



**Minutes of the Dysart Local Governing Body Meeting (LGB02)
on Thursday 19th April 2018 at 6pm**

Governors:

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

Jackie Van West (Co-opted)
Rosemary Jubraj (Parent)
Martin Jackson (Parent)

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 6.11pm

All documents, circulated prior to the meeting, were taken as read. The SDP was distributed at the start of the meeting and governors looked through it briefly.

Ref	Title	Action
1.	Apologies for Absence None. Late arrivals – MJ and JVW arrived at 6.15pm.	
2.	Welcome and Introductions All were welcomed to the meeting.	
3.	Declaration of Interests None.	
4.	Constitution and appointments It was NOTED that the LGB had two prospective new governors who were due to meet LE and RJ in the near future. Post meeting note: Interviews took place on 17 th May 2018.	
5.	Minutes of the Last Meetings There were no comments or changes to the minutes which were signed by the Chair. The following outstanding action points were briefly discussed: LGB01– Action Points from meeting on 22nd November 2017 LGB01/AP02 (remains open) Data on families not supported by LA would need to be provided by Dysart. LE and SB to provide data for governors.	

Minutes signed by Chair:

Date:

Carried forward to next meeting

LGB01/AP05 (remains open)

The Chair will summarise the governor conference, and sort out papers issued on the day, for circulation to all governors.

Carried forward to next meeting

LGB01/AP06 (Closed)

VR headset RA to be carried out.

It was NOTED that the VR headsets are provided by OHCAT. Michael Parkinson, OHCAT will draw up a risk assessment (RA) although the headsets have been used in school for some time. Governors were made aware that Nick Hines (Orange Class Teacher) demonstrated the VR headsets in a recent teachers' meeting, but the RA will be provided by the Trust.

RA to be shown to governors when it is available.

LGB01/AP07 (closed)

Could we be informed if the Scheme of Delegation allows the LGB to have the final decision on agreeing the term dates?

UPDATE 19/4/18: Governors can agree term dates but dates will need to be approved by the Board. Governors cannot approve the number of days for an academic year which must remain at 190.

An email with 2 possible options for discussion was sent to Governors on 19th April prior to the meeting.

Appeal to be put together – all AGREED on this following discussion.

Post meeting note: Following the meeting, a decision was taken not to appeal and to work 190 days bringing students and staff in to school on Monday 22nd July.

LGB02– Action Points from meeting on 23rd February 2017

LGB02/AP05 (Closed)

The office will request that parents and visitors will be asked to lock away tablets unless they are being used specifically for a meeting taking place in a meeting room.

This has now been going on for a considerable amount of time and lockers are provided for visitors.

A meeting will be set up for parents to come in a look at apps used in school. Due to the work load of the IT department this has yet to be organised.

IT dept is overloaded and the meeting for parents to come in and look at apps will be revisited in the future. Locking away phones and tablets is always an element of trust and staff always ask visitors.

LE and EM are taking action – new parents were given a demonstration at a recent meeting and looking at what other training sessions can be offered to parents.

LGB02/AP06 (Closed)

360 degree audit

This will be completed by February 2018 by LE and EM; a large part of the work has already been done.

UPDATE: This should be completed by the end of the Autumn term 2017 and will be reported on at the next LGB meeting in February 2018.

LE and EM still working – carried forward to meeting in June.

Post meeting note: To be tabled at meeting on 12th June.

	<p>LGB02/AP11 (remains open) Governors' self-evaluation to be discussed at the LGB meeting in February 2018. UPDATE: This will be revisited once the Chair and Vice Chair for the academic year have been recommended and approved. NGA website was recommended where a good evaluation tool is available. It was suggested that the Clerk or Trust Clerk should investigate further. TS and SB to look at tool and report back in June. Post meeting note: This has not taken place; research will take place over the summer break.</p> <p>LGB01– Action Points from meeting on 10th November 2016 LGB01/AP05 (Closed) Progress data and P levels – information to be provided at next meeting in February 2018. UPDATE 14/11/17: Three Dysart staff to attend a conference (Rochford Review Recommendations) on 19th January 2018. Following this training, a session to update governors will be arranged. LE and EM proposed holding a full day for governor training, at Dysart, to include safeguarding, Rochford review, assessment app. It would also include feedback on health check which will then lead to an action plan. Following discussion the day was booked for 13th July.</p>	
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6.	Matters Arising not covered elsewhere on the Agenda	
	None.	

