



Minutes of the Governors' meeting held at school on Tuesday 11 October 2016 at 17.00 hours.

Persons Present	CSA	Mrs. M. Moss (Chair of Governors)
	Appointed Parent	Mrs J Wibley (Vice Chair)
	Elected Parent	Mr T Barnes
		Mrs A Harvey
	Co-opted	Mr T Putnam
	Headteacher	Mrs. C. Smith
	Clerk	Mr. J Quinton
	Associate Governor	Mrs. M. Bearish

1. Election of Chair

Mr Putnam proposed and Mrs Wibley seconded and it was agreed that Mrs Moss be re-elected Chair for the academic year 2016/17.

2. Election of Vice Chair

The Chair proposed and Mr Putnam seconded and it was agreed that Mrs Wibley be elected Vice Chair for the academic year 2016/17.

3. Welcome

The Chair welcomed everybody to the meeting.

4. Apologies for Absence

Apologies were received and accepted from Ms R Bettenson, Ms Daly, Mrs M Gillard, Ms S Prendergast and Mrs Scott.

5. Minutes.

The minutes of the meeting held on-5 July 2016 were AGREED and accepted as an accurate record.

6. Matters Arising & Action Plan.

(a) Matter Arising – Minute No. 18 - School Uniform. Governors recognised that there was an outstanding action concerning Girls' Summer Uniform and this would be followed up.

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

No declarations of interest were declared. The Clerk reminded Governors of the need to review the Register of Business Interests on an annual basis to ensure that they were up to date. Those Governors present confirmed that there were no changes to their interests.

8. Correspondence – MAT Status

The Chair reported that following agreement at the last meeting of the FGB a letter had been sent to the THS expressing an interest in the proposed MAT. A reply was expected outlining the next stage but as yet this had not been received. The Headteacher reported that it had been proposed to hold a meeting of all interested schools at which the Trustees of the MAT would outline the key principles, values and



aims which would underpin the MAT. The MAT has appointed a Business Manager who would be visiting interested schools to build a picture of current financial commitments / SLAs and a possible outline of what schools would be signing up to in terms of a financial package. It was hoped that this would be complete by January 2017 and that by May 2017 schools would need to indicate their commitment to taking the process further.

The Chair stated that it was important for the school to determine the advantages of joining the MAT. The Headteacher confirmed that staff were aware that an expression of interest has been submitted as this was shared with all staff on the INSET day at the beginning of term. The Headteacher said that there are a number of models of MATs but her understanding at this point was that the proposed MAT model would seek to ensure maximum autonomy for individual schools, with each school having a head and retaining its own character within the larger structure. The move to the new school would not impinge on academy status.

The Chair agreed with Governors that the issue of the resource required to aid the transition to MAT status needed to be considered and asked that this matter be considered by the Finance Committee.

9. School's Vision and Aims and Governors' Code of Conduct

(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 the new assessment system)

The Headteacher referred Governors to the school's website where the Vision, Aims and Values are published. It is important for Governors to use the website regularly so that they are aware of where documents are but as importantly to identify where there are issues in finding particular documents. Work was currently underway to map out the school's values against actual visual and concrete examples of how these values come into everyday practice within the school. The Headteacher drew Governors' attention to the Butterfly Award which is a new whole school award which has been introduced to ensure that the whole community reflect regularly on the school's values through the new school logo. The award recognises individual children who best reflect the values of the school and practical examples of the values in practice are used to bring them to life. It was agreed that the current Vision, Aims and Values remain a true reflection of the school's core purpose.

The Headteacher also highlighted the Governors' Code of Conduct which was circulated at the meeting for individual governors to sign and this would need to be undertaken on an annual basis. This outlined clearly the roles and responsibilities of individual governors and clearly defined the difference between being a parent and a governor, the concept of collective responsibility and the need to respect confidentiality. The Headteacher highlighted the importance of ensuring that any decision taken by the Governing Body should be supported by all Governors publicly, regardless of a Governor's own personal opinion.

10. Chair's 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 Chair referred to the Governor Action Plan that had been made available to Governors. The main focus in the short term was the transition to the new school site and maintaining the existing strong ethos and values throughout the transition. Priorities reflected those contained in the School's Development Plan and the Governors' Action Plan identified how the priorities would be monitored and actioned by Governors both individually and through committees. It was proposed to give each action a RAG rating and the Full Governing Body would be asked to review the plan termly.

The Chair also referred to the outcomes of the Parent Questionnaire that was undertaken in July 2016. These are available to view on the school's website. The overall response was very positive in particular concerning both teaching and support staff and parents' views of the school as a whole. The one negative area appeared to be communications and this related to some parents feeling that the school didn't give adequate notice of events such as dressing up days and trips. The Headteacher responded by stating that every effort was made to publicise forthcoming events and to ensure that all parents access our current forms of electronic communication, but as always this could be improved upon. The school's newsletter would now include a whole school diary listing events for the forthcoming term at the beginning of each term and although dressing up days are rare, these will now be included at the beginning of each term.

Governors noted that there appeared to be some doubt in parents' minds about bullying within the school. 44% of parents didn't know whether the school dealt with incidents of bullying effectively. This could simply be the phrasing of the question and parents feeling that they didn't know as their children hadn't experienced bullying, but the Headteacher confirmed that the school are taking a proactive approach to this with their current focus on anti-bullying to ensure that all members of the school community are clear about the school's approach to bullying whether they have experienced this first-hand or not.

Governors agreed that this was a positive approach and confirmed the positive response in the survey that the school addresses issues that are raised by parents. The Headteacher also drew Governors' attention to the section on the school website that shows how the current SDP has been influenced by parental feedback.

11. Policy Review to include Safeguarding Update/Child Protection Policy

(SDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in monitoring the implementation of statutory safeguarding duties.)

Mrs Bearwish the Deputy Headteacher reported that new statutory guidance (Keeping Children Safe in Education Sep 2016) had been received that required the school's Child Protection policy to be updated. All staff had been given the opportunity to understand the new guidance and training sessions had been provided. Further guidance included sexual exploitation, the PREVENT agenda, FGM, and forced marriage. Further guidance on protecting children from grooming had been shared with all teaching staff and volunteers.



Mrs Bearwish also reported that the system for reporting incidents and referrals had changed. There is now one single point of contact for all referrals, the Multi-Agency Safeguarding Hub (MASH) for all of Dorset and this has led to some frustration in terms of the time taken to respond to concerns. Teams have been significantly reorganised and all of our families with an attached social worker now have a different worker supporting them, many do not know the families or the cases well at this point. The number of children with Child Protection Plans has decreased significantly in our school (we currently have 1) but those identified as vulnerable and in need of support have increased significantly. This did not signify that there were less children who needed protection but simply a change in the threshold at which the plans were triggered.

Governors AGREED the revised Child Protection Policy and signed to acknowledge that they had received and read the revised Keeping Children Safe in Education Guidance.

12. SEF Outcomes/School Development Plan

(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 reported on the Outcomes for Pupils section of the SEF. As reported to the SIG meeting on 28 September 2016 the attainment data across the school was a mixed picture. Maths and writing data at KS1 appeared low whereas reading looked okay and at KS2 the school appeared to have more challenging data when assessment criteria were applied rigidly but the new externally marked GL Assessments provided a much more positive indication of outcomes at the end of Year 4. National data looked variable and this seemed to reinforce the thinking that criteria for teacher assessment had been interpreted in very different ways across the country. The school will continue to ensure that rigorous moderation both locally and nationally are used to ensure a clear assessment picture. The quality of teaching within the school remains consistently good and Year 3 teachers do not feel that the current cohort are significantly different to previous cohorts where outcomes would have appeared more positive against a national picture. Headline data continues to show that children make good overall progress within the school given their low starting points. Reading data at KS1 still indicated that 77% of pupils were at ARE and the SEN data was still strong. However, in order to complete this section of the SEF accurately the Headteacher reported that she would be waiting to look at RAISE data at the end of October and would also be consulting the SEP for further advice. The Headteacher highlighted that although there is some variability in terms of attainment data the school still uses a strong and accurate formative assessment system which ensures that all planning is underpinned and informed by rigorous assessment.

