



**Minutes of the Dysart Local Governing Body Meeting
on Wednesday 18th November 2020 at 6 pm
(Remote Meeting)**

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]
 Carly Murphy [CM]

Also present:

Sharyn Purewal (OHCAT Management Accountant) [SP]
 Emmett Murphy (Deputy Principal) [EM]
 Kelly Collett (Clerk)

GQ: Governor Question

GC: Governor Comment

Ref	Title	Action
1.	Apologies for absence There were no apologies for absence.	
2.	Welcome and Introductions TS welcomed all present.	
3.	Declarations of Interest i. Governors advised that annual declaration of interest forms should have been completed and returned. Clerk to undertake a check that everyone has done this. ii. No declarations of interest declared regarding agenda items.	CLERK
4.	Skills Audit Governors advised that annual skills audit forms should have been completed and returned. Clerk to check that everyone's forms have been received.	CLERK
5.	Constitution and Appointments a. 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 2021.	

	b. Governors noted there remains a vacancy for a Parent governor. The school will advertise the vacancy in January 2021.	
6.	Minutes of Last Meeting The minutes held on 13 th November were agreed and would be signed by the chair at a later date.	
7.	<p>Matters Not Covered Elsewhere on the Agenda</p> <p>i. Governors confirmed receipt of the SDP. To be discussed in agenda item 8.</p> <p>ii. Admissions procedure deferred to next meeting.</p> <p>iii. Mental Health Awards handouts to come to next meeting.</p> <p>iv. Governors confirmed receipt of SLA documents. Governors sought further clarity on which SLAs Dysart subscribes to. SP confirmed these are-</p> <ul style="list-style-type: none"> • Purchase Ledger • Sales Ledger • IT • Clerking • E-Learning via digital school <p>GQ: What about the safeguarding SLA? JVW confirmed that this was part of the core offer at this time. The core provision is not just around JVW providing training. There are mandatory components of the Safeguarding SLA. These include audits of the safeguarding and wellbeing offer, which was developed with all the schools. There is a forum, there is a conference. There is also termly supervision. All the governors are to receive a copy of the school's latest safeguarding and wellbeing offer.</p> <p>GQ: Are there any other SLAs the school would consider subscribing to? LE replied not at the moment.</p> <p>GC: The governors would like to see targets and measurements against the SLA's and to see how OHCAT are measuring this. SP advised governors that Brenda Scott is now working as a lead on the SLAs with all the schools. In future the SLAs will be reviewed and benchmarked.</p> <p>v. Ideas regarding how the Board of Trustees and LGB can work together better.</p> <p>GC: A key issue is communication between us and the Board. Also, how we are engaged when it comes to the policies. I would like to see the policies coming to us on a regular basis as and when they are reviewed. The clerk undertook to raise this with the Governance Manager.</p> <p>GC: The Board feel very distant, an informal coffee morning would be good, just to meet the Trustees, even if only virtually. The clerk to feed back.</p> <p>vi. SP confirmed that the correct Apprenticeship levy rate had been applied.</p> <p>vii. SP confirmed the rationale behind the reserves policy. SP explained that OHCAT do not operate with reserves. OHCAT are a service. If for example, there is an issue raised about the quality of service provided through an SLA, it is then difficult to pay</p>	<p>LE</p> <p>LE</p> <p>LE</p> <p>CLERK</p> <p>CLERK</p>

