



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Tuesday 5 July 2016 at 17.00 hours.

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

1. Welcome

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

2. Report from Junior Governors – End of Year Review

(SDP link: Effectiveness 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 the new assessment system.)

Amelia and Emma, Junior Governors, attended the meeting and gave a presentation on their work as Junior Governors this year.

Amelia began by outlining how Junior Governors are elected and how they applied for their positions. This included either submitting applications forms, making a video or giving a presentation. Amelia went on to talk about what Junior Governors had done during the year including attendance at the Remembrance Day service. Junior Governors had also investigated how well the Learning Pathway was embedded within the school and had found that every class knew about it and felt that it helped improve behaviour and learning. Each class used the model in a different way and there was a reward system incorporated within it. She described how the Junior Governors had meant with senior governors to share their findings and to feedback pupil voice.

Amelia also talked about some work Junior Governors had done on writing across the school. This was in connection with the exploration of an approach to regular 'free writing' and was based around the 'Little Boat' activity where children across the school had been provided with the same stimulus for writing. They found that each story was different and showed great imagination. Junior Governors felt that this project had helped teachers to find out more about how well each child was doing.

Emma talked about the Junior Governors' use of Google Classroom as a vehicle to communicate with Mrs Kenny and to share their findings. Emma also talked about the sticker system used by Junior Governors to identify children who had been good and helpful and it was felt that it had improved behaviour across the school. Junior Governors had also investigated playtime experiences which found that children enjoyed using the playtime toys. They had also visited the new school site and the first brick laying ceremony.

Finally, Amelia reported that the Chair and Vice Chair of the Junior Governors had attended the Pupil Voice Conference at St Osmund's and then the visit to Puddletown Middle School to meet Oliver Letwin and Richard Drax to talk about the rights of all children to an education the 'Send My Friend to School' campaign.

Governors asked several questions about their work and recognised that Junior Governors were held in high regard by both other pupils and staff within the school. They acknowledged that they played an important part in promoting democracy within the school.

Governors congratulated Amelia and Emma for an excellent presentation.

3. Apologies for Absence

Apologies were received and accepted from Mrs Scott who was on a training course.

4. Minutes.

The minutes of the meeting held on 9 May 2016 were AGREED and accepted as an accurate record.

5. Matters Arising & Action Plan.

- (a) Matter Arising – Minute No. 6 – Membership Details on the Website. Mrs Gillard agreed to liaise with Miss Barnes over uploading some details onto the website.
- (b) Matter Arising – Minute No. 11 – Governors' Action Plan. The Chair reported that work had started on the action plan. It would be linked to the SDP and to the work of the committees. She would complete the drafting and ask the Clerk to circulate to all Governors for comments.

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

No declarations of interest were declared.

7. Governors' Code of Conduct

Governors received a copy of the NGA Model Code of Conduct and had been asked to read this document prior to the meeting. This would now be reviewed and signed by all governors annually.

The Headteacher emphasised the importance of confidentiality and the role of governance in being able to act strategically, objectively and in the best interests of the school at all times, regardless of personal viewpoints. Thus far the code of conduct had not been a formal part of the process of the appointment of governors but it was suggested that it now should be.

The Clerk reported that he would include acceptance of the code as part of an annual process that would also include the register of business interests.

8. Correspondence

The Chair reported on the following correspondence;-

- A. School Uniform – All Governors, with the exception of staff governors, had been sent electronic copies of a letter from a parent concerning the recent consultation on school uniform. This letter was sent directly to individual governors by the parent. The Chair reported that she had replied to this letter and that subsequently a further letter had been received from the parent and this had been circulated by the parent in hard copy to all Governors, again with the exception of staff governors.

The Chair reported that the parent had been advised about the complaints procedure and appropriate routes for communication. The Clerk also reported that it was important for Governors not to express a view about this particular correspondence as if the matter subsequently evolved into a formal complaint, this might prevent Governors considering that complaint.

