency.

4. Apologies for Absence

4.1. No apologies for absence were received as all governors were present.

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

5.1. No Matters of Urgent Business were declared.

5.2. Mrs Scott gave advance warning that she had an interest in the lettings agreement for the swimming pool that would be reported later in the meeting.

6. Minutes.

6.1. *Mrs Campbell proposed that the minutes of the meeting held on 30th June 2014 be accepted as an accurate record. Mr Barnes seconded. Governors agreed unanimously.*

7. Matters Arising & Action Plan.

7.1. Action Plan.

The Headteacher reported that the Pupil Voice element of sports funding had now been referred to Year 4 Sports Leaders (as opposed to Junior Governors) and that there was no further news to report on Academy status.

The Chair reported that dates for future meetings had been re-circulated to governors and that the governors' log had been established and asked governors to sign in and note the nature of their visit whenever they visited the school.

8. Correspondence.

8.1. The Headteacher reported a letter of resignation from Mr Norman Schamroth, a highly valued member of staff, who had decided to retire with effect from Christmas 2014.

9. Clerk's Report on Membership of 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)

- A. *That Ms F Daly and Mrs A Harvey be appointed as parent Governors until October 2018 and that the proposed induction arrangements be noted.*
- B. *To formally note the resignations of Mr Les Phillips and Ms G O'Donnell from the Governing Body.*
- C. *To note that there are currently one Parent governor vacancy, one staff governor vacancy and one LEA governor vacancy.*
- D. *That no action be taken to fill the vacancies referred to in (C) above at present in view of the need to reconstitute the Governing Body by the Summer 2015 unless exceptional circumstances exist but that this matter be reviewed at the time of the reconstitution.*
- E. *To agree to the renewal of Ms Bettenson's term of office until October 2018.*
- F. *To note the requirement for governors to update their register of business interests.*

10. School Vision and Aims

(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 Headteacher reported on the development of the school's current statement of vision, aims and values which had been the outcome of discussions with parents, children, governors and representatives across the school community during a number of twilight meetings last year. The new statement differs considerably from the old which had been in place for over 10 years. These aims will need to be reviewed annually to ensure that they are a true reflection of our school and will need to be updated to reflect our move towards the extended use of outdoor provision and the development of Forest School as this evolves this year.

In response to questions from governors the Headteacher confirmed that the finalised version would be shared with Junior Governors as soon as possible and would be placed on the website.

That the School's vision, aims and values be agreed as presented.

11. Chair's Report

(SDP Link – End of Year Review of all aspects of the current SDP and key priorities for the new one)

The Chair reported verbally on activity since her last report. She had been to a meeting of Junior Governors to talk about what it was like to be a governor, she had written to Les Phillips thanking him for being a governor and all that he had done for the school and had also written to those staff involved in delivering the free school meals service for their commitment in providing the service in the light of many challenges.

She emphasised the need to prepare a work plan for the Governing Body and all of its committees and that this would be based on the outcome of the Body Building exercise. Some work was already under way such as now regularly publicising Pupil Premium information on the website and previous governing body minutes, the establishment of the SIG to improve the monitoring of data and the review of committees' terms of reference. There were a number of areas where the school already met the required standards, namely organisation and meetings and management and appointment of staff.

However in terms of improvement there were 3 key areas:-

- (A) Governor visits – this needs to be a priority and requires a change from current practice. Governors and staff need to be aware of the code of conduct and visit protocol and be comfortable with them. There was an expectation that each governor would make one visit each term linked to their responsibilities and that this would be fed back to governors through a feedback form. It was suggested that this process would be reviewed in March 2015.
- (B) Governor Training and Induction – there was an expectation that each governor would attend at least one training session by March 2015 and the possible use of external providers would be investigated. As reported earlier the induction process for new governors would be formalised.
- (C) Review and Update Policies – all policies have now been reviewed and any gaps should be addressed by December 2014 with a plan in place to review the policies over a 3 year period. Some of these will need to go to committees to review.