The Headteacher briefly ran through the key priorities of the current SDP which had been provided for Governors prior to the meeting.

13. Looked After Children Annual 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. To further



develop and strengthen the role of governance in monitoring the implementation of statutory safeguarding duties.)

Mrs Bearwish presented the annual report and confirmed to Governors that the school was meeting all requirements of the legislation relating to LAC. Mrs Bearwish is the designated lead teacher for LAC within the school. There are currently two looked after children within the school and they are making good progress but both are working below ARE. They both have Personal Education Plans and funding for both children is assigned to a clear plan.

14. DASP Update and Annual review

(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 the Annual Review had not been received so this matter would need to be deferred to the next meeting.

15. Clerk's Annual Report on Governance

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

A. Report on Membership of the Governing Body. The Clerk reported that there were currently 2 co-opted vacancies with imminent vacancies would be occurring for a staff governor and an elected parent in November 2016. The Headteacher reported that a member of staff had approached her regarding the forthcoming staff governor vacancy.

B. Sub Committees and memberships. The Clerk reported that the Sub Committees and memberships had been re-appointed at the last FGB.

C. Reappointment of Link Governors. Governors AGREED to appoint the following link Governors:-

i. SEN and Inclusion	Mrs M Gillard
ii. Literacy	Mrs M Moss
iii. Numeracy	Ms F Daly
iv. Child Protection	Ms R Bettenson
v. Pupil Premium	Mrs M Moss
vi. ICT	Ms J Wibley
vii. Science and Technology	Ms J Wibley
viii. Foundation	Mrs A Harvey
ix. Outdoor Education and PESS	Ms F Daly
x Arts	Mrs M Gillard
xi. Main School Project	Vacancy
xii. Humanities	Mr T Putnam



D. Arrangements for Performance Management of Headteacher. Governors AGREED that Mrs Moss, Ms Bettenson and Mr Putnam would undertake the performance management of the Headteacher.

E. Review of Standing Orders. Governors noted that the review of standing orders remained to be undertaken.

F. Annual Work Plan. The Work Plan as circulated was agreed to guide the work of the FGB.

G. Dates for meetings 2016/17. The dates for future meetings were agreed as circulated but the FGB agreed to change the start time for future meetings of the FGB to 6.00pm.

16. 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.)

- A. Governor Visits – Governors noted that a number of visits had taken place and the records of these had been made available.
- B. Training – A copy of the most recent DCC Governor newsletter had been circulated which contained the most up to date training schedule. The Clerk also reported that all Safeguarding Level 1 training had been cancelled until the next term due to the unavailability of the trainer.

17. Current Issues of Committees and Groups.

- A. Report of Finance & Staffing Committee – Minutes of meeting 20 September 2016 - Specifically recommendation: -

(i) Minute No. 5 – Virements

That the following virements be AGREED:-

<i>Account From</i>	<i>Account To</i>	<i>Amount</i>	<i>Reason</i>
<i>Unallocated</i>	<i>Capitation</i>	<i>2800.00</i>	<i>Uniform</i>
<i>Unallocated</i>	<i>Capitation</i>	<i>6000.00</i>	<i>Music Provision</i>
<i>Unallocated</i>	<i>Teaching</i>	<i>3825.00</i>	<i>NQT Cover</i>
<i>Other Income</i>	<i>Admin Staffing</i>	<i>468.00</i>	<i>Absence Insurance</i>
<i>Other Income</i>	<i>Educ Support Staff</i>	<i>611.00</i>	<i>Absence Insurance</i>
<i>Other Income</i>	<i>Supply</i>	<i>389.00</i>	<i>DASP</i>
<i>From Educ Support Staff</i>	<i>Supply</i>	<i>1713.00</i>	<i>Correction to coding error previous virement</i>
<i>From Unallocated</i>	<i>Capitation</i>	<i>1375.00</i>	<i>Artist</i>



