



**Minutes of the Dysart Local Governing Body Meeting (LGB01)
on Thursday 22 November 2018 at 6 pm**

Governors present:

Thowheetha Shaah (Chair) [TS]
 Jackie Van West (Vice Chair, Co-opted) [JWV]
 Leigh Edser (Principal) [LE]
 Heini Furrer (Staff) [HF]
 Martin Jackson (Parent) [MJ]
 Carly Skilton (Co-opted governor) [CS]

Also present:

Dani Ayres, (Head of Upper School), (Items 1 – 9A) [DA]
 Norman McDonald (OHCAT Finance) (Items 1 – 6) [NM]
 Emmett Murphy (Deputy Principal) [EM]
 Susanne Wicks (Clerk)

GQ: Governor Question

GC: Governor Comment

Ref	Title	Action
1.	<p>Apologies for absence</p> <p>Apologies were received from Rosemary Jubraj and Tony Williams. Consent was given to their absence.</p>	
2.	<p>Welcome and Introductions</p> <p>TS welcomed all present.</p>	
3.	<p>Declarations of Interest</p> <p>There were no new declarations of interest made.</p> <p>The clerk reminded the LGB of the requirement to complete a declaration form annually, and those who had not already done so, were asked to email the form by the end of the week.</p>	ALL
4.	<p>Skills Audit Analysis</p> <p>The clerk reminded the LGB of the requirement to complete a skills audit form annually, and those who had not already done so, were asked to email the form by the end of the week.</p>	ALL
5.	<p>Constitution and Appointments</p> <p>i. Governors noted that Carly Skilton and Tony Williams had been appointed by the OHCAT Board of Trustees for a three year term commencing on 29 June</p>	

	<p>2018.</p> <p>ii. Governors agreed to recommend that the Board of Trustees appoint TS as Chair and JVW as Vice-Chair of the LGB for this academic year.</p> <p>LE advised that TW had indicated his interest in standing as Chair but not until later in the academic year. It was agreed to add this to the agenda of the next meeting.</p>	Clerk
<p>6.</p>	<p>Finance and Funding</p> <p><u>Final Accounts 2017-18</u></p> <p>NM presented the unaudited, draft accounts for 2017-18.</p> <p>Governors noted that:</p> <ul style="list-style-type: none"> • For the full year, the operating surplus was £51k against a budget of £13k, a positive variance of £38k. • More income was received than expected, as three pupils joined at Easter, taking the number on roll to 99. • The total salary costs were £207k over budget largely due to the provision of additional one to one support. • Midway through the year, the Principal, the School Business Manager and NM started work to identify savings in areas such as ICT hardware, and catering which contributed to the year-end surplus. • The reserves position has increased by £130k to £460k which amounts to 51 days against the Trust's target of 90 days' reserves. <p>GQ: If there are increased numbers of LGB pupils and increased income, will more staff be recruited?</p> <p>LE confirmed that more staff will be needed, but that they won't all be permanent staff members, due to the challenge in recruiting staff, and the flexibility that agency staff can bring. There are around 20 agency staff in school, many of whom have been with the school for a long time, and who participate in training etc. with permanent staff. A more challenging issue is covering sickness absence, although this has been partly mitigated by the purchase of insurance which repays supply costs from the second day of sickness.</p> <p>GQ: Is there any major capital expenditure planned?</p> <p>LE responded that a CIF bid will be submitted to cover the cost of boiler replacement, and replacement of the perimeter fencing.</p> <p>NM undertook to provide a breakdown of the £1.9k spent on ICT hardware.</p> <p>LE confirmed that whilst the banding will always be fluid, it is now matched much more closely to pupils' needs.</p>	NM
<p>7.</p>	<p>Minutes of the last meeting</p> <p>Subject to the amendments detailed below, the minutes of the meeting held on 12 June 2018 were approved and signed by the Chair.</p> <ul style="list-style-type: none"> • In the apologies for absence item a note was added to explain that the date for the meeting was changed at short notice 	

Minutes signed by Chair:

Date:

	<ul style="list-style-type: none"> • It was noted that LE had chaired the meeting until TS arrived. • Governor questions were amended so that they were not attributed to individuals. • The second governor question (GQ) on page 2 was reworded as the governor had asked the question by email as they could not attend the meeting. • A question on page 8 was removed, as it was not intended for discussion at the meeting. 	
8.	<p>Matters arising not covered elsewhere on the agenda</p> <ul style="list-style-type: none"> i. Governors received the baseline data for Equality and Diversity. ii. EM confirmed that he had asked Simon Gale about the provision of an FAQ sheet about e-safety, and undertook to ask again. LE reported that Simon Gale delivered a workshop on the subject last week but attendance was low. In order to maximise participation, future events may be tagged onto a parents' meeting. iii. The clerk undertook to ensure that Educare logins are resent to all governors, and EM will provide guidance on the modules governors should undertake. 	<p style="text-align: center;">EM</p> <p style="text-align: center;">SW/EM</p>
9a.	<p>Principal's report</p> <p><u>Report from Dani Ayres on Upper School project</u></p> <p>DA gave a detailed update on the Upper School 14 to 19 provision, and particularly the accredited and non-accredited curriculum. Pupils work towards which of them is appropriate for their needs, and all have EHCP and curriculum targets set. She reported that the personalised approach is leading to greater engagement in learning and reduced behaviours.</p> <p>LE advised that four members of staff from the school will be presenting the curriculum to the Curriculum Conundrum conference and feedback from Ofsted was very positive.</p> <p><u>Principal's Report</u></p> <p>LE presented her report and welcomed comments and questions.</p> <p>GQ: Why is the number of pupils without known social care support highlighted in yellow?</p> <p>LE replied that this was a reminder to her to update the data, and outlined the plan for the school to track pupils who have been subject to a social care assessment, but not subsequently given support, which would include those who refused support or initially were cooperative but then withdrew.</p> <p><u>Pupil Premium (PP) Grant Statement</u></p> <p>GQ: How many Speech and Language Therapy (S&LT) assistants are in post and do we have enough?</p> <p>There are two, which is what's affordable. HF's role includes S&LT as it applies to Alternative and Augmentative Communication (AAC) i.e. devices used to support or replace speech. The school has purchased IT support for one day per week to free up HF to support pupils across a number of classes to develop their communication.</p>	

	<p>GQ: How many pupils are using iPads daily with a grid player? HF advised that ten pupils are using them daily, although more are trialling them. The limitation on use is ensuring that staff are sufficiently skilled to support pupils in the use of the iPad and how to translate the use of them into the classroom. Some pupils use a range of other systems and devices.</p> <p>GQ: How are you going to upskill staff to support pupils in that capacity? LE advised that training is delivered by the S&L therapists and through HF and Nicole Walpole (S&LT Assistant) modelling behaviour to staff and pupils.</p> <p>GC: CS suggested that it may be beneficial for staff and pupils to work with Bedelsford School where there are some very proficient users of AAC devices. LE welcomed the suggestion but pointed out that it is easier to evidence the need for high tech devices for the cohort at Bedelsford School than in this school, where securing funding for devices is challenging. For example, the school now has the Eye Gaze system but it took a while to get the funding to buy it. It is used mostly for pupils lacking motor skills but can be useful for children with Autism.</p> <p>GQ: Has the VR headset which was demonstrated at the Governors' Conference in 2017 been introduced to schools yet? HF confirmed that it had, and was particularly beneficial to help prepare some pupils for a new experience, such as travelling into London by train.</p> <p><u>Year 7 Literacy and Catch up statement</u> Received.</p> <p><u>Key Stage Data overview</u> Received.</p> <p>GQ: What is happening with the classroom that is not being used? LE explained that the room is in use, not as a classroom, but for training and other activities with pupils such as 'Wake Up Shake Up' sessions. She confirmed it will be reinstated as a classroom and that she is exploring other options for the resource space so it can be used more flexibly.</p>	
<p>9b.</p>	<p>Dashboard</p> <p>LE introduced the dashboard and advised that she and EM are considering how best to share data on performance against targets and EHCP outcomes. She pointed out that the 'high level budget' graph is blank as it's too early in the year to produce any meaningful information.</p> <p>GQ: Congratulations on the levels of attendance. How do they compare with the national average? LE advised that the national average is 93.7%, and explained that many pupils have 100% attendance. For those with low attendance, the school knows the reason, and where attendance is cause for concern the school works with families and involve social care if appropriate.</p> <p>GQ: How do the levels of behaviour incidents compare with last year? LE reported that behaviour has improved with a reduction in 'high' incidents, due to</p>	

	<p>improved curriculum, better behaviour management by staff and earlier intervention and support.</p> <p>GQ: Is the level of staff annual sick days high? LE reminded governors that the dashboard data is a high level overview, and that data is discussed in depth at HR portfolio meetings. She advised that there are no significant concerns, but long-term sickness can skew the data.</p> <p>JVW reported that OHCAT's DSL Forum is looking at mental wellbeing as part of the safeguarding agenda, with a proposal that from 2020, each school will have a mental health lead. They are also looking at ways of developing mental health resilience. LE agreed that the focus on mental health wellbeing is important and outlined the various ways in which staff are supported, for example such as PPA allocation above the statutory entitlement, staff development and social activities.</p>	
10.	Governor visits, development and training	
i.	<p><u>Portfolio reports</u></p> <p>a. Ethos, Vision and Strategy Report received.</p> <p>b. Teaching and Learning GQ: Does everyone prefer CS's approach of listing questions and answers on her visit report form? LE noted that the format shows the challenge exercised by the governor and reported that some reports were shared with Ofsted, and positive feedback given. Governors agreed to use this format for their future reports. GC: I was not aware of the external coaches for tennis and football. LE explained that this is part of the PE curriculum, and outlined the ways in which the school encourages pupils to be active and to support those who are overweight.</p> <p>c. Health & Safety, Child Protection and Safeguarding Governors noted that LE and EM are considering how best to implement the pupil safeguarding ambassador role, possibly linking into the School Council, to ensure that is meaningful and appropriate for the school. Governors noted that it has been very successful in other schools and college centres.</p> <p>d. Finance and resources Report received.</p> <p>e. HR and Organisational Development GC: Governors suggested that it would be useful for the staff absence data to be presented with a comparison with previous years.</p> <p>f. Business Development and Marketing Governors noted that, following a review of the school website against the OHCAT compliance checklist, some information was still missing. LE undertook to ensure that the gaps were filled but confirmed that the complaints policy had been</p>	<p>ALL</p> <p>LE</p>

	<p>uploaded, and advised that feedback on the website from the Ofsted inspectors had been positive. She also undertook to check with the OHCAT Director of Corporate Development and Partnerships if Google Analytics had been implemented for the website.</p> <p>GC: The new website is much better than the previous version, and it's easier to find what you need.</p> <p>Governors discussed the suggestion within the report to hold a termly governor / parent forum. MJ explained that he and Rosemary Jubraj have less contact with parents than they have had in the past, so the route for parents to contact the LGB is not as strong as it was. EM reported that for future parent workshops, KS 5 pupils will be running a café in the Hall. Governors agreed that one or two of them would attend those meetings, to raise the profile of the LGB and to give parents a chance to speak to them. LE undertook to circulate dates of the workshops to the LGB.</p>	LE/ LGB
ii.	<p><u>Other visit reports</u></p> <p>LE reported that Tony Williams had visited the school on Friday 16 November to attend a celebration assembly and to spend some time in Rainbow class. He had written a very positive follow-up report. She encouraged all governors to visit the school at least once per term.</p>	
iii.	<p><u>Training</u></p> <p>No updates provided.</p>	
11.	<p>Pay Committee recommendations</p> <p>TS gave a summary of the meeting of the Pay Committee, comprising TS, RJ and TW, held on 4 October 2018. Further information is given in the confidential minutes.</p>	
12.	<p>Safeguarding – Keeping Children Safe in Education 2018</p> <p>Governors noted the updates to the DfE guidance and subsequent amendments to OHC&AT policies.</p>	
13.	<p>Policies and Procedures</p> <p>The LGB noted the policies and procedures approved by the OHC&AT Board and available to view on the governors' portal.</p>	
14.	<p>Any other business</p> <p>No matters were raised.</p>	
15.	<p>Dates of future meetings</p> <ul style="list-style-type: none"> • 6 March 2019 • 13 June 2019. 	
16.	<p>Confidentiality</p> <p>Governors agreed that the discussion around the Pay Committee meeting and about the recent Ofsted inspection should remain confidential and both are contained within a separate minute.</p>	

The meeting ended at 7.55 pm.

Minutes signed by Chair:

Date:

Action Point No	Action	Action By	Open/ Closed
22.11.18 LGB01/AP01	All governors to complete and return a skills audit form and declaration of interest form by 25.11.18	All	Open
22.11.18 LGB01/AP02	Clerk to add "Appointment of Chair" to the agenda for the meeting on 06.03.18	Clerk	Open
22.11.18 LGB01/AP03	NM undertook to provide a breakdown of the £1.9k spent on ICT hardware.	NM	Open
22.11.18 LGB01/AP04	EM to ask Simon Gale again about the provision of an FAQ sheet about e-safety.	EM	Open
22.11.18 LGB01/AP05	Clerk to recirculate Educare logons.	Clerk	Closed
22.11.18 LGB01/AP06	EM to tell governors what Educare modules to undertake.	EM	Open
22.11.18 LGB01/AP07	All governors to use the Q and A format on future portfolio reports.	All	Open
22.11.18 LGB01/AP08	LE to ensure the gaps on the website are filled and to check with the OHCAT Director of Corporate Development and Partnerships if Google Analytics had been implemented for the website.	LE	Open
22.11.18 LGB01/AP09	LE to circulate dates of the parent workshops to the LGB, so that one or two governors may attend each session.	LE / LGB	Open
12.06.18 LGB02/AP02	Could we do an e-safety frequently asked questions sheet and upload it to the website? SB to investigate the possibility of this with Simon Gale.	SB	Open
22.11.17 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
23.02.17 LGB02/AP11	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.		Open

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