The Chair said that as the school uniform consultation was on the agenda for the meeting it would be more appropriate to discuss the overall outcome of the consultation at that point.

- B. THS Multi Academy Trust – The Chair reported the receipt of a letter dated 15 June 2016 from the Chair of Governors at THS containing an open invitation to all DASP schools to join the THS MAT. At this stage this was purely an expression of interest. The MAT accepted that different schools may wish to join at different times but the expression of interest and an indication of potential timescales would allow for further discussion and planning.

The Headteacher reported that this was an opportunity that now needed serious consideration given the changing climate in education and that it was important for all governors to now proactively engage with opportunities to find out more about academisation. The Headteacher felt that it was important to acknowledge the uncertain position that many schools are in and the opportunity to join an existing MAT with a local outstanding school. Damers would have to convert to academy status before joining the MAT and would also need to give serious consideration to timing given the demands of the year ahead. Staff would need to be informed if Governors decided to accept the invitation.

Governors AGREED

- (i) **to express an interest in joining the THS MAT and requested that the Chair of Governors write accordingly.**
- (ii) **to invite Mr Foley to a future meeting of the FGB to explain the process involved in conversion to MAT status.**

9. Headteacher and Office Report – Attached.

(SDP link: Effectiveness 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 the new assessment system.)

Governors considered the report of the Headteacher that had been circulated prior to the meeting and the Headteacher highlighted the following key areas of the report: -

- A. Areas of the current SDP will remain as a focus for the next SDP and following a recent evaluation meeting with the SIG group, governors are now building these priorities into their own action plan.
- B. In response to the last Ofsted inspection the updated ICT log was circulated with the report.
- C. The effectiveness of leadership at different levels across the school has emerged as a priority for the next SDP. This was not about restructuring but about how to be inclusive of, and to recognise, leadership across the school and to work in a more effective way.
- D. A group of “focus” pupils and how they access the Learning Model provides a valuable insight into the true impact of the SDP and this concept is being taken one step further with key Governors engaging in a ‘Track a Child’ activity during the next school year, linking the exploration of progress of individual children with their own focus areas and link subjects.
- E. A key group of staff engaging in focused CPD with an external consultant in the autumn term to further develop our understanding of ‘Google Apps for Education’ is now clearly evident in the provision in Years 2 and 4 where chromebooks have been introduced. The school is putting together an application to become a Google reference school. There had been a huge investment in ICT and a summary of impact from recent work in ICT can be found in the ICT Log. Governors were invited to witness how this translated to the classroom and will visit classes in the autumn to see this in action.
- F. The Curriculum Committee at its last meeting had been given a report on the development of the coaching model within the school.
- G. Schools within DASP had agreed an annual assessment timetable which had proved difficult to administer and which had created a significantly increased testing culture which the school staff felt uncomfortable with. CS will be sharing the school’s experience at the next DASP Exec meeting.
- H. Core subject leaders are now building a chronology of individual progress into their book looks in order to track and record progress for individuals within their own subject areas. This is intended to overcome any worries over any other crude progress data.

- I. Procedures for reporting behaviour, bullying and racist incidents have been evaluated and refined and the school will now be using My Concern to track behaviour issues. Following the evaluation bullying has emerged as a focus for the next SDP enabling children to establish a clear definition of what bullying is to ensure that this is recognised by all and that reported incidents originate from a clear understanding by all.
- J. A large part of the new behaviour, welfare and personal development section will be focussed on the school's vision, aims and values. Whilst the school will change with its surroundings and buildings in the next school year, the vision, aims and values will not and this was a major reason for reviewing the school's logo to ensure that these remain a priority and a visual priority linked with the design of the new school and work within the current school linking the two settings.

Attached to the report was an attendance update and Governors noted that there had been a fixed term exclusion this term. The Headteacher explained the decision making process around a fixed term exclusion and how this particular decision had been reached. A safeguarding update would also be provided as an appendix to the minutes as Mrs Bearwish was unable to attend the meeting (**See Appendix 1 below**)

The Headteacher also reported on the outcomes of the staff questionnaire which were circulated prior to the meeting. This was a really positive outcome and also highlighted a few areas for attention, primarily behaviour and individual views on approaches. This remains a focus for the next SDP. Whilst staff were able to reply to the questionnaire anonymously the large majority that had included comments had chosen to include their names so that these could be followed up. Governors felt that this was a positive factor and asked how this year's survey response compared to previous years. The Headteacher confirmed that there were some positive areas such as CPD which had improved from previous years and she would include some comparative data for previous years within the minutes.

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

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

Ms Daly, the PE Link Governor updated Governors on PE activity following a meeting with the PE Leader. An action plan had been prepared at the start of the year and she had recently reviewed progress. The summary of the review of progress will be updated on the school website over the summer holidays. There had been a focus on girl's sport and a number of new sporting activities such as golf, table tennis and archery had been successfully introduced. Where there are currently frustrations and constraints in terms of hall time, the move to the new school was seen as a great opportunity in that it had two halls which meant more opportunities for indoor sport without timetabling restrictions.

Ms Daly reported that following her discussion with the PE Leader it appeared that one area where more clarity was needed was control of the budget. The Headteacher reported that the action plan and funding statement (available on the school website) gave a clear indication of how the budget is allocated but that this process is currently led by the Headteacher alongside the PE Leader. The PE Leader is gradually building her accountability within this area and that with further guidance the eventual aim is that she will be taking an overall lead in the allocation and evaluation of how funding is spent.

The Chair and Headteacher reported that sports funding would potentially increase in the following year. It was agreed that this would remain a focus and for the Finance Committee to look at the breakdown of spending in greater detail.

11. DASP Update

(SDP link: Effectiveness of 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 that activity relating to MAT status had been reported under Minute No. 8B above. A brief update on the current DASP action plan was also provided but as all actions plans are now being updated this will be shared in greater detail on publication of the annual review in August.

12. Appointment of Chair and Vice Chair - Term of Office

Governors were informed that prior to the appointment of the chair and vice chair taking place they should agree the term of office.

It was AGREED that the period of office should be one year.

13. Governor Visits/Training

(SDP Link Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children -Establish a clearly defined role for all governors in securing accountability across the school)

- A. Governor Visits – It was reported that a number of visits had been undertaken and that these needed to be written up.
- B. Training Records – Governors were reminded of the need to update their training records.

14. Current Issues of Committees and Groups.

- A. Report of Finance & Staffing Committee – Minutes of meeting 21 June 2016 – attached - Specifically recommendation: -

- (i) Minute No. 5 – Virements

That the following virements be AGREED:-

<i>From Account</i>	<i>To account</i>	<i>Amount</i>	<i>Reason</i>
<i>Unallocated</i>	<i>Teaching</i>	<i>£2308</i>	<i>Additional contract re new school</i>
<i>Unallocated</i>	<i>Admin Staff</i>	<i>£1464</i>	<i>New JD Finance Officer</i>
<i>Unallocated</i>	<i>Trips Capitation</i>	<i>£2718</i>	<i>C/F Leeson House & Year 1 Visit</i>
<i>Unallocated</i>	<i>CCE Capitation</i>	<i>£2170</i>	<i>Workshops re Carnival Project</i>
<i>Other Income</i>	<i>Supply</i>	<i>£1713</i>	<i>DASP-Supply</i>
<i>Other Income</i>	<i>Premises Staff</i>	<i>£1998</i>	<i>Staff Abs Insurance</i>
<i>Other Income</i>	<i>Teaching Staff</i>	<i>£700</i>	<i>Staff Abs Insurance</i>

- (ii) Minute No. 7 – Governors financial report to Parents – Chair to finalise and circulate to Governors.

