



**Minutes of the Dysart Local Governing Body Meeting (LGB03)
on Tuesday 12th June 2018 at 6pm**

Governors:

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

Jackie Van West (Vice Chair, Co-opted)
Rosemary Jubraj (Parent)
Martin Jackson (Parent)

Non-Governor Participants:

Penny Jelbert (Business Manager)
Sharyn Purewal (OHCAT Finance)
Tony Williams (prospective co-opted governor)
Carly Skilton (prospective co-opted governor)

GQ – Governor Question

GC – Governor Comment

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

The meeting started at 6.12pm

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

Ref	Title	Action
1.	Apologies for Absence	
	<p>Jackie van West – prior commitment providing Safeguarding training Rosemary Jubraj – work commitment Carly Skilton – prior appointment</p> <p>Thowheetha Shaah arrived at 6.26pm.</p> <p>Prior to her arrival, the meeting was chaired by Leigh Edser.</p> <p>Governors noted that the date of the meeting had been changed at short notice.</p>	
2.	Welcome and Introductions	
	<p>All were welcomed to the meeting. Carly was welcomed in her absence. Tony introduced himself and explained briefly his past experience of governance where he was a Trustee at The Radius Trust of three special schools on the Surrey/Sussex borders.</p>	
3.	Declaration of Interests	
	Tony's daughter Jo Williams is Assistant Head at Dysart.	
4.	Constitution and appointments	

Minutes signed by Chair:

Date:

	<p>It was NOTED that two prospective governors, Tony Williams and Carly Skilton were interviewed by LE and RJ on 17th May. It was their recommendation that both candidates be appointed as local governors. Governors AGREED that the recommendation should be put to the OHCAT Board for their appointment to the Dysart LGB.</p> <p>It was PROPOSED that the new governors take on the following portfolio leads: Teaching & Learning – Carly who will be supported by Heini Finance – Tony</p>	
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5.	Finance and Funding	
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<p><u>Any Contracts/SLAs in excess of set limit</u> None.</p>	
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<p><u>Management Account for Current Year</u> The end of March accounts had been distributed to governors. Sharyn Purewal (OHCAT Finance) gave a brief summary of the accounts.</p> <ul style="list-style-type: none"> • Currently school numbers are set at 96 pupils, by April student numbers rose to 98 and in June have risen again to 99. • Income for full year is projected at £121k above budget and majority of this is from 1:1 funding • By the end of the year the forecast is to be £185k ahead of budget due to 1:1 support and additional students. • End of year is forecast to be at breakeven. • The Trust policy is to have a 90 day expenditure in general reserves, by the end of the year this should be at 52 days. It was at 44 days at the end of last year. • Cash flow is steady. <p>GQ – Are rising numbers an issue? LE explained briefly the numbers for this year had been set at 88 but due to an error between the local authority and the EFA the numbers rose to 96. The LA agreed to pay the PAN place funding plus the top up. As we have taken three extra students the funding has been agreed as place/plus or a percentage for mid-year admissions.</p> <p>GQ Concern was raised that the staff member initials for redundancy costs have been included in the worksheet entitled ‘Notes to the accounts’. It was recommended that this information should be redacted as such documentation can be subject to a Freedom of Information Request. LE confirmed that this was correct and it was AGREED with Sharyn that initials would be removed.</p> <p>GQ – Regarding sickness cover for teaching and teaching support, where does the sickness cover come in as it appears quite high? Where is it reflected in the budget? Sharyn confirmed that the budget is set as ‘staff costs’ so in the case of absence or vacancies, agency staff are brought in. Costs are shown in the forecast line which shows the movement and cost of agency staff but what is not shown is how much of that cover is for sickness. LE also confirmed that much of the sickness cover cost is reimbursed through a staff insurance policy. There is a line in the budget document that reflects this income.</p> <p>GQ – Where does accountability lie for this LGB and the executive team at OHC? The processes for finance will be covered in the portfolio meetings. Financial regulations and procedures are also in place and agreed at a high level. Going through the accounts is a way of showing transparency in</p>	
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accounts and to ensure schools get true and fair value. The accounts are reviewed every month.

GQ – Are there any priority areas where costs can be reduced and reduce the budget spend?

Yes, PJ and LE are working on this with Norman and are considering not recruiting any more staff even though there will be an increase in student numbers. This year some virements have been made where funds and spend in other areas had changed.

