

Group Meeting – Part I Minutes						
Date/Time	9 January 2020			Location	Okehampton College	
Attendees	Initials	Attendees	Initials	Attendees	Initials	
Christopher Wright	CW	Tania Skeaping	TS	Marilyn Livingstone	ML	
Derrick Brett	DB	Philip Whittley	PRW	Lorraine Ellicott	LE	
Mary Ellery	ME	Sarah Bernie	SB	Julia Capell	JC	

Apologies	Initials	Reason
Lucy Pengelly	LP	Work Commitment
Bridget Down	BD	Work Commitment
Absent without apology	Initials	
Mike Gurney	MG	
Gavin Jordan	GJ	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Ian Courtney	IC	Chair of DMAT
Carol Newman	CN	Admin & Operations Manager
Martin Smith	MS	Director DTSA
Sulina Tallack	SAT	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests

- Apologies were received from LP. The group were content to accept this.
- 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 happy to welcome new Governor Sarah Bernie.
- The meeting was quorate.

1.3 Actions from previous meeting

Actions were from a previous Resources-focused meeting.
 The action for Governor training on financial information has now taken place.
 There are posters on the Portfolio Leads roles and responsibilities in the staff areas.
 Annual Financial Cycle in papers.
 Bank signatories is no longer relevant as central bank accounts.
 Positive Behaviour Policy has been completed.
 Actions 6-12 are for S1.
 SK is writing a Business Continuity Plan for MAT, but every school should have one. DB to feed back to CN.
 Educare link has been provided
 All Governors to let Clerk know ideas for future MAT conferences.

Actions: All Governors to let Clerk know ideas for future MAT conferences.

2. Policies

This item was deferred until the next meeting

Actions: Add policies to the next Full agenda

3.1 Ian Courtney – Chair of Trustees Dartmoor MAT

IC advised that DC has submitted his letter of resignation as he wishes to retire as of the end of Easter. IC will also finish at the same time.

A huge thanks was noted to both for incredible leadership for so many years. This was on behalf of all of the children, parents and colleagues that have benefited.

Separate boards.

A discussion took place on the move towards separate boards. IC noted that the Government is moving in that direction and that our models could be more robust. At the time of setting up the MAT, the existing federations were left as they were. Now that the Scheme of Delegation is being revisited it allows a clear focus on:

- safe guarding
- quality of learning

The Dartmoor Federation has so many schools to look at and across both of the primary and secondary phases and the discussions taking place wonder if it would work more effectively in challenge and support if it had less schools to look at? There is a lot of change is coming to the secondary schools and the MAT felt that now would be a good time for a primary/ secondary split.

[G - This is the biggest Federation by far in the MAT. We have 1800 pupils.](#)

All-weather pitch on the school field.

The Pavilion is owned by OCRA and is on land owned by the Town Council (this was land previously least to the College). The cricket field, first rugby pitch, Okehampton Argyle pitch and land upwards from this is has a 60 years lease running from 1971 (11 years left). The rest of the playing field and the buildings are to be transferred to the Co-operative Trust, freehold. The lease and the College owned land was transferred over to the MAT.

The Town Council lease in part covers the proposed site for improved sports provision. There is no issue with this element. The project needs written consent from the Town Council and would be subject to planning permission.

There are three parcels of land owned by the Town Council these are:

- Charter Hall
- Simmons Park
- Kempley Meadows

These are managed by a charitable trust of the Town Council.

DMAT have asked for the lease to be extended from 2031 and for it to be transferred to the Okehampton Sports Trust. The Town Council has been contacted regarding this. A Partnership of Okehampton Skills and the Sports Trust are also building a business incubation unit in partnership with The Princes Trust and the Job Centre.

G – What is the timeframe for the new sporting provision?

IC – The architect is finalising the plans, this is followed by the planning application process. It is likely to take at least 18 months. The commercial cost of this is around £3 million. Local business will be supplying in-kind labour and undertake the land preparation and the Sports Trust will be liable for the rest.

G – Is the Head of PE involved? What about fencing?

IC – Yes, the Head of PE is involved. The running track will run up to the footpath by the trees and this would be fenced. The proposal for the cricket field is to allow it to be used all year round and to ensure proper drainage. It would take away the existing football pitch and rugby pitch and replace them with FA standard facilities.

G – What are the assumed costs? Has maintenance been taken into consideration?

IC – There will be no costs regarding the construction. It will be paid for by the Charitable Trust and the in-kind labour.