	<p>that back as a credit to the school, without it being a negative cost to the Trust. Another example is if there is some additional work that is carried out on behalf of the school, maybe involving buying extra IT equipment, previously there were no reserves for the Trust to lean back on to cover those additional requests. The Executive Leadership Team decided each school would be charged one day of expense as a contribution to OHCAT, which means the Trust are in a strong position to deal with any circumstances that may arise. So, if the school encounter a situation not budgeted for, the Trust is able to give support where needed.</p> <p>GQ: Are all schools required to meet the 45-60 day target? SP confirmed that this is the case.</p> <p>GQ: If the reserves build up, can we claw back some of it for projects? SP confirmed that this does happen. For example, the Art Therapy project funding was taken from the reserves. There is always the ability to go back and draw on the reserves.</p> <p>GC: It is a lot of money to have in reserves. SP commented that last year, schools made some savings due to the impact of Covid-19. This year will be different as costs are increasing. For example, more supply costs due to teachers having to isolate. LE advised that this year there is potential for costs spiralling. The school for the first time is also experiencing pupils leaving. This is due to Covid-19, some families are now needing to move to be nearer to family and friends elsewhere in the country. Reduced pupils equal reduced funding. We cannot be certain that we will be able to fill those spaces.</p>	
8.	<p>Principal's Report</p> <p>Governors received the Principal's report ahead of the meeting and the following matters were discussed.</p> <p>GQ: Do we have a full staff quota or are there staff members that are off? LE confirmed that there are two staff members shielding due to restrictions and one currently on a phased return. LE made the governors aware that Covid-19 will affect the staffing situation if more staff need to isolate. The school is currently employing five floating agency staff on a full-time basis, to cover any staff absence or sickness. The school have had 15 positive Covid-19 cases, but they were all contained and did not spread beyond six classes. LE explained that 'Crisis Intervention' were called and that they were very helpful. It was confirmed that it was not a big outbreak within the school. It had come in from outside the school. LE advised that mask wearing is encouraged in the communal areas. This was not the school's preference to do so, but at present this is the requirement. Once updated restrictions are received this will be revised.</p> <p>GQ: Do the children understand about Covid-19? LE replied that most do not understand. The school have done their best to share information with them. There are a few children that do understand and are very scared of Covid-19. All children struggle with lockdown and our children find the restrictions harder to understand. It does have an emotional impact on them and their families. LE also confirmed that the use of disinfectant balls was successful in the soft playroom, with a spray version in use in the swimming pool changing rooms.</p>	

	<p>SIP</p> <p>Governors asked for clarity around the colour coding. EM explained that the criteria for good and outstanding are included as when the school is judged by Ofsted, they will look at both sets of criteria, not just the criteria for outstanding. You cannot be outstanding unless you are consistently meeting good. It is showing the consistency of good and then the higher expectation of outstanding.</p> <p>Draft Vision Statement</p> <p>LE stated that it was helpful having governors contributing to reviewing the Vision statement. Everyone felt there was one value missing, and they were all able to come up with 'Engaging'. LE explained that their aim was to come up with an easier/more accessible Vision statement.</p> <p>GQ: Have staff and students been consulted? LE explained that this would be done between now and Christmas. Consultations will be held within class bubbles and student council. It will then be brought to the next LGB for a full approval.</p> <p>GC: It looks really good. Thank you.</p> <p>LE thanked TW and RJ for their help and input in the Vision statement.</p> <p>GC: It was a great and stimulating meeting. Values are so important as these are promoted across the school. Once it is signed off, we can input into discussions around how to best communicate it across the website.</p> <p>SDP</p> <p>LE advised governors that the SDP is just in draft form at the moment and gave a brief outlined of how it will be presented, in a pyramid, with a three-year outcome at the top, driven from the vision statement, with the steps in the blocks leading up to that.</p> <p>GC: I really like that you have given an example of where you want to be, but what it does not show is how you are going to get there. I do think you need a document behind it as bullet points, that show the steps you are going to take and the resources you will need to meet your objectives/outcomes. We need to make sure that this document drives the budget rather than the other way round.</p> <p>GC: What most organisations have is the vision, strategic outcomes, measurements, and a programme that underpins that.</p> <p>LE: Yes, we can add that, with a page showing how we are going to achieve our objectives.</p> <p>GC: It should also show who will lead on the different areas, so that they can be held to account.</p> <p>Dashboard</p> <p>GQ: On the staff typicality section is a '1' good?</p> <p>LE: Yes, that is classed as 'outstanding'.</p> <p>GC: The fact that you had such a good attendance despite lockdown, show the trust and faith that parents have in the school to keep their children safe.</p>	LE
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	<p>LE: I would agree with that. Some families did not find it easy to send their child, and there was a lot of reassurance work that needed to be done around the processes we had in place to support the children to be as safe as possible.</p> <p>EM: Where families had particular needs that the right support was out in place in a timely manner. The systems we have in place are really robust and thorough.</p>	
9.	<p>Finance and Funding</p> <p>End of Year Position 2019-20</p> <p>SP explained that the school finished the academic year with a surplus of £85k and the reserves rose from £656k to £723k, equating to 66 days in reserves. Recruitment to fill vacant posts was put on hold during Lockdown, so savings were made. However, any agency staff that were in long term posts meant the school were obligated to pay the agencies as a requirement. All contracts in place still had to be honoured. Funding for students will still be received from the Local Authority in terms of top up funding.</p> <p>September 2020 Management Accounts</p> <p>SP reported that the approved budget was based on 135 students. In September there was actually 136 students. The extra student has not been included in this forecast at this stage. This will be addressed for next time. Salary costs equated to 57% of expenditure and the teachers' pay increases will be effective from November, backdated to September. The income is a little bit higher as all the agency costs were not in at the time that the accounts were closed. This means next month a different picture will be seen. As of September 2020, the estimated year-end position was a surplus of £31k. (£21k of that was salary costs) As we go forward we would like to present the accounts showing exactly what is Covid-19/pandemic related. The budget that was set last year for this year is currently at £5k surplus. The general reserves are projected to finish up at around £780k, which equates to 64 days in reserves.</p> <p>The incremental teachers' pension contribution (funded from reserves) was last year increased from 16.4% to 23.5%. The EFSA and Local Authorities supported the increase to schools. This year there is no guidance as of yet if we will be supported with this. To help the schools deliver a balanced budget, the school will be able to take 50% of that increase in pension from the reserves, so £36k has been taken from reserves, to safeguard the school from having to make cuts in key areas.</p> <p>GQ: What is an intercompany on the balance sheet?</p> <p>SP explained this is any costs that are incurred between the academies.</p> <p>LE wanted to make governors aware that from next term finance advisors will no longer be attending the LGB meetings unless it is required. Instead they will attend the meeting with the Finance portfolio governor and Principal instead. Governors noted this and asked that a narrative be provide as part of the management accounts, to be read alongside the figures and SP undertook to do so.</p>	SP
10.	Governor Visits	

	<p>TS visited the school in October and described that there was a real sense of calm she felt when looking around the school. TS felt it was a model of excellence and wanted the staff to know and congratulate them.</p> <p>TW visited the school in July 2020.</p> <p>LE explained governors are all welcome to visit after school, and once restrictions are lifted, all will be welcome during the school day.</p>	
11.	<p>Portfolio Governor Reports</p> <p>Governors received the following reports ahead of the meeting-</p> <p>HR and Organisational Development</p> <p>CM conducted a remote visit on 17th November 2020 regarding the school's recovery curriculum and how the students are settling back into school routines. Governors will receive this report once completed. The conversation identified that around 10% of students were finding it a bit trickier. Particularly those in the Post 14 student group. They would normally be doing a lot of community visits, but due to lockdown, this is not feasible at this time. However, Dysart with their forward thinking, have linked with their local volunteering system within the community, and the students are looking at supporting elderly people who are unable to do their shopping in the present situation. The children are reacting really well to doing this.</p>	CM
12.	<p>Governor Training and Development</p> <p>None undertaken.</p>	
13.	<p>Pay Committee Recommendations</p> <p>TS confirmed that the Pay Committee met this term and carefully scrutinised the recommendations put forward by the Principal with regard to teachers' pay for the academic year 2020-21.</p>	
14.	<p>Policies and Procedures</p> <p>Governors noted the OHC&AT policies and procedures that had been approved by the Board.</p>	
15.	<p>Keeping Children Safe in Education September 2020</p> <p>Governors noted that 'Keeping Children Safe in Education has been updated with effect from September 2020 and that the latest version can be found on GovernorHub.</p>	
16.	<p>Governance Handbook October 2020</p> <p>Governors noted that the Governance Handbook has been updated with effect from October 2020 and can be found on GovernorHub.</p>	
17.	<p>Any Other Business</p> <p>None</p>	
18.	<p>Dates of Future Meetings</p>	

	10 March 2021 and 16 June 2021. LE asked if we could explore as governors regarding having an earlier start time for the LGB's. Especially as we are doing meetings remotely. KC undertook to consult with Governors outside of the meeting.	CLERK
19.	Confidential Items Discussion of a confidential matter is covered in a separate minute.	

The meeting ended at 8.10pm.

Minutes signed by Chair: _____ **Date:** _____

Agenda item	Action	Action By
3.i	Clerk to check all governor forms have been completed and received.	CLERK
7.ii	Admissions Procedure to come to next meeting.	LE
7.iii	Mental Health Awards handouts to come to next meeting.	LE
7.iv	Safeguarding and wellbeing offer to be shared with governors.	LE
7.v	Clerk to check if policies can be uploaded to Governorhub as and when they are reviewed.	CLERK/S W
8.	Vision statement to come to next LGB for approval.	LE
9.	Commentary on finance accounts to help governors with understanding.	SP
18.	Clerk to email governors to see if they can do an earlier start time.	CLERK