

Group Meeting – Part I Minutes					
Date/Time	26 March 2019 – 5.00pm			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Derrick Brett	DB	Mary Ellery	ME	Marilyn Livingstone (Vice-Chair)	ML
Tania Skeaping (Chair)	TS	Phil Whittlely	PRW	Christopher Wright	CW
Julia Capell	JC	Bridget Down	BD		

Apologies	Initials	Reason
Gavin Jordan	GJ	Work Commitment
Timothy Pratt	TP	Prior Commitment
Mike Gurney	MG	Work Commitment
Angela Restall	AR	Prior Commitment
Absent without apology	Initials	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Adam Hill	AH	Head of School
Deirdre Petersen	DP	Head of School
Sulina Tallack	ST	Clerk to Governors

### 1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from Gavin Jordan, Timothy Pratt, Mike Gurney and Angela Restall. The meeting was content to accept their absence.
- All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting.
- The meeting was quorate.

### 2. College Principals Termly Report to Governing Board

DB advised that the numbers on roll for all year groups were due to increase. The September Year 7 intake is likely to be 275 children which will bring issues. There are also due to be an additional 17 students coming into the 6<sup>th</sup> form who are not already within the school.

**G – Is the 6<sup>th</sup> form rebuild on track?**

DB The handover of Wardhayes is due to take place in June and we are looking at September start. The refurbishment is also looking at a September start date and as such we have met with 2 architects.

**G – What is the contingency plan?**

DB In terms of the canteen we have fewer students projected to use it. Ultimately timing will be tight.

**G – Who will officially open it?**

DB That is to be decided, we are open to suggestions.

DB advised that there are strategies in place as a part of the NO work in terms of improving attendance. These will be brought to the Safeguarding and Behaviour meeting. He also noted that the free school meals figures were not accurate and would need revisiting.

Exclusions will increase when we implement 'Ready to Learn.' Governors were reminded that they were aware of this and endorsed at the previous Safeguarding and Behaviour meeting.

There is a very vulnerable group in Year 11 who are not attending, this equates to 20%. The majority of these are Pupil Premium students. It is a very unusual and unstable year group and at a guess this is in part due to the influx of charismatic students at a time when there is a change in staff and less regular contact time.

**G- Is this also due to the change in Curriculum?**

We have tried to really engage these students in terms of English, Maths and 2 sciences but we are below National levels.

The E-bac may have caused a reduction in students achieving this. Also it is all exam and no coursework as it used to be. Students could in effect bank a proportion of their grade in advance of the exam but can no longer do so.

**G – So it is now more about memorisation?**

DB Definitely.

**G – What strategies do we have planned to increase the percentage of student achieve E-BAC?**

DB We are thinking about it now. The direction of travel from the Department of Education is for 75% students to gain a language with this increasing to 90% over the next three years. We would be in a better position if 100% of students had to gain a language as then there would be no choice. At the moment students are avoiding languages by opting not to undertake the E-Bac route.

**G – Have you explored the Tavistock model regarding languages? We need to do something to make them attractive to students.**

G – The students taking E-Bac and not succeeding is due to reasons other than the language element.

DB in terms of my performance objectives;

- To gain a deeper insight into financial management in order to inform planning, strategy and to maximise impact.

I am meeting fortnightly with SK to go through the finance and to plan.

- To improve the quintile ratings and to improve the performance of PP students in nearly all subjects across the school.

Feedback from CG suggests that we are not on target to improve the performance of PP students to Q1 and Q2 across the school.

- Attendance to be above National levels and to be an improving picture.

At the moment we are not currently on target but we have strategies in place to reduce this gap. All year groups have attendance lower than the national average.

- Spend 5 days throughout the year supporting other schools within the trust.

2 days have been spent with Holsworthy on their attendance review. Plans are being made for the summer term.

- Meet regularly with mentor.

Regular meeting take place with the Head of West Exe. We are identifying areas for development and reviewing practice.

As an aside we have some really good news. The girls are second nationally in table tennis, there has been increase in take-up of Duke of Edinburgh and this has included a drive to encourage PP students.

G – Girls rugby in Year 8 is going really well. Please pass on congratulations to the Head of PE.  
DB The girls cricket team are in the Southern finals in Southampton.

**Actions:**

Summer 2 Meeting to start ½ hour earlier to allow for a tour. Governors to make suggestions re celebrity for the official opening.

JC to consider becoming the MFL Lead

**3. Primary Executive Heads Termly Report (including 9. Mid-term review on how PE support has been spent and indication of impact)**

PRW presented his report for each school. He advised that the pupil numbers are the half-terms.

