



**Minutes of the Dysart Local Governing Body Meeting (LGB02)  
on Wednesday 6 March 2019 at 6 pm**

**Governors present:**

Thowheetha Shaah (Chair) [TS]  
 Jackie Van West (Vice Chair, Co-opted) [JVW]  
 Leigh Edser (Principal) [LE]  
 Heini Furrer (Staff) [HF]  
 Rosemary Jubraj (Parent governor) [RJ]  
 Carly Skilton (Co-opted governor) [CS]  
 Tony Williams (Co-opted governor) [TW]

**Also present:**

Steph Cruze, (Head of Lower School), (Items 1 – 6) [SC]  
 Penny Jelbert (School Business Manager) [PJ]  
 Sharyn Purewall (OHCAT Management Accountant) (Items 1 – 5) [SP]  
 Emmett Murphy (Deputy Principal) [EM]  
 Susanne Wicks (Clerk)

**GQ:** Governor Question

**GC:** Governor Comment

Ref	Title	Action
1.	<p><b>Apologies for absence</b></p> <p>Apologies were received from Martin Jackson. Consent was given to his absence.</p>	
2.	<p><b>Welcome and Introductions</b></p> <p>TS welcomed all present.</p> <p>TS recorded congratulations to EM and his team on the Parent Partnership Award.</p> <p>Governors agreed to receive a presentation from the Head of Lower School (item 6).</p>	
3.	<p><b>Declarations of Interest</b></p> <p>There were no new declarations of interest made.</p> <p>The clerk undertook to contact those Governors who had not yet completed a skills audit and / or declaration of interest form.</p>	<b>Clerk</b>
4.	<p><b>Constitution and Appointments</b></p> <p>a. Governors agreed to defer consideration of the appointment of chair to the next meeting.</p>	

	<p>b. Governors noted that all staff and parents must be given the opportunity to apply for the forthcoming governor vacancies. The clerk would send LE a template letter to use to invite applications.</p> <p>c. Governors agreed to recommend that the Board of Trustees reappoint Jackie Van-West and Thowheetha Shaah for a further three year term commencing 30 June 2019.</p>	<b>Clerk</b>
<p><b>5.</b></p>	<p><b>Finance and Funding</b></p> <p>SP introduced the report presenting the management accounts for the autumn term 2018. Governors noted that:</p> <ul style="list-style-type: none"> <li>• The term ended £170K ahead of budget, which is partly due to the agreed budget being based on 101 students, and the current number on roll has increased to 107.</li> <li>• When new students are admitted, the budget assumes the lowest funding band, which is often adjusted once they have started school and been properly assessed.</li> <li>• Salary costs are 70% of total income, against the agreed percentage of 75%.</li> <li>• Premises costs are overspent due to the caretaking supplies which is being addressed by the school.</li> <li>• Curriculum costs are at expected levels for this time of year.</li> <li>• There was a surplus at the end of term of £98K to be put towards reserves.</li> <li>• The level of reserves is at 65 days against a target of 90 days.</li> </ul> <p>In response to comments made by governors, SP explained that work is underway to redesign the report in order to make it more user-friendly and to include some KPIs.</p> <p><b>GQ:</b> How does this school's financial performance compare with others in the Trust?</p> <p>SP advised that the Kingston schools in the Trust are in quite a strong position but could not comment on other schools. LE pointed out that a school's financial performance depends on a range of factors, including their financial state upon joining the Trust, how they are funded and the local authority area in which they are located.</p> <p>SP left the meeting.</p>	
<p><b>6.</b></p>	<p><b>Presentation from Steph Cruze, Head of Lower School</b></p> <p>Governors received a short presentation from SC and noted that:</p> <p>There are seven classes in the lower school;</p> <p>A combined KS2 and KS3 residential trip was undertaken in the autumn term and it was particularly positive to see the progress the children had made against the targets in their learning journals, and so see how they had improved functional skills since the previous year. The residential trips will continue to take place annually and objectives will be further developed through learning journals.</p> <p>The Rainbow curriculum has been well embedded and SLT can see the positive impact through learning walks, and have observed that sessions focus on functional and key skills.</p>	

