

Group Meeting – Part I Minutes					
Date/Time	9 July 2020			Location	Okehampton College
Attendees	Initials	Attendees	Initials	Attendees	Initials
Christopher Wright	CW (V)	Gavin Jordan	GJ	Marilyn Livingstone	ML
Derrick Brett	DB from 17.45	Philip Whittlely	PRW (V)	Mike Gurney	MG
Mary Ellery	ME				

Apologies	Initials	Reason
Sarah Bernie	SB	Maternity Leave
Tania Skeaping	TS	MAT commitment
Julia Capell	JC	Technology issues
Bridget Down	BD	Work commitment
Absent without apology	Initials	

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Sulina Tallack	SAT	Clerk to Governors

1.1 and 1.2 Apologies and Pecuniary Interests	
<ul style="list-style-type: none"> <li>Apologies were received from SB, TS, JC and BD. The group were content to accept this.</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>	
1.3 Discuss Matters Arising	
Period 8 Management Accounts to be shared at School Improvement Group Meeting	P9 not ready
Update on staffing and allocation of CPD	Covered in Head teacher report and on agenda
2. Elections/Governance Structure	
<p>2.1 Appointment process of MAT CEO Governors have each received a letter advising of the appointment of the new CEO.</p> <p style="color: blue;">G – Will the CEO be attending the trust review meeting next week?</p> <p>ML – We don't know.</p> <p>2.2 LAC Autumn Term The Chair has received formal notification of the split and Governors now need to advise which AC they would like to sit on. Some Governors have advised that they look to sit on both ACs. There will be a need for additional Governors and recruitment should take place in the autumn.</p>	

### 2.3 Structure of new Academy Committee and Meeting Structure

Our intention is to have 4 meeting for each AC each term. There would be no working groups except for ad hoc work in groups which would be set up as required.

G – The working groups involved teachers (during school hours) we may lose this with evening only meetings.

PRW – They can still be invited and it is probably easier and less challenging to attend an evening meeting as during the school day cover has to be provided.

G – In terms of timing, is 5pm still a good time?

G – 5pm is more beneficial to those of us having to come after work.

### 2.4 Proposed Academy Committee Meeting Dates

The Primary AC meetings are moved to take place on a Wednesday and on a consecutive week to those that the college hold on a Thursday.

### 2.5 Consider Governor Lead roles under new ACs

The new ACs will need to decide on a Chair and Vice-chair. Governors will also be needed for specific key roles.

#### **Actions:**

- Governors advise which AC is their preference and to put themselves forward for link roles e.g. chair, vice-chair, specific school links.
- Review timing of meetings at Christmas

### **3. Priorities for Academic Year 2020/2021**

3.1 Review summary of College priorities for next year. A focus on Covid-19 arrangements (DB arrived 17.45)

DB shared his draft action plan. There are 4 key objectives;

1. To ensure the Curriculum is appropriate for ALL students within the College, and that due consideration is given to the intent, implementation and impact of the curriculum in each subject area of the college.
2. Pupil progress at KS4 and KS5 to be in line or exceed the National Averages.
3. Supporting the work of the Trust.
4. To ensure middle leaders are suitably trained to enable them to have curriculum conversations in line with the new inspection framework.

The College Covid response has been based upon mitigating the risk of transmission, mitigating the spread of transmission if a case does occur and minimising and controlling the numbers that could be affected in the case of a confirmed case.

3.2 Review summary of Federation Primaries priorities for next year. A focus on Covid-19 arrangements

Each area has several additional actions. Highlights include

- BD has offered to facilitate supervision
- Use of technology to be continued and to carry on becoming more efficient
- Box whole training (similar to thrive) or teachers will be trained
- We spoke incremental targets for each child
- Focus on the first time is catch up on key subjects

PRW advised that JW risk assessment would be updated and adapted for each school. Each child will have an individual profile of need which will be added as an appendix to any case study documentation. Each class will have a summary of need, which will be used to support individual profiles and case studies.

1. The key priorities for the primary schools are;
2. Safety for children, staff and families
3. Mental health and wellbeing of children, staff and families
4. Develop a recovery curriculum
5. Develop an enriched curriculum
6. Re-establish a PR and advertising campaign to increase the number of children on roll.

**G – Case studies are an excellent idea. How will this work?**

PRW – We have a template uploaded to the website and have developed this with the heads of school, SENCo and executive head. It will provide the scaffolding for us to build the planning around.

**G – Are all of the teachers on board?**

PRW – There is some trepidation and a realisation that Covid is not over yet. Some of the target schools e.g. Okehampton primary will have large bubbles of 90+ children. We will have bubbles within bubbles for the smaller schools.

**G – Is the advertising linked to the MAT?**

PRW – Yes, the new CEO is aware that this is one of our priorities.

**G – Has any of the extra money from the government come into the schools yet?**

PRW – No

3.3 Review progress made over Academic Year 2019/2020. Primary and Secondary  
 Primary - PRW We believe that a new third children are actually on track. This reflects the picture across the whole sector.

College progress is reflected in the head teachers report (page 11). The process has been undertaken thoroughly and we are comfortable that everything has been done correctly. Resources will be

shared to allow students to catch up and summative assessment will be undertaken in the second week back as a benchmarking exercise.

G – Has there has been a drop-off in engagement?

DB - There are different types of children and the assessment will help with identify the gaps.

3.4 Reflect on the impact of the Academy Committee has had on the outcomes for pupils in the Federation in 2019/2020

CW has volunteered to write a report on behalf of the Governors.

