



## **DAMERS FIRST SCHOOL.**

Minutes of the Governors' meeting held at school on Tuesday 24th March 2015 at 17.00 hours.

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

### **1. Welcome**

The Chair welcomed Governors to the meeting.

### **2. Apologies for Absence**

No apologies for absence were received.

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

No Matters of Urgent Business or Interest were declared.

### **4. Minutes.**

**Mrs Campbell proposed that the minutes of the meeting held on 10<sup>th</sup> February 2015 be accepted as an accurate record. Mr Rothman seconded. Governors agreed unanimously.**

### **5. Matters Arising & Action Plan.**

(a) Matter Arising – Min. No. 8 – Governor Training and Visits. Mrs Wibley volunteered to be the Governor who offered a Health and Safety perspective on the Forest School initiative.

### **6. Correspondence.**

Mrs Smith informed Governors of a recent incident at a football tournament which did not reflect well on the staff and pupils of the school. The Chair of Governors had been kept informed at all stages.

## 7. SEF Overview

(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 monitor the school’s overall progress against the SDP and position with regard to Ofsted criteria)

Mrs Smith circulated a summary overview of the SEF at the meeting. Mrs Smith emphasised the importance of this document in that it set out an overview in terms of our current position relating to Ofsted criteria, our progress on recommendations since the last inspection and a summary of the key priorities for the current SDP. As part of the introduction the summary set the contextual basis in which the school operated. It highlights the fact that our school hosts a specialist speech and language base with places for 18 statemented children. The school therefore has a larger proportion of statemented children, this should always be kept in mind when analysing the school’s data as this could potentially have an effect on overall performance. The fact that it doesn’t appear to and that we always demonstrate an inclusive approach is a positive reflection on the school.

The summary also highlighted progress on recommendations since the previous inspection in 2009. The key issue identified in that inspection was the need to develop the use of ICT and embed it across the curriculum. An ICT log has been developed and this is reported regularly to the Curriculum Committee. The log now includes not only a list of actions but also the intended outcomes for the actions and the impact achieved. This provides Governors with a good audit trail.

Mrs Smith then updated Governors on the progress achieved against the four areas of Achievement, Quality of Teaching, Behaviour and Safety and Leadership and Management contained within the summary and highlighted further areas for improvement. Following questions from Governors about overall judgements Mrs Smith confirmed that although the school now appears to meet the criteria for a judgement of ‘good’ in each category there is also evidence to suggest that in some areas there are now elements of outstanding practice and evidence to support this.

Mrs Smith confirmed that she would circulate a copy of the overview document and the ICT log electronically.

## 8. Headteacher’s Report

(SDP Link – This summary provides an overview of progress relating to all areas of the current SDP this term and should be read alongside the Damers SDP RAG Update March 2015 (Enclosed)

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 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.

Governors requested details of any recent prejudice-related bullying incidents. Mrs Smith agreed that she would make this information available, suitably anonymised, as a regular item for the FGB.

Governors asked whether it would be possible to view the School Pupil Tracker Online in order to expand their understanding of how pupil progress is tracked and monitored. Mrs Smith explained that it would be difficult to use the system live due to the sensitive nature of pupil information but that she would explore a way of providing anonymised overview screen shots to demonstrate how the software is used for the next FGB.

In response to questions regarding the mid year performance management reviews and performance-related pay Mrs Smith confirmed that she had spoken to SLT and Middle Leaders, who are now the reviewers for all teaching staff, to ensure that a conversation about pay was part of the mid-term review. There should be no surprises at the end of the cycle.

## 9. Pupil Premium Spending Impact Report 2013 - 2015

**(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**

**Ofsted Judgement - Governors ensure the efficient management of financial resources. This leads to the effective deployment of staff and resources)**

Governors considered the Pupil Premium Spending Impact report which defined how many children within the school were in receipt of PP funding and the total of that funding. It also explained how that ring fenced funding was spent, the intended outcomes and how these were to be measured and the ultimate impact.

Mrs Smith also highlighted how the allocation of funding was determined. The EEF Toolkit has been used to inform decisions about the effective use of funding with regard to evidence-based interventions. For example marking and feedback was one of the most effective ways to raise outcomes for children and could be undertaken at minimal cost. On that basis the toolkit was used to determine the type of interventions undertaken and consequently the use of the PP funding. The circulated report demonstrated where the spend was taking place, what the benefits were and why those interventions were taking place.

