



## **DAMERS FIRST SCHOOL.**

Minutes of the Governors' meeting held at school on Tuesday 13th October 2015 at 17.00 hours.

<b>Persons Present</b>	CSA	Mrs. M. Moss (Chair of Governors)
	Appointed Parent	Mrs J. Wibley (Vice Chair)
	Elected Parent	Mr T. Barnes
		Ms F. Daly
		Mrs A. Harvey
	Co-opted	Ms. R. Bettenson
		Mr. T. Putnam
	Headteacher	Mrs. C. Smith
	Staff	Ms S. Prendergast
		Mrs S. Scott
	Clerk	Mr. J Quinton

### **1. Election of Chair**

Ms Bettenson proposed and Mr Putnam seconded and it was agreed that Mrs Moss be re-elected Chair for the academic year 2015/16.

### **2. Election of Vice Chair**

The Chair proposed and Ms Bettenson seconded and it was agreed that Mrs Wibley be elected Vice Chair for the academic year 2015/16.

### **3. Welcome**

The Chair welcomed Governors to the meeting after the summer break.

### **4. Apologies for Absence**

No apologies were received.

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

No Matters of Urgent Business or Interest were declared.

The Clerk advised Governors that the Register of Business interests was now complete.

### **6. Minutes.**

**Mrs Wibley proposed that the minutes of the meeting held on 1st July 2015 be accepted as an accurate record. Mrs Scott seconded. Governors agreed unanimously.**

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

(a) Matter Arising – Minute No. 2 – Junior Governors. Mrs Smith reported that the Junior Governors had received a letter from Oliver Letwin MP thanking them for their visit to the Houses of Parliament. Ms Goodridge will pass this on to the previous Junior Governors who are now at DMS. Mrs Moss reported that she would be meeting the new Junior Governors on 20 October 2015 and Mrs Smith reported that an alternative recruitment process was used this year in order to attract more boys to the role. This has been successful and there is now an even mix of boys and girls.

(b) Matter Arising – Minute No. 9 – Safeguarding. Mrs Smith reported that the school already has effective supervision practices in place in the form of the 'vulnerable children' meetings where the DSL and deputies as well as the Parent Support Adviser meet monthly to discuss all vulnerable children and

families within the school. DASP have invited Mrs Bearwish to attend a First School Heads meeting to share her expertise and to discuss further developments for supervision within DASP.

### **8. Correspondence – Consultation Document**

Mrs Smith reported that the school had been consulted on the possible admission to the base of two four year old children with very complex special educational needs. In addition to Damers, four special schools had also been consulted. Because of the way that the base is currently set up, given current admissions criteria which neither of the children matched, each of the children would have required the one-to-one support of a TA within a mainstream foundation class. Mrs Smith had responded to the consultation emphasising that the school remained committed to inclusion but she truly felt that the children's best needs would be better suited to special school provision rather than a mainstream school. This letter had been shared with Mrs Moss prior to sending. Ultimately the children were admitted to a special school but Mrs Smith wanted to make governors aware of her unease about the process and the apparent misinterpretation of current base criteria on the part of the LA. Governors also need to be aware that if the children had been admitted there was no additional funding for 2 full-time one-to-one TAs and the school would have had to have taken TAs from other classes.

### **9. Chair'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. To establish a clearly defined role for all governors in securing accountability across the school.)**

The Chair reported that in order to further develop their role in securing accountability across the school that Governors needed to establish their own clearly defined priorities and an action plan. In order to inform the preparation of this action plan the Chair had reviewed the achievements of the Governing Body over the last year highlighting the development of the SIG group and its increasingly effective role in securing accountability, effective questioning and the holding to account the headteacher and the leadership team. There had also been significant strides forward in terms of Governor visits and involvement in monitoring the effectiveness of the SDP and also the development of the role of Governors within the area of health and safety.

For the forthcoming year the Chair highlighted specific areas of focus namely:-

- (a) the performance management process of the headteacher – this needed more rigour and consistency from key governors;
- (b) developing the work on British Values and Governor understanding of the place of SMSC within the curriculum;
- (c) Safeguarding – this was a continuing priority but one where there had been significant changes within a short space of time;
- (d) The further development and review of the revised Behaviour Policy;
- (e) Assessment procedures and data analysis;
- (f) Ongoing monitoring of DASP and its work.

The Chair reported that she would begin to formalise this plan with a small group of governors.

The Chair also referred to the resignation of Mrs Campbell who is now studying to become a teacher. Governors asked for their appreciation for the work of Mrs Campbell to be recorded.