7a.	<p>Headteacher's Report</p> <p>GQ – There 97 students on roll, are you expecting to increase numbers? Yes in the next academic year numbers are set at 101 but may rise to 105 by the end of July 2019. However, if an immediate placement came in for a child who was out of school we might offer a place.</p> <p>GQ – What is the maximum number of students the school can take? Taking into account class sizes, numbers could go up to 112 over time.</p> <p>GQ – Is the student funding now accurate? Yes.</p> <p>GQ – What are the options to replace Kay Thompson, senior teacher? We currently have two adverts out for a teacher and 14-19 teacher but we are not looking to replace the SLT role attached to Kay's position. The TLR funds should be broken down to provide a TLR for KW to come in as a middle leader for Assessment; the other part will be a TLR for someone to lead on accreditation and pathways for 14-19. We will then go back to the previous model of one Head of Lower School and one Head of Upper School.</p> <p>GQ – Can you give more details on the new structure in upper school? The students are now taught in the same room and no longer move from room to room for different lessons. The curriculum and opportunities remain the same. This gives more structure to the day.</p> <p>GQ – Are the older students still accessing The Suite from the front entrance? Yes and we don't expect that to change. It works well and has had a much better impact on one student. Access from the other side of the building will never be granted.</p> <p>GQ – What will happen to the grounds at the front of The Suite? We are considering submitting application for a higher fence. Hard stand application has gone through with some amendments.</p> <p>GQ - Does the tree still look healthy?</p>	
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Minutes signed by Chair:

Date:

	Yes and it remains fenced. We are looking to rotate the land and level off for use by students. There are lots of ideas but nothing can be done until the higher fence has been erected. There are plans for an allotment area, outdoor gym and sensory space.		
7b.	Data Dashboard		
	It was NOTED that no behaviour data was shown but details had been submitted to the Trust. Data should be on the next dashboard. It was REPORTED that behaviour data is now being updated via an app which means that it is very up to date and accurate. GQ – Can we have the dashboard double sided so that the graphs are larger? It is almost impossible to read the budget data which is very important.		LGB02/AP01
8.	Portfolio Management		
	<u>Ethos, Vision and Strategy</u> The new Values and Aims statements were sent out to governors and has also been shared with families. There is a standard version and a student friendly version using symbols. It went out just before Easter and we have received one response from families which was positive. There will be further work on this with some staff and students.		
	<u>Teaching and Learning</u> There was a meeting held during the spring term but no report due to an evolving situation. Report will be updated and shared at next meeting.		
	<u>Health & Safety, Child Protection and Safeguarding</u> No questions.		
	<u>Finance and Resources</u> GQ - Was the budget readjusted. Yes; PJ and LE have worked on this with NM. Top up funding now falls under NM’s umbrella. GQ - Do OHCAT allow budget virements? Yes		
	<u>HR and Organisational Development</u> No questions.		
	<u>Business Development and Marketing</u> Local SEND offer was discussed and it was agreed that it would be emailed out. The SEND offer is on the website; this is something all schools have to do. New website is to be up and running by the end of May following a meeting with LE, EM, SB and Lyn Barratt at OHCAT. Governors asked if they could be informed when news is uploaded to the website.		
	Other Governor Visits See Confidential Items.		
	Governor Training and Development It was NOTED that the Trust had bought into NGA membership for local governors and further training will be available through e-learning with Educare. RJ REPORTED that in her role as Clerk at another school, they use the NGA learning link for governor induction training and the Chair reports that the training is good and targeted. RJ showed a book which she suggested that each new governor should have. SB to speak to Trust Clerk arrange for Dysart LGB to each get a copy of the book.		LGB02/AP02

