



Full Governing Body Meeting

Minutes of the Full Governing Body meeting held on Thursday 7 February 2019 at 6pm

Present:	Appointed Parent	Michelle Cheeseman MC (Chair)
	Appointed Parent	Mandie Gillard MG
	Appointed Parent	Joanne Wibley JW from 6.25pm
	Elected Parent	Sophie Duke SD
	Co-opted	Ruth Bettenson RB
		Terry Putnam TP
		Sandra Scott SS to 8pm
	Staff	Tom Bracey TB
	Headteacher	Catherine Smith CS
Apologies:	Co-opted	Marian Zvara MZ
	Authority	Margaret Moss MM
Absent:	Elected Parent	Claire Angell CA

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.

2. Apologies for Absence

Apologies were received and accepted from MM and MZ.

3. Minutes of the Last Meeting

The minutes of the meeting held on 6 December 2018 were approved as an accurate record.

4. Matters Arising & Action Plan

1. CS/MC to discuss the HT pay range - **OUTSTANDING**
2. NG to remind governors who were not present to re-sign the business interests form - **COMPLETED**
3. NG to arrange Safeguarding in Schools Level 2 training for RB - RB and MC attended training on 17.1.19 **COMPLETED**
4. MC to arrange respective new governor mentors - **COMPLETED**

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

No declarations of interest were declared.

CS would update governors on the Dorchester Chamber Breakfast.

6. Correspondence

Two formal complaints had been received which were in progress following the Complaints Procedure.

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7. Headteacher's Report and Learning Development Plan 2018/19

The report had been circulated previously and CS had invited comments on the report in the margins. She added that it had been very useful to reflect on the questions ahead of the meeting. It was agreed that this approach would be used going forward.

Q/C CS gave verbal responses to the questions raised:

- SLG Link Governor for Inclusion discussion - CS noted that this was confidential due to individual children being mentioned.
- MM was the SLG Link Governor for Outcomes and the SLG would ensure that she was included in this.
- Rationale for Book Look changes - CS explained that this had previously been a 'cold' look. Teachers were now being included in book looks, with professional discussion recorded and a dialogue taking place. This provided more meaningful feedback from teachers. The plan was to also involve children at a future point.
- Extra curricular activity for Disadvantaged Pupils (DP) - CS explained the process and rationale and added that so far the impact had been significant.
- Coaching - CS noted that teachers were proactively seeking coaching, some teachers preferred more direct feedback. CS described coaching sessions and activities, which she said were completely removed from the classroom. Amber Rickard and Naomi Hudson led on coaching, and governors noted that they would like to hear more about the work they are doing. CS confirmed that coaching was not compulsory and could be short or mid or long term depending on the coachee's needs.
- Track a Child activity - previously governors were engaged in this and it now needed a re-focus. Action: this would be placed on the agenda for the next Curriculum meeting.
- Maths No Problem and collaborative work with DASP. Governors noted the need to continue MNP approaches into Middle school.
- KS1 Maths results were discussed in SIG. The school was ensuring a greater focus on Interim Standards whilst securing outcomes through MNP.
- Governors were not invited to the INSET as it offered opportunities for teachers to have in-depth discussion as a group. Further opportunities for discussion for all stakeholders would be available at the Community Twilight in April.
- CPD Leader Project based TLR role - funding for this role had been agreed and covered in Finance Environment & Pay Autumn 2.
- TB's role as Teaching Lead for the Development of Pedagogy and Evidenced-Based Research - Action: TB would conduct a teacher led briefing at Summer 2 Curriculum - include on Agenda.
- Assessment Processes around SCERTs were noted.

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- Drop off/drop ons were not particularly cyclical. PPM rounds were very positive last time and more consistency noted.
- No marking trial - CS stressed that this did not mean that teachers won't look at work, but will focus on feedback rather than written marking which was proven to be more effective with younger children. Teachers were very focussed on AfL, follow ups and post teaching in the trial classes. Governors asked how impact would be monitored and this would be covered in SIG. Governors asked how much parents will know if their child is doing well when looking at a child's book. CS said that an explanation would be given to parents on parents evenings, adding that it was easier to see progress in books without written marking.
- DPs with SEN noted as a significant challenge especially DP boys with SEN. Barriers were examined in depth in RN's PPMs. Governors asked about the Steps approach to behaviour management which RN was very positive about. MC noted the GB's appreciation of this groundbreaking and brave work.

