



**Minutes of the Dysart Local Governing Body Meeting
on 11th March 2020 at 6 pm**

Governors present:

Thowheetha Shaah (Chair) [TS]
 Jackie Van West (Vice Chair) [JVW]
 Leigh Edser (Principal) [LE]
 Heini Furrer (Staff) [HF]
 Rosemary Jubraj (Parent) [RJ]
 Tony Williams [TW]
 Ellie Capuozzo (Parent) [EC]
 Carly Murphy [CM]

Also present:

Dani Toogood, (Vice Principal), [DT]
 Sharyn Purewal (OHCAT Management Accountant) [SP]
 Kelly Collett (Clerk)

GQ: Governor Question

GC: Governor Comment

Ref	Title	Action
1.	Apologies for absence There were no apologies.	
2.	Welcome and Introductions TS welcomed all present.	
3.	Declarations of Interest There were no new declarations of interest made.	
4.	Constitution and Appointments a. Governors noted the appointment of Ellie Capuozzo as parent governor with effect from 28 th January 2020. b. Governors recommended the appointment of Thowheetha Shaah and Jackie Van West as Chair and Vice Chair for the academic year 2019-2020.	
5.	Minutes of the Last Meeting KC undertook to ensure that all agreed actions be noted within the minutes. The minutes from 13 th November 2019 were approved and signed by the Chair.	KC
6.	Matters Arising Not Covered Elsewhere on the Agenda	

	<p>i. Clerk confirmed receipt of all outstanding Declaration of Interests forms and Skills Audit forms.</p> <p>ii. Spend of £1.9K on IT hardware to be investigated by SP.</p> <p>iii. All Governors confirmed they have read the latest version of KCSIE.</p> <p>iv. Governors would like a presentation of the SDP since it has been reviewed.</p>	<p>SP</p> <p>LE</p>
<p>7.</p>	<p>Principal's Report</p> <p>Governors received the principal's report ahead of the meeting. LE advised governors that there are currently 120 pupils on roll. This number is like to go up to 121 very soon, and then possibly 123 in the near future.</p> <p>GQ: Are we managing with the number of pupils we have?</p> <p>LE: Yes, we may need more support staff as we go forward.</p> <p>GQ: Over the year the Teacher Evaluations that were rated outstanding have fallen, why is this?</p> <p>LE: We have more NQT's and they are learning and improving, they are also getting to know their cohort. I am not worried about this. The leadership team has grown, so that is why the number of NQT's is higher. The pupil outcomes are still strong and that's what we need to focus on.</p> <p>CM: There are four aspects to Teacher Evaluations, these are teaching, planning, assessment and reporting. If you are someone that is performing well in three areas, but less so in the fourth one, this can bring the overall grade down. This doesn't mean you are not a good teacher.</p> <p>GC: It seems that the premises information is more operational than strategic.</p> <p>Governors agreed that LE can leave premises information out of future reports.</p> <p>Governors agreed that any discussion around complaints would be contained within the confidential minutes.</p> <p>GC: Please include details of the impact of the staff CPD would be good to have in the next report.</p> <p>GQ: How is the teachers' learning shared?</p> <p>LE: After they have had the training, the training is shared at staff meetings.</p> <p>GQ: Can you explain the costs around the Teen Life training?</p> <p>LE: This is for 18 months and provides on-going support and training. The parents also get supported.</p> <p>GQ: How do you assess value for money regarding the training that takes place?</p> <p>LE: We base this on the impact in the classroom. Teachers that have gone on the 'excellence for Literacy' course have seen a positive impact in the classroom.</p> <p>LE undertook to include information on the impact of the Teen Life training in future reports.</p>	<p>LE</p> <p>KC</p> <p>LE</p>

		LE
7 b	<p>Dashboard</p> <p>GQ- There was a big increase in behaviour incidents from Spring 2018/19 to Spring 2019/20, why did this happen?</p> <p>LE- The introduction of CPOMS has resulted in better reporting. So, it does look as if there has been an increase, but realistically it's just down to better reporting, so this is not an actual comparison. We are looking at the categorising of behaviour, there are some low-level behaviour that is reported that I do not feel needs to be reportable.</p> <p>GQ- Why the second of half term do we often see the behaviour incidents increase?</p> <p>LE- Often children are starting to get tired.</p> <p>GQ- Can you give us examples of low, medium and high behaviour?</p> <p>LE- High is a bite and when someone intentionally really hurts someone. Medium is attempted bite, punch, kick or a hit. Low is a nudge, tap or pinch. Staff take in to account the specific child and their needs. The Behaviour Team are working with staff to ensure they know what the definitions of what low, medium and high behaviour are.</p> <p>GQ- When will these revised definitions be ready?</p> <p>HF- It should be agreed very soon, but they will also be reviewed regularly.</p> <p>LE- One child's high, may be another child's medium.</p> <p>GQ- Staff absence has gone up, why is this?</p> <p>LE- A bad sickness bug hit the school earlier this year.</p> <p>GQ- We've been supplied high level budget information on the dashboard, but we're not entirely sure how that is performing against the budget for the entire year?</p> <p>LE- That does get discussed in depth more with TW on his portfolio visits.</p> <p>GC- I would like to see budget figures monthly so that we can have a better idea of whether we are on track against the budget.</p> <p>KC undertook to check if the Dashboard comparisons be within the same PDF for ease of moving from one to the other.</p>	SP/LE KC
8.	<p>Finance</p> <p>SP explained to governors that they now include a summary at the start of the report, to make it easier reading for all.</p> <p>Budget for 2019-20 was based on 115 pupils, however this has been exceeded; there is currently 119 pupils on roll. As a result, the income has increased by 8% and</p>	

	<p>this covers the increased salary costs. Even with increased salary costs the school is still working at 74% for staffing against budget.</p> <p>Current Year to Date there is a surplus of £18.6k with a forecasted year end position being at £76.2k, a £70k favourable variance to budget. The school is reporting general reserves of £733k at Jan 2020 (67 days expenditure); the balance at the year-end is forecast to increase to £841k (78 days).</p> <p>GQ- Why do we have reserves?</p> <p>SP- In case of emergencies, for example if the school had to shut down, staff salaries etc could still be paid for a school term.</p> <p>GC- I go through income and expenditure, if I note a huge plus or minus, SP and I then have a more in-depth conversation about it.</p> <p>GQ- I understand having money in reserves, but the risk of the school having to close is minimal, also if staff are on a 4-week or 8-week notice period, why such large reserves?</p> <p>LE- The Local Authority is overspent so if they suddenly had to make cuts and lowered the funding, we would need the reserves for incidents like that.</p> <p>GQ- But, if we're sitting on £800K which is a lot of reserves, why does it need to be that high?</p> <p>LE- We have quite a few projects we are funding coming up, so the amount won't be that high. I assure you that the children are not missing out on anything. If we need it, it is purchased.</p>	
9.	<p>Governor Portfolio Visits</p> <p>Ethos, Vision and Strategy- Governors received this report.</p> <p>GQ- It was stated in the report that Dysart want to develop an outreach programme and make Dysart's name highly respected locally and nationally. This sounds like a huge challenge; how do you aim to achieve this?</p> <p>LE- We are on a journey and we are making good connections. We presented at two conferences last year, so we have already got our name out there. This is a massive challenge and it will take time, but we aspire to become a centre of excellence.</p> <p>Teaching and Learning Report- Governors received this report.</p> <p>GQ- The Scerts programme, what are the outcomes?</p> <p>LE- It's about the environment and how we communicate the information to our children. We do a benchmarking exercise with the children at the start, then set the next goal. Therapists will be involved as well. It will predominantly be used for ASD children but will benefit others.</p>	

	<p>Health and Safety, Child Protection and Safeguarding Report- Governors received this report.</p> <p>GQ- What is a BAG meeting?</p> <p>LE- It's a Blue, Amber and Green meeting that happen fortnightly to discuss safeguarding and individual child cases.</p> <p>Further discussion recorded in Part 2 of the minutes.</p> <p>Finance Report- Governors received this report.</p> <p>HR and Organisational Development Report- Governors received this report.</p> <p>GQ- There seems to be a range of training going on. What effect does this have on the budget?</p> <p>LE- We don't anticipate being overspent on the training budget by the end of the year. All training that is undertaken is essential and beneficial. All the training budget money is spent wisely.</p> <p>Other Visit Reports- None</p>	
10.	<p>Governor Training and Development</p> <p>OH&CAT Chairs Meeting</p> <p>This was attended by the Chair of the LGB. TS stated that the Board are very open to ideas regarding how they can interact with Local governing bodies. If any of the governors have any suggestions, they should forward these to TS, and they can then be passed on. The board are also keen for all governors to now be using GovernorHub.</p> <p>OH&CAT has an apprenticeship scheme for students. If a student is identified by the school, they should approach OH&CAT.</p>	ALL
11.	<p>OH&CAT Policies and Procedures</p> <p>i. Governors noted the OHC &AT policies and procedures that had been approved by the Board.</p> <p>ii. LE undertook to share the Admissions Procedure by email.</p>	LE
12.	<p>OHC&AT GOVERNANCE INFORMATION</p> <p>Governors noted the updates and suggested that in future, changes should be shown in red, which would make clearer for them to see.</p>	KC
13.	<p>GovernorHub</p> <p>Governors confirmed they have now logged on and use GovernorHub.</p>	
14.	<p>Any Other Business</p> <p>Mental Health & Wellbeing Award</p> <p>The December 2019 and March 2020 updated documents handed out to governors at the meeting by DT. Dysart are promoting a better provision for mental health and wellbeing. They intend to support staff and the parents in their wellbeing so that</p>	

	<p>this filters down to the children. This is generally a mainstream award, but it has been personalised for SEN schools. There has been a lot of positivity around this, and the feedback from staff and parents has been good. The parent hub is being well received.</p> <p>GQ- If we get the award, what are the next steps?</p> <p>DT- We will then look at what's working and possibly what is not, review it and then change anything that may need changing. It will be an ongoing support.</p> <p>GC- The culture shift of understanding wellbeing is so important.</p> <p>GQ- What would you like from governors regarding this? Could this question be asked to JW?</p> <p>DT- Yes.</p> <p>Governors would like an electronic version of the handouts to be circulated on GovernorHub.</p> <p>Sports Grant and PPG Grant</p> <p>LE undertook to upload the PE and PPG reports to GovernorHub.</p>	<p>DT/LE</p> <p>LE</p> <p>LE/KC</p>
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The meeting ended at 8.10 pm.

Minutes signed by Chair: _____ Date: _____

Agenda item	Action	Action By
5.	Governors requesting more actions to be noted from minutes by Clerk.	KC
6 ii.	SP to investigate £1.9k spend on IT hardware.	SP
6 iii.	Governors to receive updated presentation of the SDP. Next LGB.	LE
7	LE to leave premises information out of all future reports.	LE
	Any complaints information discussed by governors should be minuted as confidential.	KC
	LE to include impact of staff CPD in future Principal's reports.	LE
	LE to include impact of Teen Life CPD in future Principal's report.	LE
7.b	To see if Budget figures can be provided monthly so that governors have a better idea of whether the school are on track against the budget.	SP/LE
7.b	Dashboard comparisons be within the same PDF for ease of moving from one to the other	KC
10.	Governors to pass any suggestions to TS if they have any ideas about how they think they board and the LGB could work better together.	ALL
11.	LE to share Admissions procedure via email with governors.	LE
12.ii	Scheme of Delegation- Governors would like the changes throughout marked in red so that it makes it clearer for them to see the changes.	KC
14.	Ask JW if there is anything needed from governors regarding the Mental Health and Wellbeing Award.	LE
14.	Circulate on GovernorHub Mental Health Award Handouts.	LE

14.	Sports Grant and PPG Grant to be put on GovernorHub.	LE/KC
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