

# Final

FULL LOCAL GOVERNING BOARD MEETING – Part I					
Date/Time	24 May 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
Mr M Gurney	MG	Staff	Mr J Gordan	JG	Co-Opted
Mrs J Lake	JLa	Co-opted	Mr T Pratt ( <i>Arrived 18:00</i> )	TP	Parent
Mrs T Skeaping (Chair)	TS	Co-opted	Mr P Whittley	PRW	Staff Headteacher
Mr T Williams ( <i>Left 19:10</i> )	TW	Co-opted			

Apologies	Initials	(Category of Governor)	Reason	
Mrs B Down	BD	Foundation	Other Commitment	<b>ACTIONS</b>
Mrs M Ellery	ME	Co-opted	Other Commitment	<b>DECISIONS</b>
Dr M Livingstone	ML	Foundation	Other Commitment	<b>QUESTIONS &amp; CHALLENGES</b>
Mr C Wright	CW	Co-opted	Apologies Not Submitted	

In Attendance	Initials		Minutes to
Mrs G Tremain	GT	Clerk	Diocese + Trustees
Mrs D Petersen	DP	Head of School, Boasley Cross Primary	
Mr A Hill	AH	Head of School Exbourne C of E Primary	

<b>Quorum</b>	50% of the membership of the Governing Board, which must include either the Executive Principal, or his representative, and the Executive Head Teacher (Primary) or his representative  <b>The meeting was quorate.</b>
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73 – Apologies & Declarations of Interest
<p>Apologies were received from Mrs B Down, Mrs M Ellery and Dr M Livingstone.</p> <p>Formal apologies were not submitted by Mr C Wright.</p> <p>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.</p>

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## 74 – Receive Termly Report from Primary Executive Headteacher to include pupil performance data (Paper 1 and 1a)

- Governors noted the progress PRW had made towards achieving each of his performance objectives as set out on page 1 of his report. Governors also noted the questions raised by TW prior to the meeting and PRW's responses to these are set out in Paper 1b, tabled.

PRW informed that the attainment and closing the gap data relates to last term's data. The SATs have now taken place and the Summer Term 1 data has been submitted by the Heads of School from which is it clear that some of the cusping children are now more secure in their progress.

[Governors challenged that Science seems to be an issue across most schools and asked what is being done to address this issue?](#)

PRW informed that schools have been working hard to ensure expected standards for the subjects statutorily assessed. We will look to focus on non statutory subjects next.

[Governors ask what progress has been made to close the gap.](#)

PRW informed that we have gap for attainment and gap for progress. Appendix 2 in Paper 1a is colour coded – black denotes there are no Pupil Premium (PP) children in the school for that year group. Percentage-wise this is showing where the number of children in PP are attaining or progressing better than their non PP counterparts. White cells show where non PP children are outperforming PP children. Overall the gap has reduced and some of the children are doing better than their counterparts.

[Governors asked what Heads of School are doing to help children with accelerated progress.](#)

DP informed that at Boasley Cross, this is a focus through Quality First Teaching. Targeted questioning within classroom interventions. Teaching staff write a weekly report for her as Head of School showing soft and hard measures.

[Governors asked if this was making an impact and being mirrored across other schools.](#)

PRW informed that this good practice is being mirrored in some schools in some year groups.

PRW emailed governors the Pupil Tracker review of soft measures document, anonymised data.
- Other points noted from PRW Head Teacher's report are as follows:

**Behaviour Including Exclusions:** There have been no permanent or fixed term exclusions during the Summer 1 half term 2018. Where there are concerns with children's behaviour, parents are consulted and work with staff to create Behaviour Care Plans which are regularly reviewed.

**Safeguarding/SEND/Student Council:** Noted.

[Governors asked why School Councils seem pro-active in all schools apart from Northlew.](#)

PRW informed that the Head of School is still developing the School Council at Northlew.

[Governors asked for an update on any SEND model going forward.](#)

PRW informed that various models have been presented to the CEO for consideration. We have Cheryl George supporting at the moment and when we do finalise a model she will help to set it up. We are still exploring ideas to see what talent is out there. JLA informed that the DMAT proposal is to look to employ 2 dedicated Education Welfare Officers to work across the DMAT school and this will give opportunity to look to assess need and align accordingly. Okehampton Primary has appointed a SENDCo this week.

**Teaching and Learning (including curriculum):** Noted.

**Pupil Outcomes – Achievement, Progress and Moderation:** Noted.

**Self Evaluation and School Development Plan:** Noted

**Finance:** Noted.

**Governance:** Noted. Governor visits to the primaries are still focusing on Case Studies.

**Staffing Issues:** Noted

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**External partnerships:** Noted. TS raised that Governors recognise how much PRW has done to support Holsworthy Federation, the Highampton partnership and DTSA.

**Enrichment for Children:** Noted.

Governors asked whether there was a specific reason why parents were not in favour of a cross federation city break for children – as we have a federation of schools, it seems odd that one school does not want to engage with another school?

PRW informed that Bridestowe do not want a trip with another federation school. We are looking at various options and it may be that we can do a combined trip of some sort.

Governors raised whether it would be practical to have a collaborated Newsletter, or a collaborative section to each school's Newsletter, as this may be a useful way to encourage parents to think cross phase. **Action: PRW to write an article about what is happening cross phase for each school to publish in their newsletter.**

**Parents (Engagement Complaints, Communication, PTA):** Noted. PRW is based at Bridestowe for the remainder of the summer term until the Head of School returns from maternity leave. During this time he is getting to know parents and listening to their voice.

**Premises and Physical Resources:** Noted.

Governors asked how much is in the primary capital budget. PRW informed this is currently circa £26k.

Governors asked that future Head Teacher Reports detail some headline figures in terms of budget. **PRW to action.**

- Governors asked for feedback following the recent visits by Neil Swait School Improvement Lead for the DMAT at Boasley Cross and Exbourne Primary Schools recently.

AH, speaking about the Exbourne Primary visit, informed that he found it a positive and useful experience in terms of focussing objectives and school improvement. Overall, feedback has been positive. They talked about how well staff know the children's data and next steps forward. Staff were happy to show the visitors their books and were happy with the feedback. They picked out progress in the books and problem solving in Maths. They also identified room for improvement especially in greater depth marking and set some personal targets for AH, which he felt was a positive.

DP, speaking about the Boasley Cross Primary visit, informed that she also found it a really useful visit with relatively good challenge but she was hoping for a more robust level of challenge. Professional dialogue with Neil Swaits and feedback confirmed what they know is going really well and what the key lines of enquiries are.

PRW informed that there will be a return visit next academic year which will be a much more robust process.

The Chair thanked PRW for his report and for the input from both AH and DP.

<b>Action:</b>	<ul style="list-style-type: none"> <li><b>Action: PRW to write an article about what is happening cross phase for each school to publish in their newsletter.</b></li> <li><b>PRW to include headline figures in terms of budget for future Head Teacher Reports.</b></li> </ul>
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## 75 – Receive Termly Report from College Principal to include pupil performance data (Paper 2)

- DB gave a verbal report this term rather than a written report. He informed that we have not had a Full Governing Board meeting since the sad loss of Edwin Davis, Teacher. Ed was a very well respected and loved colleague. A lot of staff went to the thanksgiving service in Tavistock to pay their respects, which has given closure for the school but we are keen to continue to support the work his wife (also a teacher at the College) and family in terms of rising

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awareness of Mental Health. MG raised that it has been difficult for the students but feedback from students, parents and the community is that it was handled delicately, sensitively and well. JC informed that as a parent having heard her children speak about the wonderful assembly, she felt the situation was led from the heart.

- The same week the College had to evacuate because the garage adjacent to the bottom of the school drive caught fire and burnt down and, in another incident, a workman fell through the roof of a classroom whilst undertaking repairs. Thankfully, there were no serious casualties or injuries as a result of these two events.
- The College has also had a Co-operative Challenge Partners interim review.
- DB informed that he and colleagues have been interviewing almost continuously for the last 3 weeks and will continue to do so right up until the end of the half term. As things now stand, we will be fully staffed for September 2018.
- Year 11 students – some are highly motivated and a minority less so. We have 2 students in Year 11 who have become hospitalised due to surgery and will be unable to take their exams until this time next year.

DB then gave an update on the progress he has made towards achieving each of his performance objectives set for 2017/18 as follow:

- **To use progress data for Year 7-13 to target underperformance and implement effective intervention. To quality assure the accuracy of predicted data to ensure predicted data Year 7-13 to ensure interventions are appropriate and lead to outstanding student progress** – we are using progress data for Year 7 to Year 13 to target underperformance and to quality assure the accuracy of predicted data to ensure predictions are appropriate and lead to outstanding student progress.
- **To re-focus the college on teaching, learning and assessment as identified within the college improvement plan, thereby improving student progress** – next year there will be an assessment period before data collection. We want data to be created on something that has been assessed.
- **To work with staff to implement strategies to close the gap between disadvantaged and non-disadvantaged students, as part of a strategic plan of the College over the next 2 to 3 years to reduce the gap to zero** – Pupil Premium has been a priority all year. The Co-operative Challenge Partners review looked at Pupil Premium. They were pleased with a lot of aspects but they felt there were some things we can improve on.
- The Co-efficients we are using are so far out of data that all we can do is to try to get students to perform above their target grades and hope that we will close the gap. Governors noted that the gap was -0.3 at the start of the academic year and moved to 0 over 6 months as the data became validated. We are going in to this Year 11 exams having nothing tangible to look at and, whilst we are mindful of our students, it is difficult to gauge if the gap is closing.
- For some subjects the combination of the new GCSE and Progress 8 (P8) are an issue for example Beliefs and Values where results were not good enough in most cases to count towards P8 last year. Another example is Spanish which has historically had good results on a small group but the new courses has made it very difficult. We will continue to monitor curriculum planning in the best interests of the whole cohort.

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### Personal Professional Development

- **Further development through becoming a facilitator on a Middle or Senior Leadership Course** – DB informed that he was advised that the best way to do this was to lead a co-operative review. This was planned to take place at KEVICCs but it was cancelled because of the inclement weather earlier in the year.

The Chair thanked DB for his verbal report.

#### Action

- **DB to include headline figures in terms of budget for future Head Teacher Reports.**

## 76 – Receive Report on Spring Term 2018 Governor Visits (Papers 14 and 15)

- In the absence of ML who was unable to attend this meeting, TS drew governors attention to Papers 14 and 15 setting out findings following the Spring Term 2017 governor visits.
- The focus for the primaries was Moderation and TS invited questions from governors.

Governors asked if any changes to how schools moderate have been implemented since this round of governor visits, for example more inter-school moderation and crossphase working with neighbouring clusters in the MAT.

PRW informed that moderation is currently under review as a whole. We have put together a calendar clearly setting out the programme of moderation that will involve all the MAT primary schools for 2018/19. Some of our schools have been moderated for Early Years, Key Stage 1 and Key Stage 2.

Governors questioned that, where there are inconsistencies in how schools moderate, whether processes have been put in place to ensure schools are adopting the same practice?

PRW informed that steps are being put in place and consistent moderation is getting better. People have a greater understanding of national expected and what the body of evidence will look like.

- The focus for the College was Tutor Time/Pastoral and TS invited questions from governors.

Governors raised that it was clear from speaking to a group of Year 7 and 8 students that morning registration is not always effective.

DB informed governors that when this year's Year 11 students leave we are looking into the possibility of piloting a change the structure of the school day. The start and end times to the day will remain unchanged but how the day is structured will change. At the moment we have 10 minutes registration in the morning and 20 minutes tutor time in the afternoon. The proposal will be to pilot a morning registration/tutor time lasting 25 minutes. By moving the tutor time activities to the morning staff will be better placed to ensure students have the correct information at the start of the day. Afternoon registration will take place during lesson 5 which will run for an additional 5 minutes. The down side is that it will move break and lunch time 15 minutes later and students will only see their Tutors once a day. Feedback from other schools who have moved to this model is very positive. We will obtain feedback from students, parents and staff and make a decision as to whether we move to the new model from September 2018.

The Chair thanked ML for putting together the reports in readiness for this meeting.

Mr T Pratt arrived at 18:00

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## 77 – Agree dates and focus for Summer Term Governor Visits (visits to include monitoring Single Central Records)

- Summer Term Governor visits will focus on Case Studies of cuspings cupils and pupils who are vulnerable plus review of individual school Single Central Records. **ML will confirm dates of visits with governors.**

**Action:** ML to confirm dates of visits with governors.

## 78 – Set date for Clerk to Governors’s Annual Appraisal Summer Term 2018

- TW and TS to set date during College curriculum extension week to undertake the Clerk to Governors’ Annual Appraisal.

**Action:** TW and TS to liaise with Clerk to Governors to set date to undertake Annual Appraisal.

## 79 – Trust Recommendation for Local Governing Board to Adopt Committee Terms of Reference (Papers 3 – 10)

- **Governors UNANIMOUSLY AGREED TO ADOPT** the following Local Governor Board Committee Terms of Reference:
  - LGB First Committee (Paper 3)
  - LGB Head Teacher Appraisal Committee (Paper 4)
  - LGB Pay and Performance Committee (Paper 5)
  - LGB Resources Committee (Paper 6)
  - LGB Safeguarding Governor Committee (Paper 7)
  - LGB School Improvement Committee (Paper 8)
  - LGB Second Committee (Paper 9)
  - LGB Annual Cycle of Governance (Paper 10)
- Noted that the Terms of Reference for the Ethos Committee will be presented to the next Full Local Governing Board meeting once the terms have been approved by Trustees.

**Action:** Clerk to add Ethos Terms of Reference to next Full LGB meeting.

## 80 – Discuss extending Term of Office for Co Chair/Co Vice Chairs and Chairs and Vice Chairs of Committees to 31 August 2019

- **TS raised that given terms of office for Co Chairs/Co Vice Chairs, Chairs and Vice Chairs of the Committee, and governor subject leads have only just been approved, she proposed all officers continue in post until 31 August 2019. This was agreed.**

Governors noted that TS will chair First Committee for matters relating to Pupil Exclusion/Discipline and TW will chair First Committee for matters relating to Staff Issues. Therefore, PRW and DB should discuss/inform TW with regards pupil issues and TS with regards staff issues in order to keep them untainted in the event of needing to arrange a First Committee hearing.

## 81 – Appoint Link Governor for Work and Enterprise

- Noted that careers is back on the Government’s agenda and it is important for schools to give impartial advice for children across Years 8 – 13. We need a governor to monitor the work and practice of careers at the College and link

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## 81 – Appoint Link Governor for Work and Enterprise

with businesses in the community. TS raised that if we feel there is a skills gap within our governing board we would need to think about asking Trustees to consider co-opting a suitable Governor to our Board. Following discussion, JC recommended contacting Business Information Point initially. **JC to send details of a suitable contact to TS who will, in turn, make contact to discuss this matter.**

<b>Action:</b>	<b>JC to send details of a suitable contact from Business Information Point to TS. TS to make contact to discuss how we go about recruiting a governor representative overseeing Work and Enterprise.</b>
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## 82 – Read and Agree Minutes of Meeting held on 20 March 2018 (Papers 11 and 12)

- Both the Part I and Part II Confidential Minutes of the meeting dated 20 March 2018 were ready, approved and signed as a true record.

## 83 – Discuss Matters Arising from Minutes of Meeting held on 20 March 2018

- 63(b) point reference progress made with the Appraisal Process:  
MG asked what progress had been made with uniforming the Appraisal Process across the DMAT Secondary Schools and raised that no discussion has taken place with the Unions.  
DB informed that there are no plans to change the Appraisal Process but the proposal is to standardise paperwork to implement it across all the DMAT Secondary Schools. Discussion are in early stages and this will be brought to Unions if appropriate.
- TS went through all the actions from the previous meeting noting that the following actions were outstanding:  
**D TSA are organising Governor Safeguarding Training for the DMAT**  
**Need to chase AK to provide Head of School with list of priority projects**  
**TS to liaise with DMAT COO to ensure status of checking website compliance** TS informed that the COO has tendered his resignation from post. Neil Swait has provided a list of statutory requirements and the DMAT are looking to appoint an internal central person to identify which schools are not compliant.

<b>Action:</b>	<b>D TSA are organising Governor Safeguarding Training for the DMAT. AK to provide Head of School with list of priority projects. TS to liaise with DMAT and update Local Governing Board accordingly as to how website compliance is progressing.</b>
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## 84 – Receive Verbal Report by Chair of Safeguarding and Behaviour Group – Meeting held on 15 May 2018

- GJ updated governors that the Safeguarding and Behaviour Group met on 15 May. The primary focus of the meeting was looking at what the College has put in place to support Mental Health and Wellbeing both for students and staff. Bernie Hachipuka gave an informative presentation on the school's PSHE programme.
- The Committee approved the Non Smoking Policy and Preventing Radicalisation.
- The Committee did not approve the Staff Use of Social Media Policy. The Policy was written in 2014 and the Committee felt it needed updating. Members of the Committee will meet after half term with JLA and PRW to review the policy and make it fit for purpose going forward.
- Following guidance from Trustees about the new structure of Local Governing Board Meetings, the Committee decided that the Safeguarding and Behaviour Group would be purposeful to continue but that the group will meet once per term rather than half termly next year.

The Chair thanked GJ for his verbal report.



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## 85 – Questions for Chair of Teaching & Learning Challenge Group – Meeting held on 11 May 2018 (Paper 13)

- TS updated governors that the Teaching & Learning Challenge Group met on Friday 11 May.
- AH gave an informative presentation on Exbourne IDSR data and the Quality of Teaching, Learning and Assessment at Exbourne .
- PRW gave an update on Lydford’s IDSR data and the Quality of Teaching, Learning and Assessment at Lydford. (Noted that the Head of School at Lydford was asked not to attend to enable her to prepare the children for the week of SATs)
- Governors also reviewed and monitored the ISDR Data for Boasley Cross, Bridestowe, and Northlew & Ashbury Primaries.
- Governors reviewed the Pupil Premium aspect of the primary SEF and questioned why children are attaining but not making the levels of progress expected based on their Key Stage 1 results.
- Governors approved the School Admissions Policy for 2019-20 and the following policies:

Assessment Decisions at GCSE, AS and A level Policy  
 Controlled Assessment Policy  
 Examinations Policy  
 Exam Contingency Policy  
 Work related Enterprise Policy (subject to appointing a new link governor for Work and Enterprise)  
 Careers Education Guidance document.

## 86 – Verbal Report from Chair of Finance, Safety & Human Resources Management Group – Meeting held on 11 May 2018

- TW updated governors that the Finance, Safety & HR Management Group met on 11 May 2018.
- PRW and DB gave a verbal update on staffing across the federation schools. We are pleased to note that the College will be fully staffed on the teaching line September 2018.
- Governors approved a request from Okehampton PADs to hire the Octagon free of charge to run training sessions to the community on how to use a defibrillator. This was on the condition that staff connected to the DMAT were invited to attend.
- JHW gave a premises update in terms of summer projects across the Federation schools but as he has not had details of his budget allocation he has not been able to identify priority projects and obtain quotes for governors to consider. We hope that quotes will be available for our next meeting.
- JHW also gave an OSHENs update and it is clear that there needs to be more training for staff on how to record accidents and incidents. There were 5 staff incidents during the Spring Term, 3 of which were serious enough to for OSHENs reporting.
- Governors adopted the following policies:
  - NQT Induction Policy
  - Cover for Teacher Policy
  - Voluntary Unofficial School Fund Policy – noting that this policy will run until the end of term when the School Fund will be closed.

**Governors RESOLVED to move discussion to Part II Confidential**

***DP and AH left the meeting at this point prior to staffing issues being discussed.***



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**88 – Date of Next Meeting**

12 July 2018 at Okehampton College 17:00 Room 407

The Chair thanked everyone for attending the meeting.

**The meeting closed at 19:20**
**ACTION TABLE FROM 17 MAY 2018**

WHO	WHAT	WHEN
PRW	To write an article about what is happening cross phase for each school to publish in their newsletter.	Ongoing
PRW	To include headline figures in terms of budget for future Head Teacher Reports.	12.07.18
DB	To include headline figures in terms of budget for future Head Teacher Reports.	12.07.18
ML	To confirm dates of visits with governors.	Immediate
TW/TS	To liaise with Clerk to Governors to set date to undertake Annual Appraisal.	Immediate
Clerk	To add Ethose Terms of Reference to next Full LGB meeting.	12.07.18
JC/TS	To send details of a suitable contact from Business Information Point to 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 organising Governor Safeguarding Training for the DMAT.	Immediate
AK	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