



Full Governing Body Meeting

Minutes of the Full Governing Body meeting held on Thursday 4 October 2018 at 18.00 hours

Present:	Appointed Parent	Michelle Cheeseman MC (Chair)
	Authority	Margaret Moss MM
	Elected Parent	Frankie Daly FD
	Elected Parent	Sophie Duke SD
	Appointed Parent	Mandie Gillard MG
	Co-opted	Ruth Bettenson RB
		Sandra Scott SS
		Terry Putnam TP
	Staff	Tom Bracey TB
	Headteacher	Catherine Smith CS

Apologies: Appointed Parent Joanne Wibley JW

In attendance: Moira Bearwish MB (DHT), Rachel Nesbitt RN (AHT), Marian Zvara MZ (Prospective Co-opted Governor), Natalie Green NG (Clerk)

Q/C - Question/challenge

1. Election of Chair and Vice-Chair

The Clerk opened the meeting and announced that MC had self nominated as interim Chair (with a review date of January 2019) and was duly elected.

MC then assumed the Chair and announced that JW had self nominated as Vice-Chair and was duly elected.

2. Welcome

The Chair welcomed all present and CS noted in particular a welcome to prospective Co-opted Governor MZ.

3. Apologies for Absence

Apologies were received and accepted from JW. TB would join the meeting late due to Parents Evening.

4. Minutes.

The minutes of the meeting held on 4 July 2018 were proposed by MM and seconded by FD as an accurate record.

5. Matters Arising & Action Plan.

MC noted that the committees had approved the Action Plan. She added that this was a working document and additions were welcomed, which should be marked as such on the document.

Reflection on the impact of governance was noted.

Item 8 Training required for Governors to manage google docs document collating governor questions - Three governors had attended training with Tammie Barnes (TBa) which they noted as very helpful. It was agreed that other governors would contact TBa as necessary. CS stressed the importance of sharing files and inherent efficiencies, RN noting that the whole school used this system. MC mentioned the governor's google calendar and added that it would be useful to populate with school events. ONGOING

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Item 10 *GDPR regular overview termly report* - there would be a update termly so this would now be standing item on the Agenda. ONGOING

Item 12 *Appoint new governor(s)* - on agenda, and new governor mentor noted.

Item 13B and 14A(ii) *Relationships with PTA* - this was noted as formalising links between the GB and PTA. SD attends PTA meetings.

Action - SD to speak to PTA to offering support from GB and ask what help governors could give. There would be an entry on the Action Plan to reflect.

Item 15 Consider future meeting dates - COMPLETED

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

No declarations of interest were declared. The annual review was due and the Clerk asked for any updates to the existing record. There were none. The forms would be available to re-sign at the next meeting.

No declarations of urgent business.

Action: Clerk to arrange updates to the website of Summary of Business and Pecuniary Interest.

7. Correspondence

None

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

CS said that work on Vision and Aims would continue in the Spring Term via a Community Twilight with a view to updating the Vision and Aims in the Autumn of 2019. CS added that new junior governors had been interviewed and were very impressive.

The Code of Conduct had been circulated and all governors were in agreement with it.

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

9. Headteacher's Report and Learning Development Plan 2018/19 / Office Report –

CS noted her main report (which had been circulated previously), the log of actions from core leaders and the Office Report showing general figures such as numbers on roll, split by gender, attendance figures, and groups attendance which was also split by gender. **Q/C Governors asked about the numbers of EAL pupils which CS said was around 10%.**

CS noted progress since the last Ofsted inspection 12 months ago. Governance had made big improvements and CS thanked MC for her support in this work.

The Primary Science Quality Mark had been awarded and governors noted a well done to Georgie O'Donnell, Science Lead and JW, Link Governor.

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CS referred to the SEP visit in July 2018 from Mark Sandercock (MS) which had taken the form of a coaching session and the report had previously been circulated. This had been the final visit from MS and the new SEP Jackie Broomfield would then take over. The new SEP had experience of DP, which would be useful. **Q/C Governors asked if the new SEP would join the HTPM committee** - this was confirmed by CS.

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11. Policy Review

i. Teachers' Pay Policy - CS noted the changes to the model policy which included Damers additions. She explained that a 2% pay rise had been assumed in budget planning and that the proposed grant may not cover the increase. There was still no definitive answer on the grant allocation, which may go direct to DCC rather than to schools. Case scenarios had been costed based on potential outcomes and CS felt that there was no option but to go with the recommended pay rise. 3.5% had been awarded for mainscale teachers across the board, 2% to the upper pay scale and 1.5% to the leadership scale and CS noted the potential financial impact on the school budget. Pension contributions would also impact further in the near future.

Action - CS and MC to meet to discuss HT pay range; TB to communicate the message to teaching staff.

Adoption of the policy was proposed by MM and seconded by RB.

ii. Child Protection Policy - MB shared some key updates to Keeping Children Safe in Education 2018 noting a helpful diagrammatic view of changes which had come via MyConcern. One of the main elements of change was about peer on peer abuse, child on child sexual harassment and violence among young people. Looked After Children (LAC) and SEND advice had also changed, noting previously LAC. This was a DCC model policy which had been localised to Damers, and included a section on Prevent, children missing education and emergency contacts; contextual safeguarding looking at wider environmental factors beyond home or family and new guidance on the Single Central Record. MB noted that in light of the changes, other policies also required review.

Adoption was proposed by MM and seconded by RB with an action for all governors to familiarise themselves with the policy in full before the next FGB where this would be discussed as a Safeguarding item.

***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*

12. Governor Approval for Excess Surplus

CS explained that the top-up payment for the Base had been received late and had impacted on the end of year accounts. There were some additional issues with Utilities payments which had impacted further.

MC proposed approval of the Excess Surplus of £60,156 and this was seconded by TB and agreed.

13. Looked After Children (LAC) Annual Report

MB referred to the report, which had previously been circulated. There was one LAC on roll. **Q/C Governors asked if there was now a need to included previously LAC as referred to at item 11. ii) above.** MB said that

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the school were not aware of a duty to include this in the report yet but would look into this further. A new handbook from Dorset Virtual Schools had been produced and MB was up to date with the training.

CS and MB noted an issue with a LAC who had left school in July 2018 without a confirmed new school placement. This had created a lot of work due to the child changing authorities, information not being communicated and had involved escalating a complaint to the Children's Commissioner. Concerns had been expressed by Damers about the Dorset Virtual School and accountability thereof.

***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*

14. DASP

CS showed governors the DASP development plan and noted some key DASP projects. She would be chairing the Executive Group for a second year and gave an overview of some highlights, noting some cross over with the Damers LDP. Good shared practice and learning was mentioned, and DASP was now looking at Peer Review work with other schools. The long term plan would be to move away from a SEP and into an effective peer review model. **Q/C Governors asked about Transition work and the plan around it.** CS noted that there had been an agreement on Transition by DASP schools which she described. DASP was working towards improvement on last year's approach, particularly within the local mini-pyramid.

CS had previously circulated a set of responses to questions from governors to Mike Foley of the Thomas Hardy MAT, which she referred to.

Action: MC to set up an additional meeting with governors to discuss these responses in depth.

***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 SDP, the development of the new curriculum and the embedding of a new assessment system*

15. Clerk's Notices

- A. **Membership of the Governing Body** - NG noted that she had shared a Governor Overview which aimed to summarise all governor information on one document, including training. She asked governors to check currency and let her have any updates.
- B. **Reappointment of Link Governors including new Link Governor for Mental Health and Wellbeing** - it was agreed that Link Governors would remain as 2017-18 with the exception of the following changes:
 - Year 1 - MM
 - Year 2 - SD
 - Maths - (MC and) SD
 - Mental Health & Wellbeing - SD
 - New Governor Mentors - MM and JW

Action: Clerk to update documentation and arrange website updates

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- C. **Arrangements for Performance Management of Headteacher** - it was agreed that the panel would consist of MM, RB, MC and TP and would look to train a further governor.
- D. **Review of Standing Orders** - this had been circulated previously and there were no further comments from governors. However, the Clerk mentioned that there were items missing which were normally present such as Chair terms, quorum, durations of meetings etc and would redraft for further comments.

Action: Clerk to redraft Standing Orders before next meeting.

E. Confirm committee structure and membership - this had been agreed at the last FGB and the Clerk confirmed the following:

Curriculum and Policy Committee – JW (Chair) TP (Vice-Chair) FD, MM, MC and CS
 Finance and Staffing Committee – MM (Chair), RB, TB, MC, SD, MG, SS and CS
 SIG – MC, MG, MM and TP

Action: Clerk to update documentation to reflect above membership

- F. **Governor Vacancies** - there was a brief discussion about the Elected Parent vacancy. The Clerk had prepared the papers and a decision was awaited about timing the start of the process before sending out to parents. CS noted that she was in discussion with suitable candidates about the two Co-opted vacancies.

Action: Clerk to initiate Parent Governor election process once date decided.

(At 20.20 MM and FD left the meeting)

16. Governor Visits/Training

- A. Governor Monitoring Activity Update
- Next learning walk - deferred to next Curriculum & Staffing Committee meeting.
- B. Governor Visits - deferred to next FGB
- C. Training and Skills Audit – Latest Training Update - the Clerk noted that Dorset Nexus contained all course details and dates and encouraged governors make use of it noting that she was happy to book places on training courses if necessary.

Action: NG would send governors a link to access Dorset Nexus when emails updated by Governor Services.

***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
 -Establish a clearly defined role for all governors in securing accountability across the school*

17. Current Issues of Committees and Groups.

- A. Report of Finance, Staffing and Environment Committee – Minutes of meeting on 20 September 2018
 B. Report of Curriculum and Policies Committee – Minutes of meeting 25 September 2018
 C. SIG – Notes of meeting held on 26 September 2018

The minutes of these meetings had been circulated previously and there were no further questions.

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Quality of Teaching, Learning and Assessment Objective To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards

18. Any Other Urgent Business

Harmony Principles - on agenda for the next FGB. CS noted Ashley Primary in Walton on Thames as a point of reference.

There being no further business the meeting closed at 20.24.

19. Date and time of next meeting: Thursday 6 December 2018 6pm.

Items for Next Meeting: Standing Orders (for review), Register of Business & Pecuniary Interests, GDPR, Safeguarding, Governor Visits, Harmony Principles

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

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Liaise with PTA offering GB support	5. (13B and 14A(ii))	SD	Next PTA meeting
2. Update Governor Action Plan to reflect work with PTA	5. (13B and 14A(ii))	Chair	ASAP
3. Arrange updates to the website of Summary of Business and Pecuniary Interest.	6.	Clerk/TBa	October 2018
4. Discuss the HT pay range	11. (i)	MC/CS	ASAP
5. Communicate Pay Policy for Teachers to teaching staff	11. (i)	TB	ASAP
6. Familiarisation with new Child Protection Policy	11. (ii)	ALL	By next FGB
7. Set up meeting to discuss responses to MAT questions from Mike Foley	14.	MC	COMPLETED
8. Arrange updates of governor roles and information on website and documentation	15. B. & E.	NG/TBa	By the end of October 2018
9. Redraft Standing Orders	15. D.	NG	By next FGB
10. Initiate Parent Governor Election Process	15. F.	NG	When dates decided
11. Send link to governors relating to Dorset Nexus access	16. C.	NG	COMPLETED

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