G – What about the long-term maintenance?

IC - The expectation is that the College will rent out the new facilities and put the monies raised into a sink fund for replacement costs. Okehampton Argyle have a lease for use of the existing pitches, which covers Saturdays. They are happy to pay for any additional use. The FA is interested in contributing towards the additional changing rooms. Okehampton Argyll, the rugby club, the athletics club will potentially act as a funding body for seeking any additional grants required.

CN – Where do you see OCRA in amongst this?

DB – We work closely with OCRA to try to keep them solvent.

IC – There is a new manager there trying to raise standards. They have a three months notice in their contract.

G - Is OCRA and its ongoing issues a risk to the project?

IC – The project is safe either way.

G – Is it on the FA recently published priority list?

IC - No, it is not but John Parkinson from South Hants and West Devon Borough Council has placed this as one of his top priority is in the West Devon area.

G – Did you not develop a similar project in Axminster MS?

MS – Yes, we built a 3G provision at my former school via a Football Foundation grants. The processes are the same so there are some similarities. As this is independent of the grant process, it will not be constrained by the funding stream criteria.

The main learning points for us were;

- The soil survey was not good enough and this impacted upon the end design and cost.

- In hindsight we would have included reallocation of soil and included this in a planning application.
- We would have added some contingency in our funding application and estimates. In a four months timeframe costs increased by £15,000.

The Old Mill Site.

This site was owned by West Devon Borough Council with a covenant to use for community purposes. The covenants have now been released and it is owned by the Charitable Trust. The Charitable Trust has now submitted a planning application for residential use.

G – What about the safety of the children?

IC – Within the planning application there is a 1.2 meter protective pathway.

G - Does it form the part of the college?

IC - There is some affordable housing on the site and the link is not required once we have built the skill centre.

Actions: The governors need to come back to the trust trustees via minutes.

3.2 Vote to split Dartmoor Federation Board into Primary and Secondary from September 2020

Item deferred until next meeting.

Governors were reminded that the next Scheme of Delegation working group is meeting 29th January at 2 pm at the Skill Centre.

Actions: Item for discussion at next Full meeting.

3.3 Martin Smith (DTSA) – Annual Report

In what ways has Dartmoor Federation benefitted from Dartmoor TSA?

Continuing Professional and Leadership Development

Both Okehampton College and Federation Primaries have accessed a wide range of courses and programmes. Please see separate Membership Usage Report for period April 2018-March 2019 which provides a detailed break-down of what has been accessed by Federation schools (as well as the wider MAT partnership).

Attracting funding through grants and funds

For the last two years Okehampton College is part of a SSIF project led by Plymouth TSA on Peer Review. Two primaries – Lydford and Boasley Cross – are part of a fully funded Oracy Project.

Raising the profile of Okehampton College as a leading school in the region

Room 912 is used as a regular training room for teachers and leaders from Devon and the wider area. It is also used as a sub-regional meeting hub due to its excellent location. All this has meant that raised the status of the college in the region among leaders at school, LA and RSC / DfE Level.

G – You are employed 0.8 full-time equivalent as the Director?

MS – I am full-time. The teaching school employs me 0.6 full-time equivalent as Director and I am employed 0.4 on other elements.

G – Participation rates are good, apart from at Lydford.

G - It had a really positive impact.

G – Has the SIF project been productive?

MS – The college CPD is vast.

G – The MFL has been well involved?

MS - Some key people in the college contribute towards it.

DB – It is trying to get the balance right between CPD and the pull away from the classroom.

G – Are you comfortable with the balance?

DB – Yes, and it would be a shame to change this.

MS advised that the teaching school grants is coming to an end and that there will be the introduction of teaching school hubs. This will be aligned with the Department for Education policies. As one of six national teaching school hubs, this will be explored in further detail.

G - Schools week suggested that the Government was backing away?

MS – I have not seen this.

G – Is it sustainable and will it become part of the South-West hub?

MS - The new lead school will be Kingsbridge.

G - What is the eligibility criteria for a lead school?

MS -Entry rates and average results for E Bac.

MS - We have been preparing for change and it will not be a shock when it does happen.

Actions: ML to report on the DTSA meeting.

4.1 Access EVERYs Management System Update

Discussion combined with 4.2.

Actions: None

4.2 Monitor and evaluate the Health & Safety Audit for all schools – ensuring that the schools comply with DMAT Policy

JW reports on this to the trust level and his report has highlighted the key issues.

