

<b>Group Meeting – Part I Minutes</b>					
<b>Date/Time</b>	11 June 2020 – 17.10			<b>Location</b>	Okehampton College
<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
Gavin Jordan	GJ	Derrick Brett	DB	Phil Whittley	PRW
Mike Gurney	MG	Lorraine Ellicott	LE	Bridget Down	BD
Christopher Wright	CW	Marilyn Livingstone	ML	Julia Capell	JC
Mary Ellery	ME				

<b>Apologies</b>	<b>Initials</b>	<b>Reason</b>
Tania Skeaping	TS	MAT meeting
Sarah Bernie	SB	Maternity Leave
<b>Absent without apology</b>	<b>Initials</b>	

<b>ACTIONS</b>
<b>DECISIONS</b>
<b>QUESTIONS AND CHALLENGES</b>

<b>In Attendance</b>	<b>Initials</b>	
Carol Newman	CN	Admin & Operations Manager
Sulina Tallack	ST	Clerk to Governors

<b>1.1 and 1.2 Apologies and Pecuniary Interests</b>	
<ul style="list-style-type: none"> <li>• Apologies were received from TS and SB. The meeting was happy to accept the apologies.</li> <li>• All those present at the meeting confirmed that they had no pecuniary interests to declare that would affect the discussion at the meeting.</li> <li>• The meeting was quorate.</li> </ul>	
<b>1.3 Discuss Matters Arising</b>	
Advise of the College requirements for laptops following the results of the survey.	DCC has announced the laptops are available for the college but we have not been given a date for collection as yet. There has been some fundraising success.
Advise ML and CW on the timing of the meeting with SK	CW/ML attended a meeting with SK
Extraordinary meeting of governors to take place once the announcement has been made and plans have been put in place.	An Extraordinary Meeting has now taken place
Email ML to confirm whether they wish to sit on the primary, secondary, both boards.	This has been done

<b>Actions: None</b>
<b>2.1 Review OSHENS Report for Spring Term</b>
CN advised that there had been no real changes since the last meeting.
<b>Actions: None</b>
<b>2.2 Receive report on progress re MAT funded repair projects in both College and Primaries</b>
<p>There has been no expenditure as yet. The college has been granted funds from the SCA money for the toilets and gym plant room. Providers have been contacted for a solution but this has been without success. We have had 2 quotes for providing a design and specification.</p> <p>The staff toilets are being funded from the College capital budget. This work has been completed.</p> <p>The Maths corridor toilets are from College capital budget. This work is in progress.</p> <p>The MAT has stated that only essential works can be done and that a risk assessment should ensure that there is no risk to students. This means that the other capital works will progress as and when it is safe to do so.</p> <p>G – I am disappointed that more could not be done especially the toilets. Basic hygiene in this time is a real issue.</p> <p>C N– We have the money but are limited in what we are able to do. All of the toilets are open but maybe not as state of the art as they could be.</p>
<b>Actions: None</b>
<b>2.3 Receive report on activity during lockdown – premises issues College</b>
<p>The College has been transformed in line with the MAT risk assessment.</p> <p>DB – The work done by the College team has been amazing. The College has been repainted, noticeboards have been re-done and we are fully prepared for reopening on Monday.</p>
<b>Actions: None</b>
<b>2.4 Receive report on activity during lockdown – premises issues Primaries</b>

The schools have been transformed in line with the MAT risk assessment.

All classrooms have been stripped down and prepared according to the risk assessments. Hygiene stations have been arranged and marking of corridors and classrooms to facilitate social distancing has been done. Everything is working better than expected. The health and safety compliance aspects have taken priority. Other jobs will be undertaken over the summer.

**Actions: None**

### 2.5 Receive update on Holditch Centre

CN advised that a detailed design needs to be completed by the architect. The College have now appointed a cost consultant and are still aiming for a September opening.

**Actions: None**

### 2.6 Receive Update on EVERYS system

At present the College is focusing on compliance issues to allow the facility to open. Non-priority actions have been allowed to slip as certain things are not required during the lockdown. Several contractors are not working during this time.

**Actions: None**

### 2.7 Receive update on issues arising from GDPR audit

This area of work has not been progressed during lockdown.

**Actions: None**

### 3.1 Management Accounts for each primary

#### Possible deficit/surplus for each school for 2019/20

Predicted figures for each school:

- Boasley Cross £4,443.65 deficit
- Bridestowe £6,397.35 deficit
- Exbourne £25,689.27 deficit
- Highampton £11,372.11 credit
- Lydford £3,069.44 deficit
- Northlew & Ashbury £41,020.74 credit

PRW noted that a few things have been raised with SK and that her comments have been added to the notes.

[G – Thank you for following up questions with SK and for providing the notes.](#)

G – It looks as though there are no issues and that this year is OK financially, but for all of the wrong reasons.

PRW – the projected deficit and surpluses look better than before.

**Actions:** None

### 3.2 Management Accounts for Okehampton College (to scrutinise variances).

DB noted that the outcome in the new format finance sheet is that we have spent less than we would normally have done at this time of year.

G – I couldn't find catering information as the format is different. Is there an issue?

DB – The fire and shutdown have led to quite a substantial loss this year. Some of the staff have been furloughed.

**Actions:** Period 8 Management Accounts to be shared at School Improvement Group Meeting

### 3.3 Report on Budget development progress for each primary

CW met with SK to look at staffing and will look at the allocation of CPD et cetera next week.

