



DAMERS FIRST SCHOOL.

Minutes of the Governors' meeting held at school on Monday 9 May 2016 at 17.00 hours.

Persons Present	CSA	Mrs. M. Moss (Chair of Governors)
	Appointed Parent	Mrs M Gillard
	Elected Parent	Ms F. Daly
	Co-opted	Mr T Putnam
	Headteacher	Mrs. C. Smith
	Staff	Ms S. Prendergast
		Mrs S. Scott
	Clerk	Mr. J Quinton
	Associate Governor	Mrs. M. Bearwish

1. Welcome

The Chair welcomed Governors to the meeting in particular Mrs Gillard who was attending her first formal meeting.

2. Apologies for Absence

Apologies were received and accepted from Ms Bettenson and Mrs Wibley.

3. Minutes.

The minutes of the meeting held on 22 March 2016 were AGREED and accepted as an accurate record.

4. Matters Arising & Action Plan.

(a) Matter Arising – Minute No.4(b) - Prevent Training. Governors were reminded of the need to undertake the Prevent Online training. The Clerk agreed to re-circulate the web-link to Governors.

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

No declarations of interest were declared.

The Headteacher declared two items of urgent business. See Minute No. 20 below.

6. Membership

The Clerk reported that Dorset County Council had renewed the nomination of Mrs Moss as the CSA appointed Governor until 10 April 2020. It was AGREED to formally appoint Mrs Moss as the CSA Appointed Governor until 10 April 2020.

Governors also AGREED to appoint Mrs Gillard as a member of the Curriculum Committee.

There were currently two Co-opted Governor vacancies.

7. Correspondence

The Headteacher reported that the school had been awarded the Eco Schools Green Flag Award. The assessor had been impressed by the school's innovation, imagination and passion for sustainable initiatives and how well the pupils understood and promoted the initiatives. The award would be shared with staff and all contributors hopefully at an assembly the following week.

Governors asked that their congratulations to the school and to Mr Moore in particular, be recorded.

8. SEF Update – Quality of Teaching, Learning and Assessment

(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

- 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 a new assessment system.

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.)

The Headteacher updated Governors on section 4 of the SEF which covered the Quality of Teaching, Learning and Assessment. The latest update had been informed by the most recent round of lessons observations where the indications were that there was no teaching that was rated as less than good. The headteacher shared data from the last 3 years which indicated that there had been a gradual shift to outstanding teaching from good and a lot of work had been undertaken to support those teachers requiring improvement. There is a strong evidence base to support this judgement (children's work, book looks, progress data, lesson observations, pupil voice) and the recent SEP C visit (see Minute 10 below) endorsed this position suggesting that the overall quality of teaching was close to outstanding. However the SEP had suggested that any amendments to the judgement should await the outcome of the forthcoming performance management end of year reviews.

Overall the self-evaluation process had indicated a judgement of 'good' and the Headteacher outline key areas of focus which would enable the school to secure a judgement of 'outstanding' in this area. This included embedding the new whole school Learning Model, further enhancing effective marking and feedback and developing a more effective system of supporting parents to support their children with learning. The Headteacher explained how this would be built into the updated SDP.

Governors felt that this was a really positive assessment and with it being corroborated by the SEP felt re-assured and confident that this was an accurate reflection of where the school was.

9. Budget 2016/17

(SDP Link – Effectiveness of 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 a new assessment system.)

The Chair reported that as agreed at the last meeting of the FGB the responsibility for submitting the 2016/17 budget had been delegated to the Finance Committee. The background information was contained in the minutes of the Finance Committee on 26 April 2016 – Minute No. 17(a) below.

The Headteacher then shared the assumptions that underpinned the budget. The Budget provided for pay progression, pay increases were set at 1% for the next three years and pension and NI increases had also been included.