- B. Report of Curriculum and Policies Committee – Minutes of meeting 23 June 2016 - attached

15. 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 meetings held on 3 May and 9 June 2016.

The Headteacher reported that there was now a huge amount of activity concerning the new school and frequent urgent decisions required regarding the fitting out. Governors expressed their concern regarding the amount of pressure being placed on the Headteacher in this respect and acknowledged that the deadline for the vacation of the current school site was placing additional strain on the project team and their own deadlines.

The Headteacher also referred to recent correspondence with the Poundbury Community Group that were pursuing the provision of a replacement swimming pool. The suggestion had been made by the group that the Governors had decided not to replace the pool and Governors had been asked to make a statement in response to a recent consultation carried out by the group. The Headteacher had emphasised to the group that the school had never been in the position to make a decision on this issue as neither funding nor space within the school site had been available and that the need for a new pool had emerged from the community but not from the school itself. The Governors had made it clear in correspondence with the group that the school regretted the loss of the facility and that they would support any community action for a replacement pool but that they felt it wasn't possible to create a community pool within the new school site. A subsequent meeting with the Duchy of Cornwall had taken place at which it was suggested that funding for the construction of a new pool was available. It remained unclear as to how a potential new pool would be managed. It had been agreed that any further discussions on this matter should take place in 12 months time, after the move to the new school has been completed. The Headteacher reminded governors of the importance of remaining focused on whole school priorities and acting in the best interests of the school as a whole. The Headteacher made it clear that there were options other than the new school site for the provision of a replacement pool and shared concerns that she had shared with the community group about the potential of any further building projects on the new school site once the new school is established.

Governors agreed that if any statement was required it should come from DCC not the school as they had no role in making the decision not to replace the pool.

It was AGREED that a meeting should take place with the Community Group and any other interested parties, to discuss the provision of a replacement pool after the move to the new school had been completed in June 2017.

16.Redundancy/Redeployment Policy and Procedures

Governors had received the Redundancy and Redeployment documentation prior to the meeting. This was the standard DCC policy and would need to be followed in all cases.

The Headteacher updated Governors on current staffing issues referring back to the discussion at the last FGB. A redundancy situation still existed as the possibility of redeployment was open to question as the precise nature and conditions of the redeployed post would differ from the postholder's current position.

It was AGREED that redundancy procedures should be invoked to enable the consultation process to commence with that member of staff and that the Chair and Ms Bettenson would support the Headteacher during the process.

17. Appointment of Sub Committees and Dates for Meetings 2016/17

Governors AGREED to the re-appointment of the following sub committees and their memberships:-

A. the Curriculum and Policy Committee – Mrs Wibley, Mr Putnam, Ms Daley, Mrs Gillard, Mrs Harvey, Mrs Moss and Mrs Smith.

B. the Finance and Staffing Committee – Mrs Moss, Ms Bettenson, Mrs Gillard, Mrs Harvey and Mrs Smith (1 vacancy)

C. the Environment and Premises Committee – Mr Barnes, Mrs Scott, Mrs Prendergast and Mrs Smith (3 vacancies)

It was AGREED that the dates and times for future meetings would be circulated to Governors

18. School Uniform Consultation

Governors considered the outcome of the school uniform consultation and reviewed the current uniform policy which had been circulated.

The Headteacher reported that following a consultation with representatives from the whole school community in the spring term it had been agreed that the current school logo didn't strongly reflect the ethos, aims and values of our school and would need to be updated before the move to the new school. The majority of responses were positive and with the major themes being considered by the children who have come up with the final logo wording – "Brave, Unique, Caring and Kind"

Whilst initially there had been no plan to change the school uniform, the outcome of consultation indicated that the majority of parents, staff and children would welcome a change and a chance to mark a new beginning. This had been a really positive process and one which had provoked a mixed but informative reaction. She recommended that Governors agree the option preferred by the majority of responses.

Governors AGREED Option 3 – Purple and Blue as the basis for the new school uniform for Foundation Year in September 2016 with a two year transition period for all other years.