	<p>A Curriculum Development Day has been organised for schools to come and learn more about Dysart's journey.</p> <p>Staff continue to grow in confidence, planning their sessions more efficiently and taking opportunities to deliver training.</p> <p>A Breakfast Club has just started in order to improve on functional skills and to increase pupils' opportunities to enhance their communication skills in a social setting. Those who would benefit most have been invited to attend one of the two groups. One group focusses on enabling pupils to make their own breakfast and the other focusses on supporting children who find eating certain foods difficult.</p> <p><b>GQ:</b> What lessons take place outside school in the community?</p> <p>SC outlined the lessons that take place, including a weekly trip to the library, shopping trips, Hobbledown Farm, tennis, football and cycling. She described the skills that are developed through such lessons.</p> <p><b>GQ:</b> What are the three main challenges that you face?</p> <p>SC advised that as a department lead, challenges include the need to support less experienced colleagues and supporting parents to understand their children's needs and abilities and to adjust their aspirations to ensure they are realistic.</p> <p><b>GQ:</b> How do you develop teachers in your department?</p> <p>SC gave details of how two NQT in the department are supported, and described the peer-to-peer observation process in place. She also advised that strong teachers have been encouraged to deliver CPD training to colleagues and those who have been identified as future leaders have been given additional responsibilities to build their skills and confidence.</p> <p><b>GQ:</b> What's next for the Lower School?</p> <p>SC responded that there will be an increased focus on play and interaction, which has been traditionally seen as an early years skills but can impact positively on older children. She outlined her aim for play to be incorporated into the timetable and a section included in the curriculum.</p> <p><b>GC:</b> Thank you to staff for taking the time and effort to plan and attend the residential trips. It is much appreciated.</p> <p><i>SC left the meeting.</i></p>	
6.	<p><b>Minutes of the last meeting</b></p> <p>The open and confidential minutes of the meeting held on 22 November 2018 were approved and signed by the Chair.</p>	
7.	<p><b>Matters arising not covered elsewhere on the agenda</b></p> <p>Further to AP03, Governors advised that they had not received a breakdown of the £1.9K spent on ICT hardware as detailed in the year-end accounts and the clerk undertook to ask Norman McDonald to provide the information.</p> <p>Further to AP04, EM confirmed that he had spoken to Simon Gale, Head of the</p>	SW

	<p>Digital School and an information sheet had been uploaded to the school's website. The FAQ sheet is almost finished and will also be uploaded.</p> <p>Further to AP05, the clerk confirmed that she had asked for Educare log-ons to be recirculated to all governors. All Governors undertook to check they had received the email and to alert the clerk if they had not, who would then pursue the matter further.</p> <p>Some Governors advised they could not access the Portal or use their Dysart email address and agreed that only school email addresses should be used for school busines. HF undertook to resolve the issue with the OHCAT IT Help Desk.</p> <p>Further to AP08, LE confirmed that the gaps on the website had been filled and that the OHCAT Marketing Team use Google Analytics</p> <p>Further to AP09, EM confirmed that dates of parent workshops were included in newsletters.</p>	<p>SW</p> <p>HF</p>
<p><b>8a.</b></p>	<p><b>Principal's report</b></p> <p>LE presented her report and welcomed comments and questions.</p> <p><b>GQ:</b> What impact is EM's work with a College centre having on the school?</p> <p>EM responded that the impact has been positive and contributes towards the school's objective to do more outreach work. Staff are being developed to take on more responsibility in order to enable EM to work at Wyvern House for two days per week for six weeks. This has been valuable in many ways, including raising the profile of the school, bringing knowledge and expertise back to school, and in learning more about the College which is a destination for many Dysart pupils.</p> <p><b>GQ:</b> Could the H&amp;S incident at the swimming pool have been avoided?</p> <p>LE responded that the accident could not have been anticipated nor avoided. She confirmed that measures had been taken to minimise risks of similar incidents occurring again but reminded Governors of the age of the facility and the need for a complete refurbishment.</p> <p>Governors <b>received</b> the Principal's report.</p>	
<p><b>8b</b></p>	<p><b>Ofsted Inspection</b></p> <p>Governors noted that they had discussed the outcome of the Ofsted inspection at their last meeting, but formally received the report and formally thanked and congratulated LE and all staff on the 'Outstanding' rating.</p> <p><b>GQ:</b> What will be done to achieve the next steps identified by Ofsted?</p> <p>LE advised that work is already underway to develop the work experience offer. EM gave details of the OHCAT careers hub and described the challenge for the school in defining what 'careers' means for the cohort. He noted the importance of developing students' skills to be independent, which begins on the day they start school. EM explained that the 14-19 Team are very involved in careers guidance and work towards meeting the Gatsby Benchmarks. Two members of staff have dedicated PPA in order to focus on travel training and another to focus on work</p>	