College

Of the issues identified, the electrical installation remedial works remain the clear priority. Of the other issues identified, a number of risk assessments now need to be reviewed and training stands out as an area for improvement. This will be addressed over the next two terms.

Boasley Cross

Of the few actions arising, the clarification of whether the electrical installation remedial work has been undertaken or not (See 9.7 below) is the clear priority. JHW will follow this up with PO. Other actions relate to Trust staff and will be addressed in the spring-term of 2020. Training will also be a focus for 2020.

Bridestowe

There is again a disparity between documentary compliance and the physical maintenance of the site. Much of this documentation will be reviewed in the spring-term of 2020 stating with those areas rated as Red. Draft documents, for the final approval of the Head of School or Premises Officer, will be forwarded. Training will also be a focus for 2020.

Exbourne

The review did reveal a number of non-compliances with actions for both the central team and the school itself. The review revealed a noticeable disparity between a relatively high degree of documentary non-compliance which contrasted with the high degree compliance in respect of the physical maintenance of the site. Much of this documentation will be reviewed in the spring-term of 2020 starting with those areas rated as red. Draft documents, for the final approval of the Head of School or Premises Officer, will be forwarded. Training will also be a focus for 2020.

Highampton

This was a positive review as evidenced by the comparatively small number of actions. Nevertheless, the review did reveal a number of noncompliance that do need to be addressed over the coming months. These are to be addressed by both Trust, Federation as well as school staff themselves. The report indicates who is responsible for each action and many of these are already in hand.

Northlew

The review did reveal a significant number of non-compliances. A number of these need to be addressed by the Trust central team. However, there are a number for the school itself to address. Much of these related to documentary non-compliance where updates sent out had not been printed off or applied. A clear theme arising from these particular findings was the need for training to be provided for school leaders to explain the documentation in place, the processes behind them and how they fit into ensuring the safety of staff and students.

G - Is there a deadline for completion?

CN - The deadlines have not been set as yet.

G - We would like to be updated on the red rag items at future meetings please.

Actions: Update on red rag items

4.3 Review School OSHENS Report for Spring Term

G - The stair incident mentioned. Was it due to volume?

DB – I will look into it.

G - The cleaning products incident.

CN – A member of staff was bringing in their own cleaning product. We now by our own cleaning product that all cleaners use.

G - Has the Bridestowe bookcase been fixed to the wall

PRW - I will look into it.

Actions:

DB to report back on the reason for the stair incident.

PRW to feedback on the book case matter.

4.4 Ensure Health & Safety/Security/Fire Risk/Lock down procedures assessments are carried out

The fire risk assessments are due this term. This item has been moved to summer one.

All other items are included within the JW audit already seen.

Actions: Item added to S1 agenda

4.5 Review Accessibility Plan (feed into disability equality scheme)

This runs to July 2020. A new one is to be presented in summer two.

G - Are you happy with the progress?

CN - I am a small part of the overall, which will be updated next time in readiness for the new academic year.

G - The progress column is really useful.

Actions: Update summer on the new Accessibility Plan.

4.6 Project Updates

Rainbow - no update as yet.

G - What about other potential community uses?

DB - It would be good to have a long-term plan.

The Holditch Centre. The architect and project manager have been appointed this week. The internal design is the next step and this will be followed by the tender process.

G - Why do we need an architect?

CN - There are additional walls, toilets, entrances, electrics et cetera.

DB - The footprint is as it was but there are other things to consider.

G - Will the new staff members be able to help design the space?

DB - Financially it is not a great idea to have an Easter start. It would not make the best use of time if we want the building to be open for use in September.

Actions:

TS/ML to ask IC about the use clause in the agreement and long-term options.

TS to update Karen Perceval relate re-the delayed start date

4.8 Update on research re session rate system for Octagon Centre

This item has been deferred.

Actions: Add research on Octagon rate session to Summer 1 agenda

4.9 Review progress of GDPR Audit actions – focus on actions ragged red

Red items.

