



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Thursday 6 July 2017 at 18.00 hours.

Persons Present	Appointed Parent	Mrs J. Wibley (Vice Chair in the Chair) Mrs M Gillard
	Elected Parent	Ms F. Daly Mrs A. Harvey
	Co-opted	Ms R. Bettenson Mr T. Putnam
	Staff	Mr T. Bracey Mrs Scott
	Headteacher	Mrs. C. Smith
	Clerk	Mr. J. Quinton

Also in attendance – Mrs Bearwish and Ms Nesbitt, Associate Governors.

1. Welcome

The Chair welcomed Governors 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.)

Joseph, William, Rory and Merlyn, all Junior Governors from Year 4, attended the meeting and gave a presentation on their work as Junior Governors for the year at the following events: -

- Remembrance Day – Junior Governors represented the School at the Cenotaph where there was a two-minute silence to remember all those who fought in the war. Harry and Ruby laid a poppy wreath;
- Community Twilight – Junior Governors attended the twilight evening where they joined a group of adults to talk about the development of the outdoors in our new school building. They enjoyed thinking about what equipment would be good for the school and hope we can have some of this equipment in our school. Junior Governors felt they had an impact on decisions made because they know what children like to play on and with at playtimes;
- Visit to Queen Mother's Square – Junior Governors stood like V.I.Ps in their own little space and



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waited for a while to watch the queen arrive. When she arrived they all were very happy because they had never seen her before and because she is very important. They stood proud in their new school uniforms;

- Pupil Questionnaire – Junior Governors went around their link classes and found out how children feel about many aspects of our school. They found out that children were happy at the school, they enjoy learning and feel safe. They discussed the results and agree with the outcome - Being happy at school is the most important thing for them;
- DASP Pupil Voice Conference at St Osmund's – Mrs Kenny and Mrs Bearwish took William, Ruby and Matilda to St Osmund's to take part in a DASP community event. The children were invited to listen to a presentation from two visitors called Mike and Suzy talking about how they had been involved in the Calais Jungle camp supporting the refugees. They were asked to show support by writing letters to the Government and making spice bags. The spice bags each contained salt, stock cubes, chilli and garlic. These were sent to the camp for the refugees. It meant they could add flavour to the simple meals they cook on camp. They were also invited to look around the 'camp' created by the students at St Osmund's. Although it was great fun they decided it would be very challenging to be living in such conditions all the time;
- Accessible Use Policy – Junior Governors helped to make the DASP AUP more child friendly. They drew a few pictures to go with it on how to be safe online and what not to do. They hope it will work and will keep people safe. It will go on our school website;
- New School visit – Junior Governors visited Damers chapter 2 and it was so exciting when they saw our logo and motto on the front window. Later on, that day Mrs Smith got handed the keys. It was a massive surprise for all of them;
- Heart Space decision – Junior Governors have had lots of involvement in making decisions about our brand new school. The Heart Space vote - children devised some names for our heart space, took it to a vote and the 'Heart Space' was voted for. The other names suggested were The Butterfly Room, Cocoon, Hub and Hive. They think that some of the other names could be used for other rooms in the school, maybe the small group rooms once the school becomes established;
- Past Pupil Open Day - There were so many visitors and they all seemed so happy to be back. Junior Governors think that the spirit of the old creaking place enchanted memories and helped to bring good times back to life. The elderly especially seemed as if the smiles on their faces had been and would be there forever! The way they smiled!! Junior Governors carried out a fact finding survey using a google form asking guests about their Damers experience. Many happily contributed and the children think that this helped them to remember the old and good times better. The Junior Governors also took lots of visitors on a tour of our old school;
- Damers Charter - The Junior Governors looked at the school charter and thought it now needed an update and some butterflies. Some children created some designs and then they all came back together and they finally chose one: the new charter was designed by Rory. Ms Barnes is updating the charter with our new designs. Watch this space!!



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- Playground Trail - Junior Governors worked with their link classes to find out ideas for a playground trail in the school and then put some of ideas down on paper and designed what they would like to have in a play trail at the school. They will pass their ideas onto Mrs Smith, Mrs Bearwish and Mrs O'Donnell;
- Bike Prizes - Every year the Bike It Crew come and various intervals and they set us a challenge to see how many can come into school on their bikes or scooters. Mr Misun asked Junior Governors to write some letters to local companies to ask for bike prizes. They were lucky to be given some great prizes which helped get the school using their bikes and scooters more, particularly during the first few weeks of opening;
- Send My Friend to School - The Send My Friend to School campaign brings together thousands of children from across the UK to speak up for the right to education. Junior Governors joined with all the other DASP schools to march through Dorchester sharing our messages with the public. The children carried out a petition and drummed up a lot of support for their cause. At The Corn Exchange there was a presentation to Oliver Letwin. Harry and Ellie in Skipper 4 wrote an amazing speech and presented it to Oliver Letwin.