In response to questions from Governors Mrs Smith confirmed that the Sutton Trust research had to be contextualised and understood. There were areas where the research suggested that certain interventions were not as effective – for example providing school uniform, support staff and music provision. Mrs Smith however emphasised that this was dependent upon how these resources were used within our own context. School uniform has a huge impact on inclusion and self-esteem and so the school provides items of clothing for FSM pupils but from an alternative funding source. Governors questioned why we were using support staff as this has been shown to have little impact on outcomes for children but Mrs Smith gave this as an example of how the research information should be used. If support staff are simply used to fulfil admin tasks and classroom ‘jobs’ they will have little impact but as a school we analyse the use of our support staff carefully and all are used to their most effective within targeted interventions. The SIG group are provided with regular updates on the impact of interventions and how this information is used to adapt and tailor our provision, including the deployment of support staff. The impact of music provision might take longer to justify but there is clear evidence already to suggest that the behaviour of targeted pupils has improved.

Mrs Smith also explained that a proportion of the CPD budget was funded from the PP budget. Middle Leaders were tasked specifically to focus on disadvantaged children within the Performance Management process.

## 10. Safeguarding Audit and Action 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)**

Mrs Bearwish gave Governors an update on Safeguarding for the period since Christmas 2014. This included training undertaken by staff. Also training to be carried out during the Summer Term 2015 including:-

- TA training - Serious Case Reviews
- Casual TA posts safeguarding induction
- Staff training – Child Sexual Exploitation, Female Genital Mutilation and Honour Based Violence/Forced Marriage
- Behaviour Policy review

It was agreed that the Vice Chair would provide details of training undertaken by Governors in this area, to complete the audit.

Also Mrs Bearwish provided Governors with a summary update on child protection issues since the end of the Autumn term 2014.

Mrs Bearwish confirmed that Ms Bettenson and herself had completed the DCC on line audit and the self evaluation tool. One area for action was e-safety and this was being followed up within the school.

Governors raised questions about the significant increase in Child Protection plans this year, the reasons behind this and whether it was as a result of staff being more vigilant. Mrs Bearwish said that the reasons behind the increase are varied and do not always follow a referral from school.

### **11. SEND Update**

**(SDP Link** Q of T objective - To narrow the achievement gap between vulnerable and non-vulnerable groups (including SEND pupils) through outstanding teaching and learning)

Mrs Smith reported that the SEN group were meeting that week and would report back to the next FGB meeting.

### **12. Attendance Update and Office 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)

Mrs Smith referred to the Office report and the school attendance figures that had been circulated with the agenda. She highlighted that the improvement in attendance figures was a real team effort and the 3 weekly meetings had resulted in moving the school into the Ofsted second quintile for school attendance which was hugely exciting. The improvement in attendance by 1.3% since September 2013, which can now be seen on the recently published Ofsted data dashboard, was highlighted as a key success indicator.

The Chair on behalf of Governors congratulated the staff on these huge efforts.

### **13. DASP Update**

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

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)

The Chair reminded Governors that there were clear links between the DASP action plan and the school's SDP and that this was important to acknowledge. This term has seen much closer working within our mini-pyramid with a clear plan to address cross-phase issues across first and middle schools through regular joint working.

Mrs Smith also updated Governors on progress at partnership level with regard to the current development plan. Two key developments on the horizon are the introduction of a focused DASP CPD programme and further work is continuing alongside colleagues from the Chesil Partnership in order to establish a DASP Attendance Panel from September 2015.

### **14. Reconstitution – Update and Skills Audit**

**(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 Clerk reported on the next phase of the reconstitution process. Governors had agreed to undertake a skills audit to ensure that all the essential skills were covered on the FGB. The result of the skills audit was circulated to Governors for their information. There had been a 75% return rate and this was sufficient to establish that the main skills required were covered.

The next phase was to establish how many governors were required in each category. Governors were of the view that the first step was to establish the optimum number of governors required based on the number of roles that governors were required to perform ie lead governor roles, committee places etc.

The staff governor category concerned Governors. Under the new Regulations there was a maximum of one permitted in addition to the Headteacher. It was appreciated that staff governors could be designated Co-opted Governors, up to a maximum of a third of the overall number of Governors. Governors felt however that there was a benefit in having both a teacher governor and a support staff governor and suggested that they should make a commitment to this effect. Mrs Scott was asked to consult staff on this issue.

Governors also suggested that a job description be prepared for their role.