The chair reported that this work together with the regular monitoring of the SDP would comprise the work plans for the Governing Body and each of the committees and work would be undertaken soon with the Vice Chair, the Headteacher and the Clerk to pull this information together into a comprehensive work plan which links with both the School Development Plan and the Annual Self-Evaluation Cycle.

12. Impact Review of Pupil Premium Spending 2013/14 and Plans for 2014/15

(SDP – Achievement Objective – To narrow the gap between vulnerable and non-vulnerable groups (including SEN, more able and disadvantaged pupils) through outstanding teaching and learning)

The Headteacher showed governors the content of the school's website, firstly demonstrating the content and how it related to the content of the new curriculum, both a parents' quick guide and a more detailed analysis of how the new curriculum is planned and delivered subject by subject, and as a whole-school themed overview. The Headteacher urged all Governors to familiarise themselves with the curriculum sections of the website to gain an oversight of the new curriculum and explained how the statutory requirements of the new curriculum are slimmer than they were previously but that individual schools would be judged on their own curriculum design which goes beyond the statutory. This is now a key area for schools as Ofsted look at this information prior to conducting an inspection.

Included within the school's website is key information about Pupil Premium funding and in particular the impact the funding has achieved. The document circulated with the agenda now showed the local data for comparison purposes with the school and in all cases, bar one, the school's figures were better than the Dorset average and the national figures from 2013. The attainment gap between PP and non PP pupils is now greatly improved following a focus on this area and was now below the national and Dorset averages. The one area where this was not the case was in Year 4 Maths at Level 3+. The Headteacher explained that all Maths data was now much more robust and that some questions had occurred as the result of inaccurate KS1 assessments, more rigorous moderation should ensure that this is no longer the case. The Headteacher also explained the importance of monitoring the in-school gap now alongside Dorset and national data to ensure that the progress and attainment of the whole cohort is taken into account when judging the efficacy of PP interventions and progress.

In response to questions from governors the Headteacher confirmed that some planned extracurricular activities were funded through PP funding but that monitoring of attendance levels at other activities, such as sports clubs, indicated that PP pupils were not accessing these activities despite some specific targeting of those groups. Further work will be carried out this year to address this via the Sports Funding action plan.

13. Impact Review of PE and School Sports Premium 2013/14 and Plans for 2014/15

(SDP Leadership and Management Objective –To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children)

The Headteacher reminded governors that this funding was introduced with the purpose of creating a measurable and sustained improvement in school PE and sport, under-pinned by high quality teaching that increases participation levels in physical activity and leads to healthier pupils who are more engaged across the whole curriculum.

The document circulated with the agenda set out what had been achieved in 2013/14 and what the priorities were for 2014/15. Funding of £15.6k had been or would be received over the period October 2013 to April 2015 and a document was circulated to governors which demonstrated how this funding had been allocated against the 7 key areas that would be assessed by Ofsted.

Governors welcomed the report but asked for clarity on the baseline position to measure improvement against. The Headteacher explained that the impact column of the impact report showed where practice had improved and how. Governors suggested that the school should ask parents what would make it easier for them to access after school sports clubs and the Headteacher explained that the PE Leader had carried out a recent audit with parents which would hopefully provide further information in this area. The school has also now started to work with a consultant from Active Dorset to improve specific areas of PE and Sports provision and as part of this work has agreed to trial a new piece of software which can be used as an interactive lifestyle questionnaire for children. This will hopefully provide a universal and rich set of data on which to build improvements. It was also pointed out that the current school site didn't seem to lend itself to lunchtime clubs as the hall was being used for lunches and that was the only indoor covered area for activity. The Headteacher accepted this but highlighted a number of actions which have now been put into place to extend lunchtime opportunities on wet days such as training two teachers to deliver lunchtime swimming clubs for more able swimmers and the purchase of table tennis equipment for use in classrooms. The new school site will provide greater opportunities also in the future.

14. Self Evaluation Cycle

(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 Headteacher demonstrated the system that was in place within the school to inform self-evaluation work, such as the Achievement section of the SEF which was distributed to governors prior to the meeting. There is an ongoing month by month review at class teacher level, by middle leaders, the SLT, the work of governors and performance management that formed an annual plan that underpinned the SEF.

