



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Thursday 12 October 2017 at 18.00 hours.

Persons Present	CSA	Mrs. M. Moss (Chair of Governors)
	Appointed Parent	Mrs M Gillard
	Elected Parent	Ms F. Daly
	Co-opted	Ms R. Bettenson
		Mr T. Putnam
		Mrs M. Cheeseman
	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. Election of Chair

The Clerk reported that one nomination for Chair had been received and it was agreed that Mrs Moss be re-elected Chair for the academic year 2017/18.

2. Election of Vice Chair

Ms Bettenson proposed and Ms Daly seconded and it was agreed that Mrs Wibley be elected Vice Chair for the academic year 2017/18.

3. Welcome

The Chair welcomed Governors to the meeting

4. Apologies for Absence

Apologies were received and accepted from Mrs J. Wibley.

5. Minutes.

The minutes of the meeting held on 6 July 2017 were AGREED and accepted as an accurate record.

6. Matters Arising & Action Plan.

None

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

No declarations of interest were declared although the Clerk reminded Governors that they needed to review their Register of Business Interests on an annual basis.



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Mrs Smith gave notice of two urgent items that required consideration under Minute No. 21 below.

8. Correspondence

The Chair reported that Mrs Gillard and herself had drafted a letter to the Duchy of Cornwall to ask for the erection of railings at the top of the steps outside of the Base to prevent children running out into the busy road.

9. Ofsted Inspection Feedback

(LDP 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 LDP, the development of the new curriculum and the embedding of the new assessment system.)

The Headteacher shared with Governors a verbal summary of key judgements made by Ofsted. The starting point for the inspection was a discussion between the lead inspector and the Headteacher focused on the data dashboard from July 2016 and current whole school development priorities. Governors are aware that the data for KS1 in July 2016 had not been strong and that the school was able to evidence reasons behind this including low attainment on entry, individual cohort issues, moderation and a need for more targeted CPD and raised expectations but this then had to be evidenced and tested out by the inspection team to ensure that clear progress was still evident. This formed the basis of the inspection.

Mrs Smith shared the tone of the inspection which had been incredibly thorough and rigorous. There was a high degree of challenge throughout the inspection and the HMI spent the majority of his time with the Headteacher. Although the process felt incredibly challenging at times, Mrs Smith felt that the findings that had been unearthed as a result of the approach used had ensured that the final feedback was incredibly accurate and genuine and understanding picture of our unique school.

Feedback on Leadership and Management and the leadership structure was really strong. Inspectors felt that school leaders knew their subjects well and promoted an active culture of challenge and improvement. It was felt that they were ambitious for all children including disadvantaged pupils. Strong and effective systems were evident and all leaders knew their children well and had clearly identified actions for all children particularly children with SEND.

Inspectors felt that Governance was good and there was strong evidence of questioning and challenge by Governors evidenced in minutes and many visit reports. However, an improvement point was that Governors should be more strategic in their own planning and there should be stronger monitoring of actions linked with targeted whole school development priorities. This had already been identified as part of our own learning development plan this year so was felt to be a fair recommendation.

Inspectors felt that the curriculum was broad and diverse and there was clear evidence of the planned and



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purposeful promotion of SMSC and British Values across the school. Feedback from children was strong across the school and it was felt that our provision was strongly underpinned by our core values.

In terms of outcomes the inspectors felt that there was clear evidence that KS1 results were improving and that there were clear action plans in place. SEND children and the disadvantaged were making good progress and there was rigorous monitoring. The inspection team were particularly impressed with the skills demonstrated by TAs and how they were led. There were good outcomes for children with complex needs. Although there were pockets of good practice evident for more able pupils in maths an improvement point was to ensure that a further focus is placed on stretching more able pupils in Maths and particularly in KS2. There was a strong culture of reading across the school and inspectors commented on how positive the responses of the children in the boys' book groups had been when they had questioned them about their reading habits. Disadvantaged pupils were making good progress and the attainment gap was narrowing. The inspection team acknowledged that the starting point for a significantly large group of pupils at Damers was low, particularly for the disadvantaged, and that the subsequent progress was good. The second improvement point linked with the curriculum was spelling across the school and again this had already been identified as an area of focus within our LDP, particularly in KS2.

The Inspection team recognised that there was a 'Damers progress story' to be told and that the nationally reported attainment data at the end of EYFS, Year 1 and Year 2 would never fully reflect the good progress picture.