Budget Allocation Pack

- The Budget for the next year is set at 101 pupils and the total income for next year is £3.4 million.
- Staff costs set at 73%.
- Forecasts have been based on current year with the exception of the costs for After School Club (Yorda) and the charge of 4.7% for the core services.
- Looking to finish year with a budgeted profit of £5,300.
- Targeted reserve should go up to 67 days as opposed to 52 so far this year.
- The page on shared services was highlighted.
- From September 2018 OHCAT will raise invoices and recoup funds for student fees whereas this has previously been done by Kingston LA.
- IT support is one day a week and this is currently being discussed and may be reviewed.

GQ - What is the year on year difference on shared services?

It has been kept fairly stable. An exercise has been done over the last year to bring in more services to the core fee; last year's fee was 3.6% which will rise to 4.7% this year.

GQ - Is the fee constant regardless of how much the service is used, eg HR? The fee remains the same whether the service is used or not.

GQ - What is the rationale for reducing the funding for the after-school club both this year and next year? How much notice are Yorda given of these reductions, given this will have a significant impact on their finances? PJ and LE met with Laura from Yorda about a month ago. Historically Dysart were given a proportion of funding for an ASC but that was taken away. Dysart have continued to fund the ASC but the amount can no longer be sustained. LE has agreed to try and maintain some support for Yorda in the region of £15-20k but that cannot be guaranteed. Yorda will be supported where possible and from September 2018 they can use the minibus for free and one Dysart site member will drive our students to their site with a Yorda escort. Laura is very understanding of the matter.

GQ – Can the school support Yorda in fund raising at all?

Now that Yorda have the playhouse, they no longer need to use the school which they used for free in the past. We will do what we can to support as it has an impact on our students but the management of the school must come first.

GQ – Will Yorda still provide the same level of service for the time being?

Letters are to go home to parents about the costs and there may be some financial implications for parents. Yorda may also reduce their costs by getting parents to collect students rather than their staff taking students home.

GQ – How much will you be reducing the contribution by this year? £8,500 less this year. The amount has been reduced to £30k and going forward will be slowly reduced to about £20k. We hope to maintain the good working relationship; it has been a difficult decision to make.

<p>FODS have helped out with some fund raising but as budgets get tighter, Dysart will need more support from FODS.</p> <p>GQ – If Yorda is considered a priority, have you looked at other areas that could be cut?</p> <p>Yes; CPD has been cut slightly, we have looked at staffing and have not yet recruited for new music or drama therapists and premises spend has been reduced where possible.</p> <p>GQ – Are there any other government funding streams, eg Lottery, which could be considered.</p> <p>Yes, Yorda are exploring Children in Need for which Leigh is acting as referee and they have always been very proactive in seeking external grants and funding.</p>	
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6.	Minutes of the Last Meetings	
	<p>There were no comments or changes to the minutes which were signed by the Chair.</p> <p>The action points from the meeting on 19th April and those which remain open can be viewed, with updates, at the end of these minutes.</p> <p><u>Governors to Note:</u> LGB02/AP03 Governor access to Educare – All governors now have access using their Dysart email address e.g. ANother@dysartschool.org Governors who experience any problems accessing Educare should contact the Clerk.</p>	

7.	Matters Arising not covered elsewhere on the Agenda	
	None.	

8a.	Headteacher's Report - CONFIDENTIAL	
	<p>The HT report is in a new format, which is standard across all schools within the Trust.</p> <p>Numbers are due to rise to 101 from September and may rise to 105 over the year. We have one classroom which will not be used next year so there is room to expand.</p> <p>2 ITEMS APPEAR IN CONFIDENTIAL MINUTES</p> <p><u>Health Check</u> GC – It appears that the quality of teaching has generally gone up. Yes not only in teaching but teacher engagement with parents, whole school events and school life. It is a credit as 3 staff this year have gone through the assessment only route into teaching and one through the DET route to teach 14-19 students; all have been supported by our Assistant Head. We have another member of staff this year on assessment only route. It shows how strong the CPD is within school and the ethos of 'growing our own' has a really positive outcome for our students.</p>	

8b.	Data Dashboard	
	<p>Behaviour data is now more robust using the app. Very low grade behaviour is not reported e.g. sitting in the corridor, shouting in class.</p> <p>Two sections were blank – one for exclusions and one for assessment data as our students do not sit exams; discussion is taking place on how we might report on assessment for the dashboard going forward.</p>	

Minutes signed by Chair:

Date:

	<p>It was NOTED that student attendance is good and is above the benchmark figure.</p> <p>GC – There aren't any benchmarks for staff annual sickness and behaviour which would be helpful and also to have staff sickness trends for comparison from previous years.</p> <p>Behaviour benchmarking might be more difficult as it would need to be compared to a similar cohort.</p> <p>Staff sickness reporting will be looked at as the figures can be skewed for example if someone has 6 weeks off with a broken leg. The HR portfolio lead will be looking at and reporting on those who have had fewer than 10 consecutive days and those who have had more than 10 consecutive days. There may be national data for staff attendance which we could use for comparison.</p> <p>GC - It appears that the cost for supply for support staff is considerably more than for teachers.</p> <p>It was explained that supply cover teachers are rarely used unless it is for a significant period of time. Each class has a Senior TA who covers teacher absence providing better continuity for our children. This approach has given senior TAs the chance to experience leading in class and has led to some senior TAs going through the assessment only route into teaching.</p>		
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9.	<p>Equality and Diversity Report</p>		
	<p>The Equality and Diversity report and objectives 2017-2019 were circulated prior to the meeting. The document was prepared by Emmet Murphy, DHT.</p> <p>GQ – How does this get reported on?</p> <p>It's a two year plan so would look to feedback to governors next academic year.</p> <p>It was NOTED that this document links in well with British values; LE met with RJ this week and they completed a BV learning walk. To be reported on at the next meeting.</p> <p>GQ – What is the baseline for judging this?</p> <p>Following brief discussion, LE AGREED that they could do a baseline for Equality and Diversity in order that there was something to measure the targets against.</p> <p>GQ – Have we still got a school council?</p> <p>Yes and we are in the process of re-electing students to the council and voting will take place next week.</p>		LGB03/AP01

10.	<p>Portfolio Management</p>		
	<p><u>Ethos, Vision and Strategy</u></p> <p>GQ – Do you have any feedback on Emmet's newsletters which I think is very informative?</p> <p>No feedback as yet but it has helped highlight all the great work which is going on in school.</p>		
	<p><u>Teaching and Learning</u></p> <p>There was a meeting held during the spring term but no report due to an evolving situation. The report which was due to be circulated for this meeting will now be covered at the governors' training day in July.</p>		
	<p><u>Health & Safety, Child Protection and Safeguarding</u></p> <p>There was no meeting this term.</p>		
	<p><u>Finance and Resources</u></p> <p>Typo on report and should read 'the funding will be reduced by £8,000....'</p>		
	<p><u>HR and Organisational Development</u></p> <p>Report name to be amended.</p>		

<p>GQ – Will you be reporting to the LGB on the sickness where a member of staff has more than 10 consecutive days of sickness? It was AGREED that the reporting of this would go through the portfolio meetings. The causes of sickness, trends and spikes will be discussed at the portfolio meeting and the rationale behind why someone might be absent. We will consider if the absence is likely to be a one off or ongoing, for example mental health. There was some discussion about the stress working in this environment. It was REPORTED that Dysart do a large amount in terms of supporting staff mental health and wellbeing. SLT do have an open door policy to support staff.</p> <p>Two teachers are needed, three adverts have gone out with no suitable candidates as yet. One candidate, from three, will be interviewed following the recent advertising. Agency teachers are also being considered as a back-up. We are now looking at appointing another assessment only route into teaching member of staff. It will not be possible to have more as there will be 4 NQTs next year following the success of the assessment only route this year.</p> <p>GQ - Is there a stigma to working at Dysart? It was felt that this was not the case; discussion took place about salaries and lack of London weighting as Dysart falls into the outer London weighting bracket geographically and is located in an area where it is expensive to live. Dysart will only consider recruiting high quality teachers and we need to show that we are actively trying to recruit.</p> <p>It was NOTED that Kay Thompson is no longer part of SLT (she is leaving at the end of this academic year) and her TLR will be split amongst possibly two other posts to try to support and keep staff. Kara Walters had recently been brought onto the Middle Leaders scale for her work on assessment.</p>		
<p><u>Business Development and Marketing</u></p> <p>GQ – Will we be going ahead with the parent council idea? There was discussion at the portfolio meeting about the rational for it and the impact the council might have. It would involve discussion around what we could do differently and how can we improve the processes for parents. The question arose as to which parents might be able to be involved and that it might be more appropriate to have flexibility on parents’ ‘evenings’ which might actually be held throughout the day in the hope that this would improve parent engagement. In the past more parent workshops were held during the day.</p> <p>It was REPORTED that 4 parents attended an e-safety workshop on 11th June, run by Simon Gale from the Trust. Feedback was very positive and it is hoped that their feedback will entice other parents to attend future workshops. We are looking at running the same session at a parents’ evening or holding an after school, drop-in event for e-safety? There will also be two speech and language workshops, during the day, later this term.</p> <p>We are also considering getting Simon Gale in again next year to offer some of our students access to a safe space social media platform he has developed for children with learning difficulties. It would help them to learn to use social media safely.</p>		

