



**Minutes of the Dysart Local Governing Body Meeting (LGB01)
on Thursday 10th November 2016 at 6pm**

Governors:

Thowheetha Shaah (Chair)	Rosemary Jubraj (Parent)
Leigh Edser (Headteacher)	Malcolm Self
Heini Furrer (Staff)	Jackie Van West
Isabelle Gozard	Sarah Williams
Martin Jackson (Parent)	

Non-Governor Participants:

Brenda Scott (OHCAT Finance)

GQ – Governor Question

GC – Governor Comment

Minutes taken by Sue Bashford (SB), Clerk to the Governors

The meeting started at 6.05pm

Ref	Title	Action
1.	Apologies for Absence TS – apologies in Court RJ – arrived at 6.20pm during item 10 (which was tabled as the first item) and gave her apologies for arriving late BS – left the meeting at 6.40pm	
2.	Welcome and Introductions In the absence of the Chair, LE chaired the meeting throughout. All those present introduced themselves.	
3.	Declaration of Interests None. It was NOTED that all governors had completed the declaration of interests form in October 2016.	
4.	Skills Audit Analysis It was NOTED that all governors had completed the skills audit form in October 2016.	
5.	Constitution and Appointments The Chair had expressed, via email, an interest in standing for the next year. Proposed by JVV, seconded by MS and with all in favour, TS was elected as Chair. Two governors put themselves forward for the position of Vice Chair – Malcolm Self and Sarah Williams. The two governors left the room whilst a secret ballot took place. SW was voted in by majority.	

Minutes signed by Chair:

Date:

	<p>Recommendation would be made to the OHCAT Board that the positions of Chair and Vice Chair be approved.</p> <p>Post meeting note: OHCAT notified on 16th November</p>	LGB01/AP01
6.	<p>Minutes of the Last Meetings</p> <p>Minutes of the following meetings, <u>held prior to conversion to academy status</u>, were due to be signed.</p> <p>In the absence of the Chair, signing of the minutes was held over to the next LGB meeting and was to be noted on the agenda.</p> <p>Post meeting note: Added to draft LGB agenda on 18th November</p> <ul style="list-style-type: none"> ◆ Curriculum & Pupil Progress Committee 21st January 2016 ◆ Health & Safety Committee 8th March 2016 ◆ Resource Management Committee 3rd March 2016 ◆ Resource Management Committee 17th March 2016 ◆ FGB 3rd March 2016 ◆ FGB Extraordinary Meeting 17th March 2016 <p>It was NOTED that this was the first meeting of the newly formed Local Governing Body and therefore there were no other minutes to sign.</p>	LGB01/AP02
7.	<p>Matters Arising not covered elsewhere on the Agenda</p> <p>None.</p>	
8a.	<p>Headteacher's Report</p> <p>The Headteacher's Report and SDP for 2016-2017 were circulated on 7th November.</p> <p>LE went through her report. She explained that, following interviews the previous week, 5 LSAs have been recruited (4 from current agency staff) and the reasons for keeping a small number of agency staff.</p> <p>The DHT post – two candidates were interviewed before half term but neither had all the qualities required. Currently advertising again with the TES and e-teach and the shortlisting and interviews will take place later in November. The post is for an Easter start or before.</p> <p>LE was asked about the work load which has increased for her and she informed governors that she is managing and the other members of the SLT have taken up extra tasks.</p> <p>It was highlighted that there was one ongoing complaint which senior staff in OHCAT have taken on.</p> <p>GQ – Are OHCAT close to a resolution regarding this complaint?</p> <p>It was explained that OHCAT are in the process of resolving the issued with the LA concerned.</p> <p>CONFIDENTIAL ITEM See confidential minutes.</p> <p><u>Pupil Premium Grant (PPG)</u> The PPG report and graphs were distributed. Details show students who are FSM, service or looked after children (LAC) who received additional funding through the PPG. Typically there is a gap (in mainstream schools) between PPG and other students. In SEN schools this is not the case. The graphs show the comparison between PPG and other students at Dysart School, showing there is very little difference between the two</p>	

Minutes signed by Chair:

Date:

<p>groups. LAC includes children who receive additional respite care in excess of 56 nights a year.</p> <p>LE explained how the funding is being spent and informed Governors that next year the amount of funding is likely to be around £16,000.</p> <p>GC - There was concern raised that some parents might not be aware of the benefits they might be able to claim.</p> <p>OHCAT has a Family Liaison Officer who could advise parents. Brief discussion took place about the possibility of setting up an information giving session for parents.</p> <p>The PPG statement to go live on the school website. Post meeting note: Document uploaded on 11th November</p>	<p>LGB01/AP03</p>
<p><u>SDP</u></p> <p>The SDP was not discussed.</p> <p>Governor requested that the SDP be the first agenda item at the next LGB meeting. Post meeting note: Added to draft LGB agenda on 18th November</p>	<p>LGB01/AP04</p>

<p>8b.</p>	<p>Data Dashboard</p>	
	<p>The data dashboard was circulated on 4th November.</p> <p>It was announced that the data dashboard is being developed now that new schools have joined OHCAT. The school sends the data in and it is populated by OHCAT MIS team. As time goes on more of the data will be populated.</p> <p>GQ – Will there be an option to include the student progress data termly? That is under discussion with the Executive Head as many of our students make small steps and showing termly data may not be appropriate for all our students. It might be preferable to report on EHCP targets and outcomes and how many have been met or being worked towards.</p> <p>LE would like to hold a separate information session about the changes in progress data and the recommendations being made with the pending withdrawal of P levels.</p> <p>There was some discussion about the Pupils on Roll graphic and how the year groups did not always correlate with the classes (Post-16 was a good example). It was felt that OR (Reception) should appear at the top of the graph and that the colours would be difficult to read for anyone who was colour blind.</p> <p>GQ – What are Typicality Judgements? Typicality judgements are the lesson observations taken from the summer term. It was NOTED that Level 1 equated to ‘outstanding’.</p>	<p>LGB01/AP05</p>

<p>9.</p>	<p>Portfolio Governor Visits</p>	
	<p>The following Portfolio visit reports for the Autumn Term 2016 were circulated to all governors on 3rd November:</p> <ul style="list-style-type: none"> ♦ Ethos, Vision and Strategy ♦ Teaching and Learning ♦ Health and Safety, Child Protection and Safeguarding ♦ Finance and Resources 	

Minutes signed by Chair:

Date:

<ul style="list-style-type: none"> ♦ HR and Organisational Development ♦ Business Development and Marketing 		
<p><u>Teaching & Learning</u> SW gave a brief overview of her meeting with HF and Alex Augustus (former DHT).</p>		
<p><u>Health and Safety, Child Protection and Safeguarding</u> JVW, LE and Alex Augustus completed a joint audit of safeguarding procedures following LA guidelines. The recommendation was to complete '360 degrees safe' an e-safety audit tool. This is ongoing.</p> <p>INSET training was also provided by JVW on 5th September to all staff on Safeguarding, Prevent/Channel and Keeping Children Safe In Education. It was NOTED that the vast majority of staff present on 5th September have now completed the Keeping Children Safe in Education and have signed to say they understand the document.</p> <p>LE explained about the new student behaviour sheet which is being rolled out w/c 14 November which is giving much more information about behaviours and which will aid in applying for additional funding.</p> <p>It was NOTED that LE is now the designated safeguarding lead following the departure of the Deputy Head Teacher. The supporting staff are Penny Jelbert, Jo Williams and Natalie Aylen (who deals with much of the safeguarding admin) all of whom are trained to the same level. It was NOTED that LE is comfortable that there is sufficient safeguarding support in her absence.</p> <p>JVW is to meet with PJ re Health and Safety.</p> <p>It was NOTED that Governors had not read the new Keeping Children Safe in Education September 2016. JVW to train new staff in December and Governors to be included in the training. Post meeting note: Training booked for 14th December from 3-5pm.</p>		LGB01/AP06
<p><u>Finance and Resources</u> CONFIDENTIAL ITEM See confidential minutes.</p> <p>The Portfolio meeting with the Lead from Finance OHCAT did not taken place until 8th November. The report will follow.</p> <p>It was NOTED that Dysart has now bought into OHCAT Finance support and OHCAT will do the Dysart budgets going forward.</p>		
<p><u>HR and Organisational Development</u> The report was taken as read. There were no questions. GC – The staff governor fully endorsed the 'overall reflections' paragraph on the HR report.</p> <p>CONFIDENTIAL ITEM See confidential minutes.</p> <p>It was NOTED that the exit interviews report from July had not been distributed to the HR portfolio holders. Post meeting note: Actioned on 16th November</p>		LGB01/AP07

Minutes signed by Chair:

Date:

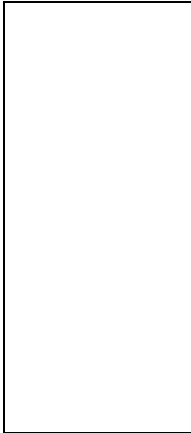
Business Development and Marketing

It was REPORTED that the school website is somewhere off where it needs to be. A summary of the Portfolio meeting was given.

There is some concern about the way the website is managed; SB (Clerk) does some amendments, the bulk of the amendments and ownership are through OHACT and the main site and its construction is outsourced.

OHC website is better than the trust school sites. OHC has a great video introduction and virtual tour which would benefit the Dysart website. It was suggested that the governors look at the sites and compare.

<http://www.dysartschool.org/>
<https://www.orchardhill.ac.uk/>



10.	Finance and Funding	
	<p>The final accounts for end of year and the management account for the current year were circulated to all governors on 4th November.</p>	
	<p>Brenda Scott met with LE and MS earlier this week and went through the September accounts thoroughly.</p> <p>She informed Governors that OHCAAT is still being audited for the close of year accounts.</p>	
	<p><u>Year End to August 2016</u></p> <p>Last year Dysart was budgeted for a deficit of £23k but the school came in with a deficit of £66k predominantly due to depreciation which Dysart had not had to account for before.</p> <p>Income was above where OHCAAT had budgeted it to be and costs were in line with expectations.</p> <p>For the 5 month period, to bring Dysart in line with OHCAAT year end, the figures were good.</p> <p>GQ – For May the income was high and in July the expenses were high, what is the reason for that?</p> <p>It was explained that it was due to the time of year with funding coming in in May and end of term spending and invoices being paid in July.</p>	
	<p><u>September 2016 Accounts</u></p> <p>Following a brief summary, it was NOTED that salaries were under for the month but the Trust are very happy with the accounts and the way things are going.</p> <p>Budget forecast for this year will be a deficit again but this is due to depreciation eg buildings, fixtures and fittings, IT and mini buses. Kingston previously owned the assets and now the assets are owned by the school.</p> <p>There was discussion and explanation about depreciation where there is depreciation of the cost of an asset over the period of its life.</p> <p>It was explained that LE has made a request to use money from surplus to cover the depreciation to achieve a nil budget.</p> <p>BS reported that there are no concerns about cash flow and the school is cash rich at a sensible level.</p> <p>Following further discussion, Governors NOTED that virements within the same category are fine, but from one category to another would require further approval with justification.</p> <p>GQ – You mentioned depreciation on the building for the period of the lease – who owns the building?</p> <p>RBK owns the building. It was explained that the Trust usually leases their premises and the lease is thought to be 125 years.</p>	

	<p>GC – For clarification, it was confirmed that RBK is the freeholder and the school is the leaseholder and therefore responsible for the maintenance and repair of the building.</p> <p>GC – Re Top up Funding line 107, it looks like RBK are paying too much for the month - £168k rather than £153k. The Trust has asked for a breakdown of the figure of £168k but have yet to receive a suitable response.</p> <p>BS reported that OHCAT are waiting for a schedule (student by student) from RBK for further details on top up funding.</p> <p>It was agreed that LE would follow up on the top up funding schedule.</p> <p>Post meeting note: Schedule shared with OHCAT Finance on 17th November.</p> <p>GQ – What is GAG?</p> <p>General Annual Grant which is place funding of £10k for every student place. 88 is currently the maximum number of students Dysart can have.</p> <p>GQ - Does top up funding include all students?</p> <p>Yes. Once OHCAT have the schedule it can split between in and out of borough students.</p> <p>LE explained the process of admissions which still go through RBK and how the school assessments have improved over the last few years to ensure the school gets the correct student funding to include funding for SaLT and OT.</p>	LGB01/AP08
--	---	------------

11.	Pay Committee Recommendations	
------------	--------------------------------------	--

	<p>The Pay Committee met on 20th October 2016.</p> <p>At that meeting LE provided details of the staff needing support and an anonymous list of staff and pay scales. The committee, made up of three governors, were very happy with the quality of data provided which was fully interrogated.</p> <p>The pay committee AGREED all the pay recommendations.</p> <p>CONFIDENTIAL ITEM</p> <p>See confidential minutes.</p> <p>Governors were given details of the new observations form being introduced to ensure there is a fair and rounded overview of teaching. The form will help to show that if a student does not make cognitive progress but the staff member has put everything in place to ensure progress can be made, pay progression for that member of staff can still be achieved.</p>	
--	--	--

12.	Policies and Procedures	
------------	--------------------------------	--

	<p>Governors NOTED that the following policies were reviewed and approved by the OHCAT Board at their meeting on 30th June 2016:-</p> <ul style="list-style-type: none"> ♦ Child Protection and Safeguarding ♦ SEN ♦ Equality and Diversity ♦ Admissions ♦ Families and Visitors Code of Conduct ♦ Educational Visits ♦ E-Safety ♦ Photo Permission ♦ Substance Misuse ♦ Assessment and Examinations <p>No local policies and procedures were reviewed.</p>	
--	--	--

Minutes signed by Chair:

Date:

13.	OHC&AT Documents for Information		
	The Programme of Works for 2016-2017 was circulated on 3 rd November. Governors were asked to NOTE that the OHCAT Scheme of Delegation and Schedule of Responsibility are currently under review for approval at OHCAT Board on 9.12.2016.		
14.	Term Dates 2017-2018		
	The term dates for 2017-2018 were circulated on 4 th November. It was explained that the dates were in line with other Kingston schools. The term dates were AGREED. Term dates to be published and uploaded to the website. Post meeting note: Actioned on 15th November		LGB01/AP09
15.	Any Other Business		
	<p>LE REPORTED that there had been a Health & Safety incident in school on 9th November. A hoist failed and a student fell from the hoist and landed on the floor. It was handled by the Heads of Upper and Lower School in the Head's absence. An ambulance and the student's parents were called and the school nurse was also involved. The student returned to school the following day.</p> <p>The hoist concerned and an identical hoist have been withdrawn from use and will not be used going forward.</p> <p>It was REPORTED that the hoists are serviced every 6 months in line with regulations. There is no negligence involved.</p> <p>The staff involved are two very experienced staff. The parents have been in to see what happened. Social Services have been made aware.</p> <p>Following investigation it appears to be a freak accident.</p> <p>LA to be informed on 11th November.</p> <p>GQ – Will the fault be reported to the manufacturer? The servicing company had been in school on 10th November and will report the fault. The site team will also be reporting the incident. The servicing company reported that they had never previously had that kind of accident, however the clip at fault has been returned to the manufacturer on two previous occasions.</p> <p>GQ - Will the hoist servicing company feedback on their findings? Because a child has been taken to hospital there will now be an investigation but company have said it will go down as user error.</p> <p>SW informed governors that if a similar incident happened in a hospital there would need to be a full investigation and cannot be put down to user error. She asked if an independent agency could be used for the investigation to ensure that it is carried out properly. It was suggested that it is made known to the hoist company that the school would disagree with any outcome of human error.</p>		
16.	Dates of Next Meetings		
	Thursday 23 rd February 2017 Thursday 8 th June 2017		

17.	Confidentiality		
	The following items would remain confidential: <ul style="list-style-type: none"> ♦ Expansion/New Build (Section 77) ♦ Dismissal ♦ Teacher Underperformance 		

The meeting closed at 9pm.

LGB01– Action Points from meeting on 10th November 2016

* ACTION POINT IN CONFIDENTIAL ITEMS

Action Point No	Action	Action By	Open/Closed
LGB01/AP01	Recommendation would be made to the OHCAT Board that the positions of Chair and Vice Chair be approved.	SB	Closed
LGB01/AP02	Minutes of meeting prior to conversion to be signed at the LGB meeting in February 2017. Add item to agenda.	SB	Closed
LGB01/AP03	PPG doc to go live on the school website.	LE	Closed
LGB01/AP04	Governor requested that the SDP be the first agenda item at the next LGB meeting. Add item to agenda.		Closed
LGB01/AP05	LE would like to hold a separate information session about the changes in progress data and the recommendations being made with the pending withdrawal of P levels.	SB	Open
LGB01/AP06	JVW to train new staff in December and Governors to be included in the training.	SB	Closed
LGB01/AP07	Exit interviews report from July to be distributed to the HR portfolio holders.	SB	Closed
LGB01/AP08	Follow up on the top up funding schedule.	LE	Closed
LGB01/AP09	Term dates to be published and uploaded to the website.	SB	Closed

Minutes signed by Chair:

Date: