



## DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Wednesday 1st July 2015 at 17.00 hours.

<b>Persons Present</b>	CSA	Mrs. P. Campbell (Vice Chair – in the Chair)
	Community	Ms. R. Bettenson Mr. T. Putnam
	Parent	Mr T. Barnes Ms F. Daly Mrs A. Harvey Mrs J. Wibley
	Headteacher	Mrs. C. Smith
	Teacher	Ms S. Prendergast
	Supply	Mrs S. Scott
	Clerk	Mr. J Quinton
	Associate Governor	Mrs. M. Bearwish

### 1. Welcome

The Chair welcomed Governors and in particular Junior Governors to the meeting.

### 2. Junior Governors – End of Year Review

(SDP Quality of Teaching Objective – To ensure that outstanding learning and teaching are in place across the school)

Governors received the end of the year report from 4 representatives of the Junior Governors. This was in the form of a powerpoint presentation detailing the work undertaken over the year to date.

Junior Governors reported that they had:-

- Attended a UNCRC Rights and Respecting Conference. The specific article they had chosen to explore further was the right to speak your own language. They had found out that there were 10 languages spoken within Damers First School and they had made a film and prepared a flag showing the word 'Friendship' in all of these languages
- Represented Damers First School at the poppy wreath laying ceremony on Remembrance Day
- Attended an Anti-Bullying Conference with other schools from across Dorset and had developed a flow chart about what it felt like to be bullied
- Contributed to the design of the new Shepherd's Hut and had visited the workshop where it was being built to find out more about the history behind this craft
- Attended link classes to talk about the rewards and sanctions currently being used to provide evidence on which to base the revised Behaviour Policy
- Visited the Houses of Parliament as part of the DASP response to the 'Send my friend to school' campaign, delivering over 4000 letters from DASP schools to two MPs – Oliver Letwin and Richard Drax.

In response to questions from Governors, Junior Governors said:-

- All the flags from the Rights Respecting conference were sown together and kept to be displayed at the Thomas Hardy School

- The reason there were more sanctions as you got older was that you should know more about what was acceptable as you got older and that's why there are less rewards. However, in response to questions they felt that this wasn't particularly fair
- That one of their highlights this year in their Junior Governor role was that they had particularly enjoyed working as part of a good team

In discussion with Governors, Junior Governors reported that the trip to London was slightly disappointing due to the interest that the MPs showed in the children's views. Mrs Smith agreed to follow this up with the MPs in the form of a letter written jointly on behalf of the school.

The Vice Chair thanked the Junior Governors for a wonderful presentation and for the fantastic job that they had done over the year. She asked them to pass on their thanks to all the other Junior Governors.

### 3. Apologies for Absence

Apologies were received and authorised from Mrs Moss.

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

No Matters of Urgent Business or Interest were declared.

### 5. Minutes.

**Mrs Campbell proposed that, subject to them being amended to reflect that Mrs Wibley was a Parent Governor and not a Community Governor, the minutes of the meeting held on 13<sup>th</sup> May 2015 be accepted as an accurate record. Ms Bettenson seconded. Governors agreed unanimously.**

### 6. Matters Arising & Action Plan.

- (a) Matter Arising – Min. No. 7 – School Pupil Tracker Online. Mrs Smith reported that it had not been possible to arrange a meeting of the SIG due to key members being away and therefore there had been no detailed consideration of the most recent data prior to the FGB. This will now be arranged for the beginning of the autumn term. However, the headlines indicated that in Year 4 reading 50% of the pupils had already reached age related expectation levels in the new national curriculum, and in writing and maths it was about 30%. This was felt to be a positive picture and staff were pleased with how children had responded to the higher expectations of the new curriculum. Mrs Smith briefly explained about how tracking would be further developed in the autumn term to incorporate an increased focus on mastery but greater detail relating to this would be shared with the SIG. Following questions from governors Mrs Smith confirmed that as this was the first year with a new national curriculum that there was no benchmark to measure school attainment against, the school just had to bear in mind individual children's progress which has been recorded in the national curriculum record on SPTO and evidence seen throughout the year in book looks, lesson observations etc. given increased expectations. This year would produce benchmark data and comparison data on which to base future analysis.

Year 2 data also appeared to be positive with outcomes either in line with or exceeding national outcomes from last summer in all areas except Level 3 writing. The school recognises the need to focus on more able writers as part of the next SDP to ensure that outcomes are as positive for writing as they are for reading and maths. Progress for vulnerable groups, including disadvantaged pupils remained positive but again this will be shared in greater depth at the SIG.

In response to questions from Governors Mrs Smith confirmed that these results had been moderated internally, within DASP and externally for writing and maths.

### 7. Correspondence.

The Vice Chair reported that Mr P Adams' term of office as a governor had come to an end in late June. He had written in to say that it had been a great privilege serving a great school and he wished his replacement well. He felt that he had been part of a wonderful team.

Mr Rothman had also resigned as a Community Governor.

The Vice Chair also reported that she would be resigning with effect from 31 August 2015 as she would be training as a teacher from September 2015.