The Chair thanked Junior Governors for a fascinating presentation and commented upon the incredible amount of work that had been achieved during the year. In answer to questions from Governors, one of the Junior Governors said that the highlight of their year was the Open Day for past pupils and that their favourite thing about the new school was the new school logo and how much it means to them.

3. Apologies for Absence

Apologies were received and accepted from Mrs Moss.

4. Minutes.

The minutes of the meeting held on 18 May 2017 were AGREED and accepted as an accurate record.

5. Matters Arising & Action Plan.

None

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

No declarations of interest were declared.

Mrs Smith asked that the issue of Year 3 Numbers be considered as an urgent item of any other business.

7. Correspondence

- A. Resignations – Mrs Smith reported that three letters of resignation had been received from longstanding members of staff. All three had chosen to retire. Mrs Smith acknowledged the significant role that all three members had played in our school over the last 20-25 years and said



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that all three would be very much missed, taking with them a skill set and wealth of experience that would be impossible to replace. She had written to the members of staff and the Chair would write on behalf of Governors.

- B. Artsmark – Mrs Smith reported that we have just heard that the school has been awarded Artsmark Gold for the fifth time in succession. The Chair congratulated all involved and commented that it was a tremendous tribute to the school to have been repeatedly recognised over a continuous period of time.

8. Headteacher and Office Report

(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.)

The Headteacher apologised for the late circulation of her report. The full report can be found in the FGB pack but Mrs Smith went through the report briefly, highlighting key areas as follows: -

- Effectiveness of Leadership and Management – a new leadership structure was introduced in September with the aim of securing greater accountability amongst senior / middle leaders. Strategic Leadership Groups (SLGs) had been established, each group has a specific development focus and is led by a member of the Senior Leadership Team (Curriculum, Inclusion and Outcomes) and are made up of middle leaders and other senior staff from across the school. This model was working well and had succeeded in securing greater ownership and accountability across the school. Coaching has now been built into the Performance Management process and other areas of professional development with varying levels of success. This will be developed further in the next school year.
- The School Improvement Group (SIG) continues to meet half termly and is now focused on the further development of rigorous monitoring activity. The most recent meeting which explored outcomes for EYFS, Year 1 phonics and KS1 data, highlighted the need for all governors to understand the full progress story across our school, particularly final outcomes for Year 4s and how this relates to starting points as it is often harder for us to prove progress at the initial key marker points given children's low starting levels and their attainment at the end of Year 1 or Year 2. This will be the focus of the next Governor Learning Walk in the autumn term.
- In addition to regular FGB and sub-committee meetings, individual members of the Governing Body continue to proactively engage in focused activities to strengthen and enhance the role of Governors within our school and to ensure that they are in a position to robustly hold senior leaders to account. These visits prove invaluable in terms of exploring



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the reality of decisions made at governor level and monitoring the impact of the SDP – feedback from teachers and other staff involved in these visits has been extremely positive. Mrs Smith commented that this had been a particularly strong term in terms of governor monitoring activity and felt that governors were demonstrating greater confidence in their role in holding the senior leadership team to account. This was great to see and was resulting in further improvement.

- Quality of Teaching, Learning and Assessment - The use of School Pupil Tracker Online (SPTO) to track and monitor children's progress within the new national curriculum continues to evolve. This provides a clear benchmark against age-related expectations as a summative tool but it continues to prove difficult to set ambitious and challenging targets and to track children's progress accurately within the new curriculum, apart from through individual records and books. Mrs Smith continues to look for an alternative approach to appropriate tracking.
- Interim measures remain in place to measure achievement at the end of KS1 and outcomes so far look more promising than they did at the same time last year.
- This term each class teacher has engaged in a PPM for SEND/ disadvantaged pupils alongside RN. Discussions are firmly fixed on outcomes for children. Teachers are becoming increasingly skilled in analysing this information, providing a clear summary at individual child level and adapting their practice in the light of highly effective evaluation. We are shifting the focus of these meetings in the autumn term to reflect our new focus on parental engagement as we recognise that this is key in terms of progress and children reaching their full potential.
- Following recent lesson observations, it is evident that we now have greater consistency across the school and effective marking and feedback techniques in place. It is a true indication of the quality of teaching in our school and a credit to our teachers that these lesson observations were of such high quality during a very tricky time in our school
- The new school has had a significant impact on personal development, behaviour and welfare across the school and we have now started to realise just how many challenges we coped with at Damers Rd.