Minutes signed by Chair:

Date:

9.	Finance and Funding																	
	<p><u>Any Contracts/SLAs in excess of set limit</u> None.</p>																	
	<p><u>Management Account for Current Year</u> February accounts had been distributed to governors. Norman McDonald went through the accounts for the previous month. He explained why the capital expenditure had been moved and Dysart is heading for a break even position. Income is high due to top up funding. Salaries high due to use of agency staff. Areas of saving had been identified (maintenance, IT and other capital expenditure) following work done with LE and PJ. We are confident that a balanced, break even, budget will be delivered at the end of the year. It will get harder to have a break even budget in future years as student funding won't rise but staff costs will. Approximately £460k will be carried forward in reserve at the end of the year.</p> <p>LE REPORTED that the grant for the roof did not cover the whole work but a further grant has been applied for which has been successful and it is hoped that the remainder of the roof, over the kitchen, should be done during the summer holiday. This has been done through a CIFT bid.</p> <p>GQ - Where does the reserve money sit and is it on deposit? It is in the school account; £188 in interest has been paid this year.</p> <p>GQ – How will we spend the reserve budget? We have been asked to hold a reserve of three months of expenditure and we haven't yet hit that amount. Three months reserve should be £750k. This amount is standard but we are unlikely to reach it; reserve should increase slightly each year.</p> <p>GQ - Can we dip into the reserve? Yes. LE would make an application to the Trust if this was needed eg for the outside fence.</p>																	
10.	Policies and Procedures																	
	<p>Governors NOTED that the following Policies had recently been reviewed and approved by the OHCAT Board. Dysart receive the updated policies and share them with staff.</p> <table border="0" data-bbox="280 1505 1198 1684"> <tr> <td>Child Protection, Adult Protection and Safeguarding</td> <td>Core</td> <td>Review</td> </tr> <tr> <td>Fire Policy</td> <td>Additional</td> <td>Review</td> </tr> <tr> <td>Missing Child Policy (Academies)</td> <td>Additional</td> <td>Review</td> </tr> <tr> <td>Missing Student Policy (College)</td> <td>Additional</td> <td>Review</td> </tr> <tr> <td>Relationships and Sex Education Policy (Academies)</td> <td>Core</td> <td>Review</td> </tr> </table> <p>Governors were asked to NOTE that the Dysart Safeguarding Policy was also recently updated and has been uploaded to the school website.</p>	Child Protection, Adult Protection and Safeguarding	Core	Review	Fire Policy	Additional	Review	Missing Child Policy (Academies)	Additional	Review	Missing Student Policy (College)	Additional	Review	Relationships and Sex Education Policy (Academies)	Core	Review		
Child Protection, Adult Protection and Safeguarding	Core	Review																
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Missing Child Policy (Academies)	Additional	Review																
Missing Student Policy (College)	Additional	Review																
Relationships and Sex Education Policy (Academies)	Core	Review																
11.	OHC&AT Governance Documentation																	
	<p>Governors were asked to NOTE that the following documents were available on the Governors' Portal:</p> <ul style="list-style-type: none"> • Scheme of Delegation • Schedule of Responsibility – updated to reflect the responsibility of Heads/LGBs regard to website compliance • Governors code of Conduct 																	

