**Minutes of the Local Governing Body meeting of the Wessex MAT held via Google Meet on Thursday 15 October 2020 at 6pm**

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| **Present** | Elected Parent | Sophie Duke SD CHAIR |
| | Elected Parent | Vicky Needham VN |
| | Elected Staff | Tom Bracey TB to 7.17pm |
| | Headteacher | Catherine Smith CS |
| | Co-opted | Ruth Bettenson RB from 6.40pm |
| | Co-opted | Margaret Moss MM |
| | Co-opted | Sandra Scott SS to 7.23pm |
| | Co-opted | Joanne Wibley JW to 6.54pm and from 7.03pm to close |
| | Co-opted | Tom Amery TA from 7.05pm |

**In attendance:** Natalie Green NG (Clerk), Moira Bearwish MB (DHT) from 6.15pm, Jan McKie JMK (Finance Director, Wessex MAT) to 6.22pm, Rachel Nesbitt RN (AHT) to 6.45pm.

Q/C - Question/challenge

**1. Welcome**
SD welcomed all present.

**2. Apologies for Absence**
These were received and accepted from Lesley Goldsack LG.

**3. Minutes of the Last Meeting**
*The minutes of the meeting held on 29 September 2020 were approved as an accurate record.*

**4. Matters Arising & Action Plan**
1. TA to report back on enquiries with Duchy ref development and demographics in Poundbury and google schools to see how Damers appeared - TA later reported that the information was not available. CLOSED

2. CS to report back to governors on 'Great Works' celebration plans by November 2020 LGB. ONGOING

3. CS to provide a report on Guided Reading by February 2021 LGB. ONGOING.

4. RN to provide short session on 'Steps' - on Agenda

5. CS/SD to assign Link Governors to SLGs - on Agenda

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6. SD/MM to finalise HTPM process by October 2020 - on Agenda

7. MB to send CP Policy and Code of Conduct for Staff to NG for inclusion in next LGB pack - on Agenda

8. NG to check on Safeguarding Training for governors and report back - SD would chase up those governors who had not completed this mandatory training. ONGOING.

9. Governors to write to staff, particularly Foundation stage, to thank them for the excellent start. RB had written to staff and VN would write a further letter following this meeting. COMPLETED

10. NG to access MAT portal - NG reported that she was talking to MAT Company Secretary Karen Weir (KW) about this and would update governors shortly. ONGOING

11. TA to write to Chamber of Commerce ref governor vacancies. ONGOING

12. NG to check Skills Audit for gaps and report back. ONGOING

## 5. Declaration of Any Other Urgent Business
None.

## 6. Declaration of Interest
No declarations of interest were declared. NG noted the annual review and thanked those governors who had completed the new MAT form. One form was now outstanding. When the remaining governor had completed their form she would submit the school record to the MAT, noting that this was a legal requirement for all governors.

## 7. Correspondence
None.

## 8. Finance Update
JMK presented a report showing how the levy had been spent, noting income and expenditure over the last 10 months. She noted the £3035 contingency which would be returned to the school budget. CS explained that her time spent supporting Bere Regis covered the cost of a music specialist in school.

The Budget was noted as on track with an expected carry forward of £123,171 at year end. Further transactions were due to adjust this to an overall figure of £143,844.

JMK noted the capital expenditure of £35k. She informed governors that historic capital of £29,641 could be converted to revenue, which would allow more flexibility in the way it was spent. Governors agreed to this proposal. JMK would confirm when this had been completed.

The Budget report would be presented to governors in November 2020 and would reflect staff pay rises.

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JMK commended the school and governors on effective financial management. CS said that the audit process had been helpful and hoped for a smoother process next time. Governors thanked JMK for her report and she left the meeting at 6.22pm.

## 9. Presentation on 'Steps' - Rachel Nesbitt

RN explained that Steps was a whole school behaviour management ethos and all staff were now trained in it. It promoted pro-social behaviour and was designed to manage dangerous behaviour. It was a shared philosophy in school and there was an expectation that all staff follow the principles. RN showed the strategies used within the Steps Therapeutic Continuum, adding that it built on work in school on mental health and resilience. She noted how inclusion worked within the model and the importance of behaviour in relation to learning.

**Q/C Governors asked how long Steps had been in place in school.** RN said that it was implemented 3 years ago, and Damers had been the first mainstream school to take it on. **Q/C Governors asked if differences in behaviour had been noted**. RN said that commitment from staff at the start really boosted the implementation and impact was seen quite quickly. Where the process had not been followed and things had gone wrong had provided an excellent learning opportunity in school. **Q/C Governors asked how confident the school was that all staff were on board and the process embedded.** RN said that some staff had been invited to attend further training if necessary and staff who had divergent values with regard to discipline were required to follow the school values. **Q/C Governors asked if escalation of incidents has lessened**. RN referred to the previous model of Team Teach and said that use of Steps has prevented the use of restraint completely. **Q/C Governors asked what role children played in the process.** RN felt that the ethos was not explicit to the children and maybe this was something to reflect on in terms of the reflect, restore and repair stage. TB added the importance of Steps within the ethos of the classroom, adding that he felt that children responded positively to this. CS and RN described some positive examples of Steps in school.

