



**Minutes of the meeting of the
Dysart School Local Governing Body
held virtually on Tuesday 22nd June 2022 at 5pm**

Governors present:

Thowheetha Shaah (Chair) [TS]
Jackie Van West (Vice Chair) [JVW]
Leigh Edser (Principal) [LE]
Rosemary Jubraj (Parent) [RJ]

Also present:

Patrick Mazzotta (Parent Governor Designate) [PM]
Daniel Masillamani (Parent Governor Designate) [DM]
Emmett Murphy (Deputy Principal) [EM] *from 6pm*
Katie Swire (Clerk)

1.	APOLOGIES FOR ABSENCE The LGB received apologies for absence from Heini Furrer, Carly Murphy, and Tony Williams and consented to the absences.
2.	WELCOME AND INTRODUCTIONS TS welcomed all present and provided introductions for the benefit of the Clerk, and the two Parent Governors Designate, who were all attending their first meeting of the LGB. Governors noted that the two prospective new Parent Governors, Patrick Mazzotta and Daniel Masillamani were in attendance of the meeting in an observatory capacity. Both Daniel and Patrick will be appointed as Parent Governors to the Dysart LGB at the July meeting of the Board of Trustees.
3.	DECLARATIONS OF INTEREST There were no new declarations of interest made.
4.	CONSTITUTION AND APPOINTMENTS
4i	The LGB noted that Thowheetha Shaah will be appointed for a new three year term of office with effect from 1 July 2022, by the Board of Trustees at its next meeting in July.
4ii	The LGB noted that Jackie Van-West will be appointed for a new three year term of office with effect from 1 July 2022, by the Board of Trustees at its next meeting in July.
4iii	The LGB noted that Rosemary Jubraj's term of office expires on 30 June 2022 and this will therefore be her last meeting as Parent Governor. The Chair and Principal thanked RJ for her work and commitment to the LGB for the duration of her service and noted that she will be sorely missed as Parent Governor.

4iv	The LGB noted that Heini Furrer’s term off office as Staff Governor will expire on 30 June 2022. The role has been advertised to Dysart staff, however, no applications or expressions of interest have been received to date. A further Staff Governor election will be held to seek to fill the vacancy prior to the start of the next academic year. Action: Staff Governor election to be held to fill vacancy on the LGB.
4v	The LGB noted that resignation of Carly Murphy as Governor with effect from 31 July 2022.
4vi	The LGB therefore recommended the appointment of Patrick Mazzotta as Parent Governor for a three year term with effect from 1 July 2022 to 31 June 2025.
4vii	The LGB therefore recommended the appointment of Daniel Masillamani as Parent Governor for a three year term with effect from 1 July 2022 to 31 June 2025.
5	MINUTES OF THE LAST MEETING
	The LGB received the minutes of the meeting held on 9 March 2022 and approved them as an accurate record.
6	MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA
6i	Portfolio Governors: Governors agreed that in the light of the vacancies on the LGB through terms of office expiring, portfolio areas for 2022-23 will be reviewed, in line with skills audits and appointed governors, in the autumn term. Action: Clerk to liaise with the Principal, Chair and Governance Manager to review list of portfolio governors to appoint governors to roles in the autumn term.
6ii	Refurbishment work: LE gave an update on the landscaping work to the school entrance and reported that the school are reviewing the planning proposal to try to incorporate more vehicular access at the back of the school to relieve congestion on Ewell Road. These plans will not impact the entrance for children and they will still enter the school via the front entrance.
7	FINANCE AND FUNDING
7i	<p>MANAGEMENT ACCOUNTS REPORT</p> <p>The LGB received the management accounts, along with the portfolio report for Finance and Resources.</p> <p>The Principal provided a further verbal update to the management accounts, addressed the questions put forward in the portfolio report, and responded to questions from governors.</p> <p>The Principal explained that some of the actions highlighted in the Finance portfolio report dated back to 2018; these largely related to the creation of a school specific risk register for Dysart to allow the leadership team and LGB to effectively monitor and review any financial risks. The LGB noted that discussions around the risk register remain ongoing with the OHCAT Finance team. LE acknowledged that an individual risk register for the school would be beneficial, however, a decision on this would need to be taken in view of a similar document for all other OHCAT schools for consistency in financial risk management across all LGBs and schools. The LGB noted that it would be useful for governors to have sight of a risk register; whether at Board level or school specific.</p> <p>The LGB agreed that in the absence of the Finance and Resources portfolio lead, the actions arising from the report should be rolled over to the autumn term for a further in depth</p>

