



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Thursday 8 February 2018 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 Ms S. Duke
	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 everybody to the meeting and in particular Ms Duke as it was her first formal meeting.

Governors AGREED to formally appoint Ms S Duke as a Parent Governor for a four-year term.

2. Apologies for Absence

Apologies were received and accepted from Mrs Cheeseman.

3. Minutes.

The minutes of the meeting held on 7 December 2017 were AGREED and accepted as an accurate record.

4. Matters Arising & Action Plan.

A. Governor Training – Safer Recruitment – Minute No. 5B – Governors agreed that this training was still required and the Clerk agreed to chase this with DCC to see if any safer recruitment training was planned.

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

No declarations of interest were declared.



Full Governing Body Meeting

6. Correspondence

A. Local Government Review – The Headteacher referred to a letter from the Chief Executive of Dorset County Council updating schools on the developments concerning local government reorganisation in Dorset. One aspect of the letter explained that voluntary controlled and community schools will be involved in the process of transfer of staff through TUPE to the new council, as well as potentially novation of contracts and other arrangements.

B. Admissions Update - The Headteacher informed Governors about a recent consultation for a place for a child with complex needs in Foundation. She clarified that there are currently 5 EHCPs in the Reception cohort and 3 pending which had meant that the school had had to say that at this moment in time it would not be appropriate to accommodate another child with an EHCP. This was an incredibly difficult decision to take but we need to be mindful of the disproportionate level of complex needs within this year group and the current staffing implications.

7. Headteacher's Report (Including the Office Report) and the Headteacher's Performance Management Report/Overview of the Appraisal Process

(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 revised Office report that outlined headline operational data and activity/events within the school during the autumn term. The report had been drafted in a different format than previous reports to indicate movement into and out of the school and would in future give reasons so that Governors could identify any trends. Attendance had been broken down into targeted groups and the figures were positive. The last section dealt with school activities now referred to as curriculum enrichment.

Governors welcomed the new format of the report and asked that the total numbers and gender balance for each attendance group were also included.

The Headteacher referred to her report which updated Governors on progress in the key areas identified for improvement identified at the last inspection (October 2017)

- Further improve the consistency and quality of teaching to ensure that:
 - the most able pupils are challenged to deepen their thinking and reasoning skills in mathematics
 - Pupils use and apply their spelling and phonics knowledge accurately in their writing.



Full Governing Body Meeting

- Further improve the effectiveness of the governing body by ensuring that monitoring is even more precisely matched to priorities in the school's learning development plan.

A log of actions and impact has now been set up by core subject leaders to enable this and these will be updated termly. Governors also needed to set up their own log of actions and impact to be reported to the FGB as part of the Chair's termly report.

The report also outlined additional areas of improvement in the LDP and a copy of the LDP with RAG status and the SEF summary document which had been updated following the Ofsted inspection were also presented.

The Headteacher also presented Governors with a confidential report relating to her monitoring of the implementation of the teachers' Appraisal and Capability policy at Damers First School. The current teachers' Appraisal and Capability policy was adopted by the governing body in October 2017 and applies to all teaching staff directly employed by the school. This report relates to the appraisal year from 1 September 2016 to 31 August 2017 and recommendations on pay which take effect from 1 September 2017.

The whole school improvement targets for this appraisal year were:

1. *To further develop and strengthen the role of strategic leadership and governance in securing improvements in teaching, learning and outcomes for children.*
2. *To further develop and embed an effective assessment system which enables staff to monitor, track and evaluate the progress and attainment of all pupils effectively in the light of the new curriculum and assessment without levels.*
3. *To further develop our understanding of what constitutes outstanding teaching and learning, with a particular focus on our provision for maths.*
4. *To evaluate the revised Behaviour Policy and adapt and amend in the light of the changing nature of the Base and a focus on anti-bullying provision.*