In terms of the Quality of Teaching and Learning, the inspection team found that their knowledge of the children enabled teachers to plan well. The needs of the children in the Base were well met and there was a strong conviction driving the planning for all provision. Inspectors were impressed with how pupils managed themselves and the level of mutual respect that both adults and children showed to each other. Inspectors felt that teachers were bold and were prepared to take risks and allow the children to take the lead in lessons. There was a real buzz across the school aided by skilful teachers and TAs.

In terms of behaviour there was little evidence of bullying within the school. Inspectors were impressed with the leadership roles given to children such as junior governors. Attendance had improved significantly since September 2013 and the lead inspector was impressed by the rigorous monitoring arrangements in place to address this. The team recognised that there were a lot of emotionally vulnerable children at the school but that staff and leaders were skilled and focused in the addressing of these needs alongside academic progress. The transition from pre-school to Foundation was judged to be well managed and safeguarding across the school was effective.

Mrs Smith emphasised that she had never been so proud of the school, the children and the staff. The inspection process had been traumatic for staff and several had felt disheartened and at points undermined but this had subsequently brought out the best in them. It was particularly reassuring for her that in spite of the slightly less favourable attainment data, the school had stuck to its strong moral conviction to ensure that the correct



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provision was in place to ensure that a child's wellbeing needs were being met alongside their academic needs because we know that it is only by addressing this that we can create a lifelong love of learning. We know that for some of our more complex children this takes time and cannot be forced. The result had been an extremely positive Ofsted Inspection.

Ms Nesbitt also reported to Governors a subsequent telephone conversation that Mrs Smith had had with the Lead Inspector who had emphasised the significant contribution of the Headteacher through her personal leadership of the school.

Governors wished to place on record their congratulations to all staff for all that they had achieved.

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

(LDP 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 LDP, 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. This was the opportunity to consider whether these values and aims still reflected and underpinned the work of the school. They were discussed in detail during the Ofsted visit. It was agreed that these remained relevant but Mrs Smith suggested a review of these at the beginning of the next school year.

The Clerk also highlighted the Governors' Code of Conduct which outlined 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. This needed to be reviewed and signed annually and Governors were given individual copies to sign.

11. Chair's Report

(LDP 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 LDP, the development of the new curriculum and the embedding of the new assessment system.)

The Chair referred to the Governors' LDP Monitoring Plan that had been shared with Governors. This had been prepared following the completion of the LDP and contained an action plan directly linked to the LDP and the work of committees. This is the work that Ofsted had highlighted in terms of needing further development and this will now evolve in the light of those recommendations. The plan will be shared with Governors enabling them to edit the document to reflect proposed actions. *(Post meeting note - this has now been shared with all governors so that all can add comments / amend / edit areas relating to their own areas*



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of focus)

12. SEN Information Report

(LDP 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.)

Governors had been provided with a copy of the SEND Information Report prior to the meeting and this has now been published on the school's website. The report outlines all SEND provision within the school and is a slightly slimmed down version of what the school had to produce prior to this. The report met the legislative requirements for SEND information reports, which were set out in schedule 1 of the Special Educational Needs and Disabilities (SEND) Regulations 2014 and paragraphs 6.79-6.81 of the SEND Code of Practice. This will now be reviewed with the Link Governor for SEND.

Mrs Smith reported that a link across to the Family Information Service still needed to be added.

13. Policy Review

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

- A. **Safeguarding Update/Child protection Policy** – Mrs Bearwish reported that there were no changes to the Safeguarding or the Child Protection Policy at present.
- B. **Appraisal and Capability Policy** – Mrs Smith reported that this was based on a model policy provided and supported by DCC.

Governors AGREED the Appraisal and Capability Policy.

- C. **Teachers' Pay Policy** – Mrs Smith referred to the Finance Committee Minutes of 21 September 2017 – No. 16A. Governors considered the minute and the recommendation of the Committee.

Governors AGREED to adopt the recommendation of the Committee.

14. SEF Review – EYFS Section/Outcomes/Learning and Development Plan

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Governors noted the SEF Summary document. As this had come under thorough scrutiny throughout the recent inspection it was felt that no further questions were required at this point.



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15. Looked After Children Report

(LDP 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, the designated lead teacher for LAC within the school, presented the annual report and confirmed to Governors that the school was meeting all requirements of the legislation relating to LAC. Specific LAC training for staff was to be undertaken and the LAC handbook/guidance had still to be updated. This would be brought back to the next meeting.

16. Business Case and Invocation of Redundancy Policy and Procedures

(LDP 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.)