#### **8. Pupil Premium – End of Year Review**

(SDP Link – Achievement Objective – To narrow the gap between pupil premium and non-pupil premium pupils)

This item was deferred until after the meeting of the SIG referred to in Minute No. 6A above.

#### **9. Headteacher's Report**

(**SDP Link** – L and M objective -Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the SDP, the development of the new curriculum and the embedding of new assessment system)

Governors considered the Headteacher's report which set out in summary the progress in the key priorities highlighted in the SDP. Alongside this report a "RAG" update of progress against the actions and success criteria of the current SDP was also circulated prior to the meeting. Mrs Smith highlighted a few issues in addition to the report;

On Achievement Mrs Smith reported that assessment without levels would be an SDP priority for the next 2 years until an effective system becomes embedded. It had just completed the first year and staff were definitely now more comfortable with the system. They were currently exploring the concept of "mastery" and the use of "#"'s which would enable the tracking of a child's cognitive rating alongside their age-related expectation level, which is more focused on curriculum content. In response to Governors' questions Mrs Smith then explained how this would work. Mrs Smith also reported on the response from parents in Years 3 and 4 where in this year's reports teachers had had to make a statement on attainment specifically related to a comparison with peers and the expectations of the new national curriculum and the clarity of this had been well received by parents.

Mrs Smith reported that she was really pleased with the outcomes from the last round of lesson observations. This had revealed that no teaching required improvement. Following the previous round of observations clear action plans and support had been put in place to support individual teachers.

A significant amount of work had been undertaken on reviewing the current Behaviour Policy. This had already been reported to the Curriculum Committee the previous week. Junior Governors had played a major part and following consultation with remaining stakeholders a new 'Code of Conduct' will be trialled in the classroom from September. The embedding, review and evaluation of this work would feed into the SDP next year.

Mrs Bearwish updated Governors on Safeguarding and the recent training undertaken.

#### **Safeguarding training undertaken since the previous update:**

- Safeguarding induction for all new staff – MB
- Safeguarding induction for all new volunteers – MB
- Safeguarding training for Exeter students – MB
- Serious case review training for TAs – MB
- Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence training for teaching staff – MB
- DSL update – MB

- Governors attended Safeguarding Training – Frankie Daly, Terry Putnam, Margaret Moss, Ang Harvey.

Core E-safety group met to discuss:

- Procedures
- New additions to the policy regarding Google Apps for Education

#### **Child Protection meetings attended since the last update:**

- Vulnerable children meetings x2
- Child Protection review conferences attended – 3
- Core group meetings to review progress on Child Protection plans attended – 6
- Child in need meetings attended – 6
- New social services assessments – 2
- Multi-Agency meetings – 1
- Family support meetings – 1
- PEP meeting – 1

#### **Register:**

- Children subject to child protection plans – 7
- CP children left Damers – 1
- Children no longer subject to CP plans and moved to Child in Need – 3
- Child in Need – 10
- Adopted children – 2
- Residency order – 1
- Child in care – 1

#### **Policy and new statutory guidance:**

- ‘Keeping children safe in education’ March 2015 – statutory guidance for schools and colleges and information for all school and college staff shared with all staff, regular volunteers and governors
  - ‘Working together to safeguard children’ March 2015 update – a guide to inter-agency working to safeguard and promote the welfare of children
  - ‘What to do if you’re worried a child is being abused’ March 2015 – non-statutory advice for practitioners shared with all staff and copy in staffroom
  - ‘Information sharing 2015’ new non-statutory advice
  - Damers First School Child Protection Policy updated based on a template provided by the Dorset Safeguarding and Standards team; it reflects the Pan-Dorset inter-Agency Safeguarding Procedures and national statutory guidance published in March 2015: ‘Working Together to Safeguard Children’ and ‘Keeping Children Safe in Education’
  - All staff received and acknowledged understanding of policy
  - Policy published on website
  - New Ofsted guidance ‘Inspecting safeguarding in early years, education and skills settings’.
- Guidance for use from September 2015 and remains in draft until that point

#### **Current Government priorities:**

‘Preventing Radicalisation’ – the Counter-Terrorism and Security Act 2015 places a duty on ‘specified authorities’ (which include all schools and colleges) to have ‘due regard to the need to prevent people from being drawn into terrorism’. Dorset is looking at ways to deliver training to enable staff to be able to identify children at risk and to give staff confidence to challenge extremist ideas.

Child Sexual Exploitation

Governors were concerned at the workload associated with child protection and the impact that this has on staff and whether they had sufficient time and support for them to undertake these duties. Mrs Bearwish confirmed that this had been discussed at a recent meeting and that schools now needed to ensure that supervision processes were in place. The DSL and deputies currently meet monthly to discuss vulnerable children in school and safeguarding issues in order to share the load but the school is also seeking to set up shared supervision time with a larger school with a similar caseload as well as meeting with DSLs in DASP. Governors asked for this to be recorded as an action point so that they could review that this had happened.

Mrs Smith updated Governors on the work of John Samuels of the Southern Education Leadership Team, within the school. He was working with SLT and middle leaders on a programme of training linked to establishing a model of high quality coaching and mentoring across the school. This was a real move forward for the school in terms of leadership training and had been extremely well received so far by senior and middle leaders. The whole-staff will begin work on establishing an agreed learning model in September as the basis for future coaching.