12.	GDPR – General Data Protection Regulation		
	<p>Governors NOTED that GDPR comes into force on 25th May 2018. The Trust will continue to provide progress updates. The PowerPoint provided by Stephanie Hill had been distributed to governors.</p> <p>GQ – Will there be any training? Will possibly be added to the governor training day? Key staff have been highlighted who need extra training and office spaces are now clear of papers which are locked away at the end of each day.</p> <p>GQ –Do you have any areas where there is a photo of a child with a name? Yes – on their peg. This is being looked into by Stephanie Hill. The point was made that for supply staff it would be difficult if the name and photo weren't on display at pegs and inside class. Permissions are being looked at along with reasons why things are displayed in this way; Stephanie Hill will ensure that policies are written to cover this.</p> <p>There followed discussion about parental and student permissions and the mental capacity of students to make choice taking into account their needs; it was NOTED that there should be a privacy notice on the website. It was RECORDED that Governors need to be given access to Educare. Contact to be made with Anita at OHCAT. Governors to note: Educare training certificates to be sent to the Clerk for recording.</p> <p>TO NOTE: Governors were invited to attend Safeguarding training on 5th September for designated safeguarding lead training, 9.30am-4.30pm at the school. The training is being presented by Andrew Hall a very well respected safeguarding trainer.</p>		LGB02/AP03
	<p><u>Paperless Meetings</u> Governors NOTED that the Trust wish to move towards paperless meeting from September 2018. Further details to follow.</p>		
13.	Health Check 7th-8th March		
	<p>It was NOTED that a Health Check took place at Dysart School on 7th and 8th March. One of the outcomes was the need to invite governors into school more often to attend school events. This and more detailed feedback will be covered in the Governor training day on 13th July.</p> <p>It was also AGREED that the fortnightly newsletter and any news information would be emailed to governors to keep them up to date on school news.</p>		

14.	SDP (School Development Plan)		
	The SDP was circulated prior to the meeting. GQ - When is Ofsted due? Anytime from now onwards. GQ – Can you rag rate and send out to governors? Rag rating the SDP for distribution was AGREED. GQ – Do you have thoughts in a longer term plan? These are the discussions we would like to have at the governor training day.		LGB02/AP04
15.	Keeping Children Safe in Education Part 1 (KCSiE)		
	The KCSiE document was circulated prior to the meeting. Governors signed a document to say that had read and understood Part 1 of the document. JVW – KCSiE Pt 2 to be dealt with in the governor training day. A review of the KCSiE 2016 document has taken place and an updated document will come out in September2018.		
16.	School Residential Visits – Governors to be made aware		
	Governors were ask to NOTE that the following residential trips would be taking place during the summer term; others had been reported on in the HT report: <u>14-19 Foxlease, Clay Hill</u> June 11 th to 15 th (Monday to Friday) in the New Forest. Dani Ayres will be SLT lead on the trip. <u>14-19 Camber Sands</u> June 25 th to 26 th (Monday/Tuesday) two, two night, stays in two chalets. LE to be SLT lead on the trip. GQ – Are there any day trips planned? Kids Day Out at Chessington, 13 th June – all governors invited. Funded by the Rotary club and it’s a lovely day out. Some Dysart students will be going on a Lego – Recode London - day out with OHCAT on 20 th April. Class trips out will also take place along with a small number of students who will do 2:1 at Chessington as they cannot access the residentials. Blue and Yellow classes recently went to Hampton Court Palace by public transport - a very successful trip. GQ – Are there any plans to do the end of year concert at The Rose Theatre again? Gaining access to The Rose has proven very difficult but we have some local schools who will allow us use of their theatre for free so we are hoping to re- establish an annual concert in the coming year, one being more formal externally followed the next year by something in-house. Dysart has signed up for a group of students to do a Shakespeare production at the Wimbledon Theatre in the autumn.		
17.	Get Information about Schools		
	Governors completed the LGB Governor Appointment – ‘Get information about schools’ form which will be forwarded to the Trust Clerk.		LGB02/AP05

