



**Minutes of the Dysart Local Governing Body Meeting (LGB03)  
on Thursday 8<sup>th</sup> June 2017 at 6pm**

**Governors:**

Thowheetha Shaah (Chair)  
Leigh Edser (Headteacher)  
Heini Furrer (Staff)  
Isabelle Gozard

Martin Jackson (Parent)  
Rosemary Jubraj (Parent)  
Jackie Van West

**Non-Governor Participants:**

Penny Jelbert (Business Manager)  
Norman MacDonald (OHCAT Finance)  
Emmet Murphy (Deputy Headteacher)

**GQ** – Governor Question

**GC** – Governor Comment

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

The meeting started at 6.10pm

*All documents, circulated prior to the meeting, were taken as read. Additional time was given at the start of the meeting for late documents to be read.*

Ref	Title	Action
<b>1.</b>	<b>Apologies for Absence</b> TS – working IG – away	
<b>2.</b>	<b>Welcome and Introductions</b> All were welcomed to the meeting. It was AGREED that the meeting would be Chaired by the Headteacher in the absence of the Chair. Emmet Murphy (new Deputy Headteacher) was introduced.	
<b>3.</b>	<b>Declaration of Interests</b> None.	
<b>4.</b>	<b>Constitution and Appointments</b> It was NOTED that Sarah Williams, Lead for the Teaching & Learning and Finance & Resources Portfolios resigned with immediate effect on 16 <sup>th</sup> May. Following brief discussion, it was AGREED that an external governor should be appointed, someone who is unrelated to the school and OHCAT. LE's view was that someone with a health management background would be an advantage. She said that OHCAT will assist in finding a new governor with advice from the LGB. One governor suggested contacting the Inspiring Governors Alliance and One Stop Shop, recruitment organisations for governors. <b>Recruitment process for new governor to start immediately.</b>	LGB03/AP01

Minutes signed by Chair:

Date:

5.	<b>Minutes of the Last Meetings</b>		
	<p>The minutes of the meeting LGB02 were approved by the Governors and signed by the Headteacher.</p> <p>Brief discussion and updates on the outstanding action points was had; details shown at the end of the minutes.</p>		
6.	<b>Matters Arising not covered elsewhere on the Agenda</b>		
	None.		
7a.	<b>Headteacher's Report</b>		
	<p>The Headteacher's Report was tabled at the meeting. Governors were given time to read it.</p> <p>LE highlighted the increase in pupil numbers and explained the rationale behind this. Numbers of staff supporting in classes has also increased. For the first time, three students from Wandsworth LA have joined the school.</p> <p>Governors were pleased to see the positive comments from parents (in appendix 1 of the report) regarding a recent residential. LE explained that Class DoJo is being used by Red Class to share 'highlights' with families. There had been a question about data security but all parents are aware and have agreed to its use with the exception of one. Parents can also upload data for the class to see.</p> <p><b>GQ</b> – Will this be rolled out to other classes?</p> <p>It is something that should be set up on a gradual basis and other similar products will be investigated. Managing expectations on how much is uploaded each day/week needs to be considered. Brief discussion followed but it was AGREED that generally this was a good idea.</p> <p><b>Health and Safety - Evolve</b></p> <p>EM handed out an information sheet about a web-based platform called Evolve. It is a thorough process for risk assessments of learning outside of the classroom. Each pupil will be registered over time so that school can evaluate the number of visits and the impact education off site is having, showing an additional layer of progress outside the classroom.</p> <p>Governors have been set up with a read only log-in where you can access the risk assessments and processes. EM has worked on streamlining the RA document to bring it in line with RA used across the Trust. Evolve has been used previously but only for residential visits. Dysart will now use it for all learning outside of the classroom (from Companion Cycling to Sainsbury's visits) to show impact and outcomes and will especially be used to report information for EHCP reports.</p> <p><b>GQ</b> – Can you flag particular risks associated with particular students, for example wheelchair users?</p> <p>It does not do that automatically but several layers are provided and staff are able to input detailed information about students. The details would then go to EM for checking. For visits that are adventurous, details would also be check by someone at RBK.</p>		
7b.	<b>Data Dashboard</b>		
	<p><b>GQ</b> - Behaviour incidents appear peak in November, what is the reason?</p> <p>This is due to the amount of incidents being input onto the system. Unfortunately this is not a true reflection of behaviours, due to the nature of admin support needed to input, as explained in the action point above (LGB02/AP02).</p>		

It was NOTED that the Safeguarding information was a new item on the Dashboard with data only captured since February 2017.

**GQ** – What is CIN?  
 Child in Need. There was discussion about what this means and it was explained that all students at Dysart, due to their needs and vulnerability, could qualify as CIN. However, Dysart children who have a social worker are considered CIN. Those who have a family support worker would be considered TAC – team around the child. Some students are not linked into social services at all as families do not need or have chosen not to have support.

**GQ** - What is CPP?  
 Child Protection Plan. Dysart now has one CPP case which has arisen since this data was supplied. It was explained that if the plan is not followed the child could be removed from the home.

**GQ** - What is a LADO?  
 Local Authority Designated Officer. LE would contact the LADO if there was a member of staff she had concerns with working with a child. Contact would be made if a member of staff is considered to have broken the safeguarding rules. If there are concerns about a child it would go through SPA – Single Point of Access.

**GQ** – Can you explain the staff absence peak in March?  
 There were a number of staff in that period who had longer periods of absence, one had been on long term sick.

**GC** – The numbers on attendance year to date graph cannot be read.  
 Clerk AGREED to report back to the Systems Developer that number cannot be read.

LGB03/AP02

8.	<p><b>Equality and Diversity Report</b></p> <p>This is a staff report and data is being reported on for the first time. Discussion took place and the following was NOTED and AGREED for future reports:-</p> <ul style="list-style-type: none"> <li>• Recruitment data – ethnicity, age and gender for applicants should be reported on to ensure there is no discrimination</li> <li>• Give it commentary – figures are numbers or percentage. Give total number of staff.</li> <li>• Take into account the bias of length of current staff service.</li> <li>• Applicant data to be provided for the current school year - Applicants versus successful applicants. Data will be gathered going forward.</li> <li>• Ethnicity of current supply staff would change the data. Long term supply to be monitored.</li> </ul>	
9.	<p><b>Portfolio Governor Visits</b></p> <p>LE NOTED that the new portfolio guidance was circulated to governors which should help going forward with future meetings.</p> <p>The following Portfolio visit reports for the Summer Term 2017 were circulated prior to the meeting:</p> <ul style="list-style-type: none"> <li>♦ Ethos, Vision and Strategy</li> <li>♦ Teaching and Learning</li> <li>♦ Health and Safety, Child Protection and Safeguarding</li> <li>♦ Finance and Resources</li> </ul>	

	<p><b>GQ</b> – School to outsource payment management by September, who to? This refers to the recoupment of funding of students through Kingston. OHCAT do this for some of the other schools. There has been discussion around Dysart transferring this service to OHCAT. This cannot be done until 2018.</p> <ul style="list-style-type: none"> <li>♦ HR and Organisational Development</li> <li>♦ Business Development and Marketing</li> </ul> <p>There were no further questions.</p>		
<b>10.</b>	<b>Finance and Funding</b>		
	<p>NM apologised to governors for the lateness of the papers and explained that the review and approval process they need to go through before getting papers out had held up the distribution of the papers. This was exacerbated by some of the finance staff working term time only.</p> <p>It was NOTED that next year the date of the summer term LGB meeting might need to be put back by a week. NM and Clerk would review.</p>		
	<p><u>Management Accounts</u></p> <p>NM went through the details of the Management Account report, Period 8 end 30<sup>th</sup> April 2017. Overall very positive.</p> <p><b>GQ</b> – The forecasting reserve of £275,000, is that in a bank account and can any of it be invested in a short term deposit?</p> <p>It is in the school bank account and an amount is invested in a deposit account, up to approximately £100,000.</p>		
	<p><u>Budget Year End</u></p> <p>Budgeting for 96 students next year.</p> <p>Position is positive for next year. NM went on to explain how the budget was prepared. It was NOTED that if the turning circle project does not go ahead the majority of the funds will be reverted and be surplus.</p> <p>The budget will go through the Board at the end of June and will be approved. However it will be a tight budget to run.</p> <p><b>GQ</b> – Staff related HR recruitment clearances was £16,000 which is being reduced £2,000 are you comfortable with that?</p> <p>This was due to DHT recruitment costs in the last year. Only SLT recruitment is advertised at that level. Teachers and LSA are recruited on eteach which is much cheaper. There is no foreseeable SLT recruitment for the coming year.</p> <p><b>GQ</b> – Apprenticeship Levey can you give a bit more information?</p> <p>LE is in discussion with Janet Sherbourne (at OHCAT) about the possibility of getting an admin support/resources development apprentice. School are also looking at the possibility of apprenticeships for LSAs and Play Assistants.</p> <p>NM informed governors that OHCAT have an apprentice in Finance department amongst others within the Trust.</p> <p><b>GQ</b> – Is there an option to have an apprentice with a learning disability?</p> <p>Some of the apprentices in OHCAT fall into this category. LE explained that Dysart currently has an ex-student who is coming in once a week to gain work experience in school. This would need to be managed carefully to ensure the persons own needs are taken into account.</p>		
	<p><u>For approval – Contracts/SLAs in excess of set limit</u></p> <p>None.</p> <p><b>GQ</b> – If we did have SLAs in excess of set limit, do governors have the ability to approve them? What is the limit?</p>		

It was NOTED that anything up to £3,000 can be signed off by governors. £3,000-£25K it would be the Head of Finance at OHCAT. The budget document shows the scales.		
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<b>11.</b>	<b>Policies and Procedures</b>																				
	Governors NOTED that the following policies were approved by the OHCAT Board at their meeting on 17 <sup>th</sup> March 2017. No local policies and procedures were reviewed.																				
	<table border="0"> <tr> <td><u>Policy</u></td> <td><u>Type, Status</u></td> </tr> <tr> <td>Data Protection Policy</td> <td>Core, Review (unscheduled)</td> </tr> <tr> <td>Pay Policy</td> <td>Core, Review</td> </tr> <tr> <td>Critical Incident Business Continuity Plan</td> <td>Core, New</td> </tr> <tr> <td>Academies Admissions Procedures,</td> <td>Core, Review (unscheduled)</td> </tr> <tr> <td>Exclusions Policy (Academies)</td> <td>Additional, Review (unscheduled)</td> </tr> <tr> <td>Missing Child Policy and Procedure</td> <td>Additional, New</td> </tr> <tr> <td>Adverse Weather Policy</td> <td>Additional, New</td> </tr> <tr> <td>Travel and Subsistence Policy</td> <td>Additional, New</td> </tr> </table>	<u>Policy</u>	<u>Type, Status</u>	Data Protection Policy	Core, Review (unscheduled)	Pay Policy	Core, Review	Critical Incident Business Continuity Plan	Core, New	Academies Admissions Procedures,	Core, Review (unscheduled)	Exclusions Policy (Academies)	Additional, Review (unscheduled)	Missing Child Policy and Procedure	Additional, New	Adverse Weather Policy	Additional, New	Travel and Subsistence Policy	Additional, New		
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<b>12.</b>	<b>Dysart Post-16 Provision</b>																				
	See Confidential Items																				
<b>13.</b>	<b>Any Other Business</b>																				
	None.																				
<b>14.</b>	<b>Dates of Next Meeting</b>																				
	23 <sup>rd</sup> November 2017 22 <sup>nd</sup> February 2018 Summer Term 2018 - TBC																				
<b>16.</b>	<b>CONFIDENTIALITY</b>																				
	Item 12 – Post-16 provision.																				

