



**Minutes of the Dysart Local Governing Body Meeting
on Wednesday 10th March at 5pm
(Remote Meeting)**

Governors present:

Thowheetha Shaah (Chair) [TS]
 Jackie Van West (Vice Chair) [JVW]
 Leigh Edser (Principal) [LE]
 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 Heini Furrer did not attend the meeting.	
2.	Welcome and Introductions TS welcomed all present.	
3.	Declarations of Interest There were no declarations of interest declared regarding agenda items.	
5.	Constitution and Appointments a. Governors agreed to recommend that the OHCAT Board re-appoint Carly Murphy and Tony Williams to the LGB from 29 June 2021. b. Governors noted there remains a vacancy for a Parent governor. RJ would like the updated Parent governor documents shared with her prior to the school advertising the position.	CLERK
6.	Minutes of Last Meeting The minutes held on 13 th November 2020 were agreed and will be signed by the chair at a later date.	

7.	<p>Matters Not Covered Elsewhere on the Agenda</p> <ul style="list-style-type: none"> i. Governors advised that they would be contacted individually if there were outstanding uncompleted forms. ii. Governors confirmed receipt of the Mental Health Awards handouts. iii. Governors confirmed receipt of the Safeguarding and Wellbeing Offer. iv. Governors noted that all the policies are available on GovernorHub. 	
8.	<p>Principal's Report</p> <p>Governors received the Principal's report ahead of the meeting. the governors posed the following questions:</p> <p>GQ: How has the full re-opening of the school gone so far?</p> <p>LE: It has gone well so far. The students have returned in high spirits. There have been a couple of students that have struggled, but this was anticipated and planned for. It is a long process for the school as the school is open, however the school is still not operating as normal due to smaller bubbles. The children are also still not mixing during outside play and the hall is still not useable due to ongoing LFD testing.</p> <p>GQ: As a parent I really appreciated your letter about the curriculum and the recovery curriculum you are putting place. This should be shared with other governors.</p> <p>LE: I will send this to the clerk to share.</p> <p>LE: We are receiving additional funding from the government for catching-up. The school are using it to provide two weeks additional in school support. One week over the Easter holidays and one week in the summer holidays. We are also looking at other ways of supporting our children. For example, art therapy or music therapy.</p> <p>GQ: When do you think the school will be able to operate as normal?</p> <p>LE: The school's roadmap is based on the government dates. We have shared this with staff, and it has been very well received. The goal is to be back to normal by the end of the summer term, however, this all depends on the government guidelines and on the vaccine programme, which will hopefully reduce the transmission of the virus. The LFD testing is going well in school and staff feel reassured by it. We are hoping the testing will be able to be done at home going forward as it does take a lot of time from the senior leadership team's timetable.</p> <p>GQ: The children have been through a lot of stop/start. Do you think it has been more imperative to prepare children for the Easter holidays?</p> <p>LE: Not really, as the Easter holidays are a normal period for children. They expect to be off for Easter and to spend time with their families. Some families will have access to the extra schooling week over easter. Some children will also have the provisions that they will access through their family support worker. There will be the usual resources in place for those children that need it, for example visual timetables for the holiday period as we come up to the Easter break.</p>	LE/CLERK

	<p>Consultation Summary for Proposed Additional Site</p> <p>Governors received this document ahead of the meeting. The governors posed the following questions:</p> <p>GQ: What are the next steps?</p> <p>LE: The consultation and proposal documents have been submitted to the Regional School’s Commissioner. They will then take this to the EFSA and DFE and the school should hear by the end of March if the proposal is approved. If it is approved, the school are ready to move forward on the project in terms of building work and recruiting.</p> <p>GQ: Should this go ahead will you be leading on setting up this additional site?</p> <p>LE: No, EM will be leading on this. However, I will be very much involved.</p> <p>GQ: You mentioned in your report that you are looking to recruit a second Vice-Principal. Is this happening?</p> <p>LE: This will depend on whether the proposed additional site gets approved.</p> <p>LE mentioned that due to the demand for places, there may be the possibility of a further additional site, ‘Apollo 3’. However, at present this is all very much at the discussion phase.</p>	
9.	<p>Finance and Funding</p> <p>SP presented the management accounts. Points noted were:</p> <ul style="list-style-type: none"> • At the period to 31 January 2021, the school’s income has been £1,944,933 against a budgeted income of £1,919,469, which is a surplus income of £25,464. • At the end of the year the budget is projected to have a £55k surplus. • Salary costs are being managed well at the school to date. • The operating surplus for the school as of January is £19k. • The days in reserves is 27 days year to date. It is projected that they will be at 61 days for the full year. • The OHCAT rag rating for the school is ‘Green’. <p>GC: The budget has been managed well daily as well as the forecasting. I would just like governors to be aware that there are some potential financial risks over the next twelve months. These are:</p> <ul style="list-style-type: none"> • Pressure on salary costs (the difficult balance between maintaining the level of pupils with complex needs versus the level of staff resources needed to provide the right level of learning and care). • Potential impact on Local authority funding of the COVID pandemic and the likely recession to follow. • The potential projects that are in the pipeline. <p>GC: I am assured that LE and SP are fully aware of these potential pressures.</p>	
10.	<p>School Evaluation Form (SEF)</p>	

Governors received the SEF ahead of the meeting. Governors had the following questions and comments:

GC: The report was rich in detail and very positive.

GQ: It would be helpful to understand why some areas in the report are good and some outstanding?