18.	Any Other Business	
	<p><u>New Headed Paper</u> Governors were asked to consider the new Dysart headed paper with a translation in several languages offering help with translation of the content of any letter printed on it. Governors NOTED that any change to the headed paper template would need approval by the Trust Board.</p> <p>GQ - What does the translation say? 'If you need any additional information, please contact the school.' The top five languages, spoken by students at home, have been selected. It is to support those families who do not have English as a first language. Following discussion it was thought it might be more appropriate to have the translation on a small slip to be added to the letter and to include the same text in English.</p> <p>GC – The headed paper was not generally well received. No consistency with the margins, the font was not liked and the footnote should be centred. The OFSTED outstanding logo has been removed from the headed paper, along with the FODS logo.</p> <p>It was AGREED that the Trust should be contacted to find out why the logos have been removed.</p> <p>Action – office email needs to be updated on headed paper It was AGREED that a slip would be added with English and other languages to all letters sent out.</p>	LGB02/AP06
	<p><u>Families Survey</u> The results of the recent family’s survey (using survey monkey) had been circulated to Governors prior to the meeting. EM summarised:</p> <ul style="list-style-type: none"> • Feedback was positive • Families were happy with the info given on their own child • Families would like more whole school info – hence the new fortnightly newsletter • Response rate was low – 36% after three reminders, hence the addition of the languages being added to headed paper • Looking at ways to try to engage more families • Considering a ‘Feedback’ box in reception • Possibly build some form of questionnaire into the annual review <p>GQ – There is no yellow - strongly disagree - but there is some grey – do you know if that is from the same family. We don’t know, but some of these areas of concern, such as the app for assessment were already being considered. We are also changing the format of parents’ evening to bring families in at the start of the term to be part of the target setting process and making them aware of the topics being studied.</p> <p>GQ – The question where one parent was concerned about student wellbeing being catered for, do you know who that is? No, as the responses are anonymous.</p> <p>GC – In your next questionnaire perhaps you could offer the opportunity to families who raise any issues to make contact for help; or suggest to families to contact school if there is anything they can offer school to support their child in school.</p> <p>It was AGREED that in the next survey there will be the opportunity for families to give their name when completing the survey.</p>	

<p>GQ – Is there the capacity for parents only to share ideas via access to the website? It was felt that this kind of open forum but not be appropriate but it would be better to signpost parents to different organisations – details of this can be found on the school website.</p>		
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19.	Dates of Next Meeting		
	<p>Thursday 7th June 2018, 6-8pm Post meeting note: The date was changed to Tuesday 12th June, 6-8pm</p>		
20.	CONFIDENTIALITY		
	Exit interview.		

The meeting ended at 7.54pm

Action Points from 2017-2018

LGB01– Action Points from meeting on 22nd November 2017

* ACTION POINT IN CONFIDENTIAL ITEMS

Action Point No	Action	Action By	Open/Closed
LGB01/AP01	Can we see an anonymised skill set breakdown before meeting with the potential new governors. Clerk to request from OHCAT UPDATE: Emailed OHCAT Clerk on 23/11/17 and again on 7/2/18 UPDATE: Due to recent change in staffing at OHCAT this will need to be completed by Dysart Clerk 11/2/18 UPDATE: Circulated to Governors on 12/4/18	SB	Closed
LGB01/AP02	Data on families not supported by LA would need to be provided by Dysart. LE and SB to provide data for governors.	LE/SB	Open
LGB01/AP03	Could we request that 'new social services referrals' appear as green on the next dashboard? SB to put request to MIS. UPDATE: Emailed Solveig Smith OHCAT MIS on 7/2/18 UPDATE: Completed on 8/2/18	SB	Closed
LGB01/AP04	In the autumn term could we please have a dashboard from the whole of previous academic year; in February have a dashboard for the whole of the autumn term; in June have the whole of the autumn term and the whole of the spring term? Request to be made by SB to MIS. UPDATE: Emailed Solveig Smith OHCAT MIS on 7/2/18 UPDATE: This has now been completed. 11/2/18	SB	Closed
LGB01/AP05	The Chair will summarise the governor conference, and sort out papers issued on the day, for circulation to all governors.	TS	Open
LGB01/AP06	VR headset RA to be carried out.	LE	Closed
LGB01/AP07	Could we be informed if the Scheme of Delegation allows the LGB to have the final decision on agreeing the term dates? UPDATE: Emailed OHCAT Clerk for confirmation on 7/2/18 UPDATE: from 8/2/18 <u>Extract from Scheme of Delegation:</u> <i>Decides in consultation with LGB and informs parents/carers about starting and finishing times of Academy sessions (though not the length of the school day and/or changes to term-times, which must be agreed at Board level).</i> UPDATE 8/2/18: Further clarification needed. Leigh will be following up with John Prior. UPDATE 19/4/18: Governors can agree term dates but dates will need to be approved by the Board. Governors cannot approve the number of days for an academic year which must remain at 190.	SB	Closed
LGB01/AP08	Full and complete version of the SDP will be emailed to governors by the end of the autumn term. UPDATE: Emailed to all Governors on 10/1/18	LE	Closed
LGB01/AP09	SDP to appear as an Agenda item for the meeting on 22 nd February.	SB	Closed