<p>GQ - Could we do an e-safety frequently asked questions sheet for those who were unable to attend and upload it to the website? SB to investigate the possibility of this with Simon Gale.</p> <p>It was NOTED that parents' evenings will be moving to the start of term so that parents can be more involved in setting targets and outcomes for their child linked to the new curriculum areas. There may also be the opportunity of a whole day parents' 'evening' so parents get a longer slot but can come in during the school day.</p>	LGB03/AP02
<p>Other Governor Visits The British Values visit which took place this week will be reported on at the next meeting.</p>	
<p>Governor Training and Development <u>13th July – Governor Training day at Dysart</u> including an action plan to develop the governing body. Some of the training will be revisited in the spring of 2019. Agenda to be distributed shortly.</p> <p><u>5th September – Designated Safeguarding Lead training</u> – presented by Andrew Hall. The entire Dysart SLT will be trained on this occasion to ensure there is always someone on site to deal with safeguarding. The training has been offered to other schools in the Trust with uptake from several schools.</p> <p>It is also intended that there will be presentations from middle leaders at the LGB meetings next year, on a rotation basis, presenting on such things as the curriculum, residential or CPD across the school and areas based outside of the portfolios.</p> <p><u>Educare training</u> SB to send out a list of training governors should be doing on Educare. List should include training that Dysart staff need to do.</p>	LGB03/AP03

11.	Policies and Procedures	
	<p>Governors NOTED that the following Policies had recently been reviewed and approved by the OHCAT Board in March. Dysart receive the updated policies and share them with staff.</p> <p>New</p> <p>Attendance Policy (Academies) <i>Additional</i></p> <p>Mental Capacity and Consent Policy <i>Additional</i></p> <p>Review</p> <p>Child Protection, Adult Protection & Safeguarding Policy <i>Core</i></p> <p>Recruitment & Selection Policy <i>Additional</i></p> <p>Lone Working Policy <i>Additional</i></p> <p>Families and Visitors Code of Conduct <i>Additional</i></p> <p>Gifts and Hospitality Policy <i>Additional</i></p> <p>Missing Child Policy (Academies) <i>Additional</i></p> <p>Complaints Policy (Academies) inc the complaint form <i>Core</i></p> <p>GQ – Do we get any input into the writing of the policies? Yes, they come to Leigh for checking or input. Some are generalised and others are more specific for example safeguarding where school information needs to be added.</p>	

12.	GDPR – General Data Protection Regulation		
	A GDPR paper giving an update on the training of Phase 1 and 2 was circulated prior to the meeting. GDPR will be covered at the governors' training day in July.		
	<p>GQ - I note that the most detailed training has been provided for office staff and SLT. Would consideration be given to also providing the detailed training to classroom teachers given the daily interactions and information sharing that goes on between school, parents and various third parties?</p> <p>Governors were informed that Stephanie Hill from OHCAT came into school on 7th June to do whole school GDPR training.</p>		
13.	SEF		
	<p>GQ –Is it normal to have one third girls, two thirds boys in the school? Previous research had suggested that the figures were 1 girl to every 4 boys with ASD. New research shows 2.5 girls to 4 boys. Girls often have undiagnosed ASD as they are better at masking behaviour and they present differently. With a cohort like Dysart, it is usual to have more boys than girls.</p> <p>GQ – The report is very positive but there don't appear to be any areas for development or action. We are currently writing the new SEF which will be available in September 2018 which will cover development points.</p> <p>We are also developing and finalising a SEF for EYFS and KS5 as they are stand-alone areas. LE and EM are looking produce a more concise SEF document for OFSTED and the website. Documents will be issued in September 2018.</p> <p>GQ – Will the new SEF refer to what has replaced P scales? LE confirmed that P scales still exist until the end of this academic year.</p>		
14.	Term Dates 2019-2020		
	The dates are in line with Kingston LA. One INSET has been moved to the summer term. Following brief discussion the term dates for 2019-2020 were AGREED for approval by the Board.		
15.	Any Other Business		
	<p>GQ – How is the new registration entry system working? It was installed over half term. There have been a few teething problems but it is generally going well. There are lots of features which will be used going forward.</p> <p>GC – The rationale for installing the equipment was GDPR, however it is possible to see lists of peoples name. PJ confirmed she will be meeting with CRL to ensure that all concerns are addressed and rectified.</p> <p>SDP Rag rated SDP was circulated on 12/6/18 as requested at the last LGB. This was an interim SDP which will be more in depth going forward.</p>		
16.	Dates of Next Meeting		
	<ul style="list-style-type: none"> • Thursday 22 November 2018 (<i>three weeks before the OHCAT Board meeting</i>) • Thursday 28 February 2019 (<i>two weeks before the OHCAT Board meeting</i>) 		

