



**Minutes of the Local Governing Body meeting of the Wessex MAT held on  
Tuesday 3 December 2019 at 6pm**

<b>Present</b>	Elected Parent	Sophie Duke SD CHAIR
	Co-opted	Sandra Scott SS until 7.34pm
	Co-opted	Tom Amery TA
	Co-opted	Lesley Goldsack LG
	Co-opted	Marian Zvara MZ from 6.30pm
	Headteacher	Catherine Smith CS
	Co-opted	Ruth Bettenson RB
	Co-opted	Margaret Moss MM
	Elected Parent	Vicky Needham VN

**Apologies:** Tom Bracey TB, Joanne Wibley JW

**In attendance:** Jan McKie JmK (Business Manager, Wessex MAT until 6.45pm) Natalie Green NG (Clerk)

Q/C - Question/challenge

**1. Welcome**

SD welcomed all present, particularly new governor VN and all made brief introductions.

**2. Apologies for Absence**

These were received and accepted from TB and JW.

**3. Minutes of the Last Meeting**

The minutes of the meeting held on 18 September 2019 and 7 October 2019 were approved as an accurate record.

**4. Matters Arising & Action Plan**

1. SD to discuss the HT pay range - this had been discussed and agreed at the EFGB of 7.10.19 and Diane Coker (DC) had emailed Dorset Council - COMPLETED
2. NG to update Summary of Business Interests for school website - one new governor was yet to submit the Declaration of Business Interests form, NG noted that when completed she would also send a copy to the WMAT Trust Board for their records - ONGOING
3. SD to set up monitoring schedule - SD noted her plans to include an extra column on the LDP to set out governor monitoring plans. This would be tracked at future LGBs - ONGOING
4. NG to initiate Skills Audit process - this would be initiated in the Spring Term ONGOING
5. Agree Link Governor Roles - SD noted some roles assigned to new governors and would send the updates to NG to amend the overview documents. COMPLETED
6. Tim Oram to set date for Online Safety Group for Sept 2019 and identify a parent to sit on this - referred from Curriculum and Policy - SD to chase up with MB - ONGOING
7. SD/MM to discuss Data Protection Officer Role - referred from Finance, Staffing & Environment - ONGOING

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8. Provide report on impact of sickness and absence - referred from Finance, Staffing & Environment - in due course
9. Review Sensory Room at Spring 1 meeting - referred from Finance, Staffing & Environment and would be deferred to the next LGB - NG to note for Agenda for 23.1.20
10. Review more Able Pupil Premium at Spring 2 Meeting - referred from Finance, Staffing & Environment LG would conduct a visit and submit a report and NG to note for LGB Agenda for 12.3.20
11. CS to follow up Terms of Reference for LGB from WMAT - NG updated governors on what had been received to date from the MAT, noting that this was still awaiting review.  
COMPLETED
12. SS/MZ to arrange H&S Walk - SS noted that she and MZ had completed this and SD added that MZ would need to submit a Visit Report - COMPLETED

### 5. Declaration of Any Other Urgent Business & Declaration of Interest

No declarations of interest were declared. One governor was yet to complete the form.

An item of urgent business was declared by JmK and the item was then covered:

**Finance Report** - JmK presented the 10 month Academy Budget for the school, showing the position at September 2019 and then the proposed 10 month budget. JmK gave an overview of the details of the £56,862 removed from the budget forecast which would be covered by WMAT. These documents arrived within an hour of the meeting and were therefore deemed as tabled. JmK apologised for the lateness but explained that bringing forward the LGB from the 5th to the 3rd of the month had added considerable pressures. She added that a £63,420 central charge would apply and that this would be levied in monthly payments. She noted that there was an outstanding issue in terms of High Needs Funding which needed to be resolved. **Q/C Governors asked what would happen if a deficit budget was set.** JmK replied that this was obviously not desirable but some funds were available as WMAT was financially stable. **Q/C Governors asked what would happen if the MAT needed to support a financially struggling school and would this impact on Damers.** JmK said that this was an extreme situation and WMAT would look to avoid this. Some discussion followed about the approval of tabled financial documents which governors had not been able to read in advance. JmK said that the figures were extremely close to those she had already presented at the last FGB pre-conversion with a difference of a few hundred pounds, and with staffing being the key variable. Following a further discussion and explanation from JmK, the Interim Budget was approved and JmK added that governors were very welcome to speak to her about any detail. NG asked JmK if she planned on reporting to every LGB. JmK said that her intention was only to attend at budget setting times. DC would submit a Finance Report to future meetings.

JmK noted the Support Grant Certificate which needed sign off by SD and subsequently submitting to DfE. This would be discussed at the next LGB when further monies had been spent and NG would note this for the agenda.

(At 6.45pm JmK left the meeting).

### 6. Formal Co-option of Governors

Governors noted the formal co-option of MM (formerly Authority Governor) by the WMAT Trust

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## 7. Correspondence

None.

## 8. Headteacher's Report

CS explained that she would be looking to change the format of her reporting now that she would be required to report more than 3 times a year, and a discussion took place about standardised processes and templates within the WMAT.

*New Ofsted Framework* - deferred to next agenda

*Performance Management Report* - CS noted that the process was nearing completion, and had been amended this year. CS felt that it offered more challenge to higher performing and ambitious teachers. This new form of performance management was driven by teachers who were setting their own lines of enquiry (which CS described in detail following a question from governors), CPD and coaching and with valuable monitoring input from CS as HT. She described the buzz around this less formal process but with very honest conversations taking place which ensured that teachers got support when needed. CS has initiated a new approach to monitoring and from Spring 2020 the SLT would also conduct monitoring activity with findings recorded on a shared document. CS said that teachers were very much in support of the process. **Q/C Governors asked if a formal annual appraisal was still taking place** and CS said statutory duties would still be fulfilled but that the traditional model and inclusion of formal lesson observations would be reviewed in the Spring Term. **Q/C Governors asked about the time burden for her as HT in doing this work** and CS noted the improvements to time spent more effectively compared with the previous system. **Q/C Governors asked about the role of middle leaders in performance management** and CS said that this was still functioning as the old system was running alongside. CS also highlighted the expectation relating to U3 teachers and the use of coaching expertise across the school. **Q/C Governors asked if the work was linked to the professional learning groups.** CS said that this was the case to ensure that there were clear links with the LDP, and described how this happened in terms of personal lines of enquiry. **Q/C Governors noted that it would not be possible to fully measure impact of this work until this time next year.** **Q/C CS noted a question on gender which had come to School Improvement Group in terms of a significant gender gap in literacy related to writing and compared to National.** She explained that the KS1 data from last year included three boys from the Base and whilst this wouldn't be done, if they were removed the gender gap closed. CS acknowledged that the answer originally provided had not been full enough and this had provided a good opportunity to coach the staff being questioned.

CS explained the details of the report, noting that the proportion of established staff at the top of payscale had a budgetary impact. **Q/C Governors asked about subject leader responsibilities for middle leaders,** which CS described. **Q/C Governors asked about links with other MAT schools** and CS described the benefits of working with Bere Regis. CS then gave an overview of movement between payscales and applications for progression to the Upper Pay Range. **Q/C Some teachers did not want to apply for post threshold responsibilities and governors asked why this was,** CS noted that the reasons were varied. She added that reviewers recorded conversations with staff in terms of their reasons.

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CS reiterated using a more realistic practical approach to ensuring quality of education. She noted the following actions recommended to facilitate continuing improvement:

1. A review of the performance management process to ensure that outstanding teachers were provided with opportunities to extend and drive their own learning
2. Time to support the development of lines of enquiry
3. 'Open Door' approach to lesson visits to provide a more accurate picture of Q of E
4. Further CPD for individual reviewers where anomalies exist
5. Further CPD for staff and reviewers relating to expectations within the upper pay scale

(At 7.34pm SS left the meeting).

*GDPR Report* - CS reported that two further Subject Access Requests had been received in the last two weeks and the workload issues were significant. The school had also received a Letter from the ICO saying that the school had been reported for breaking the law, however, the information that had been given was not correct and CS expected that the matter would shortly be resolved.

*Office Report* - **Q/C Governors noted that the reception group numbers were low at 78 and CS said that this was a part of a town-wide trend.** In addition, two children had left the school. **Q/C Governors asked about appeals.** CS said that one was outstanding and that there had been two In Year Fair Access requests. **Q/C Governors asked about two pupils backyearred in Y4 for a further year.** CS said that this had been very positive and the pupils would transfer to settings appropriate to their needs at the end of the year. **Q/C Governors queried a figure on Attendance concerning targeted pupils which CS would check.**

*LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children*  
*-Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the LDP, the development of the new curriculum and the embedding of the new assessment system*

## 9. Chair's Report

SD referred to her written report which had been included in the pack. She noted the new meetings structure following conversion and the new calendar of meeting dates. She outlined the rationale for the new structure as committees were not necessary in a MAT structure, but that LGBs would take place monthly. Working groups for specific pieces of work may still be an approach used in the future.

