

# Draft

FULL LOCAL GOVERNING BOARD MEETING – Part I						
Date/Time	12 July 2018 17:00	OKEHAMPTON COLLEGE	ROOM 407			
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership	
Mr D Brett	DB	Staff Headteacher	Mrs J Capell	JP	Parent	
Mrs B Down	BD	Foundation	Mr J Gordan	JG	Co-Opted	
Mrs J Lake	JLa	Co-opted	Dr M Livingstone	ML	Foundation	
Mrs T Skeaping	TS	Co-opted	Mr T Pratt <i>(Left 18:25)</i>	TP	Parent	
Mr T Williams (Chair) <i>(Left 19:00)</i>	TW	Co-opted	Mr P Whittley	PRW	Staff Headteacher	
Mr C Wright	CW	Co-opted				

Apologies	Initials	(Category of Governor)	Reason	
Mrs M Ellery	ME	Co-opted	Family Commitment	<b>ACTIONS</b>
Mr M Gurney	MG	Staff	Family Commitment	<b>DECISIONS</b>
				<b>QUESTIONS &amp; CHALLENGES</b>

In Attendance	Initials		Minutes to
Mrs G Tremain	GT	Clerk	Trustees
Mrs I Burrage <i>(Left 18:30)</i>	IB	Head of School Lydford Primary	
Mrs J Cook <i>(Left 18:30)</i>	JC	Head of School Northlew & Ashbury P C of E Primary	
Mr A Hill <i>(Left 18:30)</i>	AH	Head of School Exbourne C of E Primary	
Mrs D Petersen <i>(Left 17:55)</i>	DP	Head of School, Boasley Cross Primary	

<b>Quorum</b>	50% of the membership of the Governing Board, which must include either the Principal, or his representative, and the Primary Executive Head Teacher or his representative  <b>The meeting was quorate.</b>
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89 – Apologies & Declarations of Interest
<ul style="list-style-type: none"> <li>Apologies were received from Mrs M Ellery and Mr M Gurney.</li> <li>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.</li> </ul>

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## 90 – Questions on Primary Executive Head Teacher to include pupil performance data (Papers 1 and 1a)

- PRW invited questions on his Head Teacher Report (Papers 1 and 1a). The following questions / comments were raised prior to this meeting, along with PRW's responses:
- **The upgrade in the format of the first section of the report is good. However there is a lot of information that has not changed from the last report. It would be helpful to provide an overall list of all actions undertaken as an appendix and just focus on the new ones instigated in the period or the results from some of the actions.**  
Some of the wording is the same as they are still relevant actions, procedures and processes that are continuing. The evidence in the progress towards PRW's Performance Management targets was cumulative. **PRW will highlight additions in a different colour on future reports to show impact of actions.**
- **This report seems to also have dropped the percentages, why is that the case?**  
If you are referring to the percentage of teaching that has been judged to be good or better, that is because follow up observations have not taken place this Summer term and will be completed in the first half term in Autumn in preparation for Performance Management.
- **Gap data - are we any closer getting to this? Objective 2 is difficult to assess progress without it. Attendance objective 2, Pupil Premium (PP) not met in 2, SEND in 3 for summer & Northlew not for whole school.**  
Attendance targets - depends on whether you are looking at the aspirational 97% target we discuss with school leaders to keep everyone aiming high, or whether you look at the official target which is actually 96.2%.
- **Noted the inclusion of aims for Bridetowe School Council, do all the School Councils publish their 'aims'?**  
All schools will publish their School Council aims going forward.
- **Is there an update on the PP soft measures?**  
**Self-Evaluation Point 2. Same as last time, what is the update on progress?**  
More detailed information on the latest data for schools/children will be available when the KS2 SATs are published. Then this can be placed into the IDASH documents for a much clearer picture on the attainment and progress of children including groups such as PP, SEND etc and the gaps. This will be for all statutory assessment groups EYFS, Phonics, KS1 (Yr 2) and KS2 (Yr 6). This will be shared with governors as soon as it is available.
- PRW raised that the most recent School Internal Dashboard (IDSR) documents and the Analysed School Performance (ASP) summary documents are available for governors to scrutinise on the governor secure area of the website under FGB meeting papers 12 07 2018. PRW will meet with Neil Swait (DMAT School Improvement Lead) and Hazel Fox next week to put the data for all primaries across the DMAT into a matrix of risk. This will give an early indication of each school's strengths and areas of vulnerability.

<b>Action:</b>	<b>PRW will highlight additions in his Head Teacher's Report in a different colour on future reports to show impact of actions.</b>
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## 91 – Questions on Primary Priorities for 2018/19( Papers 2 – 6)

- PRW presented the Primary School Self Evaluation Form (SEF) documents (Papers 2 – 6). Noted that some judgements have changed. We now have clear guidance on evidence to support the SEF's and school Priorities following the recent visits from Neil Swait, DMAT School Improvement Lead. Notes following each school visit feedback has been published for governors' information (Papers 10 and 11) and this information has given Heads of School opportunity to reflect and change their judgements as appropriate.

<b>Action:</b>	<b>No Actions.</b>
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## 92 – Questions on College Principal’s Report (Paper 7)

- DB invited questions on his Head Teacher Report (Paper 7). The following questions / comments were raised by governors:
- **There are 7 fixed term exclusions under category ‘other’. Please clarify that category.**  
The report shows the categories we are required to use when excluding a pupil. Defiance is the main reason that would fall within the ‘other’ category.
- **TW raised that he had sent questioned to DB by email. DB to respond.**
- DB outlined the proposal to change the structure of the school day and the thinking behind that proposal. Noted that the new day would be as follows:
  - 08:35 – 08:45 – Staff Briefing
  - 08:45 – 09:10 – Morning Registration and Tutor Time
  - 09:10 – 10:10 – Lesson 1
  - 10:10 – 11:10 – Lesson 2
  - 11:10 – 11:35 – Break
  - 11:35 – 12:35 – Lesson 3
  - 12:35 – 13:35 – Lesson 4
  - 13:35 – 14:25 – Lunch
  - 14:15 – 13:20 – Lesson 5 (extended by 5 minutes to allow afternoon registration at start of lesson)

Noted that under the new structure, break and lunch will start 15 minutes later. We have consulted with the canteen staff whose contracts will be affected by this and they are very much in favour of the proposal and feel it will be much better for the students. Discussion ensued during which governors asked the following questions:
- **Do you think that changing the structure of the school day will improve whole school attendance currently 93.2% and Persistent Absence currently 18.95%?**  
We would like to think this change in structure will have a positive impact on attendance. This remains a high priority which SLT will continue to monitor.
- **Has this been shared with pupils? If so, what was their response?**  
We have spoken with the School Council and Year 8 students. There has, in the main, been a positive response, some students raised concern about only seeing their Tutor once a day. Again, SLT will monitor the impact on teaching and learning, pastoral care and behaviour.
- **How will Assemblies be incorporated into the new structure?**  
Assemblies will take place once per week for 20 minutes on a 2 week cycle e.g. House Assemblies Week A and Year Group Assemblies Week B.  
**Governors UNANIMOUSLY APPROVED changing the structure of the school day at Okehampton College from September 2018.**
- Noted that the DMAT are looking to employ 2 designation Education Welfare Officers to work across the MAT schools. Interviews take place later this week.

**Action:** DB to respond to the Questions raised by TW via email.

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**93 – Questions on College Priorities for 2018/19 (Paper 8 not available)**

- DB informed that the Senior Leadership Team met this week to identify College Priorities for 2018/19. These include Teaching and Learning and Closing the Gap. The Assistant Principals have been asked to write up the priorities by today for Nicci Offer (Vice Principal) to put these into the SEF and School Development Plan next week during curriculum extension week. The general principals have been shared with teachers as part of the Class Charts training.  
Governors asked if the Priorities will be shared with support staff.  
DB informed that these will be shared with all staff on the September Inset days.

**Action:** DB to arrange for College 2018/19 Priorities to be shared with support staff.

**94 – Receive Governor Report for publication on website (Paper 9)**

- Governors APPROVED the Governor Report written by GJ. Governors asked that the Report is published on the Governors page of the school websites and sent to parents via the school Newsletters. Clerk to put the 2017/18 Governors' Report on the College Website (there is a link to the governor pages on primary websites) and email the document to the Primary Heads of School to circulate to parents.