In response to questions from Governors the Headteacher confirmed that the budget was based on 3 Forms of Entry (FE) although this may increase to 4 FE for the new school. Staffing costs had been reduced to 83% from 85% the previous year and this had been a significant task given pension and NI increases. The Finance Committee had agreed to recruit an additional teacher on a one year fixed term contract to cover maternity leave in order to ease the burden on leadership during the school move and this has been included in the staffing costs. Despite the surplus that the school was carrying forward the budget was becoming increasingly difficult to balance. The surplus could not be used for ongoing commitments and therefore could not be used for the staffing budget. The budget contained an explanation of the rationale for the high carry forward figure part of which was again the time taken to gain approval for spending linked with the new school. With a view to future years more work would be required on the staffing costs and this would include an analysis of the amount of SLT non-teaching time which was no longer viable. A further report would be submitted to the next Finance Committee outlining the reduction in the Capitation Budget and how this has been managed.

Governors thanked the Headteacher and Mrs Coker for their significant work on the budget and AGREED the assumptions underlying the submission of the 2016/17 Budget.

10. SEP C Report

(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.

To monitor the school's overall progress against the SDP and position with regard to Ofsted criteria.)

The Headteacher apologised for the late circulation of the SEP report but the visit had only taken place on the 4 May. The SEP's report started with a review of the recommendations from the last visit and it was noted that all recommendations had either been met or had been amended to ensure alignment with current school development priorities.

The Headteacher reported that the SEP was extremely impressed with the work on attendance within the school. The school had improved attendance from 95.4% to 96.5% since September 2013, which was within the second top quintile, and this was a significant achievement. The model adopted within the school of treating each case individually and providing bespoke support had been successful and had also been acknowledged by the DASP Attendance Panel including the significant role performed by Mrs Scott.

In terms of Leadership and Management the SEP recognised that self-evaluation processes were rigorous and had been enhanced and embedded within the school. He recognised the work that has been done to improve leadership capacity through the development of middle leaders. The work of the Inclusion Leader has had a significant impact on outcomes for SEN and disadvantaged pupils and the SEP acknowledged the difficulties that schools are experiencing in providing accurate progress data to demonstrate narrowing of gaps. The SEP had given the SLT helpful advice in terms of further developing a progress evidence base through book look chronologies for focus pupils. The role of Governors in holding the school leadership to account was acknowledged as was the leadership of safeguarding within the school.

Quality of teaching, learning and assessment is covered in Minute No.8 above.

The report recognises that in terms of outcomes for pupils, often from quite low starting points, children at the school make good, often very good progress and that the quality of early years' provision is outstanding.

Key recommendations from the visit included providing a chronology of progress through child-focused book looks. Some re-evaluation of the current leadership structures was required to ensure that capacity was being maximised and workload was evenly distributed. The SEP felt that there was a need to have a clearer vision of what CPD looked like within the school and to ensure that this was clearly communicated to all stakeholders. The SEP recommended that Governors now join school leaders for further key monitoring and evaluation activities within the SDP and that this is timed to have maximum impact in terms of the work of sub committees. The EYFS leader was asked to evaluate the quality of current provision against the Ofsted framework and to update this section of the SEF.

Governors were impressed with the SEP report and for the verification from an external perspective of the school's performance and AGREED to place on record their congratulations to the school for the improvement in attendance levels.

11. Chair's Report and Governors' Action Plan

(SDP Link – Effectiveness of 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 a new assessment system)

The Chair reported that she had drawn up an action plan linked closely to the priorities within the current SDP. A lot of this activity was performed through committee work and consequently each committee would be asked to review the action plan and include their monitoring activities. The SEP report (see Minute No. 10 above) recognised the role of Governors and emphasised the need to link Governor activity more closely

with the monitoring and evaluation of the SDP. There have been strong pockets of work developed in this area this year and this should be further enhanced within the next SDP.

The Headteacher confirmed that key priorities for an updated SDP are now emerging and said that it would be important to meet with key governors at this point to establish priorities for the next school year and then for governors to draw up an action plan linked with monitoring and evaluation activity. A meeting of the SIG group will be arranged following the half term break.

