



**Minutes of the Dysart Local Governing Body Meeting
on Wednesday 17th November 2021 at 5 pm (Remote Meeting)**

Governors present:

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

Also present:

Emmett Murphy (Deputy Principal) [EM]
Kelly Collett (Clerk)

GQ: Governor Question

GC: Governor Comment

1 WELCOME AND INTRODUCTIONS

As TS was delayed, RJ chaired the meeting and welcomed all present. All governors introduced themselves and welcomed Andrew Males to the LGB.

2 APOLOGIES FOR ABSENCE

Apologies were received from Carly Murphy.

No apologies were received from Heini Furrer.

3 DECLARATIONS OF INTEREST

No declarations were made.

The clerk undertook to contact those Governors who had not completed their annual return.

4 SKILLS AUDIT

The clerk undertook to contact those Governors who had not completed their annual return.

5 MINUTES OF LAST MEETING

Governors approved the minutes of the meeting held on 16th June 2021.

6 MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

i Equality and Diversity report to be shared after the meeting. **ACTION**

7 PRINCIPAL'S REPORT

Governors received the principal's report ahead of the meeting. Points highlighted were:

- Currently 150 students on roll. 14 students at Apollo 2, 10 at Apollo 1 and 126 students are at the main site.
- Covid-19 is still influencing how schools operate.
- There is still staff and pupil absence that is related to covid-19. LE is hopeful that the numbers of covid-19 cases will now begin to stabilise.
- Many staff have now received their 3rd vaccine.
- Budget is in a strong position.
- New staff have joined the school.
- The SEF is being updated at this time.
- The teacher evaluation schedule has been re-introduced.

Governor Questions/Comments

GQ: The school are due an Ofsted at any time, the SEF is a key document that the governors should know well. We would like to ask that the SEF is prioritised for the governors to receive soon. LE advised that this should be completed by the end of this term and shared with governors. **ACTION**

GQ: Can the governors also have the mission, vision and values document shared with them for approval before it becomes public. LE advised that she will be doing this. **ACTION**

8. SDP

Governors received the SDP (School Development Plan) ahead of the meeting. RJ voiced that the document that is now in place is aspirational and has developed in a very positive way.

LE advised that Dysart link their SDP to the trust's strategic targets. The trust's vision and targets should always feed down into the schools. The SDP is an ongoing document and updates are often happening. When updated the SDP will be shared with governors. **ACTION**

Governor Questions/Comments

GC: The document is extremely clear now in terms of who leads on each of the success criteria and the costs are all there for governors to see. The SDP is the way of delivering the vision and mission statement. So, they should all be linked, and we can see a clear crossover. LE agreed.

GQ: The SDP states that the school will have met all these targets by September 2026, are we confident that we will have done this. LE advised the school are aspirational to do so. However, it all depends on any barriers that may be placed in the way. But overall, the school are aiming to do this.

GC: You have now put the names of the staff members responsible for the certain areas, please could you add their role next to their names as well. LE agreed to do this. **ACTION**

RJ will complete some tracked changes and send directly to EM and LE regarding the layout of the document. **ACTION**

Governors approved the current content of the SDP. However, governors would like to see an updated SDP showing the links to the school's vision and values. **ACTION**

GQ: Pupil Premium (PP) pupils are not specifically mentioned in the SDP. LE advised that she is waiting on guidance from the trust regarding the PP statement. This will be in place by the end of 2021 and will be shared with governors once complete.

ACTION

GQ: What happens currently with the PP funding? LE advised it is spent on therapy assistants and any other additional resources those children require. It is also used for providing iPad devices for pupils who do not have access to one. LE advised that the PP funding is always spent appropriately to ensure it benefits the students.

There are approximately 18% of pupils in receipt of PP funding. LE will include Pupil Premium (PP) information in the her report in the future. **ACTION**

9. STAFF SURVEY

Governors received the staff survey ahead of the meeting.

GC: There were some staff that disagreed with the question regarding "Pupils at Dysart typically leave with the skills and knowledge needed for the next steps in their journey." EM explained that the questionnaire was designed to set challenging questions for the staff so that the SLT could clearly see where any gaps were. SLT will be advising staff more about how/why children move onto certain colleges. There will be more explanation around how the matching of skills for certain subjects at certain colleges is carried out.

GQ: The question of "I will still be working at Dysart in 5 years' time" had quite a few disagreeing. EM explained that Dysart have quite a proportion of staff under 25 years old, so they may be unsure at this time about what they want to be doing in five years' time.

GQ: You may have possibly one or two staff members that are unhappy, are you able to tell from your analysis if that is the case? EM advised that SLT communicate to staff members that can come to them if they are unhappy, the SLT also promote that they value their staff, and that wellbeing and workload is important to them. SLT have learned that it will benefit the staff if we communicate more how we come to certain decisions. This would then give them a better understanding of why we have made certain decisions.

TS joined the meeting at 5.58pm

GC: In this context we fully support being proactively transparent about decision making. LE explained that the SLT do a lot to support wellbeing and workload. LE stressed that the SLT want to support their staff and will continue to do so. Day to day the SLT really think about what they are asking staff to do.

GC: Staff wellbeing and workload is very important, and Ofsted will ask if governors are challenging the school about the wellbeing of the staff.

JVW: Recently I attended a Principals' away day and there was a huge focus on staff wellbeing. I also went into school recently to discuss some safeguarding issues. I found that where there is even a slight concern with a staff member's wellbeing, they discuss it in full and how they can address it going forward. I feel they are supporting staff extremely well.

RJ: I am also very conscious of that in my portfolio meetings. LE demonstrates enormous support for her staff. For example, if staff request leave in exceptional circumstances, LE goes out of her way to respond appropriately to such requests.