Action Points from 2016-2017 which remain Open

LGB03– Action Points from meeting on 8th June 2017

*** ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Action By	Open/Closed
LGB03/AP01	<p>Recruitment process for new governor to start immediately.</p> <p>UPDATE 14/11/17: Papers received from three potential governors. Appointments for interviews to be arranged.</p> <p>UPDATE 11/2/18: This is ongoing. We currently have four interested parties.</p> <p>UPDATE 19/4/18: We had hoped to interview 2 prospective governors on 23rd April but one was not available. Interviews will be rescheduled. Both candidates are already known to the school and it is hoped that they will be able to attend the meeting in June 2018.</p>	SB	Closed

LGB02– Action Points from meeting on 23rd February 2017

*** ACTION POINT IN CONFIDENTIAL ITEMS**

Action Point No	Action	Open/Closed
LGB02/AP05	<p>Tablets being brought into school to be reviewed.</p> <p><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>Update: Governor commented that this was more to do with a safeguarding issues and with parents/visitors bringing tablets into school.</p> <p>Following discussion it was AGREED that office staff would ask visitors to lock tablets away or leave in cars.</p> <p>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.</p> <p>GC – The Information Commissioners Office has produced guidance on videoing at school productions and have said that it is ok to do so.</p> <p>LE AGREED to investigate options of ‘blocking out’ software.</p> <p>Action point remains open.</p> <p>UPDATE: Due to the work load of the IT department over the summer and start of the autumn term, this has been put on hold. This will now be a priority and will be reported on at the LGB in February 2018.</p>	Closed
LGB02/AP06	<p>Following some discussion it was AGREED that the 360 audit would be brought to the next LGB and signed off.</p> <p><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>Action point remains open.</p> <p>UPDATE: This should be completed by the end of the Autumn term 2017 and will be reported on at the next LGB meeting in February 2018.</p> <p>UPDATE 10/06/18: This will be tabled at the meeting on 12th June 2108</p>	Closed
LGB02/AP11	<p>Governor self-evaluation to be revisited.</p> <p><i>This remains open, no work completed on this so far.</i></p> <p>Update: GC – it was suggested that contact be made with the NGA to move forward on this. It was AGREED to investigate this further.</p> <p>Action point remains open.</p>	Open

Minutes signed by Chair:

Date:

	<p>UPDATE: This will be revisited once the Chair and Vice Chair for the academic year have been recommended and approved.</p> <p>UPDATE 10/06/18: This has not taken place; research will take place over the summer break.</p>	
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Action Points from 2016-2017 which remain Open

LGB01– Action Points from meeting on 10th 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 22nd June. The Rochford Review Group have made important recommendations about the way students with SEND should be assessed.</i></p> <p>UPDATE: LE gave a brief outline of the conference 3 staff will be attending on 22nd 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.</p> <p>Action point remains open.</p> <p>UPDATE 14/11/17: Three Dysart staff to attend a conference (Rochford Review Recommendations) on 19th January 2018. Following this training, a session to update governors will be arranged.</p> <p>UPDATE 10/06/18: This to be covered at Governor Training on 13th July 2108</p>	Closed