



Minutes of the Dysart Local Governing Body Meeting on 13th November 2019 at 6 pm

Governors present:

Thowheetha Shaah (Chair) [TS]
 Jackie Van West (Vice Chair) [JVW]
 Leigh Edser (Principal) [LE]
 Rosemary Jubraj (Parent) [RJ]
 Tony Williams [TW]
 Carly Skilton [CS]

Also present:

Penny Jelbert (School Business Manager), [PJ]
 Emma Neill (Director of Finance & Compliance) [EN]
 Emmett Murphy (Deputy Principal) [EM]
 Kelly Collett (Clerk)

GQ: Governor Question

GC: Governor Comment

Ref	Title	Action
1.	Apologies for absence Apologies were received from Heini Furrer and consent was given for his absence.	
2.	Welcome and Introductions TS welcomed all present. Introductions made.	
3.	Declarations of Interest i. Annual declaration forms needed from CS, LE and HF. Clerk to email forms to complete. ii. There were no new declarations of interest made.	KC
4.	Skills Audit Skills audit to be completed by JVW, CS, HF by Friday 22 nd November 2019. Clerk to email form.	KC
5.	Constitution and Appointments i. Governors agreed to recommend that the OHCAT Board appoint Thowheetha Shaah and Jackie Van West as Chair and Vice-Chair of the LGB until the Autumn term 2020.	

	<p>ii. Governors noted that RJ, TS, JWV and HF have all been re-appointed for a further three-year term.</p> <p>iii. Governors noted that there is an advert out for a parent governor position. There has been interest from two parents so far. TS has asked that Susanne Wicks speaks to her regarding this matter to advise further.</p>	KC/SW
6.	<p>Finance and Funding</p> <p>The governors were advised that the level of reserves were now 67 days, against the OHC&AT target of 90 days, but the governors were advised that the 67 days was still sufficient at this time.</p> <p>GQ: Are OHC&AT looking to reduce the number of expected reserve days?</p> <p>EN: This is a possibility.</p> <p>GQ: If we went over the 90 reserves days would we be penalised for underspending?</p> <p>EN: No.</p> <p>Governors voiced that they felt the way that the financial data had been presented on paper was quite daunting and did not make easy reading and asked if a more detailed narrative could be attached to future reports.</p> <p>GQ: Can we have a risk register showing the top 10 financial risks for the school?</p> <p>LE: Yes, we this can be ½ termly.</p> <p>Discussion was had around the use of permanent teaching staff versus agency teaching staff and the cost implications. LE explained that the agency staff they have are great at their jobs and very positive.</p> <p>GQ: But, are they a higher cost?</p> <p>LE: Not always and this tends to level out.</p> <p>EN: The 3-year forecast will be updated in the spring term.</p> <p>GQ: Can we not have a revised picture of how 2020-2021 will look?</p> <p>EN: We can certainly investigate that.</p> <p>GC: We would like an updated version as we feel like we are looking at out of date figures.</p>	
7.	<p>Minutes of the Last Meeting</p> <p>The minutes held on 19th June 2019 were agreed and signed by the Chair.</p>	
8.	<p>Matters arising not covered elsewhere on the agenda</p> <p>i. Carry forward action from last meeting- Check £1.9k spend on IT hardware.</p> <p>ii. Governors confirmed they can log onto school email addresses.</p>	KC

<p>9 a.</p> <p>9 b.</p>	<p>Principal's Report</p> <p>Governors felt they had not been given adequate time to read the Principal's report in full. Governors agreed that in order to be able to challenge the report robustly they would have to read the report after tonight's meeting and make any challenges directly to LE.</p> <p>School Development Plan</p> <p>Governors received the SDP.</p> <p>GQ: What period does this cover?</p> <p>EM explained that it is a rolling programme.</p> <p>GQ: In the success criteria are we able to have a rag rating? I'd like to see if the target has been achieved and what progress has been made.</p> <p>EM advised governors that if they looked at the SDP alongside other documents then they should be able to see all the information that they need. If what was achieved/progress was written on the SDP it would then be a duplication of information. The SDP is drafted to be a smaller/easier reading document so that it is acceptable to a wide range of audiences.</p> <p>GQ: Could you reference the other documents against the various SDP areas?</p> <p>LE explained that this is very much a working document and the needs and focuses slightly change sometimes. Outreach for example is driven by what people want from the school.</p> <p>GC: Governors feel it's not clear what's in place or what the aspiration is.</p> <p>GC: What would help me to read the SDP is cross referencing to other documents. This is the key document that governors should have a handle on in our strategic role. There could be small notes to suggest the timescales of when you want to achieve certain targets by.</p> <p>EM expressed to governors that they should be able to get that in-depth information that they require from portfolio visits, and that's when certain areas of the SDP should be scrutinised as per the area that the particular portfolio governor is concentrating on.</p> <p>GQ: Where will outcomes be recorded?</p> <p>CS: At the end of the year the outcomes will be published on the website. This is statutory.</p> <p>GC: This document is very difficult for us to use and hold the SLT to account.</p> <p>EM expressed again that governors could get the level of depth they are looking for through the portfolio meetings.</p> <p>In response to governors' feedback on the format of the document, EM undertook to review it to ensure information was presented as clearly as possible.</p> <p>Dashboard</p>	
---------------------------------------	--	--