1. Data Mapping	Progress to date	Revised Compliance Risk Assessment
Does the college have an up to date Data Map of INTERNAL systems (including paper and electronic records e.g. HR records, Office365/Google Doc) used to process and store personal information including pupils and staff, recorded in GDPRis? This involves consultation with stakeholders e.g. teachers, support staff, senior leadership, to understand the data flows.	This is a particularly large task which needs dedicated resources to complete, so is currently still outstanding.	Red
First Aid/ Medical	To be completed as part of data mapping process.	Red
SEND	To be completed as part of data mapping process.	Red
Exclusions	Redaction software has now been purchased and is in use. To be completed as part of data mapping process.	Red
Assessment	SLT to review current situation since Class Charts had only just been	Red

	introduced at the time of the audit.	
Exams	To be completed as part of data mapping process.	Red
Website/ Facebook use/protocols in place and clearly understood by all staff?	Not sure what this refers to.	Red

The data mapping exercise is a huge piece of work. The processes are pretty good and seem to be working.

G - Which area needs the most refinement?

CN - The parents ICT systems are new and getting all parents to engage with the systems is harder than expected. The direction of travel is positive though. Information management of pupils is also tricky.

G - Parents have embraced class charts.

DB – Parents embrace things that they already know. New systems proved more difficult.

Actions: A primary point of view can we have an update via PRW from the heads of school S1.

5.1 Management Accounts for each primary (to scrutinise variances).

Boasley Cross

- No external supply teachers were used but there are external claims showing.
- The staff costs a high due to the dropping people numbers but we may need to visit staffing structures.
- The red overspend is showing on catering, casual staff and professional services. I am unclear if the professional services include the Senior Leadership Team essential recharge.

G - Why is less revenue shown than predicted?

PRW - As the financial hub it has payments coming in.

G - Savings were due to be made by splitting the Head of School costs.

PRW - This was requested but is not showing on here yet. The MATs are looking at cleaning and catering contracts to see if there are savings.

G - Is there any idea on numbers for the next year's intake?

PRW - We will have a firmer idea next week.

Bridestowe.

- Supplying claims are high due to covering sickness during the autumn term.
- Staff is low.
- The over spend in casual staff is due to not being able to recruit.

- There has also been an overspend on supply.

Governors were reminded that;

- Bristow is the hub for history
- Boasley Cross is the hub of the Bristol trip.

Exbourne.

- Staffing is in line.
- The deficit is reducing very quickly.
- The overspend is on visits but I am unsure what this is referring to.

Highampton.

- The overspend is in supply for a staff member who had not been appointed. The staffing changes mean that the staffing line is now improving.

Lydford.

- Supply cover for admin in the autumn term.
- Over spend on teaching assistants.
- Overspend also on agency admin, ICT services, catering and uniform.

Northlew.

- The supply costs PPA and leadership cover will now balance out the staffing costs.
- There is an overspend on supply and visits.

G - Why is there still an issue rebalancing budgets?

PRW - Pupil numbers and there is also a lag in payments coming in. Across the patch the schools are down on pupil numbers.

G - Why?

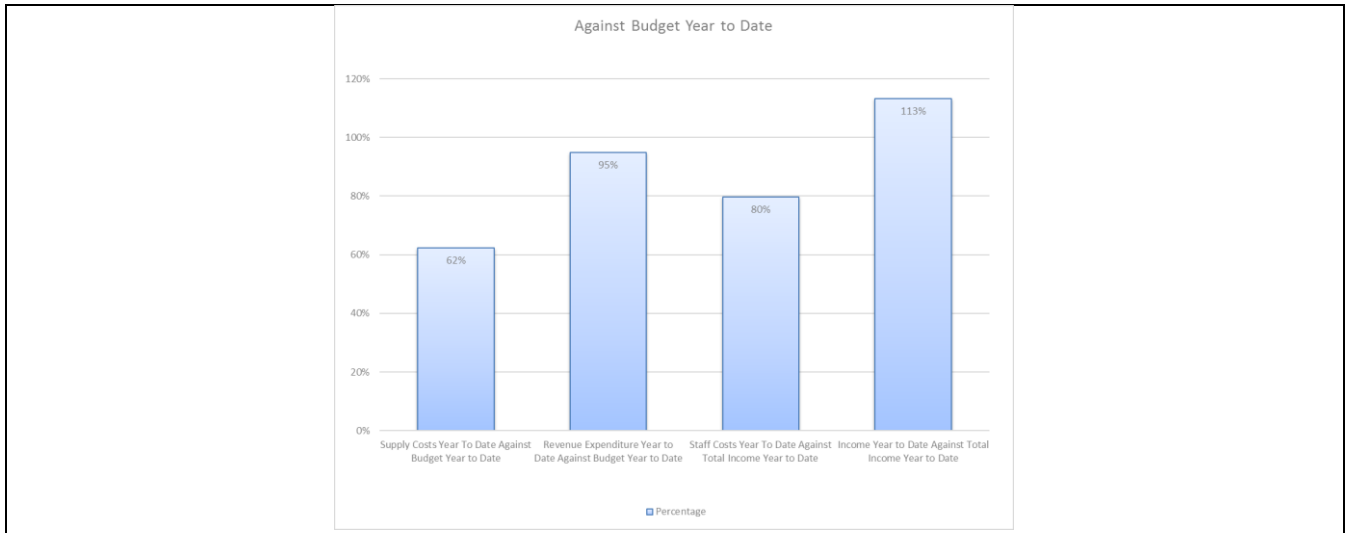
PRW - Bigger cohorts are leaving the schools than are coming in. Mobility within the schools is also an issue. Boasley Cross is the most affected by this.

