



Full Governing Body Meeting

Minutes of the Full Governing Body meeting held on Thursday 6 December 2018 at 6pm

Present:	Appointed Parent	Michelle Cheeseman MC (Chair)
	Authority	Margaret Moss MM
	Elected Parent	Claire Angell CA to 8pm
	Elected Parent	Sophie Duke SD from 6.41pm
	Co-opted	Ruth Bettenson RB
		Terry Putnam TP to 7.47pm
		Marian Zvara MZ to 7.47pm
Staff		Tom Bracey TB
Headteacher		Catherine Smith CS

Apologies:	Appointed Parent	Joanne Wibley JW
	Appointed Parent	Mandie Gillard MG
	Co-opted	Sandra Scott SS

In attendance: Moira Bearwish MB (DHT), Rachel Nesbitt RN (AHT), Natalie Green NG (Clerk)

Q/C - Question/challenge

1. Welcome

The Chair welcomed all present and in particular new governors CA and MZ. Frankie Daly (FD) was briefly present and governors showed their appreciation to her for her work as a Parent Governor with a gift. FD thanked governors and left the meeting.

2. Apologies for Absence

Apologies were received and accepted from JW, SS and MG. SD would join the meeting late.

3. Co-option of Governors

The co-option of MZ was proposed by MC and seconded by MM and was unanimously agreed.

4. Minutes of the Last Meeting

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

5. Matters Arising & Action Plan

1. SD to liaise with PTA offering GB support - MC confirmed that SD had completed this and there was now a more formalised approach. Governors would now be attending events including the school Christmas Fair - COMPLETED
2. Chair to update Governor Action Plan to reflect work with PTA - COMPLETED
3. Clerk to arrange updates to the website of Summary of Business and Pecuniary Interest - ON AGENDA
4. MC/CS to discuss the HT pay range - this would take place the following week as a part of Performance Management processes - ONGOING
5. TB to communicate Pay Policy for Teachers to teaching staff - COMPLETED

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6. All governors to ensure familiarisation with new Child Protection Policy - COMPLETED
7. MC to set up meeting to discuss responses to MAT questions from Mike Foley - COMPLETED
8. Clerk to arrange updates of governor roles and information on website and documentation - COMPLETED
9. Clerk to redraft Standing Orders - COMPLETED and on agenda
10. Clerk to initiate Parent Governor Election Process - COMPLETED
11. Clerk to send link to governors relating to Dorset Nexus access - COMPLETED and would send to MZ when set up on the school email system.

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 and the forms were made available to re-sign/amend. The Clerk would remind governors not present to visit the school office to re-sign their forms.

Action: Clerk to remind governors to sign business interests forms

No declarations of urgent business.

7. Correspondence

None

8. Feedback from session on MAT considerations / Decision on Next Steps

Mike Foley (MF) had presented on the Thomas Hardy MAT prior to the FGB and would send the Scheme of Delegation and financial details to CS with view to governors meeting key MAT personnel in January 2019. TB would relay this to staff, and it was noted that teachers from the MAT could be invited to attend the meeting. MC asked for initial reactions to the session. **Q/C Governors asked if there was a good time for conversion procedurally in terms of financial year (FY) and council changes etc.** CS said that the first opportunity would be 1 June 2019 or September 2019 to coincide with the start of the MAT FY. LA issues were discussed in terms of the benefits of a MAT structure. The MAT values in terms of matters such as HT recruitment and support were noted. School maintenance and budgetary issues were discussed. It was agreed that there were still a lot of issues to explore in terms of due diligence. TB reported that teachers were not unduly concerned with MAT conversion per se, but were concerned with terms and conditions and wanted more information going forward. The importance of the flow of information was noted.

9. Chair's Report and Learning Development Plan 2018/19

CPD Review 2018/19 - MC explained that MB had shared this in the Curriculum & Policy Meeting and had requested GB input into it. There were no further questions but MB was commended on the clarity of the piece of work.

MC tabled a Chair's Report looking at each priority and the actions against them. She added that it was clear that the GB was showing impact. MC would share the document following the meeting and invited questions and additions.

(At 6.41pm SD joined the meeting)

MC invited greater governor involvement in school activities and to match the ambition of the staff. She noted lesson observations, learning walks, link governor feedback meetings, the Governor Action Plan, training as part

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of the SEP visit and teacher led briefings in Curriculum and SIG meetings. She added that the implementation of the Daily Mile was a huge achievement and that the Primary Science Quality Mark was to be celebrated.

***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

10. Safeguarding

MB referred to her Safeguarding Report which had previously been circulated. The main changes since the last FGB had been staff training, updated policies and figures about the number of core groups attended in terms of Child Protection meetings. The Clerk noted that RB's training as Safeguarding Link Governor was now out of date and she would look for a new date for this training.

Action: Clerk to book training update for RB

***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*

11. Policy Review

This had been circulated previously and comments were invited.

i. SEN Information Report and Policy

Transition issues were noted for Base children. RN described the enhanced transition package for Base children leaving Y4. **Q/C Governors asked about the Base which RN outlined.**

There were no further questions and adoption of the Policy was agreed unanimously.

***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

12. SEF Update

This had been circulated previously and questions were invited.

Outcomes - Q/C Governors asked a question arising from the SIG meeting and noted that it would be useful to see a cohort's performance through year groups on one document, so that whole cohort progress could be tracked. CS said that the data was at individual child level to track the personal journey, but would arrange for the data to be presented in governor format, as requested. **Q/C Governors asked about measuring individual children's progress and CS described the Early Excellence assessment tool. Q/C Governors asked if parents had access to this and CS replied that this would be in place from 2019/20.**

SEP A - the report had just been received and CS would share with governors at the next FGB.

EYFS - **Q/C Governors asked whether this was issue across DASP or a challenge for the school only.** CS replied that Damers was the only school using Early Excellence, which was a rigorous tool for assessing progress and attainment on entry. She noted the low starting points, which were validated. It was noted that all figures included Base children which naturally had an impact on overall cohort outcomes. CS noted further issues around social deprivation affecting the school and that Damers was known for inclusion so there were a large number of children with SEND and EHCPs. Increasingly challenging intakes year on year were noted by CS. **Q/C Governors asked about opportunities to feed back to pre-school provision.** CS noted that the school could work collaboratively with pre-schools as part of transition arrangements and that staff gleaned as much

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information as possible. There is also a project currently underway in DASP to bring all EY professionals together to share good practice and discussions about end of EYFS outcomes. **Q/C Governors noted the low starting point and the progress achievement from this baseline, which was considerable, asking if it was possible to challenge any government directives on expectations** CS said that the school would always remain focused on the best possible outcomes for all children, regardless of starting points and that expectations should always remain high.

*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*

13. Headteachers Annual Appraisal Report to Governors

CS tabled a document which summarised teaching staff performance management from 1.9.17 to 31.8. 18. She noted how targets informed each teacher's objectives using an anonymised table showing pay and progression. Of the 21 teachers in post, 11 were eligible for pay progression within their pay range and 10 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. 2 teachers applied to progress to the upper pay range (3 were eligible), 1 was successful and 1 required further evidence and experience relating to the teaching standards. 1 teacher progressed within the upper pay range (5 were eligible).

The current salary budget (2018-19) for teachers in the school is £1,040,649; this was planned with the assumption that all teachers would progress successfully.

Q/C Governors asked about implications for teachers in terms of progression. This was noted as more substantial and sustained impact and challenge expected as teachers move within the upper pay range. The trends with a lack of interest in pay progression but good retention were noted.

The performance criteria used was described, which aligned with Ofsted gradings. A greater focus on marking and feedback were identified as area to look at. **Q/C Governors noted the one teacher on 2/3 and CS described the support and CPD offered to the member of staff concerned. Q/C Governors asked if there was continual performance monitoring throughout the year, which CS confirmed. Q/C Governors asked if there was improvement from the previous year, which CS confirmed. Q/C Governors asked if the 5 high performers were encouraged to share success with others.** CS said that the teachers identified would be given these opportunities and would be used as models for other teachers.

Trends were presented. **Q/C Governors noted the negative changes from 2016-17 and CS said that a change in assessment criteria (removal of levels) had caused this. Q/C Governors asked if there was any form of check and balance as the performance management work was done solely by CS.** CS noted that the SEP was involved in this.

In summary, CS noted that it would appear that a more rigorous approach to performance management was having an impact on ensuring that there was 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 had meant that reviewers were clearer about tailoring individual targets, although a couple of anomalies still existed. The amount of support given in setting appropriate targets had reduced significantly over the last two years. Current assessment procedures had meant that it had been more difficult to evidence outstanding teaching and although the school felt that teachers were performing at an outstanding level, where the progress data was not

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available to back this up a cautious approach had been taken.

The following actions were recommended to facilitate continuing improvement:

1. A slight realignment of PM reviewers to ensure that there was a consistency between whole-school priorities and individual points of professional development
2. Further CPD for individual reviewers where anomalies exist
3. Further CPD for staff and reviewers relating to expectations within the upper pay scale

*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*

14. GDPR Termly Report

CS said that Tammie Barnes (TB) as DPO would now complete a termly report to governors. This was tabled and CS gave an overview. Compliance work was noted including a Consent Management system, training and Subject Access Requests (SAR).

A data breach was noted. This had been reported and resolved.

The report noted strengths and weaknesses and particular note was made of the pressures on TB in terms of the DPO role and that there was a need to ensure that TB was working under the right terms and conditions. MAT conversion considerations were noted in relation to this work.

Steps to be taken this term included the completion of SAR and Data Mapping, which was ongoing. The next steps included Data Protection Impact Assessment and Supplier Contract reviews.

(At 7.57 MZ and TP left the meeting, at 8pm CA left the 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
-Establish a clearly defined role for all governors in securing accountability across the school*

15. Harmony Principles Update - deferred to next FGB

LDP link – Quality of leadership and management objective – to strengthen the role of Governors in monitoring and evaluating the impact of the LDP and to ensure that all governor actions are closely linked to development priorities.

16. DASP Update - deferred to next FGB

*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*

17. Clerk's Notices

Review of Standing Orders - this had been circulated previously and there were no further questions. Adoption of the Standing Orders was agreed.

18. Governor Visits/Training

A. Governor Monitoring Activity Update - deferred to next FGB.

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B. Governor Visits - deferred to next FGB.

C. Training and Skills Audit – Latest Training Update - reminder to look at Safer Recruitment training, assign new governor mentors.

Action: MC would email to agree mentors.

D. Evaluation of Governor Impact - deferred to next FGB

E. Sports Funding Link Governor role - deferred to next FGB

19. Current Issues of Committees and Groups

These had previously been circulated.

A. Report of Finance, Staffing and Environment Committee – Minutes of meeting on 15 November 2018
Virements discussed in the meeting were proposed by MM and seconded by SD and the Outturn was signed off.

B. Report of Curriculum and Policies Committee – Minutes of meeting 13 November 2018 – no further questions.

C. SIG – Notes of meeting held on 21 November 2018 – no further questions.

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

20 Any Other Urgent Business

There being no further business the meeting closed at 8.15pm.

21. Date and time of next meeting: Thursday 7 February 2019 6pm.

Items for Next Meeting: Governor Visits/Training, Harmony Principles, DASP Update

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. Discuss the HT pay range	4	MC/CS	ASAP
2. Remind governors who were not present to re-sign the business interests form.	6	NG	COMPLETED
3. Arrange Safeguarding in Schools Level 2 training for RB	10	NG/RB	COMPLETED
4. MC to arrange respective new	18	MC	ASAP

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governor mentors			
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