These targets were used to inform individual objectives for each teacher. The progress towards whole school targets has been good. Middle leadership has been strengthened through the development of strategic leadership groups led by members of the SLT and these have proved instrumental in driving whole school improvements this year. Governance has improved significantly and governors are aware of the need to further strengthen their roles and strategic direction in the coming year. Assessment practice is now becoming embedded and staff are demonstrating a greater confidence in tracking and monitoring progress for all groups, particularly the disadvantaged. Outcomes at the end of KS1 were stronger last year and teachers displayed greater confidence in meeting these standards through raised expectations. Maths



Full Governing Body Meeting

provision is improving across the school and the introduction of Singapore Maths appears to have had a positive impact on our gender gap at KS1. This work will continue this year. The Behaviour policy has been reviewed and the Anti-bullying policy is nearing completion. The majority of teaching was judged to be consistently good or better across the school with an isolated pocket of inadequate teaching which has now been addressed and % of teaching judged to be outstanding increased.

Of the 23 teachers in post, 12 were eligible for pay progression within their pay range and 11 were not eligible for pay progression as they had reached the maximum of their pay range or required further experience within the upper pay range. 1 teacher applied to progress to the upper pay range (3 were eligible) and 1 teacher progressed within the upper pay range (4 were eligible).

The current salary budget (2017-18) for teachers in the school is £1,058,247, this is planned with the assumption that all teachers will progress successfully.

Performance Information 2016/17

The Headteacher provided an anonymised overview report for each teacher with regard to the assessment of their performance in relation to: pupil progress data, lesson observations, book looks and whether individual performance objectives have been met. From these an overall judgement of their performance has been made.

The data showed that a priority for the school at this point is to ensure that outstanding marking and feedback remains a key priority on our learning development plan. A couple of anomalies exist which have ensured a more rigorous approach to target setting this year, particularly for teachers at the upper end of the pay scale where outstanding judgements have not been made across the board.

Pay Recommendations

5 teachers were deemed to have outstanding overall performance and an additional 1 demonstrated many elements of outstanding practice. Of these 1 was recommended for one point pay progression within the upper pay scale and 1 successfully applied for UPS from M6. 3 were at the top of their pay scale and 1 needed further experience within the upper pay scale before progressing.

Of the 14 teachers who were deemed to have good overall performance, 5 were recommended for one point pay progression within the main scale, 4 are at the top of their pay scale, 2 require further experience within the upper pay scale and 3 have chosen to remain at their current pay scale (1 at M6 and 2 at U2)

Where provision was deemed to be inadequate during this cycle, informal support measures were put in place in accordance with the teachers' appraisal policy and 1 teacher was subject to formal measures in



Full Governing Body Meeting

accordance with the poor performance procedures. Support plans have been in place and are documented and there was no recommendation for pay progression where this was the case.

1 teacher applied to move to the upper pay range and was assessed as meeting the school's criteria for progression with effect from the 1 September 2017.

Trends

Overall performance judgements for the quality of teaching, learning and assessment over the period 1 September 2013 to 31 August 2017 are shown below:

Overall judgement	2013	2014	2015	2016	2017
Outstanding	41%	17%	33%	43%	26%
Good	47%	78%	63%	53%	65%
Requires Improvement	12%	4%	4%	4%	0
Inadequate	0	0	0	0	4%

The data shows a mixed picture which has been impacted by the focus on rigorously moderated data from September 2013 onwards. We feel that the current data reflects our whole school data picture accurately and would expect the % of outstanding judgements to continue to increase this year.

Summary and Recommendations

From the above it would appear that a more rigorous approach to performance management is having an impact on ensuring that we have a clear evidence base on which to base judgements about the quality of teaching, learning and assessment and individual teacher performance. A focus on the triangulation of data has meant that reviewers are clearer about tailoring individual targets, although a couple of anomalies still exist. The amount of support given in setting appropriate targets has reduced significantly over the last two years. The introduction of the new curriculum and assessment without levels has meant that it has been more difficult to evidence outstanding teaching and although we feel that teachers are performing at an outstanding level, where we don't have progress data to back this up we have been more cautious.

The following actions are recommended to facilitate continuing improvement:

1. A slight realignment of PM reviewers to ensure that there is a consistency between whole-school priorities and individual points of professional development
2. Further CPD for individual reviewers where anomalies exist



Full Governing Body Meeting

3. Further CPD for staff and reviewers relating to expectations within the upper pay scale

It was agreed that the recommendations on Teachers' Pay as contained within the confidential report, be approved.