	<p>experience, forging links with local employers to widen the opportunities for students.</p>	
<b>8c.</b>	<p><b>Families Questionnaire</b></p> <p>LE introduced the results of the 2019 Families questionnaire and welcomed comments and questions.</p> <p><b>GQ:</b> Why was there a lower response rate from Key Stage 4 families?</p> <p>LE was unable to explain the lower response rate, and suggested that they could have been with the 13 families who did not disclose their child's class.</p> <p><b>GQ:</b> What will be the purpose of the focus groups?</p> <p>EM explained that the focus groups are still being considered at SLT level, so items for discussion have not yet been agreed, but the aim is to use the supportive parent group to enable the school to drill down on some issues and establish how further improvements can be made.</p> <p><b>GQ:</b> Were there many negative / dissatisfied responses?</p> <p>EM advised that there were a few that were less positive than the school would like which came from parents of younger pupils. Broadly speaking the responses were very positive with only six "<i>strongly disagree</i>" in total. LE confirmed that for every issue raised, there is a plan in place to address it.</p> <p>LE described the challenge in dealing with parental dissatisfaction around therapy, as the therapists are not employed nor managed by the school. However, she confirmed that she continues to work with therapists and encourage them to improve communication with parents. She reminded Governors that therapists come from a Health background rather than Education so their perspective and approach may differ.</p> <p>Governors made some suggested small changes to improve the presentation of the information.</p>	
<b>8d.</b>	<p><b>Dashboard</b></p> <p>TS invited comments and questions from Governors.</p> <p>JVW gave further explanation of the data shown in the 'Safeguarding YTD' table and highlighted the need for schools to focus on safeguarding rather than child protection which is the approach here at Dysart. JVW explained that the data tells Governors about levels of support being given to children and families from a multi-agency perspective, and explained the tiered approach of social care support.</p> <p><b>GQ:</b> Should we be concerned that there are 38 children categorised as a Child in Need?</p> <p>LE explained that it was not necessarily a concern, although advised that it could be a concern if no child came off of a Child Protection Plan, or Governors may wish to know more if there were a sudden drop or spike in numbers. LE advised that Governors should look at the data in conjunction with Portfolio reports which give more detail.</p>	

	A confidential matter was discussed which is contained within a separate minute. Governors <b>received</b> the dashboard.	
<b>9.</b>	<b>Governor visits, development and training</b>	
<b>i.</b>	<p><u>Portfolio reports</u></p> <p><b>a. Ethos, Vision and Strategy</b> Governors received the report and welcomed the Q and A format.</p> <p><b>b. Teaching and Learning</b> Governors received the report.</p> <p><b>c. Health &amp; Safety, Child Protection and Safeguarding</b> <b>GQ:</b> How much will the pool renovations cost? LE explained that quotes are awaited, and the costs will vary depending on the scope of the works. Report received.</p> <p><b>d. Finance and resources</b> Report received.</p> <p><b>e. HR and Organisational Development</b> Report received.</p> <p><b>f. Business Development and Marketing</b> Martin Jackson was not present to present his report but governors discussed the possibility of raising the LGB's profile and whether this could be achieved through a Parent Governor Forum.  Governors noted the need to avoid involvement in strategic issues but agreed it would be beneficial for parents to know who they are and what they do. LE undertook to add a Powerpoint presentation to the screen in the family room that will introduce the whole school team, including the LGB.</p>	<b>LE</b>
<b>ii.</b>	<p><u>Other visit reports</u> None to report.</p>	
<b>iii.</b>	<p><u>Training</u> SW advised that the next annual governor conference will be held on Friday 11 October 2019, venue to be confirmed.</p>	
<b>10.</b>	<p><b>Policies and Procedures</b></p> <p>i) Governors noted the OHC&amp;AT policies and procedures that had been approved by the Family Board.</p> <p>ii) Governors noted that the admission procedure complies with the OHC&amp;AT admissions policy.</p>	

<b>11.</b>	<b>OHC&amp;AT Governance Documentation</b> Noted.	
<b>12.</b>	<b>Consultation on Revised Ofsted Inspection Framework</b> Noted.	
<b>13.</b>	<b>Any other business</b> No matters were raised.	
<b>14.</b>	<b>Dates of future meetings</b> Governors agreed that future meetings would be held on Wednesdays at 6 pm. The clerk undertook to find an alternative date for the June meeting.	<b>SW</b>
<b>15.</b>	<b>Confidentiality</b> One matter was discussed that is contained within a confidential minute.	

The meeting ended at 8.01 pm.

Minutes signed by Chair: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Agenda item</b>	<b>Action</b>	<b>Action By</b>	<b>Open/ Closed</b>
LGB02/ Item 3	The clerk undertook to contact those Governors who had not yet completed a skills audit and / or declaration of interest form.	Clerk	
LGB02/ Item 4	The clerk would send LE a template letter to use to invite applications.	Clerk	
LGB02/ Item 7	Clerk to seek a breakdown of the £1.9K spent on ICT hardware as detailed in the year-end accounts presented to the November meeting.	Clerk	
LGB02/ Item 7	All Governors undertook to check they had received an email advising them of their Educare log-in details, and to alert the clerk if they had not, who would then pursue the matter further.	All Clerk	
LGB02/ Item 7	HF undertook to resolve issues with Governors' access to the Portal and school email through the OHCAT IT Help Desk.	HF	
LGB02/ Item 9if	LE undertook to add a Powerpoint presentation to the screen in the family room that will introduce the whole school team, including the LGB.	LE	
LGB02/ Item 14	The clerk will identify a new date for the summer term LGB meeting.	Clerk	