

BOARD/ COMMITTEE:	Okehampton Local Stakeholder Board		
TRUST:	DARTMOOR MULTI ACADEMY TRUST		
DATE:	16 th March 2023		
TIME:	17:21		
VENUE:	Okehampton College / Remote via Teams		
PRESENT:	Simon Jolley (SJ)	Andrew Sweeney (AS) (from 17:56)	Martin Strube (MS)
	Jessica Hill (JH)	Sophia Clist (SC) (to 18:42)	Victoria Courtier (VC)
	Sarah Sheppard (SS)		
ATTENDING:	Jay Hooper (JaH) (Clerk)		

Actions, **red** Questions raised, **blue** Points agreed, **green**

Item	
1.	<p>Welcome and Apologies: New Co-opted Governor SS welcomed. NOTE: Agenda items were not taken in numbered order, to accommodate late arrival of Principal</p>
2.	<p>Procedural items:</p> <p>2.1 Apologies for absence Apologies received from MB and NH. Notice of late arrival received for AS. MG absent, no apology</p> <p>2.2 Confirmation of quorum The meeting is quorate</p> <p>2.3 Declarations of interest Reminder issued. No pecuniary or personal interests were advised for any agenda item for this meeting.</p>
3.	<p>Minutes</p> <p>Committee to ratify/approve the minutes from the meeting of the 26th January 2023</p> <p>Committee AGREED that the minutes were a true and accurate record of the meeting. The Chair to sign.</p>
4.	<p>Matters Arising</p> <p>4.1 Update on Action Points / Matters raised from the meeting held on the 26th January 2023</p> <p>6.4 Actioned</p> <p>7.1 Not clear; to check completion</p> <p>8.2 All actioned</p> <p>11.2 On agenda</p>
5.	<p>Matters brought forward at the direction of the Chair</p> <p>No matters brought forward</p>

6. **School Improvement**

- 6.1 SJ gave feedback following QEC Committee meeting on 22nd February. Headlines were:
- School improvement, and student voice
 - Physical environment of the school
 - Visit from Athena Trust

Q: How did the visit from Athena Trust go, and was it helpful?

A: The CEO (BP) spent the morning walking around the OCC site, and gave some really helpful feedback. Perhaps the most valuable observation, is the need for more clarity about who is round the SLT table, and where accountabilities lie.

Q: Are the visits a reciprocal arrangement?

A: AS & MC went to Launceston in the afternoon, which was also a useful visit. BP is coming back to OCC tomorrow.

- 6.2 **Q: We have read the Principal's report. There appears to be a narrative shift; how 'real' is that?**

A: There has been a shift, with things tightened all the time. Sept – Dec was about making change happen, then Jan – half term tightening everything. Now we need to tighten again, especially around behaviour).

Q: We note that voice work is in place. QEC seemed to indicate there is still a need for change to filter through to students, and to be evident as a positive. Is that fair?

A: School Voice is a challenge. There is some voice outside the school, particularly around bullying. We need to work through the detail to establish how 'real' that is, or whether it's just because of what happened on a bad day for one pupil.

Q: Bullying and movement around the school are back in student voice. What is being done to address that?

A: There are ongoing issues, particularly around vaping and behaviour in toilets. We are ensuring we keep up a continuing pressure in those areas, with a firm line on consequences.

Q: Are all staff on board with that need?

A: We do still have some staff rooted in that negative cycle of message/control, and we are working through that.

Q: The second area noted through the visit from BP, is the geographical location of the RESET room. Can you tell us about plans?

A: The number of fixed term suspensions is declining, but the number of internal suspensions increasing, so it's likely that more space will be needed for the future. We are looking to relocate the room during the summer term.

Q: Will the staffing model support expansion?

A: At present we operate RESET with a rota system, drawing staff from across the school. In the longer term, we would like to move to a small consistent team to manage the space.

Q: QEC looked at the KS4/5 data drop from November 22. The data from mock exams looks to be considerably down compared to other schools. Is there a reason for that?

A: The data has to be looked at in the context of exam preparation, which starts in Yr 10, and which was not in place here. We have first had to focus on ensuring that papers have been marked and moderated with rigour. Now we have to work on student preparation. By September we will have 2 rounds of mock data, 2 rounds of predicted data, plus the actual data. So we will be able to look at that and understand what is working, and where we still need to work.

Ideally, I would like 25% of the staff room to be exam board markers which will strengthen and give full confidence to our processes.