Governors thanked RN for her presentation and she left the meeting at 6.45pm

## 10. Headteacher's Report

10.1 CS apologised for the late arrival of her report and the Learning & Development Plan in the pack. This was due to workload issues. She noted that the report format provided a good summary of activity for governors and for the Trust Board. She made particular mention of attendance, which was at a very high level. It was agreed that governors would raise questions on the report by Friday 23 October and CS would provide answers after half term.

10.2 Receive/Approve Learning & Development Plan 2020-21. CS said that this was in the usual format and gave a brief overview, highlighting key changes since Covid-19. She requested further questions and comments as 10.1. She noted the updated Risk Assessment which was also in the pack, as were the new remote learning levels and how these were addressed. A RAG'd LDP would be presented to governors in November 2020. Governors received/approved the LDP.

10.3 Safeguarding - the updated Child Protection & Safeguarding Policy and Staff Code of Conduct had been included in the pack and were adopted.

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10.4 The Admissions Policy was due for adoption and CS would look at this over half term and would present it at the November LGB.

*LDP link: **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*

## 11. Trust Board Issues

NG noted that headings in this section and in section 12 were items required in the new MAT planner, which aimed to provide greater structure and deadlines for LGB business. NG informed governors that KW had requested LGB minutes and would report on LGB issues to Directors.

11.1 Receive Policies - CS noted that the aligned Pay Policies in the MAT had agreed the pay rise for teachers as set by the government. MM raised an anomaly in the Pay Policy which NG would raise with JMK. Subject to this, the <u>MAT Pay Policy 2019 and Data Protection Policy were received.</u>

11.2 Receive Terms of Reference for LGB - <u>these were noted and formally received</u>.

## 12. Governance Issues

12.1 Approve Headteacher Performance Management. It was noted that last year's HTPM had now been approved. CS said that SEP Paul Chadwick would join the virtual panel with MF, MM and SD on 12 November 2020 and approval would be deferred to the next meeting.

12.2 Governor Training Feedback - no training had been completed so far this term. SD encouraged governors to self register and look at the relevant NGA modules, noting some of particular interest.

12.3 Virtual Meetings Protocol - SD had sent an email with a proposed protocol, adding that virtual meetings were expected to continue for some time. She asked governors to note this.

12.4 Agree GB Priorities. There would be a focus on pupil progress. CS said that the school was still establishing a clear picture of current attainment levels, after which she would share comparative data with governors. Due to the need to examine the LDP to define the GB's priorities, this would be deferred to the next meeting.

12.5 Agree Link Roles - CS noted the SLGs covering Inclusion, Attainment & Curriculum and governors would need to link to these. There was a discussion on Link Governor roles and CS added that a virtual meeting with the year leader/subject leader would assist link governors in carrying out their reporting function. SD would share the reporting format with governors. New link roles were drawn up and agreed and NG would share this with the minutes.

12.6 Agree programme of governor visits - SD would draw this up to include in the pack for next meeting.

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12.7 Succession Planning/Governor Induction - SD noted that after liaison with NG she would draw up an Induction Pack. NG said that she had been in discussion with KW at the MAT about a standardised approach for this. SD informed governors that prospective Co-opted Governor Linda Parkinson-Hardman had withdrawn her interest and there still remained 3 vacancies. NG had contacted three further candidates on Inspiring Governance and had received a response from DCH Hospital Librarian Morag Evans. She would set up a meeting with her and SD shortly. She added that she would appreciate hearing back from TA's enquiries with the Chamber of Commerce and would follow up the REACH recommendation from RB. SD was also following up a candidate proposed by VN.

*LDP Link 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*

**13. Any other Urgent Business as declared at start of meeting**
None.

**14. Date and time of next meeting: Thursday 26 November  2020 6pm**
There being no further business the meeting closed at 7.40pm.

**Action Plan following the Local Governing Body meeting held on 15 October 2020**

| Action to be Taken | Minute No. | Governor/Staff Member Involved | Suggested Completion Date |
|---|---|---|---|
| 1. Report back to governors on 'Great Works' celebration plans. | 4 (4 (7)) | CS | by LGB November 2020 |
| 2. Provide report on Guided Reading. | 4 (4 (7)) | CS | By LGB February 2021 |
| 3. Finalise HTPM process. | 4 (4 (10)) | SD/MM | By November 2020 |
| 4. Ensure that all governors undertake Safeguarding Training. | 4 (4) | SD | ASAP |
| 5. Access MAT portal | 4 (9) | NG | ASAP |
| 6.Write to Chamber of Commerce ref governor vacancies. | 4 (10) | TA | ASAP |
| 7. Check Skills Audit for gaps and report back. | 4 (10) | NG | Next LGB |
| 8. Raise questions on HT Report and LDP | 10 | Governors | By Friday 23 October 2020 |
| 9. Admissions Policy, HTPM, GB Priorities and MAT Aims/Priorities on Agenda for next LGB | 11/12 | Clerk | By next LGB |

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| 10. Send out Link Roles with Minutes, share reporting format with governors | 12 | Clerk/SD | ASAP |
| 11. SD to draw up Governor Visits Schedule based on new link roles | 12 | SD | ASAP |
| 12. Draw up Induction Pack | 12 | SD | ASAP |
| 13. Follow up new governor enquiries | 12 | SD/VN | ASAP |

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