	<p>review. Action: Discussion points and actions from Finance portfolio report to be reviewed at first LGB meeting in the next academic year.</p> <p>TS asked if it was correct that the total salary costs for the school are approximately £346k under budget, as shown in the management accounts. LE noted that this was correct and the figure equated to a number of vacant staffing posts that have not been permanently recruited to, but have been temporarily filled by agency staff. LE added that the funding received as part of the national tuition grant has not yet been spent and this accounts for some of the un-used staffing spend. The school plan to utilise the tuition fee funding during the summer holidays. LE added that, although, the under spend on staffing is significant, there is no negative impact on teaching and learning or staffing numbers; the staff ratio in school is at the level it should be.</p> <p>Governors noted that staff expenditure is currently running at 75-80% of the total school income, and this is in line with the level expected.</p> <p>LE noted that the school is not anticipating any unexpected challenges with the budget for 2022-23, however, the significant unknown at present relates to the potential uplift to the teachers' salary scales. Governors noted that should an uplift be agreed nationally, the school has good financial reserves and robust financial management to mitigate any associated risks to increases in teaching salary costs.</p> <p>LE noted that unexpected increases in the budget for the current year related to an increase in catering, printing, and IT costs.</p> <p>Funding from the local authority remains positive and there are no concerns about any changes in SEND funding levels at present.</p>
7ii	<p>DRAFT BUDGET 2022-2023</p> <p>The LGB noted that the draft budget for Dysart for the next academic year (2022-23) was not available for circulation, as it had not yet been approved by the OHCAT Executive Senior Leadership Team (ESLT).</p> <p>LE reported that a balanced budget is being proposed for 2022-23.</p> <p>Action: A copy of the final approved budget will be circulated to governors in the autumn term.</p>
8A	<p>PRINCIPAL'S REPORT</p> <p>The LGB received the report from the Principal, asked further questions, and received additional verbal updates from LE, which were noted below.</p> <p>TS commented on the variance between the published admission numbers (PAN) and the current number of students on roll at the school, which is 135 PAN, with 151 students on roll. TS asked why the numbers were different. LE explained that the school had previously agreed with the local authority that the student intake could increase, in line with the five year expansion plan for Dysart. This is the reason for the difference in the PAN figures and the actual number of students on roll. The increased number of students attending Dysart to the PAN does not impact the funding received for each student at the school, and the school receives £10k per child. This is a base figure that is allocated to each student, regardless of whether PAN are at capacity or not.</p>

LE explained that the local authority continue to fund the difference between the PAN and the actual number of students on roll, to the sum of £10k for each additional child on roll above the PAN, plus any additional top up funding relevant to each individual child. LE added the school has sufficient resources to manage the additional students on roll and additional numbers would not be agreed if this was detrimental to existing students.

PM asked if all of Dysart's students exclusively come from the local authority. LE noted that the majority come from the local authority (Kingston). In cases where students come to Dysart from other local authorities, there have been no issues with payment of funding for those students.

LE provided an update on staffing and noted that there are 17 permanent roles currently being filled by agency staff. LE acknowledged that engaging agency workers poses a degree of risk, in terms of the increased opportunity for agency workers to leave mid assignment, or taking holidays. However, there is scope within the budget, as well as the staffing model, to accommodate a small number of agency workers to provide flexibility within the substantive staffing model to minimise the risk of the requirement for redundancies, due to changing provision or needs. LE added that OHCAT has service level agreements with a number of agencies on a preferred supplier list, and this ensures that schools do not have to pay for holiday or sick pay for agency workers.

PM asked what the preferred ratio of agency workers to permanent staff members was. LE noted that having approximately ten agency workers assigned to LSA roles is a good benchmark for the school.

