



**Minutes of the Dysart Local Governing Body Meeting (LGB03)
on Wednesday 19 June 2019 at 6 pm**

Governors present:

Thowheetha Shaah (Chair) [TS]
 Jackie Van West (Vice Chair) [JVW]
 Leigh Edser (Principal) [LE]
 Heini Furrer (Staff) [HF]
 Martin Jackson (Parent) [MJ]
 Rosemary Jubraj (Parent) [RJ]
 Tony Williams [TW]

Also present:

Jo Williams, (Assistant Principal), [JW]
 Sharyn Purewal (OHCAT Management Accountant) [SP]
 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 Carly Skilton and consent was given to her 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>	
4.	<p>Constitution and Appointments</p> <p>a. Governors agreed to recommend that the Board of Trustees appoint the following governors for a three year term commencing 30 June 2019:</p> <ul style="list-style-type: none"> i) Rosemary Jubraj ii) Thowheetha Shaah iii) Jackie Van-West. <p>b. Governors noted that there was only one application for the two parent governor roles and agreed that applications should be invited early in the academic year. RJ commented that the paperwork sent to parents was misleading and confusing which could explain why there was only one</p>	LE

	<p>application. The clerk confirmed that RJ's feedback had been taken into account and the letter would be clearer in future.</p> <p>c. Governors noted that this was the last meeting for Martin Jackson and thanked him for his work as a governor.</p> <p>d. HF advised that he had submitted an application for the staff governor role just prior to the meeting and the clerk undertook to pick it up after the meeting.</p>	SW
5.	<p>Mental Health and Wellbeing (MHW) Award</p> <p>JW delivered a detailed presentation on the school's progress towards the Wellbeing Award for Schools as well as updating Governors on the work done over the last three years in this area in order to integrate MHW into the curriculum and to raise the profile of the issue across the school. Her presentation included:</p> <ul style="list-style-type: none"> • a timeline of the school's MHW journey; • a description of Emotional Wellbeing; • an explanation of the Award; • the reasons for the school's application; • how the school has worked towards the Award; • lessons already learned; • longer-term plans. <p>JW explained that the aim of the Wellbeing Award for Schools is to integrate mental wellbeing into the culture of the school, and to identify what steps are needed now and into the future to ensure the school continues to evolve in this area.</p> <p>JW advised that the Change Team is quite large so has been split into three hubs, each with a hub leader who meets regularly with JW. She highlighted that a number of people have been keen to be involved which is very positive. For example the Parent Hub met earlier in the day and 22 parents attended, including some who have been previously hard to reach. She also emphasised the importance of pupil voice and the need to take on board the views of students to inform the direction and purpose of the Pupil Hub, and advised that she has been in contact with the Anna Freud Centre about a research project to develop pupil voice. Governors noted the plan to retain the hubs even after the Award has been achieved.</p> <p>GQ: When the Award will be completed?</p> <p>JW explained that it must be completed within a year, so by March 2020, after which an external verifier will visit the school.</p> <p>GQ: How does working towards the Award tie in with safeguarding?</p> <p>EM explained that the work being done dovetails with Safeguarding as it contributes to the wellbeing of students. JW added that when issues arise with a pupil, JW will advise who has had an input from a mental health perspective. LE explained the nature and purpose of fortnightly Safeguarding BAG meetings (Blue Amber Green) at which every child is discussed in order to ensure the support they need is in place.</p>	

	<p>GQ: How do children access the Nest and Cocoon?</p> <p>JW explained that the Nest is led by an STA, and specific outcomes are set for children, which are assessed after a term. For Cocoon, the STA leading it is class based as well, but it is hoped that she will be able to come out of class for additional days. LE highlighted the need to ensure that the children move on and others access them and advised that reactive time was incorporated into the timetable, to provide targeted support where needed. JW added that much of the work is continued in class.</p> <p>GC: Governors welcomed the synergy between this Award and the Parent Partnership Award.</p> <p>GQ: How is the Award funded? Will it be covered by the forthcoming Government funding to be made available for mental health support?</p> <p>JW advised that the school is funding the Award but are taking part in the Mental Health Trailblazer pilot, funded by the CCG.</p> <p>On behalf of the LGB the Chair signed a Statement of Commitment to achieve the Award.</p> <p>LE highlighted how other schools are increasingly keen to learn from this school's expertise and success and noted the need for her to think about how to develop an outreach offer, and to charge for it appropriately. She advised that other schools are interested to learn about the social skills programme (Zippy's Friends) as well as the Rainbow curriculum. In addition, school staff are increasingly asked to present at conferences, so the school would like to recruit a new member of staff to provide high quality cover for those staff undertaking the outreach work. Governors noted that this is included in the school development plan (SDP).</p>	
<p>6(i).</p>	<p>Finance and Funding</p> <p>Management Accounts</p> <p>SP tabled the Management Accounts report to April 2019 and apologised for the delay in issuing the report. Governors agreed that in future all reports should be circulated at least a week before the meeting. At the request of the LGB, SP presented the report and matters discussed are detailed below.</p> <p>The total income will be £300K ahead of forecast by year-end due to the additional students on roll and due to changes in banding, as all new students are assumed to be on the lowest band, which can change through the year. The forecast year end position is a £56K surplus, with £63,500 being added to the reserves.</p> <p>Salary costs are higher than budgeted, due to the increased student numbers.</p> <p>GQ: Why was the electricity budget overspent by £5K?</p> <p>SP explained that at the time the budget was set, not all bills had been received, but now they have the budget will be more accurate next year.</p> <p>The cash balance position is 80 days against a Trust target of 45 days and the reserves will be 69 days by year-end against a Trust target of 90 days.</p>	