G - Pre-schools and their long-term plans, is this the future?

PRW - Yes it is an important factor, we need pupil numbers.

Actions: None

5.2 Management Accounts for Okehampton College (to scrutinise variances).



- This is split by 12 and shows for this point in the year.
- We have saved 5% in revenue.
- Staffing is at 80%.
- Trip shows the last column to be large.
- The other table shows large receipts for trips and the receipts for Woodhayes.
- There is an underspend on agency costs and an overspend on catering.
- Overall, this is better than expected.

Actions: Finance to ensure that the heads have logins to the PS financials system.

5.3 Confirm Term Dates 2021 - 2022

G - Seven weeks for summer is a very long break especially for SEND children.

DB - I am meeting with Adventure Okehampton to look at holiday provision.

Item agreed for both primary and secondary schools

Actions: None

6.1 Federation Staffing Update (Part 2)

See Part 2 minutes

Actions: See Part 2 minutes

6.3 Monitor and evaluate the impact of all staff and governor CPD – do they have enough information support and training necessary to be successful in their roles?

This item was deferred

Actions: Ensure added to next Full – Resources Focus agenda

6.4 Set date for Headteacher’s mid-term review

See Part 2 minutes

Actions: See Part 2 minutes
7.1 Read, approve and sign Minutes of last Meeting and part 2 Minutes
The minutes were agreed as an accurate record.
Actions: None
7.2 Receive feedback from Members/Clerk training and other activities
There was no training to feed back at this point.
Actions: None
7.3 Review Minutes of Ethos Committees
The minutes were noted.
Actions: None
7.4 Risks identified for Trustees
The Governors identified staff retention, recruitment, and the ongoing financial issues as risks.
Actions: None
7.5 Matters brought to Governors attention
Iceland trip. This is linked to both GCSE and A-level subjects. G - This is very expensive and only 30 children get to go, what has been done for those that are missing out? Governors approved subject to the finance being checked and agreed by SK. Second part two
Actions: See part 2 minutes
7.6 Meeting review
Clear guidance was given by the MAT Chair and a sharing of overall vision and strategic direction. How this impacted upon and changed the federation was discussed. There is not enough access for the Heads to the financial data in order for Governors to oversee the financial performance as well as we would like.
Time and Date of next meeting
<ul style="list-style-type: none"> • 6 February at 17.00 at Okehampton College (room 205) • Meeting closed at 20.15

Action table		
WHO	WHAT	WHEN
ALL	All Governors to let Clerk know ideas for future MAT conferences.	ASAP
Clerk	Add policies to the next Full agenda	SF2
ALL	The Governors need to come back to the Trust trustees via minutes (splitting primary/secondary)	ASAP
ML	ML to report back on the DTSA meeting	SF2
CN	Update on red rag items	Next R meeting
DB/PRW	DB to report back on the reason for the stair incident, PRW to feedback on the book case as identified in the H & S audit	S1
Clerk	Add to agenda 'Ensure Health & Safety/Security/Fire Risk/Lock down procedures assessments are carried out'	Summer 1
CN	Update summer on the new Accessibility Plan.	Summer 1
TS/ML	Ask IC about the use clause in the agreement and long-term options.	ASAP
TS	TS to update Karen Perceval relate re-the delayed start date	ASAP
CN	Add research on Octagon rate session to Summer 1 agenda	Summer 1
PRW	Primary point of view on GDPR via PRW from the heads of school	Summer 1
SK	Finance to ensure that the heads have logins to the PS financials system.	ASAP
Clerk	Add 'Monitor and evaluate the impact of all staff and governor CPD to next Full R agenda'	S3 FR agenda