EM: In terms of the criteria that Ofsted use to judge schools we must meet all the outstanding criteria securely in order to be judged Outstanding. The school also needs to be meeting consistently and securely the criteria for good.

GQ: Are there any areas for development in the school?

EM: The school is a strong school. There are no areas that cause concern. The school have managed to come through a challenging period due to Covid-19. One of the areas that the government and Ofsted talk about is remote learning, and this is something we have focused on. It is not something that our children find easy, as a lot of the cohort rely heavily on the continuity of school, the routine, the relationships with staff and the expertise that staff have when face to face teaching. The school are hoping to get some feedback from families about the remote learning offer and see if there are any development points.

GQ: Will the remote learning remain in place for students who self-isolate?

EM: Yes, if any pupil is shielding or isolating the remote learning policy is very much in effect for those pupils.

GQ: In the summer of 2019 there were 12 teachers that were graded outstanding with a further 3 teachers graded as good. By Autumn 2020 there were 7 teachers that were graded as outstanding and 11 teachers that were graded as good. Are you able to comment on that?

EM: One of the changes from the Autumn was that we had some new teachers. Also, the teachers' priorities were slightly different with welfare calls and phone calls. It was a different emphasis that was completely suited to that period. So, we did expect a slight drop off in those circumstances. It was not a permanent drop off and we expect the gradings to pick up again. The round of observations we have done this term have been done using a different based model. It is a much more coaching model with the teachers given developments points at the time of the observation. The SLT have been giving teachers the additional support that they need currently after the lockdown.

LE: What we all need to be mindful of, is that what our children have been through with the pandemic, our teachers have also been through all this as well. Teachers are anxious about the virus coming into the school. As an SLT we have to be supportive.

GQ: Will the coaching model be something you will continue to use going forward?

LE: Yes, we believe this approach we have now will be the model we will continue to use.

11.	<p>Dashboard</p> <p>GQ: There was a huge increase in staff sick days in Spring 1. Were these all Covid-19 related?</p> <p>LE: These were all Covid-19 related.</p> <p>GC: Please could we feed back to OHCAT that some of the information on the dashboard is unreadable. For example, the pupils on roll by year group is completely unreadable. A simple page of figures would be more useful. Clerk undertook to feed this back.</p>	CLERK
12.	<p>Vision Statement</p> <p>Due to Covid-19 the staff have been unable to discuss the vision statement further. This will be investigated further with staff members during the summer term.</p> <p>GC: I completely agree with it not having been the right time. It is crucial to have all staff engagement and preferably face to face.</p>	LE
13.	<p>Portfolio Governor Reports</p> <p>Governors received the following reports ahead of the meeting:</p> <ul style="list-style-type: none"> i. Teaching and Learning i. Health & Safety, child Protection and Safeguarding. ii. Finance and Resources iii. HR & Organisational Development <p>The Ethos, Vision and Strategy Portfolio report was uploaded to GovernorHub after the meeting.</p>	
14.	<p>Governor Training and Development</p> <p>None undertaken. LE advised governors that the following training would be beneficial:</p> <ul style="list-style-type: none"> • Remote learning provision • Mental health and wellbeing <p>JVW requested that all governors ensure that they access Safeguarding training. Governors were advised of the Educare training that is available online and that they will be able to access Safeguarding training there. Governors to contact the clerk if they have any issues accessing Educare. Governors to feed back to the clerk once they have completed the Safeguarding training.</p>	ALL/CLERK
15.	<p>OHC&AT Policies and Procedures</p> <ul style="list-style-type: none"> i. Governors noted the family policies and procedures approved by the OHC&AT board on 22 January 2021, available for their viewing on Governor hub. ii. Governors noted that the school's admission procedure is on the school's website and is compliant with the OHC&AT Admission policy. LE explained the over-subscription criteria in detail. 	

16.	<p>OHC&AT Governance Documentation</p> <p>Governors noted the following documentation has been approved by the OHCAT Board and is available on GovernorHub:</p> <ul style="list-style-type: none"> i. OHC&AT Scheme of Delegation ii. OHCAT Schedule of Responsibilities iii. OHC&AT Code of Conduct iv. OHC&AT Governor Induction Summary v. OHC&AT Guidance on DBS checks for Members, Trustees and Governors. <p>GC: Governors asked that if there have been any changes to the above documents in the future, that these are marked up in a different colour so governors can see the changes clearly. Clerk undertook to investigate this further.</p>	CLERK
17.	<p>Any Other Business</p> <p>JVW asked if all governors had been able to look at the Safeguarding & Wellbeing Offer. All governors stated they had. JVW and LE welcomed governors' feedback on the document.</p>	ALL
18.	<p>Dates of Future Meetings</p> <p>16 June 2021 at 5pm.</p>	
19.	<p>Confidential Items</p> <p>None.</p>	

The meeting ended at 6.35pm.

Minutes signed by Chair: _____ Date: _____

Agenda item	Action	Action By
5.	Clerk to send RJ updated parent governor letter.	Clerk
8.	Parent letter that was send out by LE. Clerk to share.	LE/Clerk
11.	Dashboard design is unreadable. Clerk to feed this back and ask for changes to be made.	Clerk
12.	School staff to get together to review Vision statement.	LE
14.	All governors to access/complete safeguarding training. Feedback to clerk once completed.	ALL/Clerk
16.	Governors would like changes in policies and OHCAT documentation marked up in a different colour. Clerk to feed back.	Clerk
17.	Governors to feedback to LE if they have any suggestions for the Safeguarding and Wellbeing offer.	ALL