

THE DARTMOOR FEDERATION Local Governing Board

Final

FULL LOCAL GOVERNING BOARD MEETING – Part I Minutes

Date/Time	20.03.2018 18:00	OKEHAMPTON COLLEGE	ROOM 407		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Philip Whittlely	PRW	Staff: Head Teacher
Julie Capell	CP	Parent	Gavin Jordan	GJ	Co-opted
Bridget Down	BD	Foundation (Diocese)	Marilyn Livingstone (<i>Left 19:30</i>)	ML	Foundation (Diocese)
Mary Ellery	ME	Co-opted	Christopher Wright	CW	Co-opted
Tania Skeaping	TS	Co-opted (Chair of Governors)			
Tim Williams	THW	Co-opted (Co-Chair of Governors)			

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology	Initials
Mike Gurney	MG	Staff	Family Commitment		
Jane Lake	JLA	Co-opted	Other Commitment		
Timothy Pratt	TP	Parent	Other Commitment		

Support Staff Attendees			
Attendees	Initials		ACTIONS
Adam Hill	AH	Head of School, Exbourne C of E Primary	DECISIONS
			QUESTIONS & CHALLENGES

In Attendance	Initials	
Gill Tremain	GT	Clerk

Minutes to
Federation Website & Diocese

Quorum	50% of the membership of the Local Governing Board, which must include either the Principal, or his representative, and the Primary Executive Head Teacher or his representative
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The meeting was quorate.

TS welcomed new governors: Julia Capell recently elected parent governor and Bridget Down recently appointed by the Board of Trustees as Foundation (Diocese) Governor. Timothy Pratt was also recently elected parent governor representative but had need to send apologies to this meeting.

Agenda	Lead	Paper
1. Welcome new Governors	Chair	

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2.	Apologies & Declaration of Interests – <i>it is essential that those present declare interests either at the start or throughout the meeting and, where appropriate, leave the room where there is a declaration of interest.</i>	Chair	
3.	Governor Housekeeping: <ul style="list-style-type: none"> Update Register of Business Interests Complete Eligibility to Serve as a School Governor (<i>NB ID is required for this item; please bring along either a current passport, driving licence card or birth certificate</i>) Approve and sign NGA Code of Conduct 	All	1
4.	Review Primaries: Effectiveness of Leadership and Management section of SEF <p>(a) Primaries</p> <p>(b) College</p>	PRW DB	2 3
5.	Receive Report on College In-Year Pupil Progress to include separate group for Pupil Premium and SEN	DB	4 - 7
6.	Receive Report on Primary in-Year Pupil Progress All to include separate group for Pupil Premium and SEN - <i>Pupil Tracker Document uploaded onto website</i>	PRW	-
7.	Receive Report from Primary Executive Headteacher	PRW	8 9 Part II
8.	Receive Report from College Principal	DB	10
9.	Parental and staff questionnaires (for all schools - these are even more important now we are a committee of the MAT).	TW	11 - 12
10.	Receive feedback from governor training & identify training needs <ul style="list-style-type: none"> Chairs' training Teacher workload Secondary Data Primary Data Clerk's training 	TS TS/DB TS ML/TS TS/GT	
11.	Governor Visits Update <ul style="list-style-type: none"> College (tutor times) Primaries (moderation) 	ML/ME/TW ML/GJ/TS	13 14
12.	Read and agree minutes of previous Full Governing Body meetings <ul style="list-style-type: none"> Draft Minutes of FGB meeting 6 February 2018 Part I Draft Minutes of FGB meeting 6 February 2018 Part II Confidential Discuss matters arising and action points from previous meeting 	TW/TS	15 16 Part II
13.	Questions for Chair of the Teaching and Learning Challenge Group: <ul style="list-style-type: none"> Draft Minutes of meeting held on 16 March 2018 <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	ML	17 Table
14.	Questions for Chair of the Finance, Safety and Human Resources Group: <ul style="list-style-type: none"> Draft Minutes of meeting held on 15 March 2018 Part I Draft Minutes of meeting held on 15 March 2018 Part II Report on Policies approved by Committee <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	TW/CW	18 Table 19 Table Part II
15.	Dates of next meetings: FGB: 24 May 2018 at Okehampton College 17:00 Room 407		

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
61	<p>Apologies & Declarations of Interest</p> <p>Apologies were received and approved from governors: Mike Gurney (Staff), Jane Lake (Co-opted) and Timothy Pratt (Parent).</p> <p>The Chair reminded those present that conflicts of interest must be declared at the start of the meeting and throughout as issues arise, and to leave the room whilst an item is discussed as appropriate.</p>			
62	<p>Governor Housekeeping:</p> <ul style="list-style-type: none"> • Update Register of Business Interests: Governors updated the register of business interests document declaring interests across all schools within The Dartmoor Multi Academy Trust and returned this to the Clerk to Governors. • Complete Eligibility to Serve as a School Governor (NB ID is required for this item; please bring along either a current passport, driving licence card or birth certificate): Governors completed the Eligibility to Serve as a School Governor document and returned this to the Clerk to Governors who subsequently checked their ID. • Approve and sign NGA Code of Conduct (Paper 1) Governors UNANIMOUSLY ADOPTED and signed the NGA Code of Conduct. 	Decision	20.03.17	
63 (a)	<p>Review Primaries: Effectiveness of Leadership and Management section of SEF (Paper 2)</p> <p>PRW presented the Primary Self Evaluation Forms (SEFs) for Boasley Cross, Bridestowe, Exbourne C of E and Lydford Primary Schools. Noted that the SEF for Northlew & Ashbury is currently being updated by the new Head of School and this will presented to Governors in due course.</p> <p>Paper 2 sets out the school’s self evaluation in terms of the Effectiveness of Leadership and Management and all schools have judged the overall effectiveness of this area of the SEF as Good. Noted that this data feeds into the School Development Plans.</p> <p>QUESTIONS & CHALLENGES</p> <p>Q: The data included in the Head Teacher’s report does not correlate with that shown in the SEF – is that correct?</p> <p>R: The SEF is written to be accurate but optimistic. Internal data published in the Head Teacher’s Report will be accurate but pessimistic whereas external</p>	Action: HoS NL&A	20.03.18	24.05.18

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	<p>data published in the SEF will show data on what children are expected to achieve.</p> <p>Q: The SEF states that accountability and support comes from the CEO and VCEO of the Dartmoor Multi Academy Trust (DMAT), through the Primary Executive Head Teacher and the Heads of School and individual teachers. Should this also include the SENDCo?</p> <p>R: Yes this is correct.</p> <p>The Chair thanked PRW for his report.</p>	Action: PRW	20.03.18	
63 (b)	<p>Review College: Effectiveness of Leadership and Management section of SEF (Paper 3)</p> <p>DB presented the College SEF (Area 1) as set out in Paper 3. The overall effectiveness of Leadership and Management section of the SEF has been judged as 'Outstanding'. Discussion ensued:</p> <p>QUESTIONS & CHALLENGES</p> <p>Q: Can you explain the logic behind the colours used to RAG rate; using green and amber is not clear.</p> <p>R: Amber indicates that a process is ongoing and green indicates that it is nearing completion. Red indicates a process is not started.</p> <p>Q: The Primaries have regular meetings for school leaders. What is the process in the College and how are middle leaders reacting to the closer quality assurance monitoring?</p> <p>R: The College has a regular cycle of meetings for the Curriculum Management Team (CMT) and the Pastoral Management Team (PMT) groups who meet once every half term. This involves school leaders and middle leaders. These meetings are minuted. We are working towards middle leaders feeling more empowered to drive change and improvement.</p> <p>Q: What progress has been made with the Appraisal Process?</p> <p>R: Senior staff across the DMAT secondary schools have met with a view to putting in place a DMAT wide appraisal system. This is ongoing.</p> <p>Noted that the SEFs should now include a section relating to DMAT as they are part of the Leadership and Management.</p> <p>The Chair thanked DB for his report.</p>	Action: DB	20.03.18	24.05.18
	<p>Noted that the SEFs should now include a section relating to DMAT as they are part of the Leadership and Management.</p> <p>The Chair thanked DB for his report.</p>	Action: DB / PRS	20.03.18	24.05.18
64	<p>Receive Report on College In-Year Pupil Progress to include separate group for Pupil Premium and SEN (Papers 4 – 7)</p> <p>DB presented papers 4 – 7 which sets out Key Stage 4 and 5 pupil progress. Noted that the data shown in green shows comparative data against pupil progress in Years 7, 8 and 9. We collect data in a robust way basing data collection on outcomes at GCSE and working back 5 years. It shows whether students are on target to achieve expected grades.</p>			

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	<p>Paper 4 – Key Stage 4 Overview: QUESTIONS & CHALLENGES Q: Reference robust data collection – how are you collecting data? R: We undertake CAT tests in Year 7 and use that to triangulate against SAT results and FFT predictions. This data will be based on predicted progress from Year 7 to GCSE. Assessment takes place regularly in all subjects throughout the 5 years. At Key Stage 4 Year 11 students have exams before Christmas and mocks in February. Year 10 have exams and ongoing assessments to feed the Key Stage 4 data. There are 5 data collection points in the year. We can also compare Key Stage 4 across DTSA and SWTSA member secondary schools.</p> <p>Paper 5 Key Stage 4 (current Year 11 and current Year 10) Overview: We were a SISRA school but we have moved to a 4 Matrix school because all the other DTSA schools are 4 Matrix schools. This is useful information. It presents who came in to DTSA on distribution 7 – 1 which is equivalent to A – G next year which is reassuring because it means that students who are likely to be successful even if they get lower grades because of new content and self qualifying they are still in the normal distribution. English and Maths anticipated distribution will be the same but the content will be higher than last year.</p> <p>QUESTIONS & CHALLENGES Q: English Boys High Prior Attainers looks low. Is there an explanation as to why this is the case? R: After the mocks these students have to achieve grades 7, 8 and 9 to be meeting their targets. There are still 2 months to raise their progress. Q: What interventions are in place to ensure targets will be met? R: Top set teaching changed at Christmas due to staff absence. The member of staff has now returned.</p> <p>Papers 6 and 7 – Year 12 2017/18 Spring Term Data. Noted.</p> <p>The Chair thanked DB for his comprehensive report and suggested governors have a look at these documents and email questions to DB to respond. Please copy Clerk into these emails so the information can be fed into the local governing board meetings.</p>			
65	<p>Receive Report on Primary in-Year Pupil Progress All to include separate group for Pupil Premium and SEN - Pupil Tracker Document uploaded onto website PRW reported that data and assessment systems and what happens in the classroom feeds into the data. The way our cycle of assessment works means</p>			

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	<p>that when we collect data it coincides with the time of a governing board meeting so the data presented to governors will always be historical.</p> <p>A interactive spreadsheet system is live on the secure area of the governor website for governors to view.</p> <p>Data for Exbourne and Bridestowe primaries looks more optimistic than the data for Spring 1. We are looking at effective strategies to support those cusing children and there is a real drive with Heads of School and Teachers to ensure those children make progress. Case studies are being prepared.</p> <p>The RAG rating system identifies: red – under national % yellow – close to national % green – meeting national %</p> <p>This system will enable schools to identify trends in reading, writing and maths. Where a school is showing red across 2 – 3 subjects such grades will become target grades. Some subjects show yellow and red e.g. in Maths across all schools and this identifies where there needs to be a whole school focus of year groups. We are able to identify where a child is not making progress and we will build case studies around those children to identify learning barriers and what we can do to ensure they are making progress, even if they are not going to make age related progress.</p> <p>We have undertaken standards and moderation because there was a broad interpretation across the schools. Teachers now have a clear understanding of expected standards and what greater depth means. Assessment systems are extremely robust. Children are exposed to challenge and appropriate objectives. We have standardised testing in reading and maths. Our data systems are based on evidence and Heads of School will not authorise a % of predicted attainment if the evidence is not available to support a judgement.</p> <p>QUESTIONS & CHALLENGES Q: In terms of moderation, as you involving all primaries together with key middle managers to organise moderation? R: Most of our schools have 2 – 3 classes and we do not have middle managers. We are working towards a model where Heads of School and class teachers are all involved.</p> <p>PRW informed that he will be running a Data training session for governors on Friday 27 April, 1pm at the College. All Welcome.</p> <p>The Chair thanked PRW for his report.</p>	<p>Action: All</p>	<p>20.03.18</p>	<p>27.04.18</p>

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66	<p>Receive Report from Primary Executive Headteacher (Paper 8 and Paper 9 – Part II Tabled)</p> <p>PRW presented Paper 3 setting out his Headteacher Report for the Federation Primaries Autumn 1 term 2017. The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Noted.</p> <p>(ii) Attendance – Noted. Overall attendance across the Federation primaries shows an improved position compared to same time previous year. Attendance at Exbourne and Northlew particularly has improved since the new Heads of School have been in post.</p> <p>(iii) Behaviour (including Exclusions) – Noted.</p> <p>(iv) Safeguarding, SEND, Student Council – Noted.</p> <p>(v) SEND – Noted.</p> <p>(vi) Teaching & Learning (including Curriculum) – Noted.</p> <p>(vii) Pupil Outcomes: Noted.</p> <p>QUESTIONS & CHALLENGES</p> <p>Q: Heads of School are using a document to measure and track soft measures for Pupil Premium children and keep track of Pupil Premium grant money. Is there evidence to indicate whether such tracking is effective and having an impact?</p> <p>R: We measure attendance, pupil engagement, parental engagement, self esteem, aspiration and the like. Heads of School update soft measures using Pupil Tracker following meetings with parents. If 2 or more soft measures can be improved there will be an evident improvement in the data. However, some children have complicated lives and for some of those vulnerable children their soft measures will go down.</p> <p>(viii) Self-Evaluation and School Development Plan – Noted.</p> <p>(xi) Finance (budget preparation and monitoring) – Noted.</p> <p>(x) Governance – Noted.</p> <p>(xi) Executive Head Teacher Performance Management – Noted.</p> <p>(xii) Staffing Issues (Paper 9 Tabled) Governors RESOLVED to discuss this item under Part II Confidential External partnerships – Noted. <i>AH left the meeting whilst this item was being discussed.</i></p> <p>(xiii) Enrichment for Children – Noted.</p> <p>(xiv) Parents – Noted.</p> <p>(xvi) Premises and Physical Resources – Noted.</p> <p>Discussed Pre-School Provision – our Federation primary schools are small so we need to look at offering wrap around care so working parents do not look elsewhere. We have two schools that currently successfully offer breakfast clubs. AH raised that attendance at the preschool in Exbourne is well supported and parental opinions of this facility are high. AH is in liaison with the preschool to offer transition sessions for those children joining the school</p>			

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	<p>from the pre-school. Noted that Jackie Colby from the Local Authority is looking at feasibility for Pre-School provision at Boasley Cross, Lydford and Northlew Primaries and the Federation Business Manager is involved in looking at feasibility – v – sustainability.</p> <p>TS suggested that primary school Ofsted ready folders should include local governing board minutes. Agreed</p> <p>The Chair thanked PRW for his report and suggested governors have a look at these documents and email questions to DB to respond. Please copy Clerk into these emails so the information can be fed into the local governing board meetings.</p>	<p>Action: PRW/HOS</p> <p>Action: Governors</p>	<p>20.03.18</p> <p>20.03.18</p>	<p>ASAP</p>
67	<p>Receive Report from College Principal (Paper 10)</p> <p>DB presented Paper 1 setting out his Headteacher Report. The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Noted.</p> <p>(ii) Attendance – Noted whole school attendance is currently 91.4% which is lower than we would like. Whilst there has been genuine illness, the recent incimate weather has had an effect on attendance because some buses have not been able to get pupils into school. Persistent Absence is 15.5% - this is also having a significant impact on whole school attendance and is mostly relating to Year 11 pupils. We have changed practice and are now sending first warning letters when attendance hits 92% (previously 94%).</p> <p>(iii) Behaviour (including Exclusions) – Noted. Exclusions have reduced this term.</p> <p>(iv) Safeguarding, SEND, Student Council – Noted.</p> <p>QUESTIONS & CHALLENGES</p> <p>Q: What is being done to improve mental health provision in the school?</p> <p>Q: How is the impact of such practice measured so Governors can identify the effectiveness of such practice?</p> <p>R: Mental health awareness assemblies have taken place; Year 11 are involved in Tapping sessions; there is a Staff Mental Health Awareness group in school; we have a mental health nurse on site one day per week who offers drop in sessions; staff have been trained to deliver Magic and staff have volunteered to train to deliver Mindfulness sessions; Year 7 students have been taking part in Leading Life to the Full which is being delivered during Tutor Time as part of the PSHE provision.</p> <p>TS asked for a statement to be provided to evidence how Mental Health Provision is being taken forward for both students and staff within the College Agreed to speak to PSHE Coordinator.</p> <p>Noted that of the 4 students on a Pastoral Support Plan (PSP) at risk of permanent exclusion last term, only 2 remain at PSP Level. 1 student has successfully reduced their risk of exclusion and is no longer at PSP level and 1 student has been removed from school roll to be home educated.</p> <p>Governor Safeguarding training will run summer term.</p>	<p>Action: DB</p> <p>Action: Clerk/JLA</p>	<p>20.03.18</p> <p>20.03.18</p>	<p>S&B Meeting 11.05.18</p> <p>Summer Term 2</p>

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(v)	<p>SEND – Noted.</p> <p>QUESTIONS & CHALLENGES</p> <p>Q: Updated SEND information is now available to staff on the T Drive – is that an effective system for staff to access information?</p> <p>R: Policy Group is currently reviewing how staff access information.</p>			
(vi)	Teaching & Learning (including Curriculum) – Noted.			
(vii)	Pupil Outcomes: Year 11 outcomes – Noted.			
(viii)	Self-Evaluation and School Development Plan – Noted.			
(xi)	Finance (budget preparation and monitoring) – Noted.			
(x)	Governance – Noted.			
(xi)	Executive Head Teacher Performance Management – Noted.			
(xii)	Staffing Issues - Noted			
(xiii)	External partnerships – Noted.			
(xiv)	Enrichment for Children – Noted.			
(xvi)	Parents – Noted.			
(xvii)	Premises and Physical Resources – Noted.			
	<p>The Chair thanked DB for his informative report.</p> <p>The Chair informed that the Head Teacher reports are very good; however, he would like to propose changing the format of how the reports are presented. The primary focus of the report should be the Head Teacher Performance Objectives and Pupil Targets and evidence the progress made towards achieving these objectives/targets; the remaining information is absolutely necessary and informative and this will form the remainder of the report.</p> <p>The Chair also asked that papers are made available 7 days prior to a meeting in order for governors to have time to read the document. Ideally we would like to move to a model whereby questions are raised in advance of each meeting. This would mean that Governors will need to read the papers prior to the meetings.</p> <p>The other change to support making governing board meetings purposeful is that we will move to a model whereby the Vice Chairs of each sub-committee will deliver a précised report of the previous subcommittee meeting which will include reporting on decisions made by the sub-Committees.</p>			
68	<p>Parental and staff questionnaires (for all schools - these are even more important now we are a committee of the MAT) (Papers 11 and 12)</p>			
(a)	<p>Primary Parent Questionnaires (Paper 11)</p> <p>Noted that the reports do not show how many responses were received.</p>			

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	<p>Bridestowe responses were the most negative. A Parent Forum meeting was held and attended by PRW. The Acting Head of School has written up minutes which have been circulated to parents.</p> <p>Noted that the Trustees are currently reviewing Local Governing Board Terms of Reference. The committees will be Resource, School Improvement, Ethos and LGB Full. Ethos meetings will, in effect, replace Parent Forum meetings and these will take place half termly. The Clerk to Trustees has been asked to put together a timeline of meetings for 2018/19.</p> <p>Q: Is bullying a problem or is it perception?</p> <p>R: Incidents of bullying are logged by each school and when an incident arises we meet with both the pupils and parents. There is little logged on the bullying registers which would suggest there is not an issue in any of our primary schools. If bullying is happening, either the school does not know about it or there a misconception by parents as to what bullying really is.</p> <p>Agreed to present Staff and Pupil Questionnaire information to next meeting.</p>	Action: PRW/Clerk	20.03.18	24.05.18
(b)	<p>Secondary Questionnaires (Paper 12)</p> <p>DB presented the Parent/Staff/Pupil Responses to the Kirkland Rowell Survey undertaken last summer electronically as this document is not available in paper format. This was supported by Paper 12 which is a precise of the responses received under each of the category of questions asked. Paper 12 sets out areas of weakness identified by students, parents and staff.</p> <p>DB reported that there are no surprises and the following points were noted:</p> <ul style="list-style-type: none"> • Staff Workload – we are working with the unions and following Dfe advice to try to reduce staff workload. • Behaviour – we know we have work to do with regards behaviour and we know this is caused by a minority of pupils. This is a priority for the Senior Leadership Team. • Complaints – all complaints were dealt with satisfactorily and, where appropriate, some practice has changed for example, how we communicate to parents. • Parental Responses – overall very positive. Parents feel the school is calm and orderly and well managed. • Art – identified as being a problem. We know we have had a lot of staff movement due to maternity in that department. • Uniform – identified in all three groups and we are going to undertake a uniform review. <p>DB was confident that there is nothing we are not already processing either through communication or changing practice internally.</p>			
69	<p>Receive feedback from governor training & identify training needs</p> <ul style="list-style-type: none"> • Chairs’ training - TS 			

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Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
	<ul style="list-style-type: none"> • Teacher workload – TS/DB • Secondary Data - TS • Primary Data – ML/TS • Clerk’s training – TS/GT <p>Agreed to refer this item to the next meeting.</p>	Action: Clerk	20.03.18	24.05.18
70	<p>Governor Visits Update (Papers 13 and 14)</p> <ul style="list-style-type: none"> • College (tutor times) – Paper 13 • Primaries (moderation) – Paper 14 <p>ML reported that the recent Governor visits were very useful and thanked all those involved.</p> <p>An outcome of the primary visits was the suggestion to put in place case studies for children who are not making age expected progress.</p>	Action: PRW	20.03.18	Ongoing
71	<p>Read and agree minutes of previous Full Governing Body meetings (Papers 15 and 16)</p> <p>(a) Paper 5 – Part I Draft Minutes of FGB meeting 6 February 2018– Read, approved and signed as a true record.</p> <p>(b) Paper 16 – Part II Confidential Draft Minutes of FGB meeting 6 February 2018 – Read, approved and signed as a true record.</p> <p>(c) Discuss matters arising and action points from previous meeting – Paper 15 Part I minutes:</p> <p>Minute 50(b) – Heads of School are awaiting list of premises projects</p> <p>Minute 50(b) – there is no guidance from NGA with regards ensuring school PTFA’s meet their legal obligations in terms of charitable status.</p> <p>Minute 55 (iv) – College CPO is looking into the logs on CPOMs to identifying how many families are involved and how many logs have been formalised. This will feed into the next Safeguarding & Behaviour Group meeting.</p> <p>Minute 58(b) – TS reported that the COO for the DMAT is checking compliance of our school websites.</p> <p>Noted there are no action points arising on the Part II confidential minutes (Paper 16).</p> <p>Noted all other action points have been covered in the body of these minutes.</p>	Decision Decision Action: AK Action: DB/CE Action: TS/COO	20.03.18 20.03.18 20.03.18 20.03.18	 02.03.18
72	<p>Questions for Chair of the Teaching and Learning Challenge Group:</p> <p>(a) Draft Minutes of meeting held on 16 March 2018 - Noted.</p>			

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	<i>No questions for Chair were emailed to Clerk prior to meeting.</i>			
<i>ML tendered her apologies to the Chair and left the meeting at 19:30</i>				
73 (a) (b) (c)	Questions for Chair of the Finance, Safety and Human Resources Group: Draft Minutes of meeting held on 15 March 2018 Part I – Noted Draft Minutes of meeting held on 15 March 2018 Part II – Noted CW reported that the Committee reviewed the 3 year projected budgets for 2017/19, 2018/19 and 2019/20 for each individual school within the Federation. Budgets were noted by the Finance Safety & HR Management Committee and submitted to the Trustees who subsequently approved them. Report on Policies approved by Committee – the Committee adopted/approved the following policies: <ul style="list-style-type: none"> • College CCTV Policy • DF Primaries CCTV Policy • College Interim Lockdown Policy and Bomb Threat Procedure 			
<i>No questions for Chair were emailed to Clerk prior to meeting.</i>				
Minute	SUMMARY OF DECISIONS			
62	Governor Housekeeping: Approve and sign NGA Code of Conduct (Paper 1) <i>Governors UNANIMOUSLY ADOPTED and signed the NGA Code of Conduct.</i>	Decision	20.03.17	
71 (a) (b)	Read and agree minutes of previous Full Governing Body meetings (Papers 15 and 16) Paper 5 – Part I Draft Minutes of FGB meeting 6 February 2018– Read, approved and signed as a true record. Paper 16 – Part II Confidential Draft Minutes of FGB meeting 6 February 2018 – Read, approved and signed as a true record	Decision	20.03.18	
		Decision	20.03.18	
Date/Time of Next Meeting	24 May 2018 Okehampton College 17:00	Location	Room 407	

Mrs Skeaping thanked everyone for attending the meeting.

The meeting closed at 19:45

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ACTION TABLE FROM 6 FEBRUARY 2018		
WHO	WHAT	WHEN
HoS at NL&A	Present Effectiveness of Leadership and Management section of NLA SEF at next FGB meeting	24.05.18
DB	RAG rate College SEF/SDP Red, Amber, Green	24.05.18
DB/PRW	SEFs need to include DMAT section as part of Leadership and Management	24.05.18
Governors	Review College In-Year Pupil progress data and raise questions to DB by email	ASAP
Governors	Attend Primary Data Training Session on Friday 27 April 2018	27.05.18
PRW	Ensure Ofsted Ready folders contain minutes of governing board meetings	ASAP
DB	Liaise with BMH to provide evidence on how Mental Health Provision is being taken forward for both students and staff within the College.	11.05.18
JLA	Organise Governor Safeguarding Training Summer Term 2	End Summer 2
PRW	Present Primary Staff and Pupil Questionnaires to next FGB meeting	24.05.18
Clerk	Refer Governor Training item to next meeting (minute 69 refers)	24.05.18
PRW	Prepare case students for children not making Age Related Progress	Ongoing
AK	Provide Head of School with list of priority projects	ASAP
DB	Liaise with College CPO (CE) to review CPOMS incidents logged to identify how many families are involved and how many logs have been formalised.	Nest S&B meeting 11.05.18
TS	Liaise with DMAT COO to ensure status of checking website compliance	Ongoing