### **10. School's Vision, Aims and Values**

**(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 reminded Governors that they were required to review the School's Vision, Aims and Values annually to ensure that the content was still relevant and appropriate.

The current statement was shared and discussed. Governors acknowledged that the current vision, aims and values had been developed following detailed discussions with the whole-school community during the previous school year and remained a true reflection of the school's purpose and intent.

Governors AGREED the vision, aims and values.

### **11. Impact Review of Pupil Premium Spending for 2014/15 and Plans for 2015/16**

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

Mrs Smith referred Governors to the statement on the school's website which had been updated and adapted to ensure that it remained relevant for 2015/16. The statement also included a review of the impact of pupil premium spending in 2014/15.

Mrs Smith reported that the impact of the spend in 2014/15 on the attainment and progress of disadvantaged children was positive compared with Dorset and national data. The school remains focused on the vulnerability of this particular group and has sustained processes, such as the termly pupil progress meetings for this specific group to ensure that their progress is closely monitored and that any underachievement is addressed quickly through appropriate resources or intervention. Mrs Smith highlighted to governors the impact on Year 2 pupil data following the arrival of an additional Year 2 child in the base at the end of April 2015 and gave an example of summary data and how this is affected when a new child arrives just before the data collection point and where the school has had no opportunity to make a difference (the summary data example showed a decrease of 6% taking the school below national levels for % of level 2+). Mrs Smith highlighted that there is a really positive story behind the crude figure that will appear in RAISE.

Mrs Smith shared a detailed impact report showing a breakdown of the funding, how much was received, how it was spent and what the impact was. This is a vital document for Governors to look at in detail and to understand. Mrs Smith showed how the impact from the previous school year had been used to inform the planning for 2015/16 with all additional plans and amendments highlighted in green. For 2015/16 the school remained focused on the use of the effective strategies which are already in place but further additional developments included the development of structured conversations, targeted stay and play sessions and an add-on to current interventions entitled 'Intervention Plus', which would aim to support parents in their understanding of the techniques currently being used as interventions for their child. Mrs Smith showed governors where to locate the document on the school website and the Chair asked that following time to digest that this document be referred to the next Finance Committee for more detailed consideration.

### **12. Action Plan for PE and School Sports Premium for 2105/16**

**(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.**

Quality of teaching learning and assessment objective – To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards.)

Ms Daly, the PE Link Governor asked for this item to be deferred to the next meeting of the FGB as she had been unable to meet with the PE Coordinator prior to the meeting due to illness.

### **13. School Development Plan 2015/16**

**(SDP Link Quality of 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 School Development Plan is reviewed annually to enable the headteacher, leadership team and governors to analyse how well the school is doing and to identify areas where improvements are needed to ensure sustained and continuous development.

Mrs Smith shared the current plan which begins with a summary of evidence that has been used to inform the plan and then the Head's vision statement of where the school currently is and where it needs to go followed by a 3 year vision for the school.

The four key priorities for the school in 2015/16 are to further develop and embed an effective assessment system with a focus on 'mastery', to further develop understanding of what constitutes outstanding teaching and learning with a particular focus on writing, to implement and evaluate the revised Behaviour Policy and lastly, to further develop and strengthen the role of middle leadership and governance within the school.

Governors questioned the reason for the focus on writing and Mrs Smith responded by stating that although writing was holding its own when compared to national figures, it wasn't as strong a picture as that in reading and maths across the board. This data has been shared in detail with the SIG group who acknowledged that writing progress data wasn't as secure for different groups across the school as reading and maths progress data. Mrs Smith also reported that the impact of a focus on marking and feedback was clear in maths and reading but not as clear in writing so the attainment data for higher achievers was lower in writing than in other core subjects. Teacher confidence in extending higher achieving writers was also lower than in reading and maths.

Mrs Smith reported that work on the 2015/16 plan had started towards the end of the last school year and was currently being finalised following consultation with and contributions from all groups. In response to governor questions Mrs Smith reported that the final version will be published on the school's website but Mrs Smith also shared a summary version, written in more parent-friendly language which is now available for parents on the website.

Governors asked if it was possible to have some data on the use of the website and the number of times various documents were accessed. Mrs Smith will speak to Ms Barnes to see if this is possible.

#### **14. DASP Update and Annual Review 2015.**

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

Governors considered the DASP Annual Review for the period ending 31 August 2015.