Finally Mrs Smith thanked all Governors for their hard work, time and commitment during the year and she referred specifically to the number of visits that Governors had undertaken to support their understanding of the progress of the SDP and how well received this was by staff.

## **10. 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)**

**(SDP Quality of Teaching Objective – To ensure that outstanding learning and teaching are in place across the school)**

Ms Daly, the PE Link Governor, gave an update on Sport Funding and referred to the RAG impact report which had been circulated to Governors at the last meeting. This report included a breakdown of the spend of the Primary Physical Education and School Sport Premium Funding and the evidence of its impact and accountability.

Ms Daly reported that she was tremendously impressed by the range of initiatives and activities on offer. The INSET day on 'Real PE' was particularly successful and was filled with enthusiasm and the willingness to try different things from staff. The before and after school clubs such as the "energy club" and "movers and groovers" were really impressive.

In response to Governors questions Mrs Bearwish confirmed that sporting achievements outside of school were celebrated at school assemblies and within a display inside the hall. Mrs Smith also referred to Talent Pathways where particular abilities were identified and the school signposted such pupils to outside organisations. In due course funding to support this further would also be considered. Governors felt that the report gave great clarity to how this funding has been used and the impact seen so far.

## **11. Reconstitution and Governance 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. Reconstitution**

The Clerk updated Governors on the final phase of reconstitution. At the last meeting the FGB had agreed that the new Constitution of the FGB should be as follows:-

- 5 x parent governors – 3 elected and 2 appointed
- 1 x Headteacher
- 1 x LEA governor
- 2 staff governors – 1 elected and 1 co-opted
- 4 x co-opted governors

(i) *It was AGREED that the following appointments be made:-*

*Parent Governors - Elected – Mr Barnes, Ms Daly and Mrs Harvey  
Appointed – Mrs Wibley\*  
1 vacancy*

*Headteacher - Mrs Smith*

*LEA Governor – Mrs Moss*

*Staff Governors – Elected – Mrs Prendergast  
Co-opted – Mrs Scott\**

*Co-opted Governors - Ms Bettenson\*  
Mr Putnam\*  
2 vacancies*

(ii) *It was noted that those Governors indicated\* had changed category and therefore it was AGREED their appointment would be for a new term of office of 4 years with effect from 1 July 2015.*

#### **B. Appointment of Chair and Vice Chair**

*It was AGREED that the term of office of the Chair and Vice Chair should be one year.*

#### **C. New Business Register**

*The new requirement to publish details of Governors' registers of interest on the School's website be NOTED.*

### **12. Dates for Meetings 2015/16**

It was noted that dates for 2015/16 would be drafted on a similar basis to the current cycle of meetings and would be circulated to Governors as soon as possible.

### **13. Governor Visits and Training**

Governors considered the Visit reports submitted by Ms Daly (PE (Sports Funding), PE Inset Day, Book Look, Maths (Leaders Event)), Mrs Harvey (EYFS) and Mrs Wibley (Book Look).

The most recent training schedule supplied by DCC was also circulated and particular emphasis was placed on the Headteacher Performance Management training that was taking place at the school on 6 July 2015.

### **14. 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 Environment and Premises Committee. (Minutes of Meeting 18/06/2015)*

*b. Report of Finance & Staffing Committee. (Minutes of Meeting 22/06/2015)*

*(i) Lettings Policy – Minute No. 4.2*

Governors were informed that the letting policy had been agreed and signed and all the paperwork was in place by the deadline set by the Finance Committee.

(ii) Virements – Minute No. 6

<i>That the following virements be approved:-</i>	
<i>Other Income to Supply</i>	<i>= £3,624</i>
<i>Other Income to Capitation Library</i>	<i>= £100</i>
<i>Other Income to Indirect Employee Costs</i>	<i>= £62</i>

c. Report of Curriculum and Policies Committee. (Minutes of Meeting 25/06/2015)

**15. New School Update**

Mrs Smith updated Governors regarding the new school. Contracts were in place and enabling works had taken place on site. The Project Manager was still projecting that the new school would be ready for occupation in September 2016 although there were some concerns around the contractor's cost projections and timelines.

Mrs Smith confirmed that the school were planning for every eventuality including ongoing maintenance of the existing school building if the project were to be delayed.

The Vice Chair suggested that it would be useful to ask a member of the design team to attend a future FGB.

**16. Any Other Urgent Business.**

Mrs Wibley left at 6.30pm  
The meeting closed at 6.50pm.

Certified as a true record.

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

John Quinton, Clerk / Manager to Governors, 2 July 2015

**Action Plan following the Full Governing Body meeting held on 1st July 2015**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Junior Governors – Write to MPs	2	Headteacher	ASAP
2. Pupil Premium End of Year review	8	Headteacher	SIG September 2015
3. Safeguarding – Time set aside for supervision meetings.	9	Deputy Headteacher	September 2015
4. Register of Business Interests – online	11C	Clerk	September 2015
5. Dates for meetings 2015/16	12	Clerk	By September 2015