LE noted that recruitment of teaching staff is currently challenging in the Education sector and it has therefore been necessary to appoint agency workers to support teaching and learning across the school. LE added that the school have a robust recruitment and selection process to ensure that the right people are appointed to vacancies. LE noted that Dysart currently have a number of strong agency workers engaged in teaching support roles across the school.

The LGB reviewed and noted that portfolio report from the HR lead for this item, in view of the discussion around staffing. RJ noted that staff wellbeing had been a focus of a recent visit to school and a number of strategies are in place to support the mental health and wellbeing of staff. These include signposting to line managers and members of the SLT for wellbeing concerns, as well as, the corporate external support agency, available to all OHCAT employees.

LE reported that although staff coped stoically during the Covid-19 pandemic, the impact of this is starting to become apparent, with evidence of burnout among staff.

RJ suggested that governors should focus on staff wellbeing in 2022-23, particularly given the raised profile of mental health following the pandemic, and the increase in the instances of staff absence. RJ added that throughout her monitoring as part of her portfolio role, she was confident that strategies and mechanisms are in place to support staff.

LE provided a brief update on planned improvement works, and reported that fire doors that are no longer fit for purpose will be replaced over the summer.

8B	<p>SEF (SELF EVALUATION FORM)</p> <p>The LGB received the SEF report and noted that the inclusion of the document was helpful to governors and the document was very thorough and informative.</p>
8C	<p>DASHBOARD</p> <p>The LGB received the data dashboard and noted that the attendance data in particular, was very positive. Governors discussed benchmarking for attendance data and noted that it was not clear whether the benchmark used in the dashboard was for mainstream or special schools. Governors therefore noted that when reviewing the data dashboard, the figures presented should be benchmarked for the appropriate setting, i.e. special schools, to allow for comparisons to be made and to enable school attendance to be celebrated through data reflective of the schools in OHCAT.</p> <p>TS commented on the gender ratio of students versus staff and the fact that girls make up a third of students, while two thirds are boys; this is the opposite for staff, with two thirds of staff being female and one third being male. TS asked if the gender ratios presented any practical difficulties in managing and supporting students in school. LE responded that this does not create any difficulties in school; there are a number of de-escalation and emotional and behavioural regulation strategies used by the school and these are executed appropriately by all staff, regardless of gender.</p> <p>PM referred to the instances of ‘red’ behaviour recorded in the dashboard and asked whether there was a pattern of escalating behaviour or general concerns about behaviour in school. LE explained that all staff are extremely proactive in reporting and recording behaviour to ensure that patterns can be identified and established. LE noted that the vast majority of ‘red’ instances recorded relate to one student who has since been permanently excluded from the school. A slight rise in lower level instances of behaviour has had a direct correlation to the recent heatwave, where a number of children found the heat in school challenging, which impacted their ability to remain calm and regulate their behaviour.</p> <p>Governors made reference to the permanent exclusion of a student, and noted that the matter could not be discussed in detail for confidentiality. Governors did, however, acknowledge that permanent exclusions at special schools are very rare.</p> <p>DM asked how accidents are reported and recorded and LE explained that the school records all health and safety data directly to OHCAT; this information is collated, however, it is not shared with governors via LGB meetings.</p>
9	SAFEGUARDING
9i	<p>SAFEGUARDING AND WELLBEING OFFER</p> <p>The LGB noted that the school Safeguarding and Wellbeing Offer will be shared with Governors on GovernorHub after the meeting.</p> <p>Action: Dysart Safeguarding and Wellbeing Offer to be shared on GovernorHub.</p>
9ii	<p>SAFEGUARDING AUDIT</p> <p>The LGB noted that the Dysart Safeguarding audit has been updated since the last time it was circulated to governors and this version will be uploaded to Governor Hub after the meeting for information.</p>