15. School Development Plan

(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 Headteacher referred to the document that had been circulated with the agenda. She emphasised that this wasn't a finished document as the success criteria needed further work in the light of assessment without levels and ensuring that aspirational targets for achievement are set. The Headteacher reminded governors of the evidence that is taken into account when drawing up whole school priorities and showed them where this is listed on the front of the document. The document had four key areas of focus - Achievement, including the development and embedding of a high quality and effective assessment system, Quality of Teaching, with the objective of improving the quality of teaching across all vulnerable groups including more able children, Behaviour and Safety, including the review of the effectiveness of the current behavioural policy, and lastly

Leadership and Management, in which the priority was to strengthen the leadership across the school with a particular focus on middle leaders and governance.

16. Policy Review 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)

A. SEN policy and Update on SEND Reforms

RN updated Governors on the SEN Policy, which was circulated with the agenda, and the SEND reforms. The policy required annual review and although the new Code of Practice had been issued the policy still required an update to reflect this. The existing policy has been circulated and would be used until updated in the light of the new Code of Practice as we are still awaiting guidance from the LA.

That the Curriculum Committee be authorised to review this policy and agree it.

B. Staff Discipline Conduct and Grievance Policy

That these policies be referred to the Finance and Staffing Committee and that committee be authorised to review the policies every two years or whenever there are updates required to it.

C. Statement for Dealing with Allegations of Abuse Against Staff

That this policy be agreed and that it be reviewed in October 2017 or sooner if updates are required to it.

D. Child Protection Policy

That this policy be agreed and that it be reviewed annually.

17. Financial Statement for Parents

(SDP Leadership and Management Objective - Development of Governor understanding of statutory duties)

The Headteacher confirmed that due to an ICT difficulty this was still in the process of being prepared in a format that could be used on the web page. This would be reported to the next Finance Committee and placed on the school website.

18. 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)

18.1. Report of Finance & Staffing Committee. (Minutes of Meeting 15/09/2014)

Revised Terms of Reference were also circulated for the Committee.

That the revised Terms of Reference for the Committee and the virements set out in Minute 8, be agreed.

18.2. Report of Environment and Premises Committee. (Minutes of Meeting 17/09/2014)

- (a) Swimming Pool Lettings Agreement – The Headteacher circulated a copy of the new Swimming Pool Hire Agreement as approved by DCC Legal team. She pointed out the relevant sections of the agreement requiring only ASA approved personnel to be involved in activities.

Governors were happy with the agreement but queried the use of an independent person in the event of a dispute.

That the hire agreement be agreed subject to the clarification relating to the appointment of an independent person in the event of a dispute and that the Environment Committee be authorised to finalise the agreement.

(Mrs Scott left the meeting during the consideration of this item)

- (b) Terms of Reference

That the Terms of Reference as circulated and agreed by the Environment Committee be confirmed.

- (c) Tribunal Hearing – The Headteacher updated governors on the outcome of a recent Tribunal hearing in relation to an appeal from a family against the LA following a request for statutory assessment.

18.3. Report of Curriculum and Policies Committee. (Minutes of Meeting 12/06/2014)

Revised Terms of Reference were also circulated for the Committee.

That the revised Terms of Reference for the Committee be agreed.

18.4. Report of SIG (Minutes of Meeting 11/06/2014)

19. Clerk's Report

(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)

A. Re- Appointing Committees

That the committees outlined in the Appendix to these minutes be re-appointed with the appropriate membership.

B. Re- Appointing Linked Governors

- (i) **That the following governors be appointed with associated linked governor responsibilities:-**

A. SEN and Inclusion	Mrs P Campbell
B. Literacy	Mrs M Moss
C. Numeracy	Mr B Davidson
D. Child protection	Ms R Bettenson
E. Pupil Premium	Mrs M Moss
F. ICT	Mrs P Campbell
G. Science and Technology	Ms J Wibley
H. Foundation	Mrs A Harvey
I. Outdoor Education and PE SS	F Daly
J. Arts	Mr T Barnes
K. Main School Project	Mr P Rothman
L. Humanities	Mr T Putnam

- (ii) **That the subject of linked governors and their roles and responsibilities be considered at the next meeting of the Governing Body.**

C. Performance Management of Headteacher

That Mrs P Campbell, Ms J Wibley and Mr B Davidson be appointed to undertake the performance management of the Headteacher.