	<p>Q: When is data from the January mock due out? A: Today</p> <p>Q: Were there behaviour challenges through the mock exams? A: After the first round of mock, the number of children we would have had to report to the exam board for non compliance was significant. Much less so in January. Interestingly, attendance for Year 11 went up during the mock period which indicates they are taking the exams seriously.</p> <p>6.3 AS confirmed there have been no GDPR breaches.</p> <p>SJ and JH gave feedback following participation in a school self-evaluation exercise, in preparation for Ofsted. They were interviewed as governors, and felt confident that they could respond appropriately to the majority of the questions. The area around Pupil Premium spend and impact, are an area that the board should look at closely. (See item 8.3)</p> <p>6.4 Governors noted that AS has included a clear flowchart to guide through a complaint process, on the school website. The website link goes direct to the DMAT Complaints Policy, rather than including a lower level reporting pathway for voicing issues and concerns.</p> <p style="text-align: right;">* ACTION: Add to LSB Summary</p>
7.	<p>Community</p> <p>7.1 Governors Noted that the Community Team include an update on activity in the LSB Report.</p> <p style="text-align: right;">ACTION: Ask DB to attend a future meeting</p> <p>AS Thanked for the Voice updates, which were very helpful.</p> <p>Q: There was mention in the Principals report and some concerns in the Staff Voice, about lesson observation. How is that working in practice? A: We were expecting a more negative result, but we have ensured that training for SLT is really tight, and that all conversations are approached sensitively. I accept that there are differing views amongst staff, but this is about keeping standards high, and the expectations around that.</p> <p>Q: Surely there is a very fine line between accountability and undermining. How are you ensuring that teachers are not made to feel humiliated? A: I agree it's a fine line. I will be picking some of these up with a teacher after a member of SLT has offered feedback to them, to ask what the process felt like. It's a judgement call on whether something needs to be said there and then, or wait until the end of a lesson.</p> <p>Q: Is there anything being done in general, to bolster staff wellbeing? A: We've added a cap on meeting times, which must finish by 6.45pm. We're adding more CPD development time. We are seeing a rise in positive comments about SLT visibility and consistency, through staff voice.</p> <p>SJ noted his own observations and conversations with staff during his recent school visit, which supports that positive view. This is encouraging.</p>
8.	<p>Inclusion & Social Justice</p> <p>8.1 SC met with new SENDCO JH - Visit report will be circulated as soon as possible.</p> <p>New SENDCo moving from TCC on a phased move to ensure handover.</p>

	<p>Q: Is the new SEND team structure bedding in, and what are the key challenges for the team? A: Yes, the functionality and structure are bedding in. Now we need to ensure the TAs can build skills. JH will sit on SLT and that means the rest of the team will need to share some of the work, which creates development opportunities and greatly helps towards succession building.</p> <p>SEND Leads Forum met on 1st March, minutes are available for all to see.</p> <p>8.2 Governors noted the value of weekly voice out to parents and carers, which is really helpful. Several governors noted positive feedback from parents.</p> <p>Q: What has attendance been like, on strike days? A: Higher than expected, at around 75 – 80% on the first day, nearly 100% on second day.</p> <p>Q: In the data table, persistent absence shows particularly low (44%) is there a reason for this? A: It is due to the number falling below 90%.</p> <p>Q: Have there been any studies carried out on the effect of the curriculum on attendance? A: There has been a Trust review team working since December, to look at the 14-19 curriculum. Any changes would need very careful planning as change will take around 3 years, and would have to start with the current year 9. It's unlikely there would be any significant shift at KS3 as the national curriculum is so strong.</p> <p>SJ noted that the QEC committee recognised the need for some more specialised offers across the trust, particularly at KS5</p> <p>Q: There are very low numbers of SEND/PP transitioning into 6th Form. Are there any plans around that? A: It's on the radar, but there are no specific plans.</p> <p>Governors discussed the demographic and economic constraints of the area, some of which may also be a contributing factor to general attendance figures.</p>
8.3	<p>Governors discussed their responsibilities around the monitoring of PP spend and impact.</p> <p>Q: Has the 2021-22 spend been evaluated, and has the recently published 2022-25 Strategy been developed accordingly? A: In September, we could not identify who had responsibility for PP, or what information there was to evaluate. We are now collating data, and know what the figures are. The overall number of PP children is below the national average, but we are aware there are many children who are just below the thresholds. We can access some money from charitable connections, to help those families.</p> <p>Q: How is the bulk of the money spent? A: The vast majority is spent of staffing, primarily PSOs and TAs. Some money is put aside to help subsidise trips, revision guides, transport for after school activities, etc.</p> <p>Q: How is the impact of spending evaluated? A: There are a number of places we will look. Attendance data, outcomes, some behaviour / suspensions.</p>

