



Full Governing Body Meeting

Minutes of the Governors' meeting held at school on Wednesday 4 July 2018 at 18.00 hours.

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

Also, in attendance –Mrs Bearwish, Associate Governor

1. Welcome

The Chair welcomed everybody in particular the Junior Governors, to the meeting being held in the Small Hall

2. Report from Junior Governors – End of Year Review

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

Evelyn, Willow, Caitlyn, Eve, Rachel and Callum all Junior Governors from Year 4, attended the meeting and gave a presentation on their work as Junior Governors. They have had a very busy year - they shared a brief overview of some of the important responsibilities and jobs they have had: -

- On Remembrance Sunday some of the Junior Governors went to the Cenotaph in Dorchester. The Chair, Willow, and Isla put the poppy wreath on the Cenotaph and had to bow before the names of the people who died in the war
- The Junior Governors carried out a pupil questionnaire to find out about how children feel about school. They found out that most children are happy at school and enjoy learning. They



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hope to use the questionnaire results to make learning at Damers even better. They will pass the outcomes onto the next Junior Governors

- They visited their link classes to find out ideas that could be contributed to the Duchy's Great Field consultation. The children had to decide what they would like on the Great Field, ideas such as new play equipment, more trees and water fountains. Hopefully a few of those choices will become part of the design for The Great Field
- Open Day – Liscombe Street. Junior Governors showed past pupils around our new building
- During the official opening of our school by HRH The Prince of Wales in November, the Junior Governors welcomed HRH at the main entrance and shook his hand. Each Junior Governor had a chat with him
- Roots and Shoots Pledges - Following a trip to London where some of the Eco Reps met Jane Goodall at an awards ceremony the idea of class 'Roots and Shoots Pledges' was born. The Junior Governors had to go into their link classes to find out their ideas and asked them to vote on their favourite pledge. These pledges are designed to help the children think about their environment, community and animals and how to help make the world around us a better place. Classes had all sorts of ideas such as litter picking, looking after a class fish and making their parents smile at least once a day
- Daily Mile - The Junior Governors have encouraged other children and especially the teachers to be healthy and to do the Daily Mile. So far, they can report that all classes are enjoying the Daily Mile and they plan to go around and ask for feedback from children in the next week
- Two of the Junior Governors went to London to the Houses of Parliament and met our local MP Oliver Letwin as part of the 'Send My Friend to School' campaign. They made a video for DASP which contained a message from our school about what we think all children should get in the world...a right to an education and a right to a school

Governors asked the Junior Governors questions about their meeting with Prince Charles and Oliver Letwin and their favourite pieces of work. They were also asked whether they would continue being involved in governance when they transitioned to their new school and whether they could prepare some guidance for the new Junior Governors to help them step into that role.

The Chair thanked Junior Governors for a fascinating presentation and commented upon the incredible amount of



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work that had been achieved during the year.

3. Apologies for Absence

Apologies were received and authorised from Ms S. Duke and Mrs M Gillard.

4. Minutes.

The minutes of the meeting held on 17 May 2017 were AGREED and accepted as an accurate record.

5. Matters Arising & Action Plan.

A. **Minute No. 15B – The Daily Mile** – It was reported that the letter had been prepared and was ready for signature.

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

No declarations of interest were declared.

7. Correspondence

None

8. 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 governors to the Governors' Action Plan that had been shared with them. This had been informed by the SEP visit and the recent Ofsted Inspection and had been designed around the major themes of the LDP. The relationship between governors and the SLGs had still to be formalised but the action plan should inform the work of the FGB and the committees and sit alongside the overall work plan which was also shared with governors.

The quality of governor visit reports was discussed and these are referred to in more detail at Minute No. 13B below. Governors discussed the need to capture the questions raised within the reports and it was agreed that some training was needed to enable governors to manage this process within the school's shared systems.

Governors were asked to review the Action Plan and amend as necessary.



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9. 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.)

Ms Daly, the PE Link Governor updated governors on sports funding. She reminded Governors that the funding had been doubled in the current year from previous years. Some had been spent on the outdoor play equipment and the use for school clubs, DASP activities and Olympic Legacy Leaders continued. It was not clear what level of funding would be received for the following year.

10. 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.)

Mrs Cheeseman, the Link Governor for GDPR reported that she had met with Mrs Smith to provide an update on the current position. Mrs Smith and Miss Barnes, the DPO had undertaken an audit and planning process to ensure that the necessary paperwork was up to date and fully compliant. Together with Ms Grimmett and Mrs Coker, they met as a working party on a weekly basis to ensure that deadlines were met. Mrs Smith had shared the work that has been carried out so far and Mrs Cheeseman felt that the school had a thorough and fully comprehensive system in place to address issues of compliance. Staff were updated on a regular basis and companies that had dealings with the school (data processors) had been risk assessed and individual companies have been contacted to ensure that they handled any data responsibly.

A Governor asked what the impact on children would be, particularly where GDPR is making things like home/school toy diaries trickier when families include photographs. In response Mrs Smith stated that where normal school procedures and activities that were beneficial and enjoyed by the children were identified an issue, these would be considered and a process (such as for example adding a disclaimer) would be put in place to enable them to continue within the new regulations.

The Chair suggested that a regular termly report on the overall picture should be included within the work plan and governors noted that training for governors was included within the action plan.

Governors received copies of the Data Protection Policy and the Staff and Volunteer Acceptable Use of IT Policy which had been updated to reflect compliance with GDPR. Governors AGREED to approve the



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revised policies.

11. 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 reported that in relation to the MAT she was still awaiting responses to questions from governors from Mr Foley. Mrs Smith made governors aware that the LGR process may well complicate the move towards MAT status as LGR would require staff to TUPE across to the new council and it might be difficult to run the two processes simultaneously.

In relation to DASP the headteacher confirmed that she would be chairing the partnership for a second year. She was committed to following some key issues through and working closely with the Vice Chair to steer future developments. All of this work is linked closely to our own LDP and adds an additional layer of CPD and joint working for staff. In addition to the current development plans which have been shared with governors there are also other activities which are ongoing in DASP that may emerge as priorities further down the line. These are running in addition to the development plan. At leadership level, DASP are currently exploring a peer review project (The School Partnership Programme) and the majority of DASP schools are keen to become involved. Mrs Smith has also initiated a 4-19 mental health and wellbeing project which 8 schools are taking part in, including DMS and THS. This will focus on the strategic leadership of mental health provision and will be led by the national charity Place2Be. The DASP annual review will be published at the end of this term.

12. Appointment of Chair and Vice Chair – Term of Office

Governors were informed that prior to the appointment of the chair and vice chair taking place they should agree the term of office. The current chair confirmed that she would not be seeking re-election for 18/19 and governors discussed options for reducing the workload on the role in order to make it easier for a current governor to fulfil the role. In addition, it was noted that there was currently one vacancy for an elected parent governor and one for a co-opted governor and this had an impact on governor workloads.

It was AGREED that the period of office should be one year and that before the appointment is made in October 2018 consideration should be given to distributing aspects of the role. In addition, it was AGREED that steps to fill the current governor vacancies should take place in September.



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13. 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** – This is covered in Minute No.8 above.

- B. **Governor Visits** – Governors noted the details of the recent visits undertaken by Mrs Cheeseman (Maths book look, Maths learning walk, phonics information session, SEP visit learning walk, Summer Fete visit), Ms Duke (phonics learning walk) and Mrs Wibley (Year 4 visit, science governor link visit, TA interviews). Governors discussed their visibility to the PTA and agreed that this should be increased and this could start with running a stall at the next Fete. It was also suggested that the school calendar should be included within the appropriate FGB agenda each term so that events/activities could be identified for governor involvement. These dates are also available throughout the year on newsletters and on the school website.

- C. **Training Update** – The Clerk reported that an additional Safeguarding 1 course had been arranged for 11 July 2018 in Beaminster. The safer recruitment courses in November were now available for booking on Nexus.

14. 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 14 June 2018
 - (i) Minute No. 11A – Hot School Meals Contract – Governors had received and reviewed the contract documentation which was due to be signed by 13 July
 - (ii) Minute No. 11B – PTA – Governors endorsed the views of the Finance Committee to thank the PTA for their tremendous support and fund-raising activities. This was an increasingly important area for the school and the relationship with the PTA should be nurtured.



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- B. Report of Curriculum and Policies Committee – Minutes of meeting 21 June 2018 – The Chair referred to the teacher led briefings and the proposal to have a programme. As part of this process it was anticipated that the relevant link governor would undertake a visit either before or after the briefing to validate the evidence.
- C. Report of SIG – 20 June 2018 – In response to questions from governors the headteacher reported that the moderation of the KS1 data had taken place and the reading data was slightly better but the cohort had not done as well as previous cohorts. This had been a tricky cohort and some of the teacher assessments had been impacted by the moderation process. The headteacher emphasised that the KS1 data would remain vulnerable and the outcomes would now inform transition conversations. In response to further questioning, the headteacher confirmed that regular pupil progress meetings with teachers had not revealed the anomalies that now existed in one class and that further detailed moderation had been carried out to explore these anomalies. She was confident that the data was secure and that any anomalies had now been addressed.

15. Appointment of Sub Committees and Dates for Meetings 2018/19

Governors AGREED to the re-appointment of the following sub committees and their memberships and to keep them under review:-

A. Curriculum and Policy Committee – Mrs Wibley, Mr Putnam, Ms Daly, Mrs Moss and Mrs Smith.

B. Finance and Staffing Committee – Mrs Moss, Ms Bettenson, Mr Bracey, Mrs Cheeseman, Ms Duke, Mrs Gillard, Mrs Scott and Mrs Smith

C. SIG – Mrs Cheeseman, Mrs Gillard, Mrs Moss and Mr Putnam

It was AGREED that the dates and times for future meetings would be considered following Mrs Smith's meeting with the new Clerk.

16. Staffing – September

(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 LDP, the development of the curriculum and the embedding of the new assessment system. **Quality of Teaching, Learning and Assessment Objective -**



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

The headteacher confirmed the appointment of a new Clerk, Natalie Green, and a new office assistant, Michelle Every.

17. Any Other Urgent Business

None

Ms Bettenson arrived at 6.30pm

Ms Daly left at 7.30pm

The meeting closed at 8.10pm.

Certified as a true record.

Chair Date
John Quinton, Clerk / Manager to Governors, 5 July 2018

DAMERS FIRST SCHOOL.

Action Plan following the Full Governing Body meeting held on 4 July 2018

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Training required for Governors to manage google docs document collating governor questions.	8	All	ASAP
2. GDPR regular overview termly report	10	Clerk/HT	ASAP
3. Appoint new governor(s)	12	HT	September 2018



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4. Relationships with PTA	13B and 14A(ii)	Chair/HT	ASAP
5. Consider future meeting dates	15	HT/Clerk	ASAP