



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Thursday 7 December 2017 at 18.00 hours.

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

Also in attendance – Mr M Foley, Headteacher at the Thomas Hardy School attended in respect of Minute No. 3 below. Ms Sophie Duke, Parent Governor Elect also attended.

1. Welcome

The Chair welcomed Mr Foley and Ms Duke to the meeting.

2. Apologies for Absence

Apologies were received and accepted from Mrs Scott

3. MAT Update

Mr M Foley, Headteacher at the Thomas Hardy School attended to update Governors on current MAT activity. Mr Foley reminded Governors of the evolution of Academies and the Government's wish for schools to have diversity and independence. The next phase was the Government's recognition of the need for individual academies to collaborate in MATs.

Mr Foley informed Governors of the structure of the THS MAT which was formed in January 2016. There were five Members/Trustees whose role was that of a gatekeeper and who appointed the Directors of the MAT who dealt with the actual operation of the MAT. The Directors also appointed the members of the Local Governing Board. The reasons for forming the MAT were clear. They represented a natural progression from the DASP structure and Government policy was clearly firmly in favour of MATs. On more practical grounds the MAT could achieve economies of scale and provided opportunities to share expertise. However fundamentally the MAT provided the opportunity to recruit and retain outstanding



Full Governing Body Meeting

staff which was key in outstanding schools. The MAT would provide opportunities to develop staff by providing additional opportunities within a larger organisational structure.

However, Mr Foley emphasised that in his view MATs were not simply about saving money, important as that was. The main objective for THS moving to a MAT was that it provided the best opportunity of improving the teaching across all the schools. This was backed up by the culture and beliefs that sat behind the MAT. It was important for all schools wishing to join the MAT that they could align their beliefs with that of the MAT. “Learning is Everything” was the mantra adopted by the MAT and reinforced everything that the MAT stood for. The philosophy was that schools would be provided with the freedoms, but would be accountable for the outcomes. Collaboration was important, not competition. The recruitment of outstanding teachers, Governors and school leaders was critical.

In terms of the next stages Mr Foley reported that a minimum period of 6 months ought to be planned for from the expression of interest through to final approval.

In response to questions from Governors, Mr Foley confirmed that Damers would first have to convert to academy status and could then immediately join the MAT. Whilst he maintained some scepticism about MATs as they had not been in being for long enough for the true benefits to be assessed, it was the best option available and in some cases some funding streams were only available to MATs. The process involved some ultimate flexibility in that individual schools could potentially join a MAT and subsequently decide to leave at some point in the future but this would be a specific route which would involve permissions and should not be seen as a simple choice once established within the MAT.

Governors AGREED to compile a list of further questions for Mr Foley and for this to form the basis of a future meeting of the FGB (if necessary a special meeting) to which Mr Foley would be invited to attend. *(Post meeting note - Mrs Smith has now shared a format on which Governors can submit their questions. Please add any questions you have asap)*

4. Minutes.

The minutes of the meeting held on 12 October 2017 were AGREED and accepted as an accurate record.

5. Matters Arising & Action Plan.

A. Chair’s Report – Minute No. 11 – The Chair reported that the Monitoring Plan had now been circulated to all Governors and would now be considered by committees and would need to be aligned with the FGB and committee work plans.



Full Governing Body Meeting

B. Governor Training – Safer Recruitment – Minute No. 19C – The Clerk agreed to check with DCC to see if any safer recruitment training was planned.

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

No declarations of interest were declared.

7. Correspondence

The Headteacher reported to Governors the receipt of two letters: -

- LA Category Letter – The Headteacher reported that an initial letter had been received immediately prior to the Ofsted Inspection that indicated the school's category had slipped from 1 to 2 but this had subsequently been withdrawn after the Ofsted Inspection, and another letter issued reinstating the school to Category 1.
- Letter from the Duchy of Cornwall – The Headteacher reported that following the recent Royal Visit by the Prince of Wales she had received a very positive letter (attached to these minutes) from the Duchy of Cornwall thanking the school for all of the arrangements. The Duchy were of the view that the visit was a tremendous success and one that would be held up as an exemplar Royal Visit. The variety of activities on show and the energy within the school were terrific. The Duchy were now suggesting a continued communication with the Prince, starting with the exchange of a Christmas card.