**Action:** Clerk to put the 2017/18 Governors' Report on the College Website (there is a link to the governor pages on primary websites) and email the document to the Primary Heads of School to circulate to parents.

DP left the meeting at 17:55

**95 – Questions on Primary School Review Visits at Lydford and Northlew Primaries (Papers 10 and 13)**

TW invited JC and IB to share their experience following the recent school improvement visits:

- JC informed that the visit was very useful. There were no surprises. They undertook a book scrutiny and questioned about understanding of evidence and Neil Swait had valid advice to share which was useful.
- IB felt that the visit validated where she thought the school was. A safeguarding matter in terms of site security was highlighted as a vulnerability given the small number of staff at Lydford. JHW has been asked to undertake a risk assessment and identify a solution. This matter will be referred to the Resources Committee. TW reminded governors that they can feed questions into committees via the Chair of each Committee (copying in the Clerk to Governors) at any time.
- Noted that the Year 6 SATs results have been received this week.

Each area of the SEF will continue to be scrutinised at committee level next academic year.

**Action:** JHW to risk assess Lydford primary site security and identify a solution to the perceived safeguarding issue.

**96 – Receive Report from Summer Term Governor Visits (Papers 14 and 15)**

- College – Assessment Key Stages 3 and 4 (Paper 14)
- Primaries – Case Studies (Paper 15)
- Agree dates and focus for Autumn Term Governor Visits

ML talked governors through the feedback following this term's school visits as set out in Papers 14 and 15.

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**96 – Receive Report from Summer Term Governor Visits (Papers 14 and 15)**

- (a) College – Assessment Key Stages 3 and 4 (Paper 14)
- (b) Primaries – Case Studies (Paper 15)
- (c) Agree dates and focus for Autumn Term Governor Visits

- **College visit – Focus Assessment of Key Stage 3 and 4.** The object of the visit was to look at and be informed about strategies to embed within KS3 teaching, learning and assessment the GCSE objectives. The goal for this strategy is to improve predictions and to reduce in school variation in outcomes between subjects while not increasing workload for teachers. The SLT want to encourage a culture of “being the expert” in teachers. Key to this strategy is to use the KS4 (GCSE) objectives to assess not only KS4 students, but also KS3. In practice this means using terms and phrases used in KS4 assessment across KS3. Therefore assessment will be the same in terms of objectives from Year 7 to Year 11. This assessment is also aimed at helping teachers to plan in-class interventions. Governors spoke to staff from 3 faculties, English, Modern Foreign Languages and Science to get an idea of how these faculties were approaching the strategy. The Rationale, Actions and Next Steps used for this strategy are set out on the final page of the report, which Governors noted.
- **Primary Visit – Focus Case Studies.** There was a range of different practices observed. In 3 schools Governors were able to speak to the class teachers as well as the Heads of School. This was most valuable as they could talk about the in-class use of the studies as well as their broader use. In future and where appropriate, governors will ask to meet with class teachers and Teaching Assistants, preferably on their own. It was felt by all who had completed case studies that they were very useful documents which help to inform current staff, but which will also be of use when the pupil moves into different classes or when they move up to secondary school. Noted that not all of the schools had completed all of the case studies. In one school none had been completed by the time of the visit. This made judging their utility difficult. Governors were assured by these staff that they would be completed shortly. Other schools were still to complete all the currently identified studies. **The Primary Executive Head Teacher has been made aware of this and has been asked to update governors on their completion.** It seemed to governors that these case studies were a natural growth out of the learning journey documents and the target diagrams, but this was not felt to be the case with all schools. There is still some variation in the use of the learning journey documents. **Heads of School asked if the governor visit feedback notes can be made available to them so they can implement change as appropriate. Agreed. Clerk to send governor visit feedback notes to Heads of School.**
- **Dates and Focus for Autumn Term Visits.** **Agreed to schedule dates for governor visits at start of the academic year. Agreed focus for Autumn Term Primary Visit – Impact of Developmental Marking.**  
**Clerk / PRW / ML to prepare cycle of dates for governor visit.**