G – Highampton at 28 has very low numbers.

PRW This has been reduced by a further 2 since the report was generated.

G – Is this a trend regarding village schools?

PRW No, it is just in particular cases.

AH There is now more choice and parents are willing to vote with their feet.

G – Are you now at saturation point?

PRW No we have capacity.

G – There are 500 houses being built at Petrockstowe.

PRW We need to capture the children from the development at Highampton.

Boasley Cross has been the most stable school this year and parents get a sense of it.

G – Our website need double checking and bringing up to date. They can help entice parents.

G – In terms of safeguarding Highampton is on red.

PRW You can see from the accompanying comments that there is an explanation. WE have seen anomalies in the data and there are irregularities in the SIMs data. This is being looked into to ensure that we are comparing like for like.

G – Do DCC take parents to court?

PRW Yes we do, we have two court orders at the moment.

If we look at the previous records for Lydford they were really low. DP has been focusing on this and improving consistency. DP has been focusing on this and on improving consistency.

For Boasley Cross note that the entries for 'serious incidents' are at 0.

G – What does 'early help' mean in terms of Boasley Cross?

DP For the school it means that we have lots of school based support going in and that agencies are involved. It is the step before MASH enquiries. It takes a long progress and lots of steps to get a Social Services referral. C-Poms records help to make a difference.

G – Does it help to protect the HoS and the rest of the staff?

PRW We are as efficient as possible but it does take time.

G - What about 'Thrive'?

PRW We don't follow 'Thrive' it is a particular brand that can be bought into. We take a 'Thrive' approach.

G – In term of behaviour why don't the numbers recorded for Exbourne marry up?

AH It is a graduated response. Not all children will trigger the next step.

PRW advised that we are working to improve outcomes and that pupil progress meetings too place in November 2018 and February 2019 to identify;

- Attainment
- Progress
- Soft measures
- Secrets of success
- Barriers to success
- Next steps
- Intervention programme and
- Update on case studies

For Boasley Cross the number not making strong progress is fairly low. Note that this is a worst case scenario.

The Leadership score is based on the time prior to the new HoS being in post. We are expecting things to have improved to a 2 by the summer.

G – The way forward looks to be positive.

G – It is good to see the spend in terms of Pupil Premium for Highampton and how this has been broken down.

PRW Our cohorts are so small that we need the case study approach in order to see the impact and trends.

The PE and Sports Premium has Key Indicators.

- 1: The engagement of all pupils in regular physical activity
- 2: The profile of PE and sport being raised across the school as a tool for whole school improvement.
- 3: Increased confidence, knowledge and skills of all staff in teaching PE and sport.
- 4: Broader experience in a range of sports and activities offered to all pupils.
- 5: Increased participation in a competitive sport.

G – In some of the schools it shows expenditure on a 'dance teacher' how is this sustainable?

PRW It isn't necessarily on a teacher.

AH The teacher we have should be staying.

G – We need to be measuring impact.

PRW We have our PE wheels.

G - Will there a be a legacy?

<p>PRW This has highlighted that there is very possibly a need for specialist teachers to have a role in primary schools.</p> <p>Staffing was discussed under Part 2.</p>
<p><b>Actions:</b> Define 'serious incidents' at the HoS meeting to ensure that all schools are working to the same definition. To obtain the reports from Safeguarding Lead.</p>
<p><b>7. Case study to show where Pupil Premium receipts have had a direct impact in primaries.</b></p>
<p>This item has been postponed until the summer term.</p>
<p><b>Actions:</b> Item postponed until Summer 2. 3 case studies. 1 each end of the spectrum and 1 in the middle.</p>
<p><b>4. Review and Monitor College SEF/SDP Areas 1: Effectiveness of Leadership &amp; Management – with a focus on the new school Leadership Team.</b></p>
<p>DB advised that the SLT is currently reviewing the entire Learning Plan. He reminded us that the Senior Learning Team was restructured within the past year. The roles of each member of the SLT has been identified prior to the start of the 2018 academic year. The Assistant Principals meet with DB each term and all have been offered the opportunity to explore external qualifications. In addition, we subscribe to 'Leadership Matters'.</p> <p>G – Hopefully next year those that haven't taken the opportunity yet will do so. DB I would hope so but understand that it is a big commitment. It entails 9 days at another school and they must run a projects. PRW It was some of the best training that I have ever had. DB It is invaluable and is a good source of reference.</p> <p>G - The Assistant Principals are on a 2 year temporary contract. Are they being supported enough? DB I am doing what I can in terms of support but it always takes at least a term to start getting your head around the role.</p> <p>G – What about new and future leaders? DB We explore how teachers within different parts of the school can impact in a different way.</p> <p>G – How are we developing cross-fertilisation across subject areas to ensure consistency in leadership? DB We have that in every subject and we meet for CMT meetings every half term.</p> <p>G – As Head how do you touch upon each faculty? DB I personally manage 2 and the remaining 7 are split between NO and CG. One of our areas of development is to filter out principles of good learning and introducing a coaching program for staff.</p> <p>G – Do you have the quality of leadership within the department? DB Yes. Leadership Matters is the vehicle we are hanging our hat on. Leaders will have more non-contact time next year.</p>
<p><b>Actions: None</b></p>
<p><b>5. Trust School Questionnaires</b></p>
<p>DB advised that it will be a role for NO next year and that there is a plan to ensure that every child responds next time during their ICT lesson.</p> <p>G – Northlew shines out with some really positive elements.</p>

<b>Actions:</b> It will be mandatory for all staff and pupils to respond next time the questionnaire in undertake.
<b>6. Receive Report on Primary In –Year Pupil Progress</b>
<p>PRW advised that this was looked at in depth at a meeting on 22 March 2019.</p> <p>The summary for all schools is that they need improvement. The report shows red where the school has fallen below the national average, however, it must be noted that this is based purely on the first half of the academic year.</p> <p>95% of the case studies are already in place. They do need to be updated and should be more impact driven.</p> <p>G – Are they useful? PRE They should drive change and be used as an aide memoir.</p> <p>G – Going forward how will they be evidence for transition to secondary school, parents and inspection? PRW They are a two sided sheet and as such will not be overwhelming but will provide an important summary.</p>
<b>Actions:</b> None
<b>8. Training</b>
<p><b>8.1 Receive feedback on Governor/Clerk training.</b> Governors advised that the Governance Masterclass was excellent and really inspiring.</p> <p>Attention was in particular drawn to the social media session which was very powerful. It gave examples on how teenagers can and are manipulated by social media.</p> <p>G – Where do we teach algorithms? DB This is taught on extended learning days. We cover body image, air brushing etc. and it forms a part of the wider PSHE sessions. It has drop down days in other year groups.</p> <p>G – I took from the training that participation was so important for all groups. The next steps following achievement of good grades in the Tony Breslin presentation particularly applies to this Okehampton College in terms of the journey beyond outstanding OFSTED judgement and maintaining the hike in student achievement from where the school was ten years ago.</p> <p>The Self-Governance Training and Development course provided some really useful contacts and has given opportunity for further joint working. It was especially good in identifying soft measures and a focus in that area.</p>
<b>Actions:</b> A hard copy of the 'Scheme of Delegation' should be made available and a link to the Academies Financial Handbook to be circulated. Governors should contact the clerk if they require a hard copy. A walk around the new build should be planned for Summer 2.
<b>10. Student &amp; Staff Welfare</b>
<p>DB advised that at the College the hour of non-contact time will be reintroduced. A mental health strategy has been put to the Strategic Leadership Team. A special event to commemorate the death of Ed Davis will be held on Easter Tuesday following school.</p>

We have mental health ambassadors, concentrate on mindfulness, Year 11 have tapping sessions, in addition aspects are covered in PSHE and tutor time.

PRW explained that the primary schools were sowing the seeds of mindfulness and that anxiety is already showing at such a young age.

G – Are the staff sharing their stress?

DB In general the staff are trying to have a positive attitude. It is a tough balance.

G – Exbourne should be praised for their support in accessing early help in managing stress within their cohort.

Governor Visits have proved to be a pleasure, interesting and really positive. The Governors have been involved at the 'vision' stage and will spend next term in the primary schools.

**Actions: None**

## 11. Quality First Teaching for SEN

It was noted that this had gone to an earlier meeting.

G – There seems to be a really positive relationship.

PRW Yes, and we will be meeting at one of the schools next time.

G – Has the technology issue been resolved?

PRW The technology in the classroom takes time. We need to persist with the new teaching techniques.

**Actions: Meetings should be held with SEN parents. The Governor Champion should meet in the primaries with SW**

## 12. Policies

### **BTEC Policy**

DB ran through the B-Tec policy and discussed recent issues in terms of Computer Sciences. The policy acknowledges the culture required for all departments.

The Governors were asked to show their approval of the policy. & voted in support and 1 advised that they did not feel ready to show full support.

### **Outdoor Education Visits and Off-site Activities Health Policy Finance Policy**

An email was received from one of our Governors asking 'what safeguarding checks are done on the adults in the families that have hosted guest students from our French twinning school as a part of our French Exchange trip?' The risk assessment does not appear to cover the suitability of host families.

G – This query could kill trips off.

DB There is the potential for that but it is vital to keep the children safe.

G – There must be other schools that do this?

PRW There must be the DBS checks are not arduous.

G – Who is the lead in the College?

DB The checking is done by CG and AW.

G – It is really important as individual members of staff could be made liable for any issues.

DB Those individuals are highly trained.

Governors were asked to indicate if they approved of the policy.

All 8 Governors approved the policy subject to a satisfactory response to ensuring that students were not put at risk with host families and the feedback from JL.

**Finance Policy**

This policy was explained to be a MAT policy.

The Governors acknowledged and approved the policy.

**Actions:** GJ to follow up on query with JL and feedback.

### 13 Chairs Reports

**Resources** – CW summarised the contents of the meeting and in particular mentioned the support for the Forest School at Lydford and the vote with regards to the proposed MUGA. He paid particular thanks to the team for organising the USA trip.

**Safeguarding & Behaviour** – GJ sent in an email summarising the content of the meeting held 22.03.19. The key point raised were the behaviour issues since September and the plans to tackle this, persistent absences, issues with gaps in the Single Central Records, the importance of GDPR and the plan to reinstate a second meeting per term.

**School Improvement** – ML advised that the meeting had looked at the appraisal system and the pupil outcomes area of the SEF for two schools. The Leadership presentation by RC was acknowledged and Governors were asked to volunteer to attend a session, the transition project was quite an exciting project and the meeting is looking forward to the outcomes.

**Actions:**

Governors asked to put themselves forward to RC to help with an RS session.

PRW to provide feedback on the joint primary/secondary transition project.

### 14. Previous Minutes

Minutes of the meeting were acknowledged as an accurate record.

### 15. Matters Arising

- The visit to Morchard Bishop has been rescheduled to 3 May 2019.
- The summary of issues discussed at the DMAT Executive Leadership Meeting should be added to the agenda for Summer 1.
- The case study on Pupil Premium receipts and their impact will be added to the agenda for next term.
- DP has shared contacts for Dartmoor Behaviour for Learning.
- PRW has provided a report on the mid-term spend of PE support.
- PRW will clarify what the £400 was spent on in Northlew & Ashbury in the summer term.
- Bridestowe data has now been provided.
- Other models have been covered on other agendas.
- The Governors visits have been diarised.
- The exclusions training for Governors has been organised and will run directly following the next Full LGB meeting.
- PRW has requested that the schools provide information upon request.
- The MAT policies have been updated and a link provided from the College website.
- Governors to receive copies of the Scheme of Delegation to comment on Summer 1.

We have a potential new Governor who has now attended a Resources meeting and is likely to apply to be a Governor. The other potential candidate is not interested. The gap is now in the HR and finance field.



The Governors considered the different names for the Federation school and whether the Dartmoor Federation should change its name. It was agreed that as there is no reference to a 'Cooperative Trust' in any of the documentation that a change would prove to be confusing. The identify is already in place for both children and parents. The majority wanted to remain as they are.

### 16. Meeting Review

The meeting review showed the meeting to be constructive with lots of questioning and challenge from Governors. Issues were addressed and clear and concise reports were given by the Heads. It would be helpful for all reports to be received in advance of the meeting to allow Governors the opportunity to digest the information.

### Time and Date of next meeting

- 23<sup>rd</sup> May 2019 at 17:00 at Okehampton College (room 407)
- Meeting closed at 19.00

### Action Table from FULL 26.03.19

WHO	WHAT	WHEN
Clerk	Tour of revised 6 <sup>th</sup> form area and new build. Earlier start to be planned.	Summer 2
ALL	Governors to suggest potential special guests for the official opening	ASAP
PRW	Agree definition of 'Serious Incidents' at Heads of School meeting so that we are all working to the same terminology and recording at the same level.	Summer 1
JL	Re Trust School Questionnaires – next time we need to make mandatory that all staff and pupils respond.	Autumn 2
Clerk	All Governors should be provided a link to the Scheme of Delegation and Academies Financial Handbook. A hard copy of Scheme of Delegation should be provided to all.	Summer 1
ME	SEN Champion should (with SW) meet with SEN parents in primaries	Summer 2
GJ	To clarify what checks are undertaken on host families i.e. safeguarding on residential trips	Summer 1
ALL	Governors requested to volunteer to attend an RS lesson	ASAP
PRW/SW	Provide feedback on transition project	Autumn 2
JL	To provide document requested	ASAP