The meeting ended at 7.44pm

**LGB03– Action Points from meeting on 8<sup>th</sup> June 2017**

**\* ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Action By	Open/Closed
LGB03/AP01	Recruitment process for new governor to start immediately.	SB	Open
LGB03/AP02	Clerk AGREED to report back to the Systems Developer that numbers on dashboard cannot be read.	SB	Open

**LGB02– Action Points from meeting on 23<sup>rd</sup> February 2017**

**\* ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Open/Closed
LGB02/AP02	<p>Number of students involved in behaviours was REQUESTED for the next meeting.</p> <p><b>To be tabled at the meeting</b></p> <p><b>Update:</b> Governors were informed that Dysart are trialling an app to record behaviour, which every class will use going forward, and input behaviour incidents directly. The current system of recording behaviour on paper and the admin staff uploading to the student record is not sustainable.</p> <p><b>Action point to be reviewed in the autumn term.</b></p>	Open

Minutes signed by Chair:

Date:

	<b>Action point remains open.</b>	
LGB02/AP05	<p>Tablets being brought into school to be reviewed. <i>This is something that we are considering being set up for later in the Summer term, date to be confirmed. However in light of the very recent cyber-attacks we need to be confident that this will not affect our systems, so the idea may have to be reviewed/held off for now.</i></p> <p><b>Update:</b> Governor commented that this was more to do with a safeguarding issues and with parents/visitors bringing tablets into school. Following discussion it was AGREED that office staff would ask visitors to lock tablets away or leave in cars. There was some further discussion about getting parental agreement at a whole school events, with the proviso that any videos/photos should not be used on the internet. It was NOTED that some students could be excluded from events if their images cannot be shared. <b>GC</b> – The Information Commissioners Office has produced guidance on videoing at school productions and have said that it is ok to do so. LE AGREED to investigate options of ‘blocking out’ software. <b>Action point remains open.</b></p>	Open
LGB02/AP06	<p>Following some discussion it was AGREED that the 360 audit would be brought to the next LGB and signed off. <i>There has not been the opportunity to complete this. With Emmet now in post full time, LE is aiming for this to be completed by the Autumn term.</i></p> <p><b>Action point remains open.</b></p>	Open
LGB02/AP07	<p>The LGB would ‘like to receive an update on the services received’. Annex 07b last paragraph to be reworded by LE/SB to this effect. <i>Dysart now have copies of the service level agreements for all OHCAAT departments which outlines the access to those departments through our core package and what we can choose to buy into.</i></p> <p><b>This will be tabled at the meeting.</b> <b>Update:</b> It was AGREED that the Service Level Agreement would be uploaded onto the portal.</p>	Closed
LGB02/AP11	<p>Governor self-evaluation to be revisited. <i>This remains open, no work completed on this so far.</i></p> <p><b>Update:</b> <b>GC</b> – it was suggested that contact be made with the NGA to move forward on this. It was AGREED to investigate this further. <b>Action point remains open.</b></p>	Open

#### LGB01– Action Points from meeting on 10<sup>th</sup> November 2016

Action Point No	Action	Open/Closed
LGB01/AP05	<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><i>This session will be arranged following possible SLT attendance at a conference regarding ‘The Implications of the Rochford Review’ on 22<sup>nd</sup> June. The Rochford Review Group have made important recommendations about the way students with SEND should be assessed.</i></p> <p><b>UPDATE:</b> LE gave a brief outline of the conference 3 staff will be attending on 22<sup>nd</sup> June. In brief, the review has suggested that student progress should no longer be tracked in P levels but tracked in non-subject specific learning in any form, through engagement profiles. <b>Action point remains open.</b></p>	Open