Unauthorised absence issues were noted.

CS also noted the Office Report, LDP, SEF Summary and SEP A report which had been circulated prior to 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
-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*

8. Safeguarding

MB said that the Safer Schools team would be attending to conduct online safety training, but reported no other key changes in guidance and statutory documentation. She noted a lot of family liaison work undertaken by staff. **Q/C Governors asked if there were issues with shortages in staffing in other agencies.** MB noted that early intervention was key but issues with resources in other agencies were evident. She added that in cases of domestic violence, schools were being increasingly asked to provide ELSA support. SS noted the good relationships built up with families in school.

CS reported that MyConcern had recently delivered a CPD proposal to DASP in terms of setting up a DASP Safeguarding professional development package. She described a termly DSL network, termly governor network and an audit. This would be run through the teaching school and would be scenario based. It would also be valuable in terms of Governor and DSL further understanding of MyConcern software.

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

9. Policy Review

This had been circulated previously and comments were invited.

- Supporting Pupils with Medical Conditions Policy
- First Aid Policy - noted for information only

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There were no further questions and adoption of the Supporting Pupils with Medical Conditions 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

10. Harmony Principles Update

MB reported that she, Nikki Simmonds and Natasha Wray had attended a second training session with the Prince's School for Traditional Arts at Ashley Primary, Walton-on-Thames, which she described as 'amazing'. It was a great opportunity to talk about how to embed and underpin the curriculum with Harmony Principles. She described moving forward in small steps, and the staff meeting held the previous evening to feedback small elements of what had been covered. Damers would be taking part in an arts project with the Dorset Centre for Creative Arts. The school was still considering outdoor aspects of curriculum planning in relation to Harmony Principles.

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.

11. Pupil Premium - Update on spending plans for 2018/19

This had been discussed in the Finance, Staffing & Environment committee. CS noted that she was in the process of updating the report on the website, which would be uploaded shortly. She described the need to identify barriers and to cover the rationale for expenditure. There were three main areas of focus - Quality First Teaching, Pastoral Support and Broadening Experiences. She added that Pupil Premium funding was used holistically and could have an impact on any child in school through the focus on QFT.

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

12. DASP Update

CS reported that the DASP AGM had been cancelled the previous week due to bad weather and would now take place on 28 February 2019. She described the ongoing work of DASP as very proactive and beneficial to all schools. MC would feedback to governors following the DASP AGM.

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

13. Clerk's Notices

- Succession Planning and Co-opted Governor Vacancy - NG noted the Co-opted Governor vacancy and it was agreed that this would remain on hold pending further MAT considerations. Other governors terms would be due to expire over coming months.
- Governor Profiles for website - new Governor profiles were not yet uploaded and NG would check on progress.

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14. Governor Visits/Training/Activity -

A. Governor Monitoring Activity Update

- Next learning walk - agree focus and date - the date was yet to be agreed but the Learning Walk would have a Maths focus.
- Y3 Book Look - this was yet to be agreed.

B. Governor Visits - MC noted the three reports in the pack and encouraged governors to visit and report further. She noted that she planned to have a matrix of planned governor visits over the school year. CS suggested that this could then be used to inform the focus of the Learning Walk.

C. Training and Skills Audit – Latest Training Update. The training record had been circulated prior to the meeting and the Clerk stressed the importance of letting her know when any training and CPD had taken place so she could keep the record up to date. MC noted that the Primary Maths course due to run late last year had been cancelled due to illness. Action: NG would check with Governor Services ref the next available date.