It was AGREED that a further report be submitted to the next FGB on reconstitution to include:-

- A. An analysis of the number of Governor roles;
- B. A draft Governor job description; and
- C. The views of staff on the appointment of staff governors.

### **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 9/03/2015)
  - (i) Virements – Minute No. 6

*That the following virements be approved:-*

<i>From</i>	<i>To</i>	<i>Amount</i>	<i>Reason</i>
<i>Capitation</i>	<i>Supply</i>	<i>1500.00</i>	<i>Forest School Supply</i>
<i>Other Income</i>	<i>Supply</i>	<i>1668.00</i>	<i>DASP Literacy</i>
<i>Other Income</i>	<i>Supply</i>	<i>165.00</i>	<i>DASP Supply ICT Conf.</i>
<i>Other Income</i>	<i>Training</i>	<i>95.00</i>	<i>DASP ICT Conf.</i>
<i>Other Income</i>	<i>Supply</i>	<i>1575.00</i>	<i>University of Exeter</i>
<i>Other Income</i>	<i>Supply</i>	<i>810.00</i>	<i>DCC Supply Jurassic</i>
<i>Other Income</i>	<i>Supply</i>	<i>95.00</i>	<i>DASP ICT</i>
<i>Other income</i>	<i>Capitation</i>	<i>150.00</i>	<i>Trinity College Arts Mark</i>
<i>Other Income</i>	<i>Capitation</i>	<i>350.00</i>	<i>Trinity College Arts Mark</i>
<i>From Capitation</i>	<i>Training</i>	<i>1700.00</i>	<i>Forest Sch/ICT Training</i>

- b. Report of Environment and Premises Committee. (Minutes of Meeting 5/03/2015)  
In respect on Minute No.9 Mrs Wibley reported that she would be happy to assist with the risk assessment for science activities.

- c Report of Curriculum and Policies Committee. (Minutes of Meeting 18/03/2015)  
Governors were very interested in the teacher led briefings that were undertaken at the Curriculum Committee and it was agreed that copies of the agenda for future committee meetings should be sent to all Governors so that if they wished to attend they could do so.

d. Report of the Pay Committee

The Chair of Governors reported that the Pay Committee had met to consider two applications from teachers to go through the threshold to the upper pay scale. Both had been agreed.

**16. Governor Training and Visits**

(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 details of an ICT visit undertaken by Mrs Wibley. The Chair also reported that Ms Bettenson had been into school to assist with the Child Protection audit and Ms Daly had visited the Glee Club. Also Mr Barnes was due to undertake a H&S audit soon. The Chair asked Governors to ensure that they used the Governor Visits signing in book as this would be used to identify when Governors were in school.

The Vice Chair reported that she was being kept informed on a regular basis on training undertaken and she asked Governors to feedback where the training was particularly good in order that key information could be disseminated to the relevant committees or FGB.

**17. Performance Management Support Staff Update**

(SDP link: 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  
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 Performance Management had been undertaken for support staff. The process was quite similar to that of teachers and Mrs Smith gave examples of how targets for teaching assistants were used to improve outcomes for disadvantaged children as an illustration. Performance Management for support staff is undertaken at this time of year to enable pay adjustments to be submitted on time and to be reflected in the budget. Any recommendations are agreed by the Chair of Governors and any appeals are to the Pay Committee.

**18. Any Other Urgent Business.**

- A. School Blogs Governors discussed the positive use of the school blogs but also how disheartening it must be for some teachers whose blogs are not visited. Mrs Smith reported that a competition would be held over Easter to generate wider engagement and to reinvigorate the blogs which are such a celebration of learning within our school.

Mr Barnes arrived at 6.10pm  
Mr Adams left at 6.50pm  
The meeting closed at 7.15pm.

Certified as a true record.

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

John Quinton, Clerk / Manager to Governors, 26 March 2015

**DAMERS FIRST SCHOOL.****Action Plan following the Full Governing Body meeting held on 24th March 2015**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Circulate electronic copies of the SEF overview and the ICT log	7	Headteacher	ASAP
2. Report to next FGB on prejudice-related bullying incidents. 3. Report to next FGB on School Pupil Tracker Online	8	Headteacher	May 2015
4. Update report on Child Protection issues.	10	Mrs Bearwish	July 2015
5. SEND Update next FGB	11	Mrs Campbell	May 2015
6. Further report on reconstitution.	14	The Clerk	May 2015
7. Circulate future copies of curriculum agenda to all governors.	15(c)	The Clerk	ongoing