

THE DARTMOOR FEDERATION Governing Board

Final

FULL GOVERNING BOARD MEETING – Part I					
Date/Time	17.10.2017 18:00	OKEHAMPTON COLLEGE	ROOM 618		
Attendees	Initials	Category of Governor	Attendees	Initials	Category of Membership
Derrick Brett	DB	Staff: Head Teacher	Jane Lake	JLa	Local Authority
Daryll Chapman	DMC	Staff: Head Teacher	Marilyn Livingstone	ML	Foundation (Diocese)
Ian Courtney (Chair of Governors)	IC	Foundation (Trust)	Jo Pritchard	JP	Parent (17:15-19:00)
Matthew Green	MGr	Parent	Robert Taylor	RT	Co-opted
Mike Gurney	MG	Staff	Philip Whittley	PRW	Staff: Head Teacher
Ruth Hansford	RH	Ex Officio Diocese	Tim Williams	THW	Co-opted
Gavin Jordan	GJ	Co-opted	Christopher Wright	CW	Co-opted
Tania Skeaping	TS	Foundation (Trust) (Vice Chair of Governors)			

Apologies	Initials	(Category of Governor/Membership)	Reason	Absent without Apology
Mary Ellery	ME	Co-opted	Work Commitment	None
Cherie Gilbert	CG	Head of School, Exbourne Primary	Exbourne Parents' Evening	
Amy Lammas	AL	Head of School, Bridestowe	Other Commitment	
Angela Restall	AR	Head of School, Highampton Primary	Personal Commitment	

Support Staff Attendees					
Attendees	Initials		Attendees	Initials	
Imogen Burrage	IB	Head of School, Lydford Primary			
Hugh Lea	HL	Head of School, Northlew Primary			
Dierdre Petersen	DP	Acting Head of School, Boasley Cross Primary			

In Attendance	Initials	
Gill Tremain	GT	Clerk

Minutes to
Federation Website & Diocese

Quorum	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
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The meeting was quorate.

	Agenda	Lead	Paper
1.	Apologies & Declaration of Interests – <i>it is essential that those present declare interests either at the start or throughout the meeting and, where appropriate, leave the room where there is a declaration of interest.</i>	Chair	

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2.	SEN Governor/SEN Lead to present Annual Report for Governing Board on SEN provision in line with statutory duties	PRW	1, 1a,1b,1c
3.	Review Summer 2017 Exam results Okehampton College	DB	-
4.	Headteacher's Report (a) College (b) Primaries	DB PRW	2 3
5.