	<p>GQ: Should the cash balances should be adjusted given that they are above the Trust's target levels?</p> <p>SP explained that when they go over a certain level, the Trust's policy is to deposit some in a 60 day savings account which will be done over the summer when expenditure is at lowest levels.</p> <p>GQ: Does the school plan to spend any of the money?</p> <p>LE explained that the planned works over the summer will be covered by the capital budget. She also reassured Governors that there had been no negative impact on the school in achieving the current budget position, and pointed out that it takes up to a term to assess students and ensure they are in the appropriate funding band.</p> <p>LE advised that she has consulted with the Deputy CEO about the use of reserves for a couple of pilot projects, which would then be built into the budget for the future if they had an impact.</p> <p>GC: A governor noted his concern about the risks inherent in keeping all monies in one account, given FCA advice to diversify across different banks to safeguard the funds in the event of a financial crisis. SP undertook to investigate the Trust's policy in that regard.</p> <p>The LGB requested that future reports contain a one page narrative summary of headline information.</p> <p>Report received.</p>	<p>SP</p> <p>SP</p>
<p>6(ii)</p>	<p>Budget 2019-20</p> <p>SP tabled the report, emphasising that it was still in draft, although any changes made were likely to be minimal. SP presented the report and matters discussed are detailed below.</p> <p>A break-even budget has been set with a surplus of £5K, but as new students have been set at the lowest band rate for funding (as in previous years) increased income is expected.</p> <p>The target set for staffing is 74% of the total budget. All other expenses have been slightly adjusted.</p> <p>The reserves by year end should be at 73 days and cash position of 91 days (against a revised Trust target of 60 days for 19-20 for all schools).</p> <p>SP highlighted the assumptions made when setting the draft budget, in particular the increased Teacher Pension costs, which would be paid by Central Government next year, but after that would have to be incorporated into the school's budget at a cost of around £55K per annum.</p> <p>With regard to the Service Level Agreements (SLA) listed within the report, LE explained the support that is given through the core charge.</p> <p>GQ: Are there KPI for the SLA against which the school can ensure they are receiving a high quality service and value for money?</p>	

	<p>LE responded that the SLA for each service sets out what the school can expect and where it has fallen short, she has provided feedback. SP added that in some circumstances the school can request a refund on the charge and communication is encouraged between schools and Trust staff to ensure a good working relationship.</p> <p>GQ: Are the SLA periodically reviewed and can schools purchase the services from elsewhere?</p> <p>SP advised that they are reviewed annually and schools are free to procure services from other providers.</p> <p>GQ: Has the budget had been set in the context of the SDP?</p> <p>LE confirmed that she and the SLT would review the SDP next term. It was noted that that the SDP should drive the budget and not the other way around and Governors suggested that for future years, the timetable for SDP review should be adjusted to fit in with the budget setting process. In response, LE advised that the SDP takes a much longer view than one year and is always at the forefront of budget setting, and Governors agreed that they should take a strategic long term view on where the school wants to be in three and five years.</p> <p>It was agreed that Governors would receive the three year budget at their next meeting.</p> <p>Report received.</p>	SP	
7.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 6 March 2019 were agreed as an accurate record.</p> <p>The confidential minute of the meeting held on 6 March 2019 was agreed as an accurate record.</p>		
8.	Matters Arising		
	i	SW undertook to chase those Governors who have not yet completed a Declaration of Interest form.	SW
	ii	SW undertook to seek clarity on the £1.9K spent on IT hardware.	SW
	iii	LE outlined measures in place to mitigate the overspend on premises costs.	
	iv	SW asked all Governors to check if they could log into their school email and the Governor Portal and to let her know if they could not. HF encouraged all to change their password, given recent phishing attacks on OHCAT networks.	All
	v	LE advised that swimming pool renovations had been deferred to next summer due to the challenge in finding contractors who can carry out the works.	
	vi	SW advised that the next Governor Conference would take place on 11 October at Sandown Racecourse.	
9a.	<p>Principal's Report</p> <p>LE presented her report and welcomed comments and questions. Matters discussed are detailed below.</p>		