Following a request from Governors Mrs Smith also reported on current punctuality data. It was clear that the new school had had a positive impact on parents and children with currently only half as many punctuality issues when comparing data from this term with data from last term. Governors recognised that the data was taken at different times of year and would like to continue to monitor this but also congratulated the senior leadership team on the planning that had gone into the logistics linked with the arrival at school which in itself was having a positive impact on punctuality. The school had made it much more difficult to be late and parents had responded to this. There had also been a significant shift in controlling access inside the school buildings which had resulted in a much swifter transition to



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learning at the beginning of the day and a very calm start. Whilst this has been a great success in terms of outcomes for children, the leadership team are now focused on ensuring that parents do not feel excluded and the SDP next year will explore greater access specifically to learning opportunities within the school day.

Mrs Bearwish updated Governors on safeguarding within the school. There had not been any significant changes in terms of overall numbers in each category since the last full report. Whole school Prevent training has now been booked and will take place in November. The Lead Adviser for Safeguarding (Angela Burr) at DCC has retired and her successor had visited the school to introduce herself. During the visit AB had reviewed the school's Single Central Register and had confirmed that it was of an excellent standard. AB's replacement had also been briefed and was very impressed with the early intervention work and the range of parental support offered at the school.

Mrs Smith also reported on the outcome of the staff questionnaire that had been conducted in May. The outcome had been really positive and she was proud of her staff and felt that all credit should go to them for remaining so positive throughout an exhausting transition. Staff had raised some valid issues which have been noted and will be addressed. In response to questions from Governors Mrs Smith confirmed that a concern had been raised within the questionnaire concerning safety within the school at the new school site and that this was linked to the ongoing issues with DCC and the perimeter fencing on Gallows Down Lane. Although the site is secure she remained concerned regarding the security of the school boundary fence as work was still underway. The concerns expressed regarding the application of school policies related to confidentiality/ e-safety and specific staff had been continuously reminded of the need to lock computer screens when they were not at their desks. In terms of concerns regarding behaviour, all related to individual cases of challenging behaviour and the fact that many children with behavioural difficulties did not attract specific funding which could be used to provide the appropriate level of support.

Mrs Smith also informed Governors that the Hot School Meals contract was due to be renewed in September 2018. DCC had provided the school with three different options for renewing the contract; the renewal of the contract with the current contractor for 2 years; the renewal of the contract with a new supplier through a DCC framework agreement for 4 years; or finally for the school to make its own arrangements. The Finance Committee at its meeting on 20 June had agreed to pursue option 3. The timeline was for the contract tender to be issued in October with a final decision on the successful provider being made at Easter 2018.

Mrs Smith also drew Governors' attention to the Office report that outlined attendance figures and activity/events within the school during the summer term. Again Mrs Smith outlined the significant amount of activity and events that had taken place in the summer term in spite of the upheaval of the



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school move and again reiterated the commitment of the school staff in ensuring that nothing been lost during the move. There had been no fixed term exclusions or racist incidents.

9. Business Plan and Invocation of Redundancy Policy and Procedures

(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.)

Mrs Smith reported that unfortunately it had not been possible to schedule a meeting with the DCC Finance Officer to confirm the figures that would need to be included within the business plan report. On this basis HR had confirmed that it would be better to delay invoking the redundancy policy and procedures until this meeting had taken place on the 10 July. This would therefore be considered again at the FGB meeting in October.

10. SEF Review – EYFS Section

**(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.)**

Mrs Smith reported that it had not been possible to complete this in time for the meeting so with Governors' approval it was deferred until the next meeting of the FGB.

11. SEP B and C Reports

(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.)

Governors welcomed the two reports commenting that they were both positive and an honest description of where the school was. The triangulation of evidence contained within the SEP reports, evidence from governor learning walks, teacher lesson observations and the Heacteacher's report were all saying the same thing which was reassuring.

In response to governors' questions Mrs Smith confirmed that the school purchased a SEP package that included an "A" report in the Autumn, a "C" report in the spring that included a review of data, a "B" report that was used for a bespoke purpose and that this year had covered SEND / disadvantage, and finally a "D" report on headteacher performance management.

12. Policy Review

(SDP link: Effectiveness of L and M Objectives To establish a clearly defined role for all governors



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in securing accountability across the school.)

- A. **School Travel Plan** – Mrs Smith reported that the plan had been prepared but as part of that, surveys had to be conducted with staff, parents and children and the closing date for the surveys was the following day. As part of the responses there had already been some concerns expressed by parents concerning road safety in Peverell Avenue East. The Duchy were to commence works soon to install raised tables as a traffic calming measure. The plan had to be submitted by the end of term as a requirement of the planning approval for the new school and would be completed once the outcomes of the survey had been collated.
- B. **Accessibility Plan** – Mrs Smith reported that Mrs Gillard, Ms Nesbitt, Mr Bracey and herself were working on this and it would be ready for consideration in September.

13. DASP Update

(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.)

Mrs Smith reported that the DASP Annual Review had been written and provides a summary of all work carried out within the partnership in the last year and outcomes for children and that this would be circulated to all Governors. There had been some changes within DASP. DMIS no longer existed and the school now needed to consider whether to return to the BMIS scheme. Mrs Smith has asked DCC for some further advice on this given the warranties currently linked with the new build. The leadership of DASP changed every year and Mrs Smith was now the Chair for the year ahead.

14. 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.

15. 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. To establish a clearly defined role for all governors in securing accountability across the school.)



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- A. **Governor Monitoring/Activity** – Ms Bettenson referred to the WRAP training she had undertaken.

- B. **Governor Visits** – Governors noted the details of recent visits undertaken by Mrs Wibley and Mrs Gillard and of the Learning Walk undertaken by Ms Bettenson, Ms Daly, Mr Putnam, Mrs Cheeseman and Mrs Gillard. It was noted that this had been a particularly active term in terms of governor monitoring and Mrs Smith thanked governors for their proactive engagement.

- C. **Training Update and Skills Audit** – The Clerk referred to the most recent training update from DCC. Copies of the NGA Skills Audit had been placed in the governors’ pack for the meeting and governors were asked to complete this and return to the Clerk as soon as possible.

16. Current Issues of Committees and Groups.

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. **Quality of Teaching, Learning and Assessment Objective** -Further develop the role of governors in ensuring that the school maintains a sustainable and enhanced focus on arts-based provision.)

- A. Report of Finance & Staffing Committee – Minutes of meeting 20 June 2017

Mrs Smith reported that discussions were ongoing with DCC regarding funding for the Base. The Memorandum of Understanding had not been signed. There were potentially significant budget issues involved in this issue.

That the following virements be AGREED: -

<i>From</i>	<i>To</i>	<i>Account</i>	<i>Narrative</i>
<i>Unallocated</i>	<i>STA Capitation</i>	<i>1425.00</i>	<i>Reading journals</i>
<i>Unallocated</i>	<i>Music Capitation</i>	<i>1587.67</i>	<i>Piano & Stool</i>
<i>Unallocated</i>	<i>STA Capitation</i>	<i>113.46</i>	<i>Flagpole</i>



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<i>Unallocated</i>	<i>STA Capitation</i>	<i>2851.32</i>	<i>New School</i>
<i>Unallocated</i>	<i>STA</i>	<i>2516.48</i>	<i>Library</i>
<i>Unallocated</i>	<i>STA</i>	<i>58.20</i>	<i>Village Show</i>
<i>Unallocated</i>	<i>ASS</i>	<i>725.00</i>	<i>Assessment Papers</i>
<i>Unallocated</i>	<i>STA</i>	<i>1745.00</i>	<i>Picnic Bench</i>

- B. Report of Curriculum and Policies Committee – Minutes of meeting 22 June 2017
- C. SIG – Notes of meeting held on 28 June 2017

17. Appointment of Sub Committees and Dates for Meetings 2017/18

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 Daly, Mrs Harvey, Mrs Moss and Mrs Smith.

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

The dates and times for future meetings were AGREED.

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.)

Mrs Smith informed Governors that a post project appraisal meeting was due to be held before the end of term. There were still many ongoing issues and each one was indicative of the way the project had been managed by DCC. On each issue it seemed to be a constant battle to ensure that the project team understood safeguarding issues and that there was clear communication about timelines and developments. Mrs Smith said that she had at times felt vulnerable and abandoned by the project team and had been left to deal with many issues by herself, particularly in the non-negotiable areas linked with safeguarding and health and



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safety. This was in addition to a stressful day job and an imminent Ofsted inspection and had placed Mrs Smith under great strain at times. There had been limited support from DCC.

17. Date of Next Meeting of the FGB

Governors noted that the date of the next meeting is Thursday 12 October 2017 at 6.00pm.

18. Any Other Urgent Business

A. Year 3 Numbers – Mrs Smith informed Governors that DCC had asked the school if it could increase its Year 3 intake in September as there was an increase in numbers of children waiting for places in the Dorchester area. This would have an impact on all Year 3 classes. Given current class sizes and the significant needs within the Year 3 cohort it was agreed that agreement should not be given to take increased numbers whilst recognising that individual appeals might well be successful on specific grounds.

Governors AGREED to support this approach.

The meeting closed at 8.30 pm.

Certified as a true record.

Chair Date
 John Quinton, Clerk / Manager to Governors, 6 July 2017

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 6 July 2017

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Report on the Business Plan and Redundancy Policy and Procedures.	9	CS/JQ	October FGB
2. SEF – EYFS Section report to next meeting.	10	CS/JQ	October FGB
3. Accessibility Plan – report to next	12B	CS/JQ	October FGB



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