8. Headteacher'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 Headteacher apologised that it had not been possible to prepare a full report for the meeting and that she would like to defer this to the FGB at the beginning of the new year to ensure that it was fully completed. Following the recent Ofsted Inspection, it was now time to re-draft the format and content of the monitoring log. It would now focus on the recommendations from the most recent inspection, namely spelling and maths, together with the monitoring of Governor activity within the school. A lot of work had already been undertaken on these areas and this would be the subject of the next Headteacher's report on 8 February 2018.



Full Governing Body Meeting

9. Impact Review of Pupil Premium Spending for 2016/17 and Plans for 2017/18

(LDP Link – Outcomes for pupils’ objective – To narrow the gap between disadvantaged and non-disadvantaged pupils.)

Governors had been asked to read the Pupil Premium documentation on the school’s website. This had been covered in detail at the recent Ofsted Inspection and therefore Governors were well briefed on this issue.

10. Clerk’s Update on Membership

(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.)

The Clerk reminded Governors of the current composition of the Governing Body which was: -

5 Parent Governors -

- 3 x Elected – Ms Daly (03/11/18) – 2 Vacancies
- 2 x Appointed – Mrs Wibley (1/07/19) and Mrs M Gillard (21/03/20)

Headteacher - Mrs Smith

1 LEA Governor – Mrs Moss (10/04/20)

2 Staff Governors – 1 x Elected – Mr Bracey (5/12/20)

- 1 x Co-opted – Mrs Scott (1/07/19)

4 Co-opted Governors - Ms Bettenson (1/07/19), Mr Putnam (1/07/19), Mrs Cheeseman (5/12/20) and 1 vacancy

(NB. The dates in brackets are the current terms of office for those governors)

Governors noted the report and that Ms Sophie Duke had applied for one of the Elected Parent Governor vacancies. Governors agreed that after that appointment had been finalised no action should be taken to fill any further vacancies until such time as a decision had been made on whether or not to join the MAT (see Minute No. 3 above).

11. Policy Review

(LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of



Full Governing Body Meeting

governance in monitoring the implementation of statutory safeguarding duties.)

A. Behaviour Policy – Annual Review – Governors confirmed that they had read the Review and suggested minor improvements and corrections to typographical errors within the document. Subject to these Governors AGREED to note the Review.

B. Anti-Bullying Policy – Governors identified possible errors within the new policy and subject to this, AGREED to approve the Policy.

C. Governor Allowances Scheme – This item was deferred.

D. Amended Complaints Policy – Governors noted the amended policy and pointed out that one of the diagrams appeared to be missing. Mrs Smith will ask Ms Barnes to look into this. Subject to this Governors AGREED the revised Policy.

12. 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 as part of her role as Chair of DASP she had completed some work on standardised terms and conditions for DASP staff. DASP heads continue to work together to address new areas such as attendance regulations, apprenticeship schemes and the GDPR. The THS Teaching School Alliance will be supporting with CPD for Heads on the GDPR and Mrs Smith has organised an input for Heads on the optimum use of the apprenticeship levy. The next Headteacher Conference is due early in the new year and Mrs Smith is looking forward to leading this day as she was unable to attend the first one due to Ofsted.

As part of the development of the DASP agreement, the Headteacher reported that she had been asked by the THS to support them in providing support to another primary school who had recently failed an Ofsted inspection. Damers would be remunerated for their time and it would be an excellent development opportunity for staff involved in the supporting of specific areas. Mrs Smith will share further details following a planning meeting in January.

13. Governor Visits/Training



Full Governing Body Meeting

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

- A. **Governor Monitoring Activity Update** – This issue was covered in Minute No. 5A above.
- B. **Governor Visits** – Governors noted the details of the various recent visits undertaken by Mrs Gillard and a report on the recent PE and Sports Conference from Ms Daly. Governors welcomed these reports and emphasised the importance of such visits.

Ms Daly also updated Governors on the “Daily Mile” project. This had now been rolled out across 17,000 schools. However, there were not many participating schools in Dorset. The project would start in January with each pupil committing to a 15 minute jog or run each day. This would require low resourcing and could possibly be undertaken off site. Public Health, a local GP and Active Dorset would be involved and it was hoped that by Damers taking the lead other schools would participate. The concept had evolved in Scotland and the results showed an improvement in pupil wellbeing, behaviour and self-esteem. The Headteacher confirmed that this would be a whole school activity, however, it was an inclusive activity and as such the concept would evolve to include children from the Base.