<b>Action:</b>	<p><b>Primary Executive Head Teacher to ensure primary schools complete pupil case studies.</b></p> <p><b>Clerk to send governor visit feedback notes to Heads of School.</b></p> <p><b>Clerk / PRW / ML to prepare cycle of dates for governor visit (Autumn Term Primary Governor Visit Focus: Impact of Developmental Marking)</b></p>
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**97 – Trustees recommendation to Adopt Ethos Committee Terms of Reference (Paper 16)**

- Noted that the Trustees have put together Terms of Reference for the Local Governing Board Ethos Committee. Membership for Church and Non church schools was discussed. BD informed that at a recent Diocese training event it was highlighted that the new SIAMS Inspection will have an element that will focus on the Ethos Committee so it is important that schools follow the Terms of Reference and hold regular Ethos Committee meetings. Noted that these form part of the cycle of dates of governing board meetings.

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**97 – Trustees recommendation to Adopt Ethos Committee Terms of Reference (Paper 16)**

- Discussed the logistics of implementing an Ethos Committee for the College. **Agreed to set aside a time on parents' evenings which DB will attend. Clerk / DB to action.**
- **Governors UNANIMOUSLY ADOPTED** the Ethos Committee Terms of Reference, as recommended by the DMAT Board of Trustees
- **Agreed that Parent Forum meetings for non church schools within The Dartmoor Federation cluster can form the Ethos Committee. Heads of School to ensure that the terms of the Ethos Committee Terms of Reference are implemented in their school and that termly meetings take place. Heads of School to take notes of meetings which are to be emailed to the Clerk to Governors to put onto governor website and send to Clerk of Trustees who will share with the Trustees and Chair of Ethos Committee.**
- **BD was nominated foundation governor representative on the Church School Ethos Committee.**

**Action:** Clerk / DB to action Ethos Committee at Okehampton College.  
 Heads of School to ensure that the terms of the Ethos Committee Terms of Reference are implemented in their school and that termly meetings take place.  
 Heads of School to take notes of meetings which are to be emailed to the Clerk to Governors to put onto governor website and send to Clerk of Trustees who will share with the Trustees and Chair of Ethos Committee. BD to attend Church School Ethos Committee meetings as foundation governor representative.

*TP left the meeting at 18:25*

**98 – Agree date for SIP visit Autumn Term to undertake**

- **Clerk to contact Pauline Robins to set a date for September 2018 visit.**

**Action:** Clerk to contact Pauline Robins to set a date for September 2018 visit.

*IB, AH and JC left the meeting at 18:30*

**99 – Questions for Chair of Resources Committee – meeting dated 21 June 2018 (Paper 21)**

**Governors RESOLVED to discuss this item under Part II Confidential**

*TW left the meeting at 19:00*

*TS took the Chair*

**100 – Housekeeping:**

- (a) **Read, approve and sign Minutes of last Meeting dated 24.05.2018 Part I (Papers 17)**
- (b) **Discuss Matters Arising**

- Both the Part I (Paper 17) and Part II Confidential (Paper 18) Minutes of the meeting held on 24 May 2018 were signed as a true record.
- Matters Arising: Headline figure is that there has been no budget for Governors to approve.

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**100 – Housekeeping:**

- (a) **Read, approve and sign Minutes of last Meeting dated 24.05.2018 Part I (Papers 17)**
- (b) **Discuss Matters Arising**

- TS went through the actions noting those still to action as set out below.

**Action:** See Actions Table Below.

**101 – Questions for Chair of Safeguarding & Behaviour Committee – meeting dated 15 June 2018 Part 1 and Part II minutes (Papers 19 and 19a)**

- There were no questions raised for the Chair of the Safeguarding & Behaviour Committee with regards the draft Part I (Paper 19) and the Part II Confidential minutes (Paper 19a) of the meeting held on 15 June 2018.

**Action:** No Actions.

**102 – Questions for Chair of School Improvement Committee – meeting dated 15 June 2018 (Paper 20)**

- There were no questions raised for the Chair of the School Improvement Committee with regards the draft Part I minutes (Paper 20) of the meeting held on 15 June 2018.