8. SEF – Effectiveness of Leadership and Management

(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.)

Governors reviewed the section of the SEF that covered Leadership and Management. This had been updated following the Ofsted visit in October 2017 and concluded that the school continued to strengthen and enhance Leadership and Management. Leaders pursue excellence, modelling professional standards in all of their work whilst maintaining high expectations and developing leadership and accountability at all levels across the school. Areas for further improvement had been identified.

In response to the need to secure systematic and robust challenge from governance, Governors agreed to appoint a link governor for each of the Strategic Leadership Groups (SLG). Mrs Moss would support the Outcomes SLG, Mrs Wibley the Curriculum SLG and Mrs Gillard the Inclusion SLG.

9. MAT Update

(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 proposed list of questions that had been prepared following the last meeting of the FGB and the presentation from Mr Foley. She would now group these and share them with Mr Foley who would prepare answers to be shared with Governors at a future special meeting of the FGB.

In response to questions from Governors the Headteacher confirmed that the school were in discussions about the MAT but there were no foregone conclusions. Governors were keen to maintain the identity of the school and to receive assurances that any principles agreed on joining the MAT in relation to culture and delegations were assured in perpetuity.

10. SEND Impact of Interventions Report – Autumn 2017

(LDP Link Effectiveness of L and M objectives – To establish a clearly defined role for all governors in securing accountability across the school.)



Full Governing Body Meeting

Ms Nesbitt gave a verbal summary of the number and outcomes of interventions for the Autumn term 2017. She highlighted a number of areas where the interventions would not continue either because resources were not available or because the costs were too high for the outcomes achieved. She also highlighted interventions that were hugely successful including Boosted Reading Potential and SENSS.

11. Safeguarding Update and Audit

(Statutory Safeguarding Responsibilities alongside **LDP Link Effectiveness of L and M objectives** – To establish a clearly defined role for all governors in securing accountability across the school.)

Mrs Bearwish gave Governors an update on the monitoring of safeguarding activity and a verbal summary of the outcomes of the recent Safeguarding Audit. Firstly, she updated Governors on the monitoring of policies and procedures and the training activity undertaken. One specific area that required attention was the implications for safeguarding and online safety of the new General Data Protection Regulations. The second part of her report related to the audit that had been undertaken with Ms Bettenson for the period from November 2017 to February 2018. This had been a very positive exercise with again the only issue being the need to thoroughly review the online safety procedures to ensure that they were consistent with the new General Data Protection Regulations. In addition, the training record of Governors required more transparency. The “My Concern” database provided all the evidence required to show the level of activity underway within the school.

Governors asked about “Children Missing from Education” and how this was monitored in school. Mrs Bearwish confirmed that information is passed on concerning those children who move out of the school including “My Concern” information.

Governors appointed Ms Bettenson as the Prevent Link Governor.

12. 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. Health and Safety Policy – Governors noted the revised policy. The Headteacher reported that a school Caretaker had very recently been appointed and she would like to run through the policy with the new postholder. The policy would then be brought back to the FGB for approval.

B. Equality Information and Objectives – Governors considered the Policy which demonstrated how the school would meet its obligations under the public-sector equality duty (PSED).

The Headteacher reported that the policy set out how the school eliminated discrimination and advanced equality of opportunity for all pupils and this was a particular challenge for SEND pupils.



Full Governing Body Meeting

The policy set out specific objectives in relation to recruitment, raising staff awareness of particular protected characteristics and the need to tailor Equality Impact Assessments for school trips and to review the availability of written information in all accessible formats.

Governors AGREED to approve the policy as submitted which included the appointment of Mrs Gillard as the link Governor for this matter.

13. DASP Activity

(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 updated Governors on recent activity within DASP. A successful AGM had taken place at Damers which in addition to the normal business had included a very informative tour of the school and in particular the Base. In addition, a DASP Heads conference had taken place at which the work of the four development groups was reported. This was a very positive day and one which showcased the high value activity which is currently taking place in DASP and which is completely focused on teaching and learning. A high value was attached to the ways in which DASP funding was used and to this end it was agreed that the two DASP mini buses were not used effectively and therefore would be returned to the private hire company. A DASP leadership day is planned in March for all Leadership Teams within DASP and the focus of this day will be on 'Mental Wealth'.