Governors also AGREED that the next Learning Walk should be focussed on phonics activity and requested an opportunity to carry this out. Mrs Smith will provide details of arrangements at the next FGB.

- C. **Training Update and Skills Audit** – The Clerk informed Governors of the latest DCC training update and the forthcoming PP training at Damers on 31 January 2018. The Clerk also reported that DCC were arranging a conference for all Governors in March 2018 and he would keep Governors updated.

20. Current Issues of Committees and Groups.

(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 - 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 16 November 2017



Full Governing Body Meeting

That the following virements be AGREED: -

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Narrative/Reason</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>50,000</i>	<i>Playground Hand Made Places</i>
<i>Unallocated</i>	<i>RM</i>	<i>338</i>	<i>Field Maintenance SLA - DCC</i>
<i>Unallocated</i>	<i>RM</i>	<i>2500</i>	<i>Shelving/Seating in corridors</i>
<i>Unallocated</i>	<i>RM</i>	<i>552</i>	<i>CCN Fence</i>
<i>Unallocated</i>	<i>RM</i>	<i>230</i>	<i>Noticeboard installation</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>43</i>	<i>CCN Play Equipment</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>712</i>	<i>Noticeboards</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>574</i>	<i>Playground/ELSA room</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>78</i>	<i>Playground Equipment</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>682</i>	<i>Playground Equipment Year1</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>907</i>	<i>Playground Equipment Foundation</i>
<i>Unallocated</i>	<i>Capitation INC</i>	<i>78</i>	<i>ELSA Room</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>266</i>	<i>Replacement TV Foyer</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>696</i>	<i>Planters/Trees</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>70</i>	<i>Heart Space</i>
<i>Unallocated</i>	<i>Capitation INC</i>	<i>52</i>	<i>ELSA Room</i>



Full Governing Body Meeting

<i>Unallocated</i>	<i>Capitation INC</i>	<i>121</i>	<i>ELSA Room</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>115</i>	<i>Playground Equipment</i>
<i>Total</i>		<i>58014</i>	

<i>Other Income</i>	<i>Educational Support</i>	<i>1513</i>	<i>Staff Abs Insurance</i>
<i>Total</i>		<i>1513</i>	

- B. Report of Curriculum and Policies Committee – Minutes of meeting 23 November 2017
- C. SIG – Notes of meeting held on 29 November 2017

21. Any Other Urgent Business

A. The Base/SEND Update – Mrs Gillard updated Governors on the Base. It had changed this year to a Complex Communications Needs Base with 5 children new to the school. Initially the atmosphere was quite tricky for both new children and their families. However, the staff had managed to turn this around and now the parents were communicating with each other and the atmosphere was much improved. She had recently undertaken a “book look” and had been overwhelmed by the standard of the work. The staff had done some fabulous work with the children.

B. Future Meetings – Governors asked if some future meetings could be held in classrooms and the Headteacher agreed to investigate this.

C. Site Manager – Governors asked if there was any additional support that they could provide to help her with the cover for the Site Manager who was absent. The Headteacher reported that until the situation regarding the Site Manager had been resolved, no alternate provision could be finalised. The current absence was covered by the staff absence insurance. She had been able to delegate some tasks to other staff and she was passing on the knowledge that she had picked up to other staff. She had also received some support from DCC with regard to the building systems. Governors also reported that it had not been possible to fully complete the Health and Safety walk nor the inventory due to the absence of the Site Manager.



Full Governing Body Meeting

The meeting closed at 8.00 pm.

Certified as a true record.

Chair Date
 John Quinton, Clerk / Manager to Governors, 8 December 2017

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 7 December 2017

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Formulate questions regarding the MAT.	3	All	New Year
2. Governor Monitoring Plan to all committees. Align work plan to Monitoring Plan.	5A	Clerk/Chair	January 2018
3. Check with DCC re safer recruiting training.	5B	Clerk	ASAP
4. Defer Headteacher's report to next meeting.	8	Head/Clerk	Feb 2018
5. Report on Governors Allowances Scheme	11C	Head/Clerk	Feb 2018
6. Investigate possibility of holding some future FGB meetings in class rooms.	21B	Headteacher	Feb 2018