In addition the Headteacher reported that it would now be opportune to review the current school uniform policy which was out of date. A revised and updated policy had been circulated to Governors prior to the meeting.

Governors suggested some revisions within the policy to allow girls to wear shorts and an appropriately coloured checked summer dresses. It was suggested that there were some safeguarding issues related to school uniform and that these required further consideration in due course.

Governors AGREED the new School Uniform Policy to include the revisions set out above but requested that further detailed consideration be given to the policy in due course.

19. Any Other Urgent Business

Ms Bettenson arrived at 7.00pm

Mr Putnam left at 7.35pm

The meeting closed at 7.40 pm.

Certified as a true record.

Chair Date
 John Quinton, Clerk / Manager to Governors, 7 July 2016

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 5 July 2016

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Membership details on website	5a	MG	ASAP
2. Governors' Action Plan	5b	Chair	ASAP
3. Governors Code of Conduct – Annual completion	7	Clerk	September 2016
4. Reply to THS MAT Invite Mr Foley	8B(i) 8B(ii)	Chair Clerk	ASAP
5. Include safeguarding and comparative data with minutes	9	Headteacher	With minutes
6. Sports Funding to Finance Committee	10	Clerk	September
7. Meeting with community group	15	Clerk/Head	September 2017
8. Circulate future meeting dates	17	Clerk/Head	ASAP
9. Further consideration to school uniform policy	18	Headteacher	ASAP

Appendix 1 – Safeguarding Update

Safeguarding training undertaken since the previous update:

- Safeguarding Children 2016: Working Together - update for staff who missed whole school training 19.4.16 – MB
- My Concern training and teachers meeting – DSLs and teaching staff – 20.4.16
- Safeguarding training for Exeter students – 21.4.16 – MB
- Safeguarding Children 2016: Safer Working Practice – update for staff who missed whole school training 25.4.16 – MB
- DSL Forum with the Safeguarding and Standards Team 9.6.16 – CS, MB, RN
- Serious Case Reviews – Teachers meeting 15.6.16
- My Concern training for TAs 17.6.16 – MB
- Keeping Children Safe in Education 2016 briefing – 13.7.16 – CS, MB
- TA online PREVENT training – 15.7.16

Child protection meetings since the last update:

- Vulnerable children meetings – 4
- Child protection conferences attended – 2
- Core group meetings to review progress on child protection plans – 1
- Child in Need meetings - 3
- Multi agency meetings – 5
- LAC/PEP meeting – 4

Register :

- Children subject to CP plans – 3
- Children in Need – 1
- Multi-agency support – 8
- Adopted children – 3
- Residency order – 1
- Child in Care – 2
- Vulnerable children (previously Children in Need and children who following a referral have not met the threshold for social care intervention) – 24

School Action:

- New and revised ‘Keeping Children Safe in Education 2016’ due to be finalised and published in September 2016. Update to be provided for all staff. Policies adjusted in accordance with guidance.
- Briefing for Dorset schools: Protecting children from grooming by an adult working or volunteering in the setting. Following national and local cases where individuals have used their position to gain access to groom and abuse children advice has been given to schools for updating their staff. MB plans to lead this discussion at the beginning of the Autumn term.
- Ensure PREVENT training is rolled out to all casual TAs and volunteers.
- Plan in PREVENT training as part of our safeguarding training cycle and induction programme to refresh all staff.
- Ensure governors have completed their PREVENT on-line training.
- MB to complete a preventing radicalisation and extremism risk assessment.
- Changes to family support: All school referrals will in the future be going to a central place – MASH (multi agency safeguarding hub). Strategy discussions will determine further course of action. The

Threshold Tool will be used for all referrals to social care. If the case does not meet this threshold it will be passed on to Children's Zones and the early intervention team.

- Update staff regarding FGM, Forced Marriage, Honour Based Violence and CSE.

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