	<p>Governors noted that the number of teachers evaluated as outstanding had dropped from 13 to 9 and LE expressed confidence that the school remains Outstanding.</p> <p>GQ: Are there any reasons for the drop?</p> <p>LE advised that some staff are still getting to grips with the assessment app. She advised that most staff have reacted positively to the increased emphasis on reflective practice and providing feedback to each other. EM outlined the aim to develop a culture wherein staff feel confident to have open conversations with each other.</p> <p>LE reassured Governors that all staff are knowledgeable about the curriculum, particularly teaching staff, and this will be particularly beneficial when the new Ofsted framework is introduced.</p> <p>Governors asked for further details about the safeguarding incident, and in particular whether the risk assessment had been incorrect to let the child ride a bicycle in the park. LE explained that the bike should have been speed-limited and it had not been and the student was taking a break from cycling. She also noted that staff acted appropriately at the time and the people involved understand that it was not deliberate.</p> <p>LE undertook to recirculate the report with updated Safeguarding data and school events information. [<i>Clerk's Note: updated report circulated on 24.06.19</i>].</p> <p>Report received.</p>	
<p>9b.</p>	<p>Dashboard</p> <p>Governors received the Dashboard.</p>	
<p>10.</p> <p>i.</p>	<p>Governor Visits</p> <p><u>Portfolio reports</u></p> <p>Ethos, Vision and Strategy</p> <p>Governors received the report.</p> <p>Teaching and Learning</p> <p>Governors requested an update on teacher stress levels, which were discussed at the spring meeting and LE advised that levels fluctuate over the academic year, and support is given where needed. JWV added that a working group has been formed in OHCAT to oversee a mental health support structure, with input from the Occupational Health Nurse.</p> <p>Governors received the report.</p> <p>Health & Safety, Child Protection and Safeguarding</p> <p>JWV highlighted how impressed she had been by the student ambassador who took the lead on her learning walk, and extended congratulations to EM for the work the school has done in this area.</p> <p>Report received.</p>	

	<p>Finance and resources</p> <p>TW advised that the portfolio meeting had been rescheduled and that he had raised any pertinent issues already.</p> <p>HR and Organisational Development</p> <p>Report received.</p> <p>Business Development and Marketing</p> <p>LE updated the LGB on the development of the home/school app and advised that some families are trialling it, with a view to a roll-out at some point next term. She emphasised that parents need to get used to information being updated in line with each child's progress.</p> <p>Report received.</p>	
ii.	<p><u>Other visit reports</u></p> <p>None to report.</p>	
11.	<p>Governor Training and Development</p> <p>Governors noted the forthcoming OHCAT Governor Conference on 11 October 2019 at Sandown Racecourse.</p>	
12.	<p>Equality and Diversity report</p> <p>It was noted that 92% of staff are white and LE advised that this position reflects the demographic in this area and there is likely to be a similar picture in most Kingston and Richmond schools.</p> <p>It was agreed to add the update on progress towards the equality objectives and outcomes to the agenda for the next meeting.</p> <p>Report received.</p>	SW/LE
13.	<p>Policies and Procedures</p> <p>Governors noted the OHC&AT policies and procedures that had been approved by the Family Board.</p>	
14.	<p>OHC&AT Governance Documentation</p> <p>Noted.</p>	
15.	<p>Consultation on Revised Ofsted Inspection Framework</p> <p>Governors noted the summary document that had been circulated prior to the meeting and suggested that a brief presentation would be useful.</p> <p>LE reassured Governors that the school's work on the curriculum has prepared them very well for the new framework but noted her concern at Ofsted's refusal to consider internal data, given the lack of external data that is applicable for special schools</p>	

16.	Governance Handbook Governors noted the summary document that had been circulated prior to the meeting. GQ: How is the school progressing towards delivering the new Government guidance on the provision of Relationships and Sex Education? LE advised that staff training is booked in February in order to consider how to deliver this through the curriculum and in the appropriate context. She also noted the need to work with families and to ensure that staff mirror the language used at home.	
17.	Approval of Term Dates 2020-21 Governors approved the term dates for the academic year 2020-21.	
18.	Any other business LE updated the LGB on progress of the opening of a satellite provision on the Tolworth Junior School site and advised that there will be eight students on site, with good collaboration across the two schools. She advised that applications for a new Lead Teacher have been received and asked for assistance from a Governor with the interviews.	
19.	Term Dates Governors approved the term dates for 2020-21.	
20.	Dates of future meetings Governors agreed to meet on: <ul style="list-style-type: none"> • 13 November 2019 • 11 March 2020 • 17 June 2020. 	
21.	Confidentiality Governors agreed that RJ's portfolio report should remain confidential.	

The meeting ended at 8.30 pm.

Minutes signed by Chair: _____ Date: _____

Agenda item	Action	Action By
4b	Invite applications for Parent Governor vacancy in September	LE
4d	Pick up HF's application for Staff Governor role	Clerk
6(i)	Investigate the Trust's policy with regard to diversification of funds	SP
6(i)	Future finance reports to include a one page summary of headline information	SP
6(ii)	Governors to receive the three-year budget at their November meeting	SP
8(i)	Clerk to chase those governors who have not completed a D of I form	Clerk
8(ii)	Clerk to check with Finance about £1.9K spent on IT hardware	Clerk

8(iv)	All governors to check if they can log into school email and confirm to the clerk	All
12	Report on progress towards equality objectives to be presented to November LGB meeting	LE