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

A. **Governor Monitoring Activity Update** – It was agreed that the Chair of the FGB should work with the Chairs of the two Committees to align the Governors' monitoring plan to the work of the committees so that the agendas were more governor led.

B. **Governor Visits** – Governors noted the details of the various recent visits undertaken by Mrs Gillard and a report on the recent DASP AGM from Mrs Cheeseman.

Governors also noted that next Learning Walk would take place at 10.30 am on 2 March 2018.

C. **Training Update and Skills Audit** – The Clerk informed Governors of the latest DCC training update and Mrs Gillard, Mr Putnam, Ms Bettenson and Mrs Cheeseman had all attended the Pupil Premium



Full Governing Body Meeting

training held at the school on 31 January 2018. The Clerk asked Governors to report all training to the FGB so that the training record could be maintained.

D. Governance Handbook and Competency Framework – This was linked to A above.

15. 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 18 January 2018

That the following virements be AGREED: -

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Narrative/Reason</i>
<i>Other Income</i>	<i>Supply</i>	<i>167</i>	<i>Absence Insurance</i>
<i>Other Income</i>	<i>Premises Staff</i>	<i>2880</i>	<i>Absence Insurance</i>
<i>Other Income</i>	<i>Education Support Staff</i>	<i>1737</i>	<i>Absence Insurance</i>
<i>Other Income</i>	<i>Capitation STA</i>	<i>150</i>	<i>DCC</i>
<i>Total</i>		<i>4784</i>	
<i>Unallocated</i>	<i>Training</i>	<i>1000</i>	<i>Twilight session Training</i>
<i>Unallocated</i>	<i>Capitation STA</i>	<i>1550</i>	<i>Playground/Furniture/Trees</i>
<i>Unallocated</i>	<i>Capitation Trips</i>	<i>100</i>	<i>Coach DASP Concert</i>
<i>Total</i>		<i>2650</i>	

The Headteacher also reported that she hoped to be able to confirm the level of the funding for the Base but unfortunately this had still not been confirmed by DCC.



Full Governing Body Meeting

B. Report of Curriculum and Policies Committee – Minutes of meeting 25 January 2018

C. SIG – Notes of meeting held on 24 January 2018

16. Headteacher's Performance Management Objectives **CONFIDENTIAL** -

(**LDP link: Effectiveness of L and M Objective** -To further develop the Performance Management process to ensure that all reviewers provide an effective balance of challenge and support
-Establish a clearly defined role for all governors in securing accountability across the school.
-To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children.)

Governors agreed that this item should be confidential and form part of section 2 of the minutes.

(NB The Head teacher and all staff governors left the room for the consideration of this matter.)

17. Any Other Urgent Business

A. Office Staff – The Headteacher reported that she had been monitoring closely the level of staffing within the school office and it was clear to her that a third person was required. She had benchmarked other schools and it was clear that the school office was under resourced and with additional work relating to the new General Data Protection Regulations, this under resourcing might have further implications.

Governors AGREED to authorise the recruitment of a post of First Aider/Personal Assistant for three hours a day, the funding to be included within the 2018/19 budget.

Mrs Bearwish left at 7.40pm
The meeting closed at 8.15 pm.

Certified as a true record.

Chair Date

John Quinton, Clerk / Manager to Governors, 9 February 2018



Full Governing Body Meeting

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 8 February 2018

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Chase DCC re safer recruitment training for Governors	4A	Clerk	Asap
2. Appoint Governors to SLGs	8	Headteacher	ASAP
3. Collate and theme questions re MAT status to share with Mike Foley	9	Headteacher	ASAP
4. Collate and update training records for Governors	11	Clerk	ASAP
5. Meet with Chairs of Committees to align the Governor Monitoring Action Plan with Committee Action Plans	14A	Chair of FGB	ASAP