



Minutes

Okehampton Local Stakeholder Board

Thursday 13th May 2021

Meeting Ref: OC01

Meeting Start: 16:05

| Governors in Attendance | | | | | | | |
|--|----------|------------------------------|----------|--------------------------------|----------|--------------|----------|
| Attendees | Initials | Attendees | Initials | Attendees | Initials | Attendees | Initials |
| Lorraine Ellicott (Chair) (to 17:28) | LE | Marilyn Livingstone | ML | Derek Brett | DB | Gavin Jordan | GJ |
| Mary Ellery (from 16:28) | ME | Rebecca Mullins (from 16:15) | RM | Mike Gurney (16:45 - 17:15) | MG | | |

| Also in Attendance | | | Apologies | | |
|--------------------|----------|---------------------|-----------|----------|--|
| Attendees | Initials | | Attendees | Initials | |
| Dan Morrow | DM | CEO (17:09 - 17:28) | | | |
| Jay Hooper | JH | Clerk | | | |

1. Welcome and Introductions

All welcomed.

2. Attendance and Apologies

ME trying to join, having technical issues. MG will attend as soon as school meeting finished.

3. Declarations of Interest

Reminder that all governors will be required to review and update Register of Business Interest. Any declarations should be made now or as the meeting progresses.

4. Roles

Agreed: the following will represent the LSB as Lead:

Safeguarding - GJ; SEND- ME; QEC - LE with ML; Resources - LE; Pupil Premium - ML
All asked to consider Ethos Lead. All Leads should access training where relevant.

ACTIONS: All consider Ethos Lead

5. Issues arising

A complaint has been received and is being dealt with by the school.

6. Governor business

All governors have now been advised of their new DMAT email address, and will be given access to new system of Governor Hub which will be the central repository for all information, documentation and record keeping. There will be a mandatory compliance dropdown in the system to include the Register of Business Interest, Code of Conduct, Safeguarding and KCSiE. All governors will need to update devices for DMAT email address and confirm Governor Hub user accounts once notifications received. DBS numbers will be required for this.

ACTIONS: ALL log on and set up user profiles in Governor Hub when notified

7. Meeting notes

Minutes of meeting held in December 2020 have yet to be located.

8. Outstanding Actions

Letter sent in March to Trustees has not yet received a response. Trust Chair has today indicated a formal response will be made soon.

9. MAT update (item taken out of sequence)

DM outlined the importance to address issues arising from Trust review of the school, and the need to put more focus in two areas:

Estates and buildings

Urgent remedial works and a full maintenance programme.

Fencing of site.

Signage.

Proximities of site with timetabling.

Behaviour

Implementing a tight action plan, DM basing himself on site more often. General focus on raising and resetting expectations, with a particular emphasis on courtesy and good manners.

DM emphasised this not about blame, and every adult (in the school and across the Trust) must be on the same page - no-one walks past anything.

Q: Is the behaviour we're currently experiencing typical of the national picture?

A: We are in a changed world. Where we were 18 months ago is not where we are now, issues have changed exponentially. Although what we're seeing is in step with the national picture, it's not typical of other schools in the MAT.

Q: How can we tackle this?

A: We need to attend to relationships, and building the skills needed to meet new challenges.

DM noted that the school has suffered a number of punches and the MAT hasn't as a family provided all it could have done to support the school. This is a shared responsibility, and the solution is one team, one approach.

Q: Thankyou for that. We are here to support, what can we do to help?

A: As a group, come in and speak to a genuine spectrum of children, and feed back to us how they are feeling about everything.

Then after the break, do the same with staff.

Governors agreed this is an action they feel confident to undertake.

Q: Given the emphasis on safeguarding and numbers of children involved, do we have enough resources to support staff?

A: We need to formalise current ad-hoc arrangements. BM from Tavistock is supporting the team. We are also changing staffing structures to provide better support, and putting a cross-MAT team in place to provide a reactive response where it is needed.

10. Principals Report

RM described the recent full school review from a Trust team, who placed a particular focus on Behaviour, Teaching & Learning and Safeguarding.

Behaviour:

Issues link with Safeguarding. Significant challenges which link to Covid and the return to structured learning.

Safeguarding:

Not in a good place, and an urgent need to address issues.

Teaching & Learning:

Key themes to tackle are challenge, questioning and scaffolding for all.

Governors discussed some of the issues arising and noted shock at hearing the outcome of the review. Pre-Covid understanding was that the school was in a good place, especially regarding safeguarding.

Q: What is being done to address the issues?

A: There is an action plan in place. The MAT are working closely with us to help, sharing expertise and staff, although capacity for safeguarding is an issue.

Q: Can we ensure we have regular information and updates, especially on safeguarding issues?

A: New system Arbor should be able to provide regular reports

Q: Do we need to review the Behaviour Policy in light of our discussions?

A: We need to ensure we have a live policy in place, and will review it in readiness for September.

11. Attendance

Current attendance is 94.5%. Areas of lowest attendance are amongst SEND and a small section of Year 11 students.

12. Risk Assessments

Covid plans are all in place and working well.

The review highlighted the need to audit H&S and Fire risk assessments.

13. Assessments

Staff are trying to prevent appeals, ensuring assessments are rigorous and evidenced. The process has been robust, carried out to a clear policy and grades will stand scrutiny.

Yr13s are emphasising how hard they are working, it's been continuous for them and Yr11s but they finish in two weeks' time. In general, students have focused on getting themselves over the line. They are being tested on what has been covered over the year, and we're now having to consider preparing them for the next stage. Once the assessment submission deadlines have gone, we will be putting in some taster lessons (Yr11 to 6th form)

There will be summer balls for Yrs 11 & 13, full transition programme for Yr6 and a week-long Summer School. Also working with the Rotary Club to run an adventure week for Yr 7 and GT asked to run a recruitment event for local clubs and organisations.

Q: Will attendance figures be affected by the departure of Yrs 11 and 13 at half term?

A: No

14. Lead Governor reports

N/A this meeting

15. Governor Visits

Agreed: with limited time after lifting of covid restrictions, Principals will decide on the priority areas and liaise with LSB.

ACTION: Principals liaise with LE to agree priorities.

16. Policy

Agreed: Delegation of approval of RSE policy to Principal and Safeguarding Lead.

Agreed: Policy changes following review of policies: Exclusions Policy, Feedback Policy, Positive Behaviours Policy

P: LE, S: ML Vote carried unan.

17. Ethos update

N/A this meeting. Next Leads meeting 18th May

18. Training

Bitesize training sessions taking place each Friday

DM asked for 30minutes at next meeting to workshop Ofsted readiness

ACTION: Agenda for next meeting

19. Next Meeting

17th June time tbc

20. School Events

List of events circulated ahead of meeting

Meeting closed 17:39

Decisions from 13th May 2021

Lead Governors: Safeguarding - GJ; SEND – ME; QEC - LE with ML; Resources:LE; Pupil Premium - ML

RSE Policy approval delegated to Principal/Safeguarding Lead

Policy changes approved: Exclusion, Feedback, Positive Behaviour

Action Table from 13th May 2021

| No. | Lead | Action | Deadline |
|-----|------------|---|-----------|
| 1 | ALL | Consider Ethos Lead | end May |
| 2 | ALL | Log on and confirm user account in Governor Hub when notified | End May |
| 3 | Principals | Define priorities for school visits and liaise with LE | End May |
| 4 | JH | Agenda meeting time for Ofsted workshop | 17th June |

Signature of Chair:

Date: