



## **DAMERS FIRST SCHOOL.**

Minutes of the Governors' meeting held at school on Tuesday 9<sup>th</sup> February 2016 at 17.00 hours.

<b>Persons Present</b>	Elected Parent	Ms F. Daly
	Co-opted	Ms. R. Bettenson (in the Chair)
		Mr T Putnam
	Headteacher	Mrs. C. Smith
	Staff	Ms S. Prendergast
		Mrs S. Scott
	Clerk	Mr. J Quinton
	Associate Governor	Mrs. M. Bearwish

Mrs M Gillard, prospective Governor, also attended the meeting as an observer.

### **1. Welcome**

The Chair welcomed Governors to the meeting.

The Clerk reported that Ms Daly and Mr Putnam would be late in arriving.

Mrs Smith updated Governors on the use of the Governors' site within Google Mail and gave advice on how to access documents. In future, a link to this site would be sent out via gmail to all Governors notifying them that the documents for the agenda were available to view.

The Clerk agreed to investigate a way to alert Governors via their private email that an email had been received in their gmail account.

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

Apologies were received and accepted from Mrs Harvey, Mrs Moss and Mrs Wibley.

In the absence of both the Chair and Vice Chair it was agreed that Ms Bettenson would take the chair for the meeting.

### **3. Minutes.**

**Ms Bettenson proposed that subject to the correction of the year in the first bullet point of Minute No.19 (February 2017), the minutes of the meeting held on 9<sup>th</sup> December 2015 be accepted as an accurate record. Mrs Scott seconded. Governors agreed unanimously.**

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

(a) Matter Arising – Minute No.4a – Data on School Website Usage. Mrs Smith confirmed that work on this was continuing.

(b) Matter Arising – Minute No.4b – Standing Orders. The Clerk reported that the meeting had been re-arranged for 23 February 2016.

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

Mrs Smith gave notification of an item of urgent business – see Minute No. 15 below.  
No declarations of interest were declared.

### **6. Correspondence**

None

## 7. SEF – Outcomes for Pupils Section

**(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)**

Mrs Smith reminded Governors that the SEF was a self evaluation tool used to aid the school in analysing all aspects of its work to grade the school in all aspects of its work. The SEF is drafted according to the Ofsted inspection criteria and for the purpose of this report Mrs Smith shared the Outcomes for Pupils section of the document.

Mrs Smith reported that the SEF was intended to reflect what was actually happening within the school and that all comments were backed by evidence. However she intended to re-draft some sections to also reflect strategic aspiration following recent advice. Her overall assessment of the Outcomes for Pupils section was ‘Good’ with Outstanding elements. She then discussed in detail the Outcomes for Pupils section highlighting particular areas such as:-

- The systems used to track pupil progress and the links that are made to performance management
- How Pupil Progress Meetings are used to focus on the progress of specific vulnerable groups such as disadvantaged pupils and pupils with SEND as well as the cohort as a whole
- How systems to evaluate progress against the new curriculum were evolving rapidly but the leadership team didn’t feel that they felt completely secure in this yet following the introduction of assessment without levels
- The rigorous tracking in place to assess the progress of pupils from Foundation Stage through to Years 4
- It was felt that positive achievements have resulted from sustainable improvements in the quality of teaching over time, the development of the online tracking system, strong leadership within core subjects and the impact of interventions
- The parent questionnaire revealed that 98% of parents agreed or strongly agreed that their children were making good progress due to the quality of teaching at the school
- In terms of attainment at the end of KS1, this has been shared in detail with the SIG but in summary performance was either at or above national levels
- Strong progress is evident from the baseline entry data
- Disadvantaged children without SEN were exceeding expected progress but where those children were also within the SEND category these remained a challenge in terms of performance and progress. Again this data has been shared in detail with the SIG and evidence from the impact of intervention report has been used to inform future practice

In response to Governors’ questions Mrs Smith reported

- That 59% of the current Foundation cohort entered the school did with an overall ‘below typical’ level of development. Historically cohorts have felt weaker than this current cohort and usually the percentage achieving a good level of development (GLD) is above national percentages reflecting an at least good level of progress.
- Any children leaving Foundation who haven’t attained the GLD do so with a clear plan of intervention in place for Year 1
- Data for last year’s Foundation showed that overall 66% of pupils were making gains, the remaining 34% were making expected progress.
- The data included all pupils’ attainment and progress including those pupils within the Base. It was recognised that all schools would have SEND pupils but would not have resourced based provision. The Base children within July 2015 KS1 data were working at p-levels
- The RaiseOnline school context page shows that Damers has a higher proportion of statemented children than other schools but the data has never been separated out to exclude the Base

## **8. Safeguarding Update**

**(Statutory Safeguarding Responsibilities** alongside **SDP link: L and M objective** - Establish a clearly defined role for all governors in securing accountability across the school)

### **A. The Prevent Duty and the Role of British Values**

Mrs Bearwish reported that all staff had received information on the Prevent Duty as required by the Counter Terrorism and Security Act which places a duty on public bodies to prevent people being radicalised or being drawn into terrorism activities. The guidance issued explains the responsibilities of the school to recognise the vulnerability of certain groups and what actions to take.

Guidance from the Government has established that British Values comprise the values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths or no faith. The link between the Prevent duty and British Values was that opposition to those fundamental values was regarded as extremist. Mrs Bearwish has shared further more detailed information about how the school incorporates British Values into the curriculum and into everyday operations and has provided Governors with a summary document.

Governors were informed that there was a general Prevent awareness session available at:-

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

**All Governors are asked to familiarise themselves with this material.**

Other training packages were available, for example from the Education Training Foundation

<http://www.foundationonline.org.uk/>

### **B. Safeguarding Audit**

Mrs Bearwish reported that the conduct of a Safeguarding Audit on an annual basis was regarded as good practice. She had conducted this year's in conjunction with the Safeguarding Lead Governor, Ms Bettenson. This was a self evaluation process that was completed on line. There were eight categories of information/evidence required and this resulted in a grading. Within the school there were a couple of areas that required further work such as further training for staff and governors and enhancing record keeping, and these areas were regarded as Good. The remaining six areas were regarded as outstanding and this led to an overall grade of outstanding.

One area of training that required further attention was safer recruitment. There was no longer a statutory requirement for governors to undertake this training although it was regarded as good practice. The Chair has been involved in the recruitment of staff and has had safer recruitment training but it was agreed that the Chair should organise for at least two governors to undertake this training online together to validate the learning achieved.

Mrs Smith reported that details of a serious case review had recently been forwarded to the Chair and the Safeguarding Lead Governor. It was suggested that the details should also be circulated to all Governors and all Governors are asked to read this review as a matter of urgency.

### **C. Intimate Care Policy Review**

Mrs Berawish introduced an updated model Intimate Care Policy that had been circulated to Governors. Meeting a pupil's intimate care needs was one aspect of safeguarding and a key area of the policy was how the school communicated this with parents.

Governors AGREED that the model policy should be approved and that it be reviewed after a period of three years unless action was required before that date.

## 9. DASP Annual Review and Feedback From AGM

**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.)

Mrs Smith referred Governors to the DASP Annual review that had been circulated. She reported on two particular areas, firstly the formation of small groups of schools within the DASP partnership, either into multi academy trusts or federations. She also reported that the levy for DASP had reduced from £40 per pupil to £25.

## 10. Governor Visits and Training

**(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. Establish a clearly defined role for all governors in securing accountability across the school.)

### A. List of Training attended by Governors

The Clerk referred to the details of training that had been attended by Governors. It was AGREED that the details should be re-formatted and placed on the shared Governors site and that in future Governors should be responsible for updating details of training that they had attended onto the shared document.

### B. Current List of forthcoming training courses

Governors received the details of forthcoming training courses provided by DCC.

### C. Safeguarding/Safer Recruitment Training

The Clerk reported that he was in the process of arranging some Safeguarding 1 training for Governors of DMS and invited Damers Governors to attend also. The provisional dates were 14 and 16 March and it would be held in a venue within Dorchester.

### D. Governors Visits

Mrs Smith reminded Governors of the need to formalise school visits in writing so that they could be used as evidence of Governors engagement within the school.

## 11. 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 19/1/2016)

#### (i) Virements – Minute No. 6

*That the following virements be AGREED:-*

<i>From Account</i>	<i>Amount</i>	<i>To Account</i>	<i>Narrative</i>	<i>Amounts to accounts</i>
<i>Unallocated</i>	<i>1000.00</i>	<i>Teaching</i>	<i>Extension to Teaching</i>	<i>1000.00</i>

			<i>contract PPA cover</i>	
<i>Unallocated</i>	<i>517.00</i>	<i>Teaching</i>	<i>TLR awarded to Sally Prendergast re Forest Schools</i>	<i>517.00</i>
<i>Other Income</i>	<i>1000.00</i>	<i>Supply</i>	<i>Staff Absence Insurance</i>	<i>1000.00</i>
<i>Other Income</i>	<i>8418.00</i>	<i>Support Staff</i>	<i>Staff Absence Insurance</i>	<i>2518.00</i>
		<i>Premises Staff</i>	<i>Staff Absence Insurance</i>	<i>2400.00</i>
		<i>Supply</i>	<i>Staff Absence Insurance</i>	<i>3500.00</i>
<i>Other Income</i>	<i>46.00</i>	<i>Support Staff</i>	<i>Staff Absence Insurance</i>	<i>46.00</i>
<i>Other Income</i>	<i>4197.00</i>	<i>Supply</i>	<i>Staff Absence Insurance</i>	<i>2450.00</i>
		<i>Premises Staff</i>	<i>Staff Absence Insurance</i>	<i>1680.00</i>
		<i>Support Staff</i>	<i>Staff Absence Insurance</i>	<i>67.00</i>
<i>Other Income</i>	<i>1913.00</i>	<i>Support Staff</i>	<i>Staff Absence Insurance</i>	<i>1913.00</i>

(ii) Staff Absence Insurance – Minute No. 5

Mrs Smith gave Governors an update on the renewal of the staff absence insurance policy. The original DCC policy (14/15) had cost £12k. When schools were required for the first time to find their own policies in 15/16, the cost of the new policy had been £17k. However due to the unusual level of staff absence in that year with claims exceeding £30k, the renewal premium for 16/17 with the existing company was £67k. As reported at the Finance Committee the Education Broker had been asked to seek further quotes. This information had now been received and was circulated to Governors for their information. Mrs Smith recommended that the quote from Best in the sum of £28873.51 should be accepted as it represented the best cover and the most similar cover that was currently received. There were however some issues with this policy in that it didn't cover maternity leave costs where the due date was within 7 months of the start of the cover, nor did it cover declared pre-existing conditions. Mrs Smith emphasised to Governors that these additional costs would have to be met through other areas of the budget and this would be challenging.

Governors recognised that a significant amount of work had been undertaken to research these quotes and that this had been undertaken in the best interests of the school and therefore they AGREED to confirm the recommendation of the Headteacher, to accept the quote from Best in the sum of £28873.51.

Governors also asked that their appreciation for the work undertaken by Mrs Coker on this matter should be placed on record.

- b. Report of Curriculum and Policies Committee. (Minutes of Meeting 28/1/2016)*
- c. Report of SIG (Notes of meeting 6/1/16)*

## **12. New School 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.)

Governors received a confidential copy of the minutes of the Design meeting held on 27 November 2015 and the January newsletter from BAM Construction Ltd.

Mrs Smith reported that there had been a really positive start to the construction of the new school with the design and construction team demonstrating a clear understanding of what both the school and the children wanted. A good example of this was the work on the requirements for the Base with both the sound and lighting needs of the children understood and readily accepted. Mrs Smith also reported that she had been interviewed by the Celebrating Poundbury Magazine and had agreed links with the time lapse camera that would record the progress of the build.

In addition and in accordance with the decision of the last FGB, Governors considered a draft of a letter from the Chair responding to a parent regarding the inclusion of a swimming pool within the new school site. Governors agreed that the letter should start with an apology for the time taken to respond and should be expanded to include some of the points covered in the discussion at the last meeting of the FGB.

The Chair agreed to take this forward and would recirculate to Governors for their comments before final sign off by the Chair of the FGB.

### **13. Headteacher's performance Management Objectives**

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

Governors agreed that this item should be confidential and form part of section 2 of the minutes. (NB The Head teacher and all governors who were either staff governors or members of staff left the room for the consideration of this matter.)

### **14. Date of Next FGB Meeting**

It was AGREED that the date for the May meeting of the FGB would be changed to Monday 9 May 2016 at 5.00pm.

### **15. Any Other Urgent Business**

#### **A. Staffing Issues**

Governors agreed that this item should be confidential and form part of section 2 of the minutes. (NB Mrs Scott left the room for the consideration of this matter.)

Mr Putnam arrived at 5.26pm.  
Ms Daly arrived at 6.20pm.  
The meeting closed at 7.30pm.

Certified as a true record.

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

John Quinton, Clerk / Manager to Governors, 10 February 2016

**DAMERS FIRST SCHOOL.****Action Plan following the Full Governing Body meeting held on 9th February 2016**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Investigate options for alerts to be issued from Governor gmail accounts to their private email address	1	Clerk	March 2016
2. Ask Governors to complete on line Prevent training.	8A	Clerk	ASAP
3. Circulate serious case review to all governors.	8B	Clerk	ASAP
4. Reformat list of Governor attendances at training events and place on shared Governor site	10A	Clerk	ASAP
5. Remind Governors to complete visit reports.	10D	Clerk	ASAP
6. Rewrite draft response re swimming pool provision.	12	RB	ASAP
7. Notify all Governors of revised date for FGB in May 2016	14	Clerk	ASAP