12. Sports Funding 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

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.)

This item was deferred to the next meeting .

13. Annual Report on Bullying and Prejudice Related Incidents

(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.

Personal development, behaviour and welfare objective - To monitor and evaluate the implementation of the revised Behaviour Policy.)

The Headteacher reported that there had not been any prejudice related incidents to report in the last year. In response to a question from Governors the Headteacher confirmed that staff were well briefed on how to recognise instances of bullying and that any concerns were recorded and chronologies analysed. During the last year one case had emerged as being significant and sustained and the Chair was aware of how this case had been dealt with and had looked at record keeping systems and impact chronologies. The headteacher felt confident that no reported concerns were being overlooked but felt that this should be a key focus for the SDP next year as a follow-up to the current work on the behaviour policy, to ensure that all children were clear on their understanding of the definition of ‘bullying’, that they knew what to look for and how to deal with it and to raise the profile of this area to ensure that there aren’t unreported cases being missed.

14. Performance Management Summary – Support Staff

(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 with the exception of 3 staff who reported to herself, all performance management reviews had been undertaken and any competency issues dealt with.

15. DASP 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.)

The Headteacher reported that there continue to be discussions relating to academisation and federation between other DASP schools. The annual re-election of Chair and Vice Chair of DASP had taken place and the Headteacher has agreed to act as Vice Chair for the forthcoming year on the basis that the Chair would undertake most duties and that her workload would only increase the following year when she would take the Chair’s role. Due to the changes in leadership at DMS very little mini-pyramid work has taken place since Christmas, it is hoped that this will be revitalised once the leadership plans are confirmed. Transition work with DMS remains strong and the ‘Team around Transition’ system has now been established.

16. Governor Visits and 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. Governors Visits** – Governors were informed that a number of visits had been undertaken but none had been written up at that stage. The Chair reminded governors of the importance of ensuring that their valuable activity was recorded.
- B. DCC Governor Newsletter** – Governors were reminded that this had been circulated to them and that it contained the most up to date list of training events.
- C. Training records** – The Clerk reported that with the help of the ICT Technician within the school he had drawn up a training record for Governors. Each Governor would now be responsible for recording and submitting updates to any training that they had attended and this would automatically update the training record. A copy of the training form would be sent to all Governors for them to complete.

17. 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 26/4/2016)
- b. Report of Curriculum and Policies Committee. (Minutes of Meeting 28/4/2016)

The Headteacher drew Governors attention to the new Learning Model that had been circulated with the Minutes.

18. 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 24 March 2016. Another meeting had taken place on 3 May where detailed discussions had taken place regarding the transitional arrangements for the move out of the old school and into the new one. Two classes would be visiting the site every month from now on.

19. Date of Next FGB Meeting

Tuesday 5 July 2016 at 5.00pm.

20. Any Other Urgent Business

- A. ICT Provision** – The Headteacher recommended that some of the year end surplus should be used to purchase one to one device provision for all Years 3 and 4 pupils. Quotes had been requested and the total cost was likely to be in the region of £16k although a new edition of the Chromebook was due to be released within the next few months and it was suggested that the school waits until this was released, this will result in a slightly increased cost (£20k).

Governors AGREED that new Chromebooks for Years 3 and 4 be purchased at an approximate cost of £20k from the unallocated budget.

- B. Staffing Matters** - 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.)

Ms Daly left at 6.15pm.
The meeting closed at 6.55pm.

Certified as a true record.

Chair Date
John Quinton, Clerk / Manager to Governors, 10 May 2016

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 9 May 2016

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Recirculate link to Prevent training to Governors	4a	Clerk	ASAP
2. Amend membership on website and to Curriculum Committee	6	Clerk	ASAP
3. Add Governors Action Plan to all Committee agenda	11	Clerk	June
4. Add Sports Funding to next agenda	12	Clerk	July
5. E Mail Governors link to training record form	16c	Clerk	ASAP