



Minutes of a Meeting of the Local Governing Committee of Dobwalls Community School held at the School on Monday 11th February 2019 at 4.00 pm.

Present: Mr Tim Gray - Headteacher
Mrs Berni Yeatman – Chair
Mr Dave Dean
Mrs Tamsyn Hannah
Mrs Mary Hatherley
Mrs Becky Hosken
Mr David Young

Absent: Mrs Josephine Winstone
Mrs Hazel Young
Mrs Ruth Zimmerman

In Attendance: Dan Buckley, CEO SMART
Heather Read, Business Manager
Kate Williams, Clerk to the Governors

To provide evidence of challenge, these questions are highlighted in the minutes.

31. **Welcome**
The Chair welcomed governors to the meeting.
32. **Evacuation Procedure**
The route for leaving the building in an emergency was explained.
33. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
Mr Gray and Mrs Hatherley declared an interest as members of staff.
34. **Apologies for Absence**
Mrs Young sent her apologies in advance of the meeting and these were acknowledged and accepted. Apologies had not been received from Mrs Winstone and Mrs Zimmerman.
35. **Approval of minutes of meeting held on 13th December 2018**
The minutes of the meeting held on 13th December 2018 were taken as read, accepted and signed by the chair as a true and accurate record of the proceedings.

Mrs Hatherley arrived 16.16 pm
36. **Matters Arising**
 - M17. Declaration of Business or Pecuniary Interest and Academy-related parties**
Related Parties Declaration forms were distributed. Email copies will be sent to those who were unable to attend the meeting. *Update: Clerk to chase outstanding forms.*
 - M25. Policies**
Ruth Zimmerman has volunteered to take on the whistleblowing responsibility. The Clerk will ask Rachel Yelland to change on the Safeguarding Policy. *Update: Complete*

M25. Policies

PPA time Policy – A governor asked if was a clause regarding stopping the home working agreement and Mr Gray will look into this and ask for it to be added to the SMART policy. Update: Mr Gray has spoken to Mr Buckley regarding the PPA time policy.

Mrs Hatherley left the room 16.18.

Mrs Hosken arrived at 16.18.

Confidential Appendix.

A meeting with Mrs Hatherley is required to advise her of tonight's outcome.

Mrs Hatherley re-joined the meeting at 16.33.

M27. Governor Re-Appointment Process

The Clerk will try to produce a simplified version of the SMART calendar. *Update: Complete*

37. SMART Update – Dan Buckley

- a) Mr Buckley advised that the main topic for tonight's agenda is the Headteachers report. Any minor comments and feedback from the governors regarding this report is very useful and following this round of Local Governing Committee (LGC) meetings, the Headteachers report will be reviewed and adjusted.
- b) Mr Buckley advised that Middle Leaders training continues and teaching staff moderation has been completed, targets have been set and understood. Star projects will be undertaken. Support staff moderation has also been completed and has been well received. There will also be training sessions for staff which will be in-house.
- c) Chloe Callard has been appointed to the new HR post which will be based at the CBU in Liskeard School & Community College. Starting in March 2019.
- d) Looe Ofsted Visit and new framework: Mr Buckley advised that following the recent visit by Ofsted to Looe Community Academy (LCA) the report has now been released and the school was found to be GOOD. Mr Buckley advised that Ofsted did use the new framework in the recent visit. It was noted that the first draft of the new framework caused concern. Following revision, the new framework has been well received and will be used officially from September 2019. Under the new framework, Middle Leaders will need to be clear on their intent and be able to evidence this, training will be required to ensure that this happens. Mr Buckley advised that Dobwalls, Trewidland and Liskeard are due for Ofsted visits after Easter. Inspectors are receiving training for the new framework so this may delay visits slightly.
- e) SMART Day is on Monday 25th February and is when staff come together and share expertise. There will be 120 people presenting. More support staff will be attending this year. 75% of bookings happened almost instantly which was very encouraging. Last year SMART realised that governors were not able to attend due to child care issues and Mr Buckley advised that governors should have received an invitation email should they wish to attend. Staff will be required to view four presentations and will be required to complete a Star project.
- f) **A governor asked if Ofsted's questioning of the Local Governors would be different in light of the new framework.** Mr Buckley advised that Ofsted require governors to have a bigger connection within the Multi Academy Trust (MAT). The governors will need to know about

the structure of the MAT and how they sit within this structure. Governors will need to show challenge for subjects that they are linked with and will need to ensure that departments are clear on their intent and how it is carried out. Standards in English and Maths need to be maintained but have awareness that the curriculum is wider than this.

38. **Finance Report – Heather Read**

A document was circulated in advance of the meeting. From this:

a) Mrs Read had received a question by email from a governor and so had produced a further report to answer this question and this was distributed.

b) **A governor asked why there is an increase in overspend in lines C0, C1, D0 and E0. Also where in the report is staffing for supply?**

Mrs Read advised that comparisons have been given in the report. On the back page, Mrs Read has given a detailed list of the drill down options.

The reasons for the increase are:

The storm damage which occurred has not been budgeted for but there is a resulting insurance claim to cover this.

There was a water leak in the summer break.

There has been a general increase in cost.

Pupil Premium (PP) expenditure is included.

General curriculum will fluctuate which is difficult to forecast.

The copy charges are hard to predict.

Appeal costs are also hard to predict.

Tendering fees for the catering contract.

c) Mr Buckley noted that this was a report was clear and easy for the governors to read. Mrs Read did ask that questions were a little further in advance in future to enable her to formulate the answers. **A governor asked for the time frame for governors receiving the papers for meetings** and the Clerk advised that governors should receive all the papers one full week before the meeting.

d) **A governor asked about for clarification of the appeal costs** and Mrs Read advised that they relate to children who have not received their school of choice and wish to appeal this decision. Mrs Read advised that there a few forthcoming appeals.

e) **A governor asked about the “Little Extras” funding and if it need to be spent this year.** Mrs Read advised that she thought it does and Mr Buckley advised further on how this money can be allocated and spent. A governor noted that from the previous minutes it was thought the school would receive a percentage of £10K and it was found that the school has received just shy of this figure. **A governor asked if these funds could have been pooled as a MAT** and Mr Buckley advised that it had been decided to be per pupil and that the schools should receive the funds individually.

Mrs Read left the meeting 16.52

39. **Headteacher’s Report**

This had been circulated in advance of the meeting. From this:

a) Mr Buckley explained that this is the first time this report has been used across all the schools. The intention is that all the governors will have read the report prior to the meeting. The Headteacher has highlighted areas in green to show the positives and highlighted yellow the areas of concern. The yellow areas should prompt questions from the governors. After questioning these yellow areas, the governors can choose to highlight the area in red if they are not happy with the answer given or decide that this is still an area of concern which needs to be addressed by the Trust Board. The Clerk will be able to change

the area to red and this will be discussed at Trust Board level.

- b) It was noted that governors who are using Apple devices are having problems with opening documents and it was discussed that receiving documents in PDF format would be useful. Clerk will send documents in PDF.

Action: Clerk

- c) Mr Gray advised that the Headteacher's report will track across into the Middle Leaders reports. The School Development Plan (SDP) will also link into this report as well but current SDP still needs a little updating.

- d) General Information Update
Mr Gray summarised the information on this section.

- e) HT1
Aim 2 –
The positive areas in this section include:
Predicted Year 1 phonics pass rate of 96% (exceeds both the national average (83%) and our score from last year (93%). Year 2 phonics is highlighted in yellow but it was noted that this is only 2 pupils and this was explained further by Mr Gray.
In reading years 3, 4 and 5 NARE exceeding benchmark.
In reading years 2 and 4 GD exceeding benchmark.
In maths years 3, 4 and 5 exceeding benchmark at NARE and GD.
Year 1 writing dip halted (79% NARE is above national average).
Increase in Year 6 Greater Depth writing has narrowed the attainment benchmark gap to within 10%.

- f) Aim 3 –
Mr Gray advised that a Pupil Premium (PP) co-ordinator middle leader report is in place. Lesson observation forms have changed and it has identified the areas to be developed. One of Mr Gray's concerns continues to be IT in terms of the delivery of Maths Whizz and the infrastructure of the IT systems in the school. Mr Buckley advised that the SMART IT project has started and it will take approximately one year to complete. **A governor asked where Dobwalls school is in the timetable of work to be completed** and Mr Buckley advised that due to the ongoing issues at Dobwalls, it is likely to be first.

- g) Aim 5 –
Positives are:
SEND plans in place for all on SEND register and home/school meetings completed.
SEND co-ordinator Middle Leader report completed.
Mr Gray advised that SEND pupils are provided for as they should be and there are targeted interventions for children and one to one working to focus on skills.

- h) Aim 6 –
Parental engagement this term consists of; two parent phonics workshops held, one Year 1 Maths workshop, two art workshops (Year 1 & Year 2) and one work sharing afternoon (Year 4). These have all been well attended and successful with an increased number of activities for parents to attend.

- i) HT2
Mr Gray advised that a broad curriculum is in place and core standards are high. There is an opportunity to evaluate the current curriculum and its delivery of foundation (non-core subjects) subjects.
An area of concern is the assessment in non-core curriculum areas and this needs to be

developed. Ofsted is expected from Easter.

- j) L1
Colour coding does not match on this report from the key below. Mr Gray advised that it is a three-year trend rather than one year to the next.
- k) Predictions are not yet complete but this will be populated in the next report.
- l) L3
Red is areas of concern.
- m) L4
An area for concern is ensuring underperforming children make accelerated progress remains a priority in Year 6 Maths and Year 6 writing NARE.
The positive area is Year 6 writing Greater Depth.
There was a dip in year groups especially Year 4. The baseline tests for those children have been completed and there has been improvement of 10% or 11% in those tests and shows that pupils are making progress. Writing is progressing and the standard in Year 1 is improving. There has been inconsistency in the assessment between year groups.
- n) Interventions -
Precision Teaching has proved very effective for SEND children and they have been given bite sized targets which has improved the integration into the classroom for these pupils.
The ongoing issues with IT capacity have significantly delayed the effective roll out of Maths Whizz as an intervention. **A governor asked about Maths Whizz and is it a critical tool.** Mr Gray advised that there had been a problem with the server and it is now working better although this has hindered the use of computers. Mathletics is used for all the children. Maths Whizz is a good programme and claims to give 18 months of progress in 12 months. Mr Gray advised that there are now administrator locks on the computers and staff have been de-skilled as they can no longer fix computer issues. Mr Buckley advised that Mr Gray needs to contact Anton at saltash.net by email There are alternatives to Maths Whizz and this was discussed.
- Action: T Gray**
- o) HR2
Attendance - Mr Gray gave updated figures:
All staff: Total days per FTE per week (not cumulative) **3%**
All staff: As above removing long term sick **0%**
All staff: Personal days per FTE per week **0%**
Teachers: Total days/ FTE /week (not cumulative) **0%**
Teachers: As above removing long term sick **0%**
Teaching Assistants (TA and HLTA): Total/FTE/week (NC) **2%**
Teaching Assistants: As above removing LT **1%**
Admin Staff (Office based not classroom: Total/FTE/week **1%**
Admin Staff: As above removing LT **0%**
- p) HR4
Leadership Ladders –
The red areas are historic issues with senior leaders and this is being dealt with support from Mr Buckley.
Two teachers were not observed in the autumn term and this was due to one retiring and one observer absent due to illness).
Four Teaching Assistants (TA) were not observed in autumn term due to one on long term sickness and three working exclusively on intervention observed through SEND and RWI

learning walks. More observations of TA will be completed due to timetable change. Middle Leaders and Senior Leadership are below capacity and require further training/support to reach expected leadership level. The appointment of the Deputy Headteacher will have a positive impact on capacity.

- q) HR5
The use of this section of the report was explained to governors.
- r) Safe1
There are no concerns regarding attendance of pupils. Following advice from EWO, the changes regarding pupil unauthorised absence and penalties were explained and this is policy is being used across SMART. Mr Gray advised that plenty of warning is being given to parents. **A governor asked if penalties are being issued** and Mr Buckley advised that we are the only MAT that has not been giving penalties. One area of concern was the low attendance for one pupil with EHCP plan and although transport is provided by the LEA other circumstances are affecting attendance.
- s) Safe2
There has not been a safeguarding visit completed. Mr Buckley noted that there is a mistake on level 2 safeguarding training number of 12.
- t) PH&S1
The leak to the flat roof has reappeared and is an ongoing issue. PFI is being chased to avoid using capital funding. **A governor asked for clarification on the maintenance inspections on this section of the report** and Mr Gray advised it shows what has been completed. Mr Buckley advised about the premises compliance checks which will sit alongside this report. **A governor asked if there have been near misses and what were they were.** Mr Gray explained that there had been two incidents with the front door mechanism involving two children whilst under parent supervision, who found that the door was open and exited the building. **A governor asked if the school has a Lock Down policy** and was advised that this is something which needs to be completed. Mr Buckley noted that the SMART schools are required to have one.
- u) Mr Buckley highlighted the need for the IT infrastructure to be changed to RED for Trust Board attention.
Action: Clerk
- v) C1
The EYFS Christmas performance, KS1 Christmas performance and KS2 Christmas performance were all attended by at least 200 parents and were successful events. It was noted that two of the performances have been very busy and this needs to be reviewed in term of capacity.
- w) The number of Tweets has been good. Mrs Read is looking into GDPR compliant iPads to enable teachers to Tweet. Mr Buckley advised that the option to allow re-tweeting could be changed and this was discussed. There are a number of followers. **A governor asked about allowing members of the public to follow** and Mr Gray does vet anyone requesting this.
- x) **A governor asked if the PTA is still active** and Mr Gray advised that they are but he is finding it difficult to meet with them and has found that they are having more frequent informal meetings where decisions are not being captured. Mr Buckley queried the PTA meeting numbers on the Headteacher's report and Mr Gray advised that this is an average. It was thought it would be useful to have the number of meetings added in brackets. **A governor asked about the 83% of parents attending parent's evenings and if this was considered to be a high number** and Mr Gray noted that this is a high figure and the changes which have

been made which have caused this positive increase.

Mr Buckley left the meeting at 17.41

40. **Middle Leader Reports**

Maths, Phonics, PP, SEN, Reading and Writing reports were circulated in advance of the meeting. This was covered in the Headteacher's report.

41. **Website Compliance Review**

Steve Green from Looe Community Academy has conducted a review of the websites of all the schools within the MAT. A document was circulated in advance of the meeting. From this:

Simple updates have been completed such as:

Contact name has been added.

Details of academy owner – A link has been added to SMART page

Exam results – Mr Gray advised that this information is available on the DfE website so a link to this has been added on website.

Curriculum – Each class produce a curriculum map. Mr Gray advised that a page needs to be added to the website and is working on this. Curriculum will be reviewed in the Summer term.

Behaviour policy – This has been updated.

PP funding – This is in hand and just needs to be added to website.

Sports premium funding – This will be updated ASAP

SEN – Being reviewed

SMART policies – A link to SMART website has been added.

42. **Premises Update:**

This has been discussed in the Headteachers report.

43. **Safeguarding**

This has been discussed in the Headteachers report

44. **Policies**

SMART Staff Capability

SMART Disciplinary and Grievance

Please send any feedback or comments to the Clerk by 14th February 2019.

45. **Governor Training**

Mr Young has a H&S day booked with Mrs Read

Mrs Yeatman is booked to attend Safer Recruitment training in May.

NGA Learning Link – There are still ongoing problems with this for Apple users.

Governor Services Conference in March 2019 – The Clerk has circulated details of this conference.

46. **Reports from Governor Visits**

Mrs Young has completed reports on EYFS and the Year 3 trip to see 'The Gingerbread Man' at Theatre Royal Plymouth. These reports have been circulated to the governors.

A Safeguarding visit needs to be scheduled by Mrs Yeatman.

A website compliance check will be completed by Mr Dean.

47. **Summary of Matters for Trust Board**

The new structure of the Trust Board was explained by the Clerk.

People – Nothing to add

Learning – Nothing to add

Resources – IT Infrastructure (Headteacher's report. Relevant sections have been highlighted red)

48. **Report from Chair**

- a) Karen Toft retired before Christmas and was given an amazing send off and she was happy with the day.
- b) Safeguarding Link meeting was cancelled and the next one is in March. The Chair will be completing Safer Recruitment training.
- c) Smart day – Governors may attend if they wish but it is not mandatory.
- d) DBS forms have been distributed to the governors. Please complete and return.
- e) Mobile numbers – please supply to Clerk for use in case of an emergency.

49. **Confirm Date and Time of Future Meetings**

Monday 1st April 2019, Thursday 23rd May 2019 and Tuesday 16th July 2019 at 4 pm

The Chair thanked governors for attending.

The meeting closed at 18.05 pm.

ACTIONS SUMMARY

ACTION	ACTION BY
<p>M39. Headteacher’s Report</p> <p>b) It was noted that governors who are using Apple devices are having problems with opening documents and it was discussed that receiving documents in PDF format would be useful. Clerk will send documents in PDF.</p>	<p>Clerk</p>
<p>n) Interventions -</p> <p>Precision Teaching has proved very effective for SEND children and they have been given bite sized targets which has improved the integration into the classroom for these pupils. The ongoing issues with IT capacity have significantly delayed the effective roll out of Maths Whizz as an intervention. A governor asked about Maths Whizz and is it a critical tool. Mr Gray advised that there had been a problem with the server and it is now working better although this has hindered the use of computers. Mathletics is used for all the children. Maths Whizz is a good programme and claims to give 18 months of progress in 12 months. Mr Gray advised that there are now administrator locks on the computers and staff have been de-skilled as they can no longer fix computer issues. Mr Buckley advised that Mr Gray needs to contact Anton at saltash.net by email There are alternatives to Maths Whizz and this was discussed.</p>	<p>T Gray</p>
<p>u) Mr Buckley highlighted the need for the IT infrastructure to be changed to RED for Trust Board attention.</p>	<p>Clerk</p>