<p>9c.</p>	<p>Governors received the Dashboard data.</p> <p>GC: We would like to see a year on year comparison going forward.</p> <p>GC: There are a lot of children classed as children in need.</p> <p>JVW explained that this shows that the children are getting the support they need, which is a good thing.</p> <p>Governors asked for the different levels of severity of behaviour to be explained. EM gave examples of low, medium and high levels of behaviour.</p> <p>GQ: How is the use of CPOMS going so far?</p> <p>LE: Very positive feedback from staff and the Deputy and I are also able to check the behaviour on CPOMS if/when we are not in school, via an app on our phones.</p> <p>GQ: Why has the attendance dropped from 94% to 91%?</p> <p>LE: We are currently double checking that attendance has been recorded properly. This will be investigated thoroughly. In addition, there is one child on roll who is not attending</p> <p>GC: Can we honestly accommodate more children comfortably in the future?</p> <p>LE: Yes, this has been fully considered.</p>	
<p>10.A</p> <p>i.</p> <p>ii.</p> <p>iii.</p> <p>iv.</p> <p>v.</p> <p>vi.</p>	<p>GOVERNOR VISITS- Portfolio reports</p> <p>Ethos, Vision and Strategy</p> <p>Governors received the report.</p> <p>GQ: What is the timeframe for the Outreach programme?</p> <p>LE: We will have a package offer in place by the end of the year.</p> <p>Teaching and Learning</p> <p>Deferred to next LGB.</p> <p>Health & Safety, Child Protection and Safeguarding</p> <p>Report received by governors. JVW highlighted key areas of the report to governors.</p> <p>Finance and Resources</p> <p>Report received by governors. A full analysis had been already given to governors earlier on in the meeting. (Item 6)</p> <p>HR and Organisational Development</p> <p>Report received by governors.</p> <p>Business Development and Marketing. This portfolio is currently vacant until a new parent governor is appointed.</p>	

11.	<p>Governors Training and Development</p> <p>Some of governors were able to attend the OHC&AT conference in Oct 19, where they received safeguarding training from JVV and were given a detailed presentation of OFSTED's updated framework. The clerk will send through any upcoming training that the trust will be delivering.</p>	KC
12.	<p>Equality and Diversity Report</p> <p>Governors received the document.</p> <p>LE explained that this is reviewed termly.</p> <p>School Accessibility Plan</p> <p>Governors received this document.</p> <p>In response to comments from governors about the format of the document, and the need for more detail to enable governors to monitor progress against objectives, EM advised that the document would be updated and shared regularly and that further evidence of progress could be seen through data around increased pupil communication skills. EM noted his concern that governors' challenge around this document was overly robust, with which a governor disagreed.</p> <p>GC: It would be useful to receive data at year-end to demonstrate progress, and it would be good for governors to have more involvement in the SDP.</p> <p>It was agreed that governors will refer to the appropriate sections of the SDP when carrying out their portfolio visits.</p>	
13.	<p>Policies and Procedures</p> <p>Governors noted the OHC&AT policies and procedures that had been approved by the Board.</p>	
14.	<p>Keeping Children Safe in Education September 2019.</p> <p>Governors advised that 'Keeping Children Safe in Education has been updated with effect from September 2019, and that all OHC&AT policies have been amended to reflect the changes. A summary of the changes has been circulated to Safeguarding Portfolio governors.</p> <p>Governors agreed to read the updated KCSIE within 7 days and will email clerk to confirm that this has been done</p>	All Govs/KC
15.	<p>Revised Portfolio Governor Guidance</p> <p>Governors received the revised portfolio guidance.</p>	
16.	<p>Any Other Business</p> <p>Governors noted that from January 2020 EM will take up a secondment at St Dominic's School in Godalming, and Dysart School have arranged cover for his role.</p>	

	Governors wished EM luck in his upcoming secondment. Confidential??	
--	--	--

The meeting ended at 8.55 pm.

Minutes signed by Chair: _____ Date: _____

Agenda item	Action	Action By
3 i.	Email annual declaration of interests forms to CS, LE and HF.	KC
4.	Email Skills Audit forms to JVW, CS and HF.	KC
5 iii.	Ask Susanne Wicks to contact TS regarding Parent Governor situation.	KC
8 i.	Carry forward action from last meeting- Check £1.9k spend on IT hardware.	KC
11.	Governor training courses and dates to be emailed.	KC
14.	Governors to read KCSIE and email clerk to confirm.	ALL Govs/ KC