Mrs Smith reported that DASP continued to develop in a strong direction with key priorities for DASP reflecting a similar focus to that of the school. This year the focus of the development plan was on literacy and disadvantage (reading for pleasure, early reading intervention and the sharing of best practice across the partnership and collaborative writing), assessment and the development of consistent systems across the partnership and maths.

Mrs Smith reported that procedures were now in place to support the first DASP Attendance Panel which will be held in November. This will be the additional layer of support that the school has needed in order to address attendance issues where the first level of intervention has not been successful. In response to questions from Governors Mrs Smith reported that the first set of warning letters would be sent to parents this week. This represented approximately 20 letters where attendance was below 90% and had been for the previous school year or where punctuality for the previous school year had been raised as an issue and there had already been lates this half term. All letters will be preceded with a phonecall from the school office explaining the new process.

Mrs Smith described developments across the local area in relation to academy status with the establishment of an expanding federation and a number of multi-academy trusts. Mrs Smith suggested that now was an appropriate time for the school to revisit this subject and to gain further information to ensure that it did not get left behind. Mrs Smith will look into information gathering opportunities relating to academy status over the next half term.

The Chair highlighted this as an item that should be included within the Governors' Action Plan referred to in Minute No. 9 above.

## **15. Policy Review and Safeguarding Update**

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

In Mrs Bearwish's absence Governors noted the safeguarding update that had been circulated with the agenda for the meeting.

The Child Protection Policy 2015 was APPROVED as circulated.

## **16. Looked After Children**

### **A. Annual Report**

In Mrs Bearwish's absence it was agreed that this matter should be deferred until the next meeting.

### **B. Policy**

The Looked After Children Policy 2015 was APPROVED as circulated.

## **17. Clerk's Annual Report on Governance**

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

**To further develop the Performance Management process to ensure that all reviewers provide an effective balance of challenge and support.)**

### **A. Report on Membership and Reconstitution of the Governing Body**

The Clerk reported that following reconstitution the membership of the FGB had now been formalised through the issue of a revised Instrument of Government by Dorset County Council.

Governors agreed that they wished to keep under review the current vacancies.

### **B. Re-appointment of Sub Committees and Memberships**

The Clerk asked the FGB to review its governance arrangements and if appropriate re-appoint its sub committees and their memberships

It was AGREED that the following sub committees be re-appointed with their respective memberships:-

- (i) the Curriculum and Policy Committee – Mrs Wibley, Mr Putnam, Ms Daley, Mrs Harvey, Mrs Moss and Mrs Smith.
- (ii) the Finance and Staffing Committee – Mrs Moss, Ms Bettenson, Mrs Harvey and Mrs Smith (2 vacancies)
- (iii) the Environment and Premises Committee – Mr Barnes, Mrs Scott, Mrs Prendergast and Mrs Smith (3 vacancies)

### **C. Re-appointment of Link Governors**

It was AGREED to appoint the following Link Governors:-

- |                      |                |
|----------------------|----------------|
| A. SEN and Inclusion | Mrs M Moss     |
| B. Literacy          | Mrs M Moss     |
| C. Numeracy          | Ms F Daly      |
| D. Child protection  | Ms R Bettenson |

E. Pupil Premium	Mrs M Moss
F. ICT	Ms J Wibley
G. Science and Technology	Ms J Wibley
H. Foundation	Mrs A Harvey
I. Outdoor Education and PE SS	Ms F Daly
J. Arts	Mr T Barnes
K. Main School Project	Vacancy
L. Humanities	Mr T Putnam

#### **D. Arrangements for the Performance Management of the Headteacher**

It was AGREED to appoint Ms Bettenson, Mr Putnam and Mrs Wibley to undertake the performance management of the Headteacher.

#### **E. Review of Standing Orders**

Governors were asked to note that now that the FGB had been reconstituted the review of standing orders could now take place.

#### **F. Annual Work Plan**

The Work Plan as circulated was AGREED.

#### **G. Dates of Meetings**

The dates for meetings of the FGB were AGREED.

However the Clerk was asked to review the future dates for meetings of the Environment Committee on the basis of one meeting per term.

### **18. Governor Visits and Training**

The most recent training schedule supplied by DCC was circulated. The Clerk reported an additional course on the Performance Management process was being held on 20 October 2015.

A Governor reported that he had attended the Safeguarding 1 course the previous evening.

A Governor's report was circulated from Mrs Moss on her visit to meet with the Inclusion Leader regarding disadvantaged pupils.