- (ii) Minute No. 7 – The Terms of Reference were approved as circulated.
- B. Report of Curriculum and Policies Committee – Minutes of meeting 29 September 2016 – Specifically recommendation:-
 - (i) Minute No. 9 – Assessment Policy. Governors had been asked by the Curriculum Committee to review and agree this policy. The Policy was AGREED.
- C. SIG – Notes of meeting 28 September 2016.

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

The Headteacher reported that she had reviewed all policies to ensure that those that required reviewing were presented to the FGB at the appropriate time and a schedule of those policies had been prepared for the website.

Governors considered the following policies which were now due for review. All had been made available to Governors via the FGB Pack or school website prior to the meeting.

1. Teachers' Pay Policy – sent by email
2. Data Protection Policy
3. Freedom of Information Publication Scheme
4. Home Learning Policy
5. Handwriting Policy
6. Spelling Policy
7. Teaching and Learning Policy

8. Curriculum Policy

Governors AGREED all policies.

In relation to the Admissions Policy the Headteacher reported that at the start of the new school year, she had been placed under significant pressure by the DCC Admissions Team to accept additional pupils into the school. A number of the additional pupils had significant and complex needs and came in addition to the school admitting 4 children with complex communication needs at the beginning of the new school year. Although there were technically occasional spaces within specific year groups (given the current PAN), the school was already very full and the admission of a number of new CCN children at the beginning of this term had had a significant impact on base provision. The school currently operates within overcrowded accommodation and with no breakout spaces and KS2 classrooms haven't been used to accommodate classes of 30 (or more with base places) before. As a school we have always attracted a significant number of children with complex needs due to our base provision. This is proving to be a significant challenge and the Headteacher is concerned that DCC and Governors need to be aware of the current situation prior to the



move to new premises. The Headteacher reported that she had refused to admit any further pupils until such time as DCC had witnessed the pressure on the existing school building and staff. She has submitted a breakdown in writing of the make up of each individual year group and the pressures that staff are coping with to the DCC admissions team. The Headteacher met with Ed Denham on 7.10.16 who suggested a number of options for the school to consider given the pressure on town schools including the possibility of extending the school to four FE across each year group, or just Foundation from September 2017 and requesting additional funding from schools forum to bridge the transition if classes weren't viable. The Headteacher did not feel that this was acceptable as she felt that this would mean that the school grew too quickly and this would be unsettling for existing pupils. She also reminded governors that we currently only have 82 children in Foundation, the pressure is coming from further up the school. It also didn't solve the current issue although Mr Denham did say that he would bear the current pressures in mind when looking at any further In-Year Fair Access applications.

Governors confirmed that they would wish to see the PAN and the FE remain the same for the whole of the academic year 2016/17 and that further consideration would be given following the move to new premises.

19. 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 15 July 2016 and the Headteacher shared the main points of the meeting held on 9 September 2016. Parents had been informed that the anticipated date for the move to the new school was now April 2017 but that this was still subject to confirmation. Despite this a significant amount of work had been undertaken in relation to the fitting out of the school.

20. Any Other Urgent Business

A. DASP Minibus. The Headteacher informed Governors that the school had offered to host the DASP minibus for the year. All costs would be borne by DASP but it would mean that the bus would reside in the car park and the school would manage the booking system, general maintenance expectations and servicing arrangements.

The meeting closed at 7.10 pm.

Certified as a true record.

Chair Date
John Quinton, Clerk / Manager to Governors, 12 October 2016

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 11 October 2016



Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Explore issue of girls' summer uniform.	6A	Head teacher and MG	ASAP
2. Report on resource required to move to MAT status.	8	Clerk	15/11/16
3. DASP annual review to next meeting.	14	Clerk	6/12/16
4. Amend website governor details.	15	Clerk	ASAP