	<p>Q: What about parent feedback? Are they given the opportunity to identify the things that have made a difference?</p> <p>A: That's something we need to build in.</p> <p>Q: Can we see some figures?</p> <p>A: We are in the process of budget setting for next year, so should be able to bring some figures to the next meeting.</p>
9.	<p>Safeguarding</p> <p>9.1 Safeguarding Action Plan shared.</p> <p>9.2 JH not yet carried out a visit this half term, the last visit was in early February. Has attended first Team Around School session, with the next meeting yet to be arranged. JH found this a very interesting meeting, helpful to understand context. All governors recommended to attend a future meeting if interested.</p> <p>Q: At the Safeguarding Leads Forum, we discussed bereavement training for DSLs. Has this been put in place, have you had support from the MAT to do that?</p> <p>A: Supervision sessions have been offered, some of which are from staff in other parts of the MAT, some of which are from external sources.</p> <p style="text-align: center;">ACTION: AS to check what has been offered / delivered to DSL</p> <p>Q: We have Child Mental Health Week, with highlights on Sexual Harassment and Sexual Violence. What has been done to share that with staff and students?</p> <p>A: We have put aside 31st March as a day to have time with staff.</p> <p style="text-align: center;">ACTION: AS share a full summary of what has been planned, and when</p>
10.	<p>Trust update</p> <p>10.1 March Governance update circulated in advance of the meeting</p> <p>10.2 LSB Feedback was circulated to trustees and relevant committees for discussion and where appropriate, action.</p> <p>10.3 All reminded to attend Festival of Hope events, where possible.</p> <p>10.4 Improvement in parent communication, which is well received.</p>
11.	<p>Housekeeping</p> <p>11.1 MS notified governors that he has been asked to Chair a Ugandan Trust, which may impact his ability to fulfil all Chair responsibilities. Vice Chairs may need to step in to help.</p> <p>All reminded to complete and return annual skills audit, if not already done.</p> <p style="text-align: center;">ACTION: All to complete and return to JaH by end of March</p> <p>11.2 SS agreed to look at I&SJ Lead</p> <p style="text-align: center;">ACTION: JaH sent SS some information about Committee and role</p> <p>11.3 School visit priorities: Chair, Safeguarding, SEND, Careers Governors discussed the need for a Governor Action Plan to help focus priorities and ensure that governor activity supports school improvement priorities.</p> <p style="text-align: center;">ACTION: MS to draft a plan, all governors agreed to respond to draft within 7 days.</p>

12.	<p>Policies for approval</p> <p>12.1 Three policies due to come to governors, but copies have not been circulated in advance of the meeting. This is now an issue of concern, as governors need time to read and review school policies before being asked to approve; approval by email should be exception only. ACTION: AS to ensure that policies are circulated to all governors, in a timely way for next meeting</p>
13.	<p>Training</p> <p>13.1 Reminders for Governors Guidance sessions 1st Tuesday of each month</p> <p>13.2 Training for Primary QEC Leads is at 4pm on Monday 20th March; A further session for Secondary Leads is being developed.</p>
14.	<p>School events listed in Principal’s report – All governors welcome to attend staff briefing meetings Mon/Wed/Fri 8.35 – 8.45am</p>
15.	<p>Date of next meetings: 29th March – Community Leads</p>
The meeting ended at 19:04	

Action Log from 16th March – Okehampton LSB

Agenda Item	Action	Actionee	Status
7.1	Ask DB to attend future meeting	Governance Professional	
9.2a	Check what bereavement training has been offered to DSL	AS	
9.2b	Share summary of activities planned for Child Mental Health Week	AS	
11.1	Complete skills audit and return to JaH by end March	ALL	On agenda
11.2	Share information on I&SJ Lead role and Committee, with SS	JaH	Complete
11.3	Draft a governor action plan, and respond to MS	MS, and ALL	On agenda
12.1	Ensure that policies for approval are shared in advance of meetings, in a timely way	AS	