Mrs Smith reported that she would be arranging a learning Walk for Governors in connection with the review of the Behaviour Policy. Also a micro site for Governors had been established within the school's website that would allow Governors to have secure electronic access to documents. This would require Governors to have a google email account with the school as this would provide safe, secure and dedicated email access to school business. Governors were asked to arrange a time to visit the school by 27 November to enable this to be organised prior to the circulation of papers for the next FGB.

### **19. 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

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

Further develop the role of governors in ensuring that the school maintains a sustainable and enhanced focus on arts-based provision.)

The following minutes were circulated to Governors.

**a. Report of Finance & Staffing Committee. (Minutes of Meeting 22/09/2015)**

(i) Virements – Minute No. 7

*That the following virements be AGREED:-*

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>
<i>610</i>	<i>Capitation Trips</i>	<i>300.00</i>
<i>610</i>	<i>Supply</i>	<i>300.00</i>
<i>610</i>	<i>Support Staff</i>	<i>197.00</i>
<i>610</i>	<i>Supply</i>	<i>1898.00</i>
<i>610</i>	<i>Supply</i>	<i>61.00</i>
<i>610</i>	<i>Capitation Assessment</i>	<i>100.00</i>
<i>Unallocated</i>	<i>Capitation Trips</i>	<i>3559.00</i>
<i>Unallocated</i>	<i>Capitation Forest Schools</i>	<i>1606.00</i>
<i>Unallocated</i>	<i>Capitation Music</i>	<i>4000.00</i>
<i>Support Staff</i>	<i>Capitation Stationery</i>	<i>4887.00</i>
<i>Unallocated</i>	<i>Capitation New School</i>	<i>1805.00</i>
<i>Unallocated</i>	<i>Capitation New Curriculum</i>	<i>533.00</i>
<i>Unallocated</i>	<i>Capitation</i>	<i>1500.00</i>

**b. Report of Curriculum and Policies Committee. (Minutes of Meeting 1/10/2015)**

**c. Report of SIG (Notes of meeting 23/09/15)**

**20. New School Update**

Mrs Smith updated Governors regarding the new school. A new contractor, BAM Construction is now engaged in pre-contract discussions with DCC. The design team are currently consulting the Duchy on some of the exterior finishes to the school. Completion date of the new school is now estimated to be November 2016 but the school is still intending to move during the February 2017 half term with a suitable transition period built in for the children. There was some discussion ongoing about who was responsible for clearance of the existing school site. One negative linked with the plans for the new school was the proposed care home immediately adjacent to the school site. This was now planned as a 3 storey building rather than the anticipated two storey. This would have implications for that part of the school and the Foundation outdoor play area which will be overshadowed by the building. On a positive note the Duchy had offered an alternative potential area for Forest School provision until the site is developed. Mrs Smith and Mrs Prendergast will visit the site with the landscape architects and a representative of the Duchy to gauge suitability.

Governors asked about the plans to place an extra temporary classroom on site with effect from September 2016 and Mrs Smith replied that she still awaited confirmation for this proposal.

**21. Any Other Urgent Business – Final Pay Policy**

Mrs Smith reported that Dorset CC had just finalised their pay policy for the forthcoming year. It was a DCC model policy and therefore she asked Governors to authorise the Pay Committee to agree the policy at their meeting in November.

It was AGREED to authorise the Pay Committee to approve the final Pay Policy when presented for discussion in November.

The meeting closed at 7.00pm.

Certified as a true record.

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

John Quinton, Clerk / Manager to Governors, 14 October 2015

### **DAMERS FIRST SCHOOL.**

#### **Action Plan following the Full Governing Body meeting held on 13th October 2015**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Report to future meeting on Governors Action Plan	9	Chair	December FGB
2. Report to Finance Committee on PP spending	11	Headteacher	November 2015
3. Report to next FGB on PE and Sports Premium Funding	12	PE Link Governor	December FGB
4. Data on school website usage	13	Headteacher	ASAP
5. Defer annual report on LAC until next FGB	16B	Deputy Headteacher	December FGB
6. Undertake review of standing orders	17E	Headteacher and Clerk	ASAP
7. Review meetings of the Environment Committee	17G	Clerk	Next meeting
8. Arrange Governors' learning walk in relation to the review of the Behaviour Policy.	18	Headteacher	Before December 2015
9. Visit school and arrange a google mail account and receive training on micro site	18	All governors	Before 27/11/15
10. Draft Pay Policy to Pay Committee.	21	Headteacher	Pay Committee date