GQ: What steps are being taken to support staff that say workload is not being considered? LE explained that it is about clarifying why decisions are being made, and we do try to consider non-contact time for certain areas. However, there are aspects of the job that must be done, such as planning, assessments, and meetings with parents etc. When we bring in something new, there will obviously be initial extra work to begin with, but again we will explain further why we have decided to do certain tasks. We plan to conduct another staff survey in 6 months' time, when things have hopefully settled more after Covid-19.

10. FAMILIES SURVEY

Governors received the document ahead of the meeting.

GQ: is there another way to ask parents such questions more informally, such as at coffee mornings or parent evenings? EM advised this is something they are investigating. The school are looking at other ways of developing further ways of getting such information from parents.

GQ: Does one of the responses to the questions mean the parents are unhappy with the school's communication? LE explained the parents are normally very positive about the school's communication. EM advised that it is part of each teacher's performance management that they communicate and engage with parents on a regular basis.

GC: We must bear in mind that there are 148 pupils on roll and there are only four families that disagreed with the communication aspect. This shows that overall, this is an extremely strong/positive survey.

GC: As a parent that completed the survey, I really liked the simplicity of it.

11 CONSTITUTION AND APPOINTMENTS

- i Governors recommended the appointment of Thowheetha Shah as Chair of the LGB for the academic year 2021-22.
- ii Governors recommended the appointment of Jackie Van-West as Chair of the LGB for the academic year 2021-22.
- iii Governors noted the appointment of Andrew Males as Parent Governor.

Both TS and JVW terms of office end in June 2022. The clerk made the board aware of the need for succession planning for June 2022 and agreed to add this to the agenda for the March meeting. **ACTION**

12. DASHBOARD

Governors received this document only the day before the meeting so some were unable to read and review it prior to the meeting.

GQ: It says there have been 79 high incidents of behaviour, with hindsight could there have been anything done to reduce that number? LE advised that possibly yes, as with every incident, lessons are learned from them. The majority of the time, behaviours from the children are communication based. The school work extremely hard with the therapy teams to ensure that they develop better communication with the students. The support mechanisms in place are having a benefit.

13. FINANCE AND FUNDING

Governors received the following documents ahead of the meeting:

- i. Final Accounts 2020-2021
- ii. Management Accounts report Period 1

TW made the following points:

- The school ended the year 2020-2021 with a surplus of £46,000
- The management accounts for period 1 show a surplus of £76,000
- There has been an increase in staffing due the rise of pupil numbers to 150.
- The accounts demonstrate good management of the finances within school by LE and Penny Jelbert.

14. PORTFOLIO REPORTS

Governors received the following reports ahead of the meeting:

i **Ethos, Vision and Strategy**

ii **Teaching and Learning**

Deferred to next LGB for governors to read and review. ACTION

iii **Health and Safety, Child Protection and Safeguarding**

JVW advised that this was an enjoyable visit with the students asking lots of questions.

iv **Finance and resources**

Discussed within item 13.

v **HR and Organisational Development**

15. OTHER VISIT REPORTS

None.

16. GOVERNOR TRAINING AND DEVELOPMENT

The clerk advised governors of Educare for training. AM to be provided with an Educare login. ACTION

RJ reminded governors that 'The Key' is also available to them via GovernorHub and noted what a fantastic resource it is for development and training.

LE advised that where possible, the school will invite governors to certain training sessions. For example, the safeguarding training at the start of the academic year.

GQ: Do the staff have yearly updates of safeguarding and prevent training? EM advised that all staff do this yearly. The general training is done, but throughout the year the school also looks at specific areas and focuses on how these risks possibly affect Dysart pupils and Dysart families.

JVW also advised that regular recorded training is shared on GovernorHub.

17 PAY COMMITTEE

RJ confirmed that the Pay Committee met on 20th October 2021 and scrutinised the Principal's recommendations for teacher pay. She noted their confidence that the process had been robust and conducted in accordance with relevant policy and procedure. The governors agreed with all the principal's recommendations.

18 POLICIES AND PROCEDURES

Governors noted the policies and procedures approved by the OHC&AT Board at their meeting on 2 July 2021 which are all available on [GovernorHub](#).

19 KEEPING CHILDREN SAFE IN EDUCATION SEPTEMBER 2021

Governors noted the updates to KCSIE and subsequent amendments to OHC&AT policies and procedures, all of which are available on [GovernorHub](#). Governors to confirm they have read and understood KCSIE by 1 December 2021.

RJ, JVW and TW confirmed that they have read and understood KCSIE.

20 ACADEMY TRUST HANDBOOK

Governors noted the updates to the Academy Trust Handbook which is available on [GovernorHub](#).

21 ANY OTHER BUSINESS

Governors received the terms dates for academic year 2022-2023. Governors approved these dates.

22 DATES OF FUTURE MEETINGS

i 9 March 2022 and 22 June 2022 at 5 pm.

Governors agreed to continue holding LGB's remotely but noted the importance of attending portfolio visits in person.

23 CONFIDENTIALITY

No items were deemed confidential.

The meeting ended at 6.40 pm.

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

Agenda item	Action	Action By
6.	Equality and Diversity report to be shared after the meeting. To be an agenda item for March LGB.	LE/Clerk
7.	Governors to receive completed SEF by the end of the term.	LE
7.	Governors to receive Vision and Values document	LE/EM
8.	When SDP is updated, governors to receive. Job roles to be put next to staff names.	LE
8.	RJ to send tracked changes regarded layout of SDP to LE and EM.	RJ
8.	Governors to receive PP statement once completed.	LE
8.	LE to include PP information within her principal's reports.	LE
11.	Succession planning to be discussed in March LGB.	CLERK
16.	AM to be provided with Educare login.	CLERK