**Actions:** CG to provide an update on the accuracy targets post publish the results A1

**4. Receive Termly Report from Primary Executive Head Teacher**

We have interviews next week for two teaching assistance for SEN children at Bridestowe and Exbourne. The budget preparation is shows us to be in a much better place than last year. There has been good collaboration and a better understanding this time around.

G –Are Highampton in agreement with the painless plan?

PRW - At the moment I am leading the school instead of a separate Head of School. We are not allowed to gag pool but we can allocate more budget from the school to cover my salary and better utilising the resource. This is an ethical approach and will be acceptable to audit.

**Actions:** None

**5. Receive Termly Report from College Principal**

DB guided Governors through his report and advised of a balanced budget for 2020/21

G – How many parents responded? Are we surveying Year 10?

DB - The information provided is in the report and is statistically valid. We have incorporated Year 10 feedback already.

G – What about the mobile phone ban?

DB - The survey has been looked at. The data shows that the parents supported a change of policy.

G – Has there been a review of the curriculum in light of black lives matter?

DB – Yes, at CLT

PRW we cover/address discrimination within the curriculum already.

<b>6. Finance</b>
<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Mobile phone policy to come via the summer governors meeting. Survey information to be shared.</li> <li>• MG to share 'Black Lives Matter' presentation.</li> </ul>
<b>6. Finance</b>
<p>Management Accounts Periods 8 and 9 and Budget Preparation.</p> <p>To date we still only have received period 8 finance information.</p> <p>PRW – We spent less than predicted. DB – We have a balanced 2021 budget.</p>
<p><b>Actions: None</b></p>
<b>7. Student and Staff Welfare</b>
<p>The College process is for the Heads of Faculty is and to check on all staff on a weekly basis. To date no issues have arisen.</p> <p>In terms of primaries there is nothing further to add to the information shared at the working group last week. Staff have a lot of work on and everybody is looking forward to a rest.</p> <p>G – Are all of the staff coming back in September?</p> <p>DB/PRW – Yes</p>
<p><b>Actions:</b></p>
<b>8. Brief update on Safeguarding &amp; Behaviour Group Working Group Meeting – 03.07.20</b>
<p>CE our safeguarding lead for the College and PRW are expecting a spike in issues but this has led to improved collaborative working. She is putting a list together of children to make contact with over the summer holidays.</p>
<p><b>Actions: None</b></p>
<b>9. Brief update on School Improvement Group Working Group Meeting – 03.07.20</b>
<p>The meeting looked at primary parental feedback, engagement with remote learning and an update on the wider opening of primary.</p>
<p><b>Actions: None</b></p>
<b>10. Receive feedback from any recent training</b>
<p>NS has provided governor training with an OFSTED focus, this has proved to be really good training.</p>

<b>Actions: None</b>
<b>11. Identify Governor/Clerk Training needs</b>
Deferred
<b>Actions: None</b>
<b>12. Policies</b>
<p>The following policies were those agreed by the Committees or recommended for approval by the FGB.</p> <ul style="list-style-type: none"> <li>- Intimate Care Policy</li> <li>- Okehampton_College_Whole_School_Healthy_Food_Policy_</li> </ul> <p>27.09 SI policies</p> <ul style="list-style-type: none"> <li>- Okehampton College NQT Induction Policy</li> </ul> <p>27.09 S &amp; B policies</p> <ul style="list-style-type: none"> <li>- DF Exclusion Policy</li> <li>- Behaviour Policy June 19</li> <li>- DF Behaviour and Uniform Expectations Policy</li> </ul> <p>24.01 S &amp; B policies</p> <ul style="list-style-type: none"> <li>- Behaviour and Uniform Expectation Policy *</li> <li>- Exclusion Policy</li> <li>- Boasley Cross Behaviour Policy</li> <li>- Bridestowe Behaviour Policy</li> <li>- Exbourne Behaviour Policy</li> <li>- Highampton Behaviour Policy</li> <li>- Lydford Behaviour Policy</li> <li>- Northlew Behaviour Policy</li> </ul> <p style="color: green;">Governors ratified the previous recommendations</p>
<b>Actions: None</b>
<b>13. Matter brought to the Chairs attention</b>
<p>The finances promised from the SCA budget will no longer be forthcoming.</p> <p>DB – We have lost everything except the money for the plant room.</p>

<p>PRW – everything on the primary list has now been deferred.</p> <p>A discussion took place on the need for an extraordinary meeting during the summer holidays. <b>An additional meeting in the first week of August has been agreed.</b></p>
<p><b>Actions: None</b></p>
<p><b>14. Read, approve and sign Minutes of last Meeting</b></p>
<p>The minutes were agreed as an accurate record.</p>
<p><b>Actions: None</b></p>
<p><b>15. Risks identified for Trustees</b></p>
<ul style="list-style-type: none"> <li>• COVID-19</li> <li>• Staff and student welfare</li> <li>• Mental health</li> <li>• Safeguarding</li> </ul>
<p><b>Actions: None</b></p>
<p><b>16. Meeting review</b></p>
<p>The meeting has gone very well virtually and seemed much more disciplined than those held in person.</p>
<p><b>Time and Date of next meeting</b></p>
<ul style="list-style-type: none"> <li>• 6 Aug - Virtual</li> <li>• Meeting closed at 19.15</li> </ul>

Action table		
WHO	WHAT	WHEN
ALL	Governors advise which AC is their preference and to put themselves forward for link roles e.g. chair, vice-chair, specific school links.	ASAP
ALL	Review timing of meetings at Christmas	Christmas
CG	CG to provide an update on the accuracy targets post publish the results A1	A1
Clerk	Mobile phone policy to come via the summer governors meeting. Survey information to be shared.	S1
MG	MG to share 'Black Lives Matter' presentation.	ASAP