D. Review of Standing Orders

Governors were informed that they should review the standing orders on an annual basis and make any necessary amendments. However some of the decisions taken at its meeting relating to the appointment of governors will have a knock on effect to the standing orders.

That the review of standing orders be undertaken by the Headteacher and the Clerk and be reported to a future meeting of the full Governing Body.

20. Date for Pay Committee

(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)

To be agreed by the Chair and Headteacher.

21. New School Update

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

The Headteacher reported that there had been no progress since she had reported to the Environment Committee on 17 September 2014.

22. Any Other Urgent Business. None

Mr Rothman left at 8.05pm

Mrs Campbell left at 9.25pm

The meeting concluded at 21.45 hours.

Certified as a true record.

Chair Date

John Quinton, Clerk / Manager to Governors, 15 October 2014

Appendix**DAMERS FIRST SCHOOL, DORCHESTER**
MEMBERSHIP OF COMMITTEES

<u>Committee</u>	<u>Membership</u>
First Committee	Mrs. M. Moss (Chair of Governors), Mr. P. Adams, Mr. T. Putnam, Ms. R. Bettenson, Mr. P. Rothman.
Second Committee	Mr. T. Barnes, Mrs. P. Campbell, Mrs. J. Wibley. (2 vacancies)
Staff Dismissal Committee	To be drawn from the First Committee
Staff Dismissal Appeal	To be drawn from the Second Committee
Pupil Discipline Committee	To be drawn from the First / Second Committee as appropriate
Environment & Premises Committee	Mr. T. Barnes, (Chair), Mrs. C. Smith, Mr. P. Rothman, Mrs. S. Scott, (Vice-Chair), Mrs. S. Prendergast, (2 Vacancies)
Curriculum and Policies Committee	Mrs. J. Wibley, (Chair), Mr. T. Putnam (Vice Chair), Mrs. M. Bearwish, Ms F Daly, Mr B Davidson, Mrs A Harvey, Mrs Moss, Mrs. C. Smith
Finance & Staffing Committee	Mrs. P. Campbell, (Chair), Mrs. M. Moss (Vice Chair), Mr. P. Adams, Ms R Bettenson, Mrs. C. Smith, Mrs. D. Coker (Ex-Officio), (1Vacancy)
Pay Committee	Mrs. M. Moss, Mrs. P. Campbell. (Vice-Chair), Mr. P. Adams, Mrs. C. Smith (1 vacancy)

DAMERS FIRST SCHOOL.**Action Plan following the Full Governing Body meeting held on 14th October 2014**

Action to be Taken	Agenda Item	Members Involved	Suggested Completion Date
1. Implement induction arrangements	9A	Mrs Campbell and the Clerk	ASAP
2. Prepare work plans for governing body and committees	11	Chair and Vice Chair, Headteacher and Clerk	Scheduled for 4/11
3. Refer SEN policy to Curriculum Committee	16A	Clerk and Chair of Curriculum	Next meeting of Curric Cttee
4. Refer Staff Discipline, Conduct and Grievance policies to Finance and Staffing	16B	Clerk and Chair of Finance and Staffing Cttee	Next meeting of Finance and Staffing Committee
5. Report Financial Statement for Parents to Finance and Staffing Committee	17	Clerk and Chair of Finance and Staffing Cttee	Next meeting of Finance and Staffing Committee
6. Report Swimming Pool Hire Agreement to next Environment Committee	18.2 (a)	Clerk and Chair of Environment Cttee	Next meeting of Environment Committee
7. Consider role of link governors and procedures for feedback at next Governing Body meeting	19B(ii)	Headteacher and Chair of Governors	10/12/14
8. Review of standing orders	19 D	Headteacher and Clerk	10/12/14