



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Thursday 17 May 2018 at 18.00 hours.

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

Also, in attendance –Mrs Bearwish, Associate Governor

1. Welcome

The Chair welcomed everybody to the meeting being held in the Skipper 3 classroom.

2. Apologies for Absence

Apologies were received and authorised from Mr T. Bracey, Mrs M. Cheeseman, Ms F. Daly and Mrs M Gillard. The Clerk also reported that Ms Bettenson would be late in arriving.

3. Minutes.

The minutes of the meeting held on 22 March 2017 were AGREED and accepted as an accurate record.

4. Matters Arising & Action Plan.

None

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

No declarations of interest were declared.

6. Correspondence

A. Notification of EYFS Moderation – The headteacher reported that a highly positive and successful EYFS moderation had taken place on 14 May and this had provided valuable feedback to the Foundation Stage team. However, there were some issues with the moderator who appeared to have blurred her role and a complaint had been made to DCC.



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B. Pupil Number Projections - Governors received details of joint first school forecast figures based on the school census – January 2018. This appeared to confirm that the school would not need to increase admissions to 4FE until 2022. The school would however be full in September and would be in a stronger financial position with regard to pupil numbers.

C. Lettings / Duchy – The headteacher reported that the Poundbury Residents Association had for some time now been requesting permission to use the school’s tennis courts during the summer holidays and evenings. She had declined these requests until such time as a caretaker had been appointed or direct access could be provided to the courts. Both of these requirements had now been provided with the Duchy agreeing to provide and fund direct access. The Duchy had now been referred to DCC so that this could be reflected in the lease to the school site. This use would provide an additional revenue stream to the school.

7. Headteacher’s Report and Safeguarding 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 referred to her report which included the Office report. This set out the numbers within the school and movements within classes and year groups and confirmed that following a recent Admissions Appeal, the Base was now full with 10 children. The report also outlined attendance figures and activities/events within the school during the summer term.

Governors welcomed the attendance figures which stood at 96.9% and asked how much work was required to achieve these levels. The headteacher confirmed that to achieve these levels the school had to constantly monitor and follow up issues with parents. In terms of gender there appeared to be an issue with boy’s attendance across various groups and this will now be explored further within the attendance monitoring group.

The headteacher’s report also 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.



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- 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.

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. In response to a question from a Governor the headteacher confirmed that draft key priorities for the LDP 2018-19 would be disadvantaged pupils, whose recent performance had plateaued, marking and feedback and its impact on children's learning and the mental health and wellbeing of pupils. These highlighted areas will be explored further once end of year data is analysed before finalising key priorities alongside the SIG group.

As part of the headteacher's report, Mrs Wibley reported on her recent science learning walk and book look. The first stage had been a preparatory meeting with the science lead to agree the focus for the walk and the parts of the national curriculum that would be covered. She had visited a Foundation class, where construction issues were being considered, tested and modelled, a Year 1 class where materials were being tested and a Year 4 class who were looking at lifestyle and personal health. In all classes it was clear that the Learning Model was being followed.

The safeguarding update covered details of training undertaken by both staff and governors. In relation to Safer Recruitment training, the Clerk reported that details of forthcoming course had been circulated to governors but none were scheduled until later in the year. Governors were asked to consider booking on an appropriate course. In relation to overall training governors agreed to update the records of their training.

8. Budget 2018/19

(LDP link: Effectiveness of L and M objective - 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 considered the final budget and the assumptions behind it as recommended by the Finance Committee on 26 April 2018 (see Minute No. 15A below).

The headteacher reported on the overall budget as updated following the Finance Committee. One significant issue that had arisen was that the budget had had to be amended by £50k to address an error in the budget for UIFSM. The majority of capitation budgets had been redirected to address this but this still left an in-year budget deficit of £31k. Further recent admissions to the school and top up funding would reduce this deficit to £17k. A TA had recently resigned and initially consideration was given to not appoint to the vacancy. However, given the high level of SEN within the school it was agreed that this would not be appropriate. Consequently, the headteacher confirmed that a deficit budget had been proposed but that the carry forward from 2017/18 would cover this in the short term. The headteacher then ran through the



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assumptions behind the budget as reported to the Finance Committee on 26 April. Staff costs were now at 84% of total budget but projections for the next three years were significantly lower than projected for the previous year. This was due largely to the top-heavy staff structure with 19 of the 22 teaching staff, post threshold. However, there were no obvious ways of reducing these costs and SLT were taking on additional teaching roles to minimise staffing costs.

Governors **AGREED** to approve the revised 2018/19 budget.

9. SEP C 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 considered the SEP C report which recorded the details of the visit on 5 May 2018 and in particular the implications for governors. The Chair reported that it had been a very positive meeting and the report reflected this. The task now would be to include the issues raised by the SEP within the Governors' action plan.

It was agreed that this matter be included within the Chair's report to the next meeting of the FGB as part of moving forward with the governors' Action Plan.

10. Sports Funding 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. **Quality of teaching, learning and assessment objective** – To revisit non-negotiable elements of outstanding teaching and learning using revised Ofsted criteria and the Teaching Standards.)

This item was deferred until the next meeting.

11. Annual Report on Bullying and Prejudice Related Incidents

(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. **Personal development, behaviour and welfare objective** - To monitor and evaluate the implementation of the revised Behaviour Policy.)

Mrs Bearwish referred Governors to the safeguarding update included at Minute No. 7 above which included details of any incidents. My Concern is used to record details of such incidents very clearly.

12. GDPR Compliance Update

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



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The headteacher reported to Governors that the school would be compliant by 25 May. There were key areas that were currently being worked on; privacy notices for all groups (Version 1.0) which would be on the school's website by 25 May; an updated Data Protection Policy which will be finalised and shared at the next FGB and the consent form, which needed to be granular had to include every possible scenario for the use of children's' images. For existing parents, the consent forms would be updated but for new parents this would be dealt with as part of the introductory process. This is now quite an overwhelming document (alongside all other initial documents that parents are faced with, and will be delivered gradually as part of the Countdown process and supported by Mrs Scott and admin staff. Miss Barnes is the designated DPO and she had briefed staff and had updated all the ICT acceptable use policies to reflect GDPR regulations.

In response to governors' questions the headteacher confirmed: -

- Efforts to reach all parents would start at class teacher level and then would be escalated;
- An ICT programme had been developed that recorded consents and allowed for this information to be filtered to individual events and individual children;
- The use of images of children from other schools was not permitted as no agreement/consent existed. Where consent had been given that individual school "owned" that image and there was no entitlement for other schools to use those images.
- DASP would be developing their own policies and consent procedures for DASP events and the use of images

Governors noted that a further update would be given at the next FGB to be led by the Link Governor.

13. MAT/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 updated governors following her meeting with Mr Foley of the THS concerning the establishment of a MAT. This had been useful in identifying key areas where there would be an advantage to Damers joining the MAT. Firstly, nationally there were significant funds available to help schools develop their curriculum that were only available to schools within a MAT. Secondly, the MAT would potentially facilitate improved support services for schools. The next step was for Mr Foley to talk to Governors about these advantages and this would be held outside the formal structure of a meeting of the



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FGB.

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** – The Chair referred to her meeting with the Chairs of the two committees and this matter would be reported further to the next meeting as part of the Chair's report. The Governors' Log needed updating with attendance at school. Both documents were available as shared documents.

B. **Governor Visits** – Governors noted the details of the recent visit undertaken by Mrs Moss which were circulated. In addition to the report of Mrs Wibley at Minute No.7 above further reports on the Health and Safety walk would be presented to the next Finance Committee and Ms Bettenson and Ms Duke would prepare a report on their Learning Walk.

C. **Training Update** – The Clerk informed governors of the latest DCC training update.

D. **Governor Link Roles** – As agreed at the last meeting (Minute No. 4B) a list of Governor link roles was circulated and agreed subject to Mr Bracey being the Link Governor on ICT.

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 26 April 2018.

B. Report of Curriculum and Policies Committee – Minutes of meeting 3 May 2018 – The headteacher agreed that it was important to follow up the issue of the Daily Mile and transition into Year 5 and would talk to the DMS Year 5 Leader in the first instance.

16. Staffing – September

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



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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 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.)

The headteacher informed Governors that she would report further on this matter to the next meeting. She did however inform Governors of the impending retirement of the current Clerk to Governors and that the post was currently being advertised.

17. Any Other Urgent Business

None

Ms Bettenson arrived at 6.40pm
The meeting closed at 7.30pm.

Certified as a true record.

Chair Date
John Quinton, Clerk / Manager to Governors, 18 May 2018

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 17 May 2018

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Further report on SEP C to the next meeting.	9	Chair	4/7/18
2. Report on PE Funding.	10	FD	4/7/18
3. Further report on GDPR.	12	MC	4/7/18



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4. Report on staffing.	16	Headteacher	4/7/18
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