



**Minutes of the Dysart Local Governing Body Meeting (LGB02)
on Thursday 23rd February at 6pm**

Governors:

Thowheetha Shaah (Chair)
Leigh Edser (Headteacher)
Heini Furrer (Staff)
Isabelle Gozard

Martin Jackson (Parent)
Rosemary Jubraj (Parent)
Jackie Van West
Sarah Williams

Non-Governor Participants:

Penny Jelbert (Business Manager)
Brenda Scott (OHCAT Finance)
Norman MacDonald (OHCAT Finance)

GQ – Governor Question

GC – Governor Comment

Minutes taken by Sue Bashford (SB), Clerk to the Governors

The meeting started at 6.05pm

All documents, circulated prior to the meeting, were taken as read.

| Ref | Title | Action |
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| 1. | <p>Apologies for Absence</p> <p>SW – apologies accepted, SW has returned to Devon as her mother has been readmitted to hospital HF – apologies accepted, HF has a virus. JVW – arrived at 6.10pm during item 10. BS - left at 6.15pm to attend her next meeting at Bedelsford School.</p> | |
| 2. | <p>Welcome and Introductions</p> <p>All were welcomed to the meeting and introduced themselves. Norman MacDonald (OHCAT Finance) was introduced. Norman will be attending future LGB meetings at Dysart.</p> | |
| 3. | <p>Declaration of Interests</p> <p>None.</p> | |
| 4. | <p>Constitution and Appointments</p> <p>It was NOTED that Malcolm Self, Lead for the Finance and Resources Portfolio resigned with immediate effect on 21st February.</p> <p>It was NOTED that MS worked very hard on progressing the new build for occupation in September.</p> <p>See CONFIDENTIAL ITEMS</p> | |

Minutes signed by Chair:

Date:

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| | <p><u>Teacher Governor Vacancy</u></p> <p>The vacancy of Teacher Governor will be advertised w/c 27th February 2017. It was NOTED that HF is the support staff governor. There are currently 8 governors and it was felt that an uneven number would be better should there be need for casting votes.</p> <p>POST MEETING NOTE: Teacher Governor vacancy advertised to all teachers on Thursday 2nd March with a closing date of 3pm on Friday 17th March 2017.</p> | | |
| 5. | <p>Minutes of the Last Meetings</p> <p>The minutes of the meeting LGB01 were signed without amendment. LGB01/AP05 remained outstanding. This would be carried forward.</p> <p>The minutes of the meetings prior to conversion were signed by the Chair.</p> | | LGB01/AP05 |
| 6. | <p>Matters Arising not covered elsewhere on the Agenda</p> <p>None.</p> | | |
| 7. | <p>School Development Plan (SDP)</p> <p>This item had been carried forward from the meeting in November 2016 and the SDP has now been rag-rated.</p> <p>GQ – How do we know where we are at with some of the items? It is rag rated – LE explained: green completed, yellow in the process, not highlighted - it has not been started, red has not been achieved. Expected time frames have been added in brackets.</p> <p>GQ - What is PODD It stands for Pragmatic Organisation Dynamic Display. It is a communication system which works on aided language displays and goes on to social interaction unlike PECS which is ‘ask’ and ‘give’. Currently two classes are working with PODD. OFSTED highlight in the last inspection that more was needed on student communication across all sessions. Dysart is now immersing students in a range of communication strategies. It was NOTED that Dysart recently organised a 2 day PODD training course for 30 delegates; 7 staff from Dysart attended. Intensive Interaction training for new staff is being explored and may be shared in-house with Bedelsford.</p> <p>GQ – Re Governors section on page 5 section, point 3 regarding ‘Develop the use of questioning to further probe the information provided to governors’. How would that happen? Historically Dysart had provided such detailed information that governors appeared passive. The LGB has improved its questioning which is evidenced in the LGB minutes. JVW reported that the detailed information provided by Dysart had, however, enabled governors to fully answer questions during the last OFSTED inspection and governors felt fully supported.</p> <p>GQ – There are some links to governor portfolios in the SDP but not <u>all</u> portfolio areas have links. Would it be possible to have each portfolio represented in the 2017-2018 SDP to increase the focus of the portfolio visit? The request was AGREED and NOTED.</p> <p>GQ – Is there a plan for a 3 to 5 year plan for the school? It had been discussed prior to academisation, but with no further action.</p> | | |

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| 8a. | Headteacher's Report | |
| | <p>The Headteacher's Report was circulated on 16th February.</p> <p>GQ – Does Red Class have sufficient staff? Yes, as it the most able cohort across age groups. Students are being encouraged to be as independent as possible. Diamond and Purple have fewer students as they are more challenging classes.</p> <p>GQ – Is the Red Class strategy working? Yes, definitely. It is now in its second year. Language skills have come on considerably. The class is trialling a new free app called Class DoJo; teachers are able to upload pictures and comments which parents can then comment back. The app has been warmly received and LE will look to roll out across the school over time.</p> <p>GQ – Are the complaints still coming in? The situation is still 'live' but with no new complaints. OHCAT have been very supportive.</p> <p>GQ – Can we have advance notice of events so that we can also attend and support? This request was NOTED.</p> <p>GC – It was reported that the Valentines Café was lovely, students were buying cards and simply enjoying each other's company. It was well attended. There will be an Easter Café. Details of dates were REQUESTED. LE said how proud she was that Dysart students broke the record for funds raised at the Rotree in Kingston. Governors liked the photographs included in the HT report.</p> | LGB02/AP01 |

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| 8b. | Data Dashboard | |
| | <p>The data dashboard was circulated on 16th February.</p> <p>GQ - What behaviours fit in to medium and low categories? Examples were given – high, incident that would leave a mark, cause an impression or damage; medium, light physical; low, opting out, noise. It is subjective but SLT have compiled the list.</p> <p>GQ – Would the student who remained in the corridor last year have been on the behaviours report? Yes, but he would have appeared in the blue category.</p> <p>GQ – Do we know how we compare with other schools? We do not know and it is unlikely we could ever get the details or really compare due to the cohort of different schools.</p> <p>GQ – Could we compare to past records? We are using a new system so that cannot be done.</p> <p>GQ – Can we know how many students are involved in the behaviours? It was estimated about 20. One student in particular has many behaviours recorded in this data. We are looking at buying a SIMS app so that behaviours can be reported as soon as they happen by the staff involved. Details of number of students involved in behaviours was REQUESTED for the next meeting.</p> <p>GQ – What is staff typicality? It is teaching observations which have not been done for the spring term.</p> <p>GC – There is no sickness on the Dashboard for January. It was REQUESTED this this be followed up.</p> | LGB02/AP02 LGB02/AP03 |

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| 9. | Portfolio Governor Visits | |
| | <p>The following Portfolio visit reports for the Spring Term 2017 were circulated to all governors on 16th February:</p> <ul style="list-style-type: none"> ♦ Health and Safety, Child Protection and Safeguarding ♦ Finance and Resources ♦ HR and Organisational Development ♦ Business Development and Marketing <p>It was NOTED that the following meetings for the spring term had not taken place but would take place prior to the Easter holidays.</p> <ul style="list-style-type: none"> ♦ Ethos, Vision and Strategy ♦ Teaching and Learning | |
| | <p><u>Health and Safety, Child Protection and Safeguarding</u></p> <p>GQ – Agency staff need to read the Keep Children Safe in Education document and sign to say this has been done. Can they do this on the first day they are at Dysart?</p> <p>It was NOTED that the KCSiE is a lengthy document which needed to be read and understood. PJ is to speaking to the agencies to ask if it can be added to the vetting sheet. Should something then come up on the DBS, the agency would be liable.</p> <p>It was AGREED that PJ will investigate further the need for the KCSiE document to be read and signed, by agency staff, with agencies and report back.</p> <p>GQ – Hoist incident – please can you update? See CONFIDENTIAL ITEMS</p> <p>GQ – Re the Disqualification by Association – how many staff were involved? One member of staff. Due process was followed.</p> <p>GQ – How would you prevent this in future recruitment? Interview panels have a safer recruitment trained interviewer, someone will also be well versed in safeguarding. New staff are asked to sign to say they do not live with someone who would disqualify them from working with children.</p> <p>GQ – All visitors are asked to lock their phones away before entering the school but are visitors asked about locking away their Tablets? It was NOTED that this does not happen and was AGREED that this would be reviewed.</p> <p>GQ - What is RIDDOR? It is when a safeguarding incident is worthy of reporting, those involved were hospitalised or needed more than 5 days off work.</p> <p>GQ – What is happening with the 360 audit which was started some time ago? The audit, which is not mandatory, was started by the former DHT. It will be revisited in the next safeguarding meeting.</p> <p>Following some discussion it was AGREED that the 360 audit would be brought to the next LGB and signed off.</p> | <p>LGB02/AP04</p> <p>LGB02/AP05</p> <p>LGB02/AP06</p> |
| | <p><u>Finance and Resources</u></p> <p>GQ – Could I ask if you feel comfortable about MS’s comment about the reserves; do you feel comfortable with the figure? The Trust would like three months reserve, which would require a surplus, but there is currently one month. This is not regarded as a big risk and following brief discussion, governors AGREED with this.</p> <p>GQ – With regard to Annex 7b - do we need another Section 77?</p> | |

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| <p>CA will be looking into this through OHCAT legal team; it will depend on if anyone wants to challenge.</p> <p>GQ – Do all of these LGB papers go to the OHCAT Board? As three have been written by MS, is it also representative of the LGB views?</p> <p>Following discussion it was AGREED that the LGB would ‘like to receive an update on the services received’. Annex 07b last paragraph to be reworded by LE/SB to this effect.</p> <p>POST MEETING NOTE: Papers are not send directly to the OHCAT Board but Board members are able to access all documents through the portal.</p> | LGB02/AP07 |
| <p><u>Business Development and Marketing</u></p> <p>It was NOTED that there will be a Website Survey Monkey to go out to parents and staff in the next week. Governors will also be sent the link.</p> | LGB02/AP08 |
| <p><u>Portfolio Vacancy following MS resignation</u></p> <p>The vacancies are for Lead on F&R and support on DB&M</p> <p>Governors were asked to think about these two positions and contact SB if interested. SB to follow up.</p> | LGB02/AP09 |

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| 10. | Finance and Funding | |
| | Item 10 was discussed after item 3 in order to allow BS to attend a meeting at Bedelsford School. | |
| | <u>For approval – Contracts/SLAs in excess of set limit</u> None. | |
| | <u>Management Accounts</u> BS and NM went through the details of the Management Account report, Period 4 end 31 December 2016. | |
| | NM and BS met with LE and MS a few weeks ago. In summary: <ul style="list-style-type: none"> ♦ Finances are in a good position and very sound. ♦ Ahead of budget on income and spent less on budget on expenditure. ♦ Top up funding reconciliation taking place. ♦ School have been entrepreneurial and have generated some income from offering Team Teach training. | |
| | <p>GQ – Teaching support staff supply is over budget – what is the reason for that?</p> <p>Some of the staff are incorrectly coded and when this is corrected it would still be overspent but to a lesser degree. A reconciliation is taking place; there will still be overspend but at a lower level. This will be corrected in January account. It was NOTED that Long term supply costs are impacting on overspend but are offset in the under spend on salary costs.</p> <p>GQ - Recruitment advertisement shows a figure of £10,000 with little left in that budget, why is this?</p> <p>The school had to advertise twice for the DHT post, on both occasions in the TES. Posts are usually advertise through ‘e-teach’ which can be accessed at no additional cost. It was REPORTED that the Assistant Site Manager post had been advertised and the closing date had passed.</p> <p>GQ – Re the notes to the accounts on staff costs which is under budget due to savings on pensions, is it right that staff have to opt out of the pension, what percentage have and are they fully aware of the benefits of the pension scheme?</p> <p>Staff do have to opt out. Currently one teacher has opted out and a number of support staff. Using supply staff will also impact as they will not contribute to a pension.</p> <p>Numbers of staff opting out of the pension scheme to be provided at the next meeting.</p> | LGB02/AP10 |

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| 11. | Policies and Procedures | | |
| | <p>Governors NOTED that the following policies were approved by the OHCAT Board at their meeting on 9th December 2016. It was also NOTED that all policies can now be viewed on the Governor Portal. Governors will be notified when any new policies are circulated.</p> <p><u>Updated Policies</u></p> <ul style="list-style-type: none"> ♦ Health and Safety Policy ♦ Supporting Pupils in School with Medical Conditions Policy ♦ Data Protection Policy ♦ Staff Code of Conduct <p><u>New Policies</u></p> <ul style="list-style-type: none"> ♦ Environmental and Sustainability Policy ♦ Exclusions Policy (Academies) ♦ Infection Control Policy ♦ IT Acceptable Use Policy ♦ Moving and Handling Policy ♦ Personal and Intimate Care Policy (Academies) ♦ Safeguarding Supervision Policy ♦ Travel and Subsistence Policy <p>No local policies and procedures were reviewed.</p> <p>GQ – What is the purpose of the Safeguarding Supervision Policy? The policy was written JVW. It was explained that all social workers, for example, have safeguarding supervision and will meet with a person to discuss any recent case studies, something which might worry them or something which might have been done differently for a quicker or better outcome.</p> | | |
| 12. | OHC&AT Governance Documentation | | |
| | <p>The following documents were circulated on 16th February:</p> <ul style="list-style-type: none"> ♦ LGB Roles and Responsibilities – flow chart ♦ Scheme of Delegation ♦ Schedule of Responsibilities <p>Governors NOTED that the documents were approved at OHCAT Board on 9.12.2016.</p> <p>GQ – How do we know if we, as an LGB, are doing our job effectively as referred to on Page 3 of flow chart of LGB Roles and Responsibilities? The Board would be shouting if you are not providing the right information, parent complaints, OFSTED might be knocking on the door.</p> <p>There was brief discussion about completing a governor self-evaluation, to sit alongside the school evaluation, which can be done annually. This had been considered prior to conversion to academy status. The evaluation might highlight any training needs and as OFSTED require this evidence from governors, it was AGREED to revisit this.</p> | | LGB02/AP11 |
| 13. | Dysart Post-16 Provision | | |
| | <p>This was discussed earlier in the meeting. Revised drawings have arrived and are to be shared with governors.</p> | | LGB02/AP12 |

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| 14. | Any Other Business | | |
| | <p>GQ – Are their plans to find another governor to replace MS? Brief discussion followed and it was NOTED that it was a decision for the LGB to make. It was NOTED that it is not necessary to fill the gap and have a Finance & Resources meeting for the summer term 2017. It was AGREED that the matter would be considered for the next LGB meeting. Agenda item. SB to send out portfolio table and remits to all for consideration.</p> | | <p>LGB02/AP13 LGB02/AP14</p> |
| 15. | Dates of Next Meeting | | |
| | Thursday 8 th June 2017 5.45 for 6pm | | |
| 16. | CONFIDENTIALITY | | |
| | <p>Constitution and Appointments</p> <ul style="list-style-type: none"> • Malcolm Self resignation • Planning details for new build <p>Portfolio Governor visits <u>Health and Safety, Child Protection and Safeguarding</u> Hoist investigation</p> | | |

The meeting ended at 7.47pm

LGB02– Action Points from meeting on 23rd February 2017

* ACTION POINT IN CONFIDENTIAL ITEMS

| Action Point No | Action | Action By | Open/Closed |
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| LGB02/AP01 | Easter Café details to be circulated. (email of KM on 2/3) | SB | Closed |
| LGB02/AP02 | Number of students involved in behaviours was REQUESTED for the next meeting. | SB | Open |
| LGB02/AP03 | Sickness data on the Dashboard for January missing and to be followed up. | SB | Open |
| LGB02/AP04 | Investigate further the need for the KCSiE document to be read and signed, by agency staff, with agencies and report back. | PJ | Open |
| LGB02/AP05 | Tablets being brought into school to be reviewed. | LE/PJ | Open |
| LGB02/AP06 | Following some discussion it was AGREED that the 360 audit would be brought to the next LGB and signed off. | LE/JVW | Open |
| LGB02/AP07 | The LGB would 'like to receive an update on the services received'. Annex 07b last paragraph to be reworded by LE/SB to this effect. | LE/SB | Open |
| LGB02/AP08 | Website Survey Monkey - Governors will be sent the link. | SB | Closed |
| LGB02/AP09 | Governors were asked to think about the two portfolio positions and contact SB if interested. SB to follow up. | All | Closed |
| LGB02/AP10 | Numbers of staff opting out of the pension scheme to be provided at the next meeting. | PJ | Open |
| LGB02/AP11 | Governor self-evaluation to be revisited. | LE/TS | Open |
| LGB02/AP12 | Revised drawings to be shared with governors. | LE/SB | Open |
| LGB02/AP13 | The matter of recruiting an additional governor would be considered for the next LGB meeting. Agenda item. | SB | Open |
| LGB02/AP14 | SB to send out portfolio table and remits to all for consideration. | SB | Closed |

LGB01– Action Points from meeting on 10th November 2016

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| LGB01/AP05 | LE would like to hold a separate information session about the changes in progress data and the recommendations being made with the pending withdrawal of P levels. | SB | Open |
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