The Headteacher drew Governors attention to the Redundancy and Restructure Policy and Procedure that had been circulated. In accordance with this Policy and Procedure, prior to commencing a restructure or redundancy process, the Headteacher must present a business case and rationale to the governing body for consideration and approval. Accordingly, the Headteacher went through the business case with Governors highlighting areas of particular importance.

The rationale in the business case highlighted that numbers on roll in Foundation classes for the previous financial year had dropped slightly since Manor Park had moved to 3FE and the school had been in a position in the autumn term 2016 where it would not have been appropriate to admit any further new children given the challenges of an overcrowded building and the changing nature of the Base at that point. High needs / SEN funding for Base children and other children with complex needs within the mainstream had still to be resolved and funding for the 9 new children admitted that year with EHCPs confirmed or still under review had not been confirmed. The current year's budget (2016 / 17) had been set relying on the underspend carried forward from previous years to address the in year deficit but future deficit budgets were predicted. At the meeting with a DCC finance officer on 10 July it had been agreed that a potential redundancy situation existed and that action had to be taken to address future deficits.

One of the requirements of the Policy and Procedure was that where a potential redundancy situation exists all possible avoidance measures must be taken. In this respect the Headteacher reported that all vacancies had been frozen, all recent TA appointments to address the challenges of the new cohort had been fixed term contracts until December 2017, there had been no replacement of posts vacated and no back filling of vacancies resulting from promotion. Staff who had requested reduced hours had had these requests agreed and there was no overtime payable with support staff being encouraged to take time off in lieu (TOIL) as an alternative in order to reduce costs.



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Governors commented on the significant contribution of staff to the successful move to the new school and the recent Ofsted inspection. They were extremely reluctant therefore to have to consider invoking the redundancy procedures. However, they recognised the need to proceed, and that sadly given the current funding climate no other reasonable alternatives existed.

Governors AGREED therefore to invoke the Redundancy Policy and Procedures and to instruct the Headteacher to begin a consultation process confirming that a potential redundancy situation existed.

The Chair reported that Ms Bettenson, Mrs Cheeseman and herself would follow this procedure through with the Headteacher and would keep all Governors informed of progress. An Appeal Panel of governors not involved in this stage of the process will now be established and confirmed at the next FGB.

(NB. No staff other than the Headteacher were present for the consideration of this item.)

17. DASP Update

(LDP 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 LDP, the development of the new curriculum and the embedding of the new assessment system.)

The Headteacher reported that she had not been able to attend the DASP Conference due to the Ofsted visit and so asked for this matter to be deferred until the next meeting.

18. Clerk's Report on Governance

(LDP 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 following Mrs Harvey's resignation there were currently 3 vacancies, 2 parent governors and 1 co-opted governor.

Nominations were currently being sought for a parent governor with a background in finance, an interest in improving income generation in our school or someone with an interest in the monitoring of health and safety in our new surroundings.

It was agreed that no further action be taken to fill any of the two remaining vacancies until such time as the current vacancy was filled.



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- B. Sub Committees and memberships. The Clerk reported that the sub committees and memberships had been re-appointed at the last FGB.
- D. Reappointment of Link Governors - Governors AGREED to appoint the following link Governors and to give further consideration to the appointment of link governors for the Strategic Leadership Groups:-
- | | |
|----------------------------------|-----------------|
| i. SEN and Inclusion | Mrs M Gillard |
| ii. Literacy | Mrs M Moss |
| iii. Numeracy | Mrs M Cheeseman |
| iv. Safeguarding (incl. LAC) | Ms R Bettenson |
| v. Disadvantaged Pupils | Mrs M Gillard |
| vi. ICT | Mr T Bracey |
| vii. Science and Technology | Ms J Wibley |
| viii. Outdoor Education and PESS | Ms F Daly |
| ix. Arts | Mrs M Gillard |
| x. Main School Project | Mr T Putnam |
| xi. Humanities | Mr T Putnam |
| xii. Anti Bullying | Mrs J Wibley |
| xiii. Foundation | Mrs M Gillard |
| xiv. Year 1 | Mrs M Cheeseman |
| xv. Year 2 | Mrs M Moss |
| xvi. Year 3 | Mr T Putnam |
| xvii. Year 4 | Mrs J Wibley |
- E. Arrangements for Performance Management of Headteacher Governors AGREED that Mrs Moss, Ms Bettenson and Mr Putnam would undertake the performance management of the Headteacher.
- F. Review of Standing Orders - Governors noted that the review of standing orders remained to be undertaken.
- G. Annual Work Plan - The Work Plan as circulated was agreed to guide the work of the FGB. This would require updating to align itself with the Governors' Monitoring and Action Plan referred to in Minute No. 11 above.

19. Governor Visits/Training

(LDP 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



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clearly defined role for all governors in securing accountability across the school.)

- A. **Governor Monitoring Activity Update** – The next learning walk was scheduled for Friday 20 October at 9.00 – Year 4 Outcomes.
- B. **Governor Visits** – Governors noted the details of recent visits undertaken by Ms Daly, Mrs Moss and Mrs Cheeseman.
- C. **Training Update and Skills Audit** – The Clerk informed Governors of the latest DCC training update. Whole school WRAP training had been arranged for 15 November at 3.30pm. Mrs Bearwish was arranging Safer Recruitment training for Governors. The Clerk referred to recent guidance from DCC regarding logging on to the Nexus website to book training.

20. 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 - To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards.)

- A. Report of Finance, Environment & Staffing Committee – Minutes of meeting 21 September 2017

That the following virements be AGREED: -

<i>From</i>	<i>To</i>	<i>Amount</i>	<i>Reason</i>
<i>Unallocated</i>	<i>Stationery Capitation</i>	<i>60.86</i>	<i>Shepherd's Hut/Classroom</i>
	<i>Stationery Capitation</i>	<i>1770.00</i>	<i>Piano</i>
	<i>Stationery Capitation</i>	<i>2804.85</i>	<i>Notice Boards</i>
	<i>Stationery Capitation</i>	<i>179.95</i>	<i>Furniture</i>
	<i>Stationery Capitation</i>	<i>2575.50</i>	<i>Wellie Racks</i>
	<i>Stationery Capitation</i>	<i>1556.36</i>	<i>Base Resources</i>



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	<i>Stationery Capitation</i>	<i>1114.63</i>	<i>Eco</i>
	<i>Stationery Capitation</i>	<i>3121.34</i>	<i>Year 1/Foundation /Playground resources</i>
<i>Total</i>		<i>13183.49</i>	
<i>Other Income</i>	<i>Teaching</i>	<i>1400</i>	<i>Abs ins</i>
	<i>Supply</i>	<i>10652</i>	<i>Abs ins</i>
	<i>Educational Support Staff</i>	<i>5639</i>	<i>TU funding</i>
	<i>Stationery/ICT Capitation</i>	<i>680</i>	<i>Funding/Refund</i>

B. Report of Curriculum and Policies Committee – Minutes of meeting 28 September 2017

C. SIG – Notes of meeting held on 27 September 2017

21. Any Other Urgent Business

A. Purchase of Outside Equipment – The Headteacher reported that in connection with the excess surplus balance that had been carried forward from the previous year, a company had now been appointed to provide and develop the outdoor areas of the school. This included a play trail, sculptures, a stage area, a climbing frame, a model village and some trees. Additional PE and School Sports Funding would be used to contribute to the costs and the PTA had raised funding towards the plan too. This has been reported as a planned spend to the DCC finance team who have asked that all excess surplus balances are committed by 31 October 2017 so that schools do not risk losing this money. Governors commented on the distinction between the nature of this funding and the funding needed to avoid a potential redundancy and were clear about this and the need to ensure that the new site's play areas are fit for purpose as very little was included in the baseline design in terms of outdoor play provision.

Governors AGREED funding of £50k from the excess surplus carried forward to be used to support the necessary development of the outdoor play spaces.

B. Finance Officer – The Headteacher reported that currently the School Finance Officer was employed for 32 hours a week but regularly worked in excess of these hours. As part of the review of the admin team and the school office and the recent appointment of the PA, the Headteacher proposed that the Finance Officer's hours should be increased to full time (37 hours).



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Governors AGREED to the increase in hours of the School Finance Officer.

Mrs Gillard left at 6.45pm
 Mrs Scott left at 7.00 pm.
 Mrs Bearwish, Mr Bracey and Ms Nesbitt left at 7.35pm
 Mr Putnam left at 7.55pm
 The meeting closed at 8.10 pm.

Certified as a true record.

Chair Date
 John Quinton, Clerk / Manager to Governors, 13 October 2017

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 12 October 2017

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Review Register of Business Interests.	7	All	ASAP
2. Code of Conduct to be re-signed by all Governors.	10	All	ASAP
3. Share Governors' LDP monitoring report.	11	CS	ASAP
4. Reconsider LAC Guidance and Handbook.	15	MB	December FGB
5. DASP update to next FGB.	17	CS	December FGB
6. Align work plan with the Governors' LDP Monitoring Plan.	18G	Chair and Clerk	December FGB
7. Arrange safer recruitment training	19C	MB	ASAP



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