**Actions:** Update on staffing and allocation of CPD

### 3.4 Report on Budget development progress for Okehampton College

See previous item notes and action.

**Actions:** See previous action

### 4.1 Federation Staffing Update

This item was discussed under Part 2.

**Actions:** N/A

### 4.2 Update on extension of opening in Primaries

All 6 primary schools have been open this week. The children and staff have adapted well. The numbers of children have also grown over the week. Most of the schools started at 25% of their capacity and are now likely to be moving towards the full capacity by the end of next week.

National policy has changed so that not all children are required to be back in school by the end of the academic year. We are offering any places we can to students and are exploring virtual lessons and tightening up our policy is to allow this. The schools cannot be opened further within the existing risk assessment and restrictions.

All risk assessments for EHCP children have been completed and enhanced risk assessments have been undertaken for previously shielding staff.

**G – Are there any issues?**

- The schools are really cold and this is due to the doors and windows being permanently open to allow airflow.
- Staggered lunchtimes. The plan was to do a daytime clean ,however, if the weather is awful and the children cannot go outside this is proving difficult.
- At break times there have had to be exclusion zones around the bubbles.
- A heightened awareness of cleaning has meant we have used an awful lot more products than we had expected.

The feedback is that things have gone very well.

The vast majority of staff have been exemplary and have stepped up to the mark. They have been working all the hours under the sun and giving their all. If the Government announcement is to carry on teaching over the summer holidays we would need external providers. Our existing staff need a break.

**G – Is more outdoor learning taking place?**

PRW – The teachers are planning for more outdoor learning but planned remote learning should still be followed.

**G – Are we still expected to follow the curriculum?**

PRW – The teachers are trying to deliver as much of the curriculum as possible ,although remotely.

**G – Is the Danish model being explored?**

PRW – The feedback from the ‘remote learning questionnaire’ shows that parents want a level set at best practice level.

**G – Is there any national guidance yet for September?**

PRW – No not yet. We will have to stagger attendance and continue to undertake some remote learning. We are planning budgets for normality but will have to take this into account.

**Actions: None**

**4.3 Update on plans/progress for further opening to Year 10 and 12 from 15 June**

The bubbles were sent out yesterday. The plans are for an alternating rota of school days to be put in place and for students to be advised of which bubble they are in.

A briefing has been undertaken with the staff and a further meeting is to take place on Monday. The Union representative is due to be touring the school tomorrow, in preparation for a Tuesday start.

**G – Public transport? Cleaning?**

DB – No Year 10 student responded to the survey with a requirement for public transport. The cleaning of school transport is a DCC issue.

CN – Contact has been made with the bus companies and they have shared their risk assessment.

**Actions: None**

#### 4.4 Receive report from SEN lead on SEN during lockdown

During lockdown the SEN Governor Lead has been in touch with our SENCOs at College and Federation Primary to get a feel for how things have been. Questions were asked about what has worked well for them, things they might take forward next term and where things could have been better; how our families with SEN children are coping and also about transition. The transition work is a real positive to highlight as is the amount of inclusive work, even with remote learning

A letter of thanks was sent to the Learning Support Team on behalf of the Governors.

**G –The TAs have been in contact and concerns have been raised. Are vulnerable children on the college list contacted weekly?**

DB – The Year 11's would normally finish this week so the last health call to them will take place next week. The vulnerable children will still be called throughout the summer. The TAs know the individual children and have a practical skill set that other staff do not. We have enough TAs but some have not been able to come in during this time.

**G – How are we preparing for September? Do we need a full-time counsellor on staff?**

DB – Counselling support is on the MAT radar.

**Actions: None**

#### 4.5 Acknowledge MAT Policy updates

Governors acknowledge the changes to the existing and new MAT policies.

College Policies

<ul style="list-style-type: none"> <li>- Main Campus Lockdown Procedure</li> <li>- Wardhayes Campus Lockdown Procedure</li> </ul> <p>The college policies are a result of our previous discussions from last year. <b>All Governors agreed to accept the policy.</b></p>
<b>Actions: None</b>
<b>5.1. Read and Approve Minutes of last Meeting</b>
<p>The minutes were agreed as an accurate record of the meeting and will signed at the next available opportunity.</p>
<b>Actions: None</b>
<b>5.2 Risks identified for Trustees</b>
<ul style="list-style-type: none"> <li>• Coronavirus</li> <li>• Finance for some of our primaries</li> <li>• Loss of income from catering</li> <li>• Funding shortfall for student toilets</li> <li>• Governance changes for 2020-21</li> </ul>
<b>Actions: None</b>
<b>5.3 Matters brought to Chairs attention</b>
<p>The new Academy Committee and plans for when the split takes place.</p>
<b>Actions: None</b>
<b>5.4 Meeting Review</b>
<p>The meeting was well Chaired.</p>
<b>Actions: None</b>
<b>5.5 Time and Date of next meeting</b>
<ul style="list-style-type: none"> <li>• 9 July 2020 at 17.00 - Virtual</li> <li>• Meeting closed at 18.35</li> </ul>

**Action Table from 11.06.20**

<b>WHO</b>	<b>WHAT</b>	<b>WHEN</b>
DB/PRW	Period 8 Management Accounts to be shared at School Improvement Group Meeting	S2
DB/PRW	Update on staffing and allocation of CPD	ASAP