Minutes signed by Chair:

Date:

	<ul style="list-style-type: none"> Thursday 13 June 2019 <i>(two weeks before the OHCAT Board meeting)</i> <p>Calendar invites for the LGB dates 2018-2019 to be sent out by the Clerk.</p>		LGB03/AP04
17.	CONFIDENTIALITY		
	Two items under the Headteacher's report.		

The meeting ended at 8.08pm

Action Points from 2017-2018

LGB02– Action Points from meeting on 12th June 2018

Action Point No	Action	Action By	Open/Closed
LGB02/AP01	Following brief discussion, LE AGREED that they could do a baseline for Equality and Diversity in order that there was something to measure the targets against.	LE/EM	Open
LGB02/AP02	Could we do an e-safety frequently asked questions sheet for those who were unable to attend and upload it to the website? SB to investigate the possibility of this with Simon Gale.	SB	Open
LGB02/AP03	Clerk to send out a list of training governors should be doing on Educare. List should include training that Dysart staff need to do.	SB	Open
LGB02/AP04	Calendar invites for the LGB dates 2018-2019 to be sent out by the Clerk.	SB	Closed

LGB02– Action Points from meeting on 19th April 2018

Action Point No	Action	Action By	Open/Closed
LGB02/AP01	Can we have the dashboard double sided so that the graphs are larger? It is almost impossible to read the budget data which is very important. UPDATE: Contact made with Solveig Smith by email on 12/6/18 to see if the request is possible. UPDATE 13/6/18: Solveig has confirmed that the configuration will be changed to print on two side	SB	Closed
LGB02/AP02	Clerk to speak to Trust Clerk arrange for Dysart LGB to each get a copy of the NGA book Welcome to Governance. UPDATE 12/6/18: Trust Clerk to investigate. Dysart may need to order their own books.	SB	Open
LGB02/AP03	It was RECORDED that Governors need to be given access to Educare. Contact to be made with Anita at OHCAT. UPDATE: Anita emailed on 12/6/18 for confirmation UPDATE: All governors have access to Educare. New governors will come on in July.	SB	Closed
LGB02/AP04	Rag rating the SDP for distribution was AGREED. UPDATE: The rag rated SDP was circulated to governors on 12/6/18	SB	Closed
LGB02/AP05	Governors completed the LGB Governor Appointment – ‘Get information about schools’ form which will be forwarded to the Trust Clerk. UPDATE: Returned to Clerk on 12/6/18	SB	Closed
LGB02/AP06	It was agreed that the Trust should be contacted to find out why the logos have been removed from the Headed paper. UPDATE: emailed Trust Clerk and Lynn Barrett for more information on 12/6/18 Action – office email needs to be updated on headed paper. UPDATE: corrected on 20th April.	SB	Open Closed

LGB01– Action Points from meeting on 22nd November 2017

Action Point No	Action	Action By	Open/Closed
LGB01/AP02	Data on families not supported by LA would need to be provided by Dysart. LE and SB to provide data for governors.	LE/SB	Open
LGB01/AP05	The Chair will summarise the governor conference, and sort out papers issued on the day, for circulation to all governors.	TS	Open

Action Points from 2016-2017 which remain Open

LGB02– Action Points from meeting on 23rd February 2017

Action Point No	Action	Open/Closed
LGB02/AP11	<p>Governor self-evaluation to be revisited. <i>This remains open, no work completed on this so far.</i> Update: GC – it was suggested that contact be made with the NGA to move forward on this. It was AGREED to investigate this further. UPDATE: This will be revisited once the Chair and Vice Chair for the academic year have been recommended and approved. UPDATE 10/06/18: This has not taken place; research will take place over the summer break.</p>	Open