	Action: Updated Safeguarding audit to be uploaded on Governor Hub.
10	EQUALITY AND DIVERSITY
10i	PERFORMANCE AGAINST EQUALITY OBJECTIVES AND OUTCOMES 2021-22 The LGB noted that this document had been presented to the last meeting and reviewed by governors.
10ii	PERFORMANCE AGAINST EQUALITY OBJECTIVES AND OUTCOMES 2022-23 The LGB noted that this document would be presented to governors in the autumn term.
11	GOVERNOR VISITS, DEVELOPMENT AND TRAINING
11A	PORTFOLIO MANAGEMENT The LGB received and noted the following portfolio reports: <ul style="list-style-type: none"> i. Ethos, Vision and Strategy ii. Child Protection and Safeguarding iii. Finance and Resources iv. HR and OD
11B	OTHER VISIT REPORTS The LGB noted that there were no other visit reports to be received. The Chair and the Principal reminded governors that they were welcome to visit the school, and noted that this would be especially useful for the two new Parent Governors to get a feel for the school and specific areas of interest, in line with their portfolio areas, once allocated.
11C	GOVERNOR TRAINING AND DEVELOPMENT Governors noted that the annual OHCAT Governors Conference will take place on Thursday 6 October 2022 at Sandown Racecourse. Governors were encouraged to attend this useful and informative event; details of which had previously been shared via GovernorHub.
12	POLICIES AND PROCEDURES
12i	The LGB noted the following policies and procedures which had been approved by the OHC&AT Board at their meeting on 25 March 2022. <ul style="list-style-type: none"> i. Gifts and Hospitality ii. Risk Management Governors noted that the above policies are available to view online via GovernorHub .
12ii	The LGB noted that there were no local policies or procedures for approval.
13	ANY OTHER BUSINESS <ul style="list-style-type: none"> i. Succession Planning Governors noted that the Chair wished to step down at some point during the next academic year (2022-23) to give other governors exposure to the Chair role and develop leadership capacity within the LGB. The Chair noted that she had been in the role for over ten years, and with new governors on board, welcomed other

	<p>governors to take on the role. TS noted that she is happy to work alongside a new Chair to support them in their transition into the role.</p> <p>The Clerk noted that in line with the new appointments, all governors will be contacted at the start of the autumn term to ask for expressions of interest in the role of Chair of Governors.</p> <p>Action: Clerk to contact all governors in the autumn term to ask for expressions of interest for the role of Chair of Governors.</p>
14	<p>DATES OF FUTURE MEETINGS</p> <p>The LGB approved to the calendar of meetings for 2022-23 as follows:</p> <ul style="list-style-type: none"> • Wednesday 23 November 2022 at 5pm – virtual meeting • Wednesday 22 March 2023 at 6pm – to be held <u>in school</u> • Wednesday 21 June 2023 – virtual meeting <p>Governors noted that the current membership of the Pay Committee consists of the Chair, Tony Williams and the Principal. An additional governor will need to be appointed to the Pay Committee and this appointment will be made in line with the three portfolio areas normally represented on the Committee as follows:</p> <ul style="list-style-type: none"> • Finance and Resources • Ethos, Vision and Strategy • HR and OD <p>The LGB agreed that the date and time of the Dysart Pay Committee would be agreed outside of the meeting, in line with appointments to portfolio roles.</p> <p>Action: Clerk to liaise with Principal and Chair to confirm date and time of autumn Pay Committee.</p>
15	<p>CONFIDENTIALITY</p> <p>The LGB agreed that there were no items of business deemed confidential.</p>

The meeting ended at 7.00pm.

Minutes signed by Chair: _____ Date: _____

Agenda item	Action	Action By
4iv	Staff Governor election to be re-run in the autumn term to seek to fill vacancy.	LE
6i	Portfolio Governor list to be reviewed in the autumn term.	KS
7i	Finance and Resources portfolio report actions to be reviewed at first LGB meeting of the autumn term.	TW/KS
7ii	Draft budget to be circulated to governors, once approved.	KS
9i	Dysart Safeguarding and Wellbeing Offer to be shared on Governor Hub.	KS

9ii	Updated Safeguarding audit to be uploaded on Governor Hub.	KS
13i	Clerk to ask for expressions of interest in Chair of Governors role in the autumn term.	KS
14	Date, time and membership of Pay Committee to be finalised.	KS/LE/ TS