## 10. Policy Adoption

- Child Protection Policy and Procedures
- Staff Code of Conduct - CS noted that that the model policy and Code of Conduct had not been available until after the first FGB of the year so had to be shared with staff /on the website in September 2019.

*Adoption of the above policies was agreed.* NG noted that the WMAT would take on responsibility for the policies process but this was expected to be incremental. Following this, the MAT would ask the LGB to 'receive' policies once adopted by the Trust Board.

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### 11. Safeguarding

CS said that MB would provide a written report which would accompany the minutes.

***LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in monitoring the implementation of statutory safeguarding duties***

### 12. DASP

No report.

### 13. Clerk's Notices

NG noted that she had met with Vicky Smyth (VS), Clerk to the WMAT Trust Board, and had now received a set of documents which she would review and share as appropriate. She added that working in a joined up and standardised way was the aim and that she would continue to meet with VS whilst new working practices were established. VS was due to meet with Mike Foley (MF) CEO of the WMAT on 10 December 2019 to discuss some of the points raised and VS would feed back.

***LDP Link Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children***  
*-Establish a clearly defined role for all governors in securing accountability across the school*

### 14. Governor Visits/Training/Activity

#### A. Governor Monitoring Activity Update

- Monitoring Plan for 2019/20 - SD would feedback to governors following meeting with CS
- Maths Learning Walk - as above
- Y4 Whole Class Reading - as above
- DP in Foundation Learning Walk - LG to liaise with SD to arrange

B. Governor Visits and Learning - MZ would submit a Health & Safety walk as a Visit Report. There were no further questions.

C. Training and Skills Audit – Latest Training Update - no report

***LDP Link Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children***  
*-Establish a clearly defined role for all governors in securing accountability across the school*

### 15. Current Issues of Committees and Groups

- A. Report of Curriculum & Policy Committee – Minutes of meeting on 19 November 2019
- B. Report of Finance Staffing & Environment Committee - Minutes of meeting on 7 November 2019
- C. Report of School Improvement Group meeting held on 13 November 2019

There were no further questions.

***LDP link: Effectiveness of L and M objectives – To further develop and strengthen the role of governance in securing improvements in teaching, learning and outcomes for children***  
*-Ensure that all Governor actions are tightly linked to the evaluation and monitoring of the SDP, the development of the new curriculum and the embedding of the new assessment system*  
***Quality of Teaching, Learning and Assessment Objective** To revisit non-negotiable elements of outstanding teaching using revised Ofsted criteria and the Teaching Standards*

### 16. Any Other Urgent Business

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CS described a visit to school by Sir Tim Smit KBE of the Eden Project and his partner Gay Coley, and read out a very pleasing letter of thanks received from Tim and Gay. CS noted that the children had shown the school at its absolute best. **Q/C Governors asked what CS planned to do with the accolades received and CS said that she would share it with the whole staff and it was suggested that this should also be shared with MF.**

There being no further business the meeting closed at 8.10pm.

**17. Date and time of next meeting: Thursday 23 January 2020 6pm**

**Items for Next Meeting:** Review of Sensory Room, Support Grant sign off, New Ofsted Framework

**Action Plan following the Full Governing Body meeting held 3 December 2019**

Action to be Taken	Minute No.	Members Involved	Suggested Completion Date
1. Update Summary of Business Interests for school website	4 (6)	NG	ASAP
3. Set up monitoring schedule	4 (6)	SD	ASAP
4. Initiate Skills Audit process	4 (16)	NG	ASAP
5. Tim Oram to set date for Online Safety Group for Sept 2019 and identify a parent to sit on this - referred from Curriculum and Policy - SD to chase up with MB	4	TO/MB/SD	ASAP
6. SD/MM to discuss Data Protection Officer Role - referred from Finance, Staffing & Environment	4	SD/MM	ASAP
7. Provide report on impact of sickness and absence - referred from Finance, Staffing & Environment	4	CS	In due course
8. Review Sensory Room at Spring 1 meeting - referred from Finance, Staffing & Environment and would be deferred to the next LGB - NG to note for Agenda for 23.1.20	4	NG	By next LGB
9. Review more Able Pupil Premium at Spring 2 Meeting - referred from Finance, Staffing & Environment LG would conduct a visit and submit a report and NG to note for LGB Agenda for 12.3.20	4	LG to visit and complete report  NG to note for Agenda	By 12.3.20

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10. Provide report of H&S visit in Visit Report format	4	MZ	By next LGB
11. Support Grant sign off on next LGB agenda	5	NG	By next LGB
12. New Ofsted Framework on next LGB agenda	8	NG	By next LGB

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