**Action:** No Actions.

**103 – Review Governor Training – email clerk training undertaken prior to meeting**

- No information was emailed to the Clerk in terms of training undertaken by Governors this term.
- Noted that BD has been on training at the Diocese – Minute [97](#) above refers.

**Action:** No Actions.

**104 – Agree 2018/19 Cycle of Meetings and Committee Structure**

- Noted that the Clerk to Trustees circulated guidance as to when local governing board meetings are to take place for 2018/19 in order to feed into Trustees meetings and meet audit timelines etc.
- **Governors UNANIMOUSLY APPROVED the 2018/19 cycle of meetings and committee structure for the Dartmoor Federation Local Governing Board.**

**Action:** No Actions.

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## 105 – Primary Staffing Update (Paper 1c)

Governors **RESOLVED** to discuss this item under Part II Confidential

Action: No Actions.

## 106 – Matters Approved for discussion by the Chair

Governors **RESOLVED** to discuss this item under Part II Confidential

## 106 – What difference has this meeting made?

- Discussed a lot of information about pupils and staff.

Action: No Actions.

## 107 – Identify risks to refer to Trustees

- Budgets are a risk as we do not have confidence in figures provided due to there not yet being available since conversion to DMAT.
- Websites are a risk as need appropriate maintenance to ensure statutory compliance.

Action: No Actions.

## 108 – Vice Chair to Review Chair Performance

- TS informed that best practice is for the governors to conclude the meeting with a review of the performance of the Chair of the meeting. Governors felt the meeting was chaired well, there were some operational elements and some elements where governors felt they needed more time to review and ask questions rather than raise such prior to the meeting.

Action: No Actions.

## 109 – Date of Next Meeting

- Tuesday 16 October 2018 at Okehampton College, 17:00 Room 407.

Action: No Actions.

The Chair thanked everyone for attending the meeting.

**The meeting closed at 19:20**



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OUTSTANDING ACTIONS FROM 17 MAY 2018		
WHAT		WHEN
PRW	To write an article about what is happening cross phase for each school to publish in their newsletter.	Ongoing
TS	To send details of a suitable contact from Business Information Point to make contact to discuss how we go about recruiting a governor representative overseeing Work and Enterprise.	Immediate
Clerk	Remind Martin Smith of DTSA regarding JLA organising Governor Safeguarding Training for the DMAT.	Immediate
JHW	To provide Heads of School with list of priority projects.	Immediate
TS	To liaise with DMAT and update Local Governing Board accordingly as to how website compliance is progressing.	Immediate

ACTION TABLE FROM 12 JULY 2018		
WHO	WHAT	WHEN
PRW	To highlight additions in his Head Teacher's Report in a different colour on future reports to show impact of actions.	Ongoing
DB	To respond to the Questions raised by TW via email.	Immediate
DB	To arrange for College 2018/19 Priorities to be shared with support staff.	Sept 2018
Clerk	To put the 2017/18 Governors' Report on the College Website (there is a link to the governor pages on primary websites) and email the document to the Primary Heads of School to circulate to parents.	Immediate
JHW	To risk assess Lydford primary site security to find a solution to the perceived safeguarding issue.	ASAP
Clerk	To send governor visit feedback notes to Heads of School.	Immediate
Clerk / PRW / ML	To prepare cycle of dates for governor visit ( <i>Autumn Term Primary Governor Visit Focus: Impact of Developmental Marking</i> )	Before end of term
Clerk / DB	To action Ethos Committee at Okehampton College.	Before October 2018 half term
Heads of School	To ensure that the terms of the Ethos Committee Terms of Reference are implemented in their school and that termly meetings take place.  Heads of School to take notes of meetings which are to be emailed to the Clerk to Governors to put onto governor website and send to Clerk of Trustees who will share with the Trustees and Chair of Ethos Committee. BD to attend Church School Ethos Committee meetings as foundation governor representative.	Ongoing
Clerk	To contact Pauline Robins to set a date for September 2018 visit.	Before end of

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		Summer term
AK/SK	To review budgets during the summer holiday to ensure accurate figures are presented to Governors' Resources Committee from September 2018 onwards.	End Aug 2018