D. Evaluation of Governor Impact - MC noted that it was important to summarise what governors were doing in school so that impact could be measured. She added that it was evident that the level of question/challenge in meetings was good, reflection on previous actions were recorded and agenda setting was aligned with the LDP and the Gov Action Plan. A record of training was maintained, future planning was evident in terms of MAT conversations, Skills Audit considerations and the mentoring of new governors. SD and MM were looking at development in the first year of being a governor, MC and CS were in close contact and MC was able to offer a governor perspective on school issues. Governors also showed recognition of areas for development. CS added that she had found the pre-meeting commenting on the HT report really useful.

(At 8pm SS left the meeting).

E. MAT discussion - MC noted an interesting meeting earlier that week with the Thomas Hardy MAT Trustees and some Members. SD said that governors had much appreciated the fact that Members had attended as well as Trustees. It had been very positive and governors felt at ease with the MAT and remarked that the only agenda trustees appeared to have was making the MAT as good as it could be. They showed a great deal of interest in Damers. Good questions were asked and the MAT were open about their achievements and failures. CS noted that she felt secure about the potential options. **Q/C Governors asked if there was any evidence of bringing in other schools effectively.** CS said that she felt confident about the ability to provide the structure needed. **Q/C Governors asked about the future status of DASP.** CS said that DASP would continue as it is as this was separate to any MAT structure. It was noted that the school could negotiate over the support needed. **Q/C Governors asked if Damers was considering any other MATs.** Only the Thomas Hardy MAT was being considered as a local MAT was seen as the preferred option, and currently the school had total choice as there were no financial issues - this picture could change going forward. **Q/C Governors asked about staff feelings about the matter and TB described a mixed picture, adding that detail and reassurance would be important to ensure that MAT conversion was the right thing for the school and its pupils.** **Q/C Governors asked CS to confirm if she was happy to start to look at due diligence - which she affirmed.** MC added that she felt that the MAT structure offered more security and CS said that she felt that the Thomas Hardy MAT understood inclusion, which was very important to a school such as Damers. **Q/C Governors asked if there was a consultation process during the due diligence phase - this was not the case but there was a clear need to ensure that all stakeholders were fully informed.** CS outlined some future issues which were a concern and

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she felt that the MAT option offered some future proofing for the school.

The proposal that MC write to Gary Batt, Chair of Trust Board to initiate the due diligence process with the Thomas Hardy MAT was agreed, with 7 votes in favour and one abstention.

CS would outline the due diligence process in a future meeting.

F. Sports Funding Link Governor and activity - SD would take on the Sports Funding Link role and MC would continue with Maths.

F. Web Compliance Governor - Action: CS would approach MZ about undertaking this role.

*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. Current Issues of Committees and Groups

These had previously been circulated. There were no further questions.

- A. Report of Finance, Staffing and Environment Committee – Minutes of meeting on 17 January 2019
- B. Report of Curriculum and Policies Committee – Minutes of meeting 22 January 2019
- C. SIG – Notes of meeting held on 23 January 2019

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

16 Any Other Urgent Business

CS reported that she and a number of children had attended the Dorchester Chamber Breakfast - 50 businesses had been present including the Dorchester Bid Team and DCC, and each speaker had 2 minutes to present prior to the children's slot which was the main event of the morning. Edd Moore had spoken of the Eco work in school at the Autumn 2018 meeting so the children had been invited to the Spring Breakfast. CS described her surprise and delight that the meeting was all about Damers children and the Eco work they were doing. The children had spoken well and CS said that she was incredibly proud of them. The aim was to sign up Dorchester to be a plastic free town. Governors expressed their appreciation to the school and a big 'well done' to all concerned.

There being no further business the meeting closed at 8.28pm.

17. Date and time of next meeting: Thursday 28 March 2019 6pm.

Items for Next Meeting: None

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Action Plan following the Full Governing Body meeting held 7 February 2019

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Discuss the HT pay range	4	MC/CS	ASAP
2. Track a Child on agenda for next Curriculum meeting	7	CS/JW/NG	Next Curriculum Meeting
3. Teacher led briefing by TB on the impact of his TLR role so far	7	CS/JW/NG	Summer 2 Curriculum meeting
4. Check on new governors profiles on website	13	NG	ASAP
5. Ascertain next available Primary Maths course	14	NG	ASAP
6. Approach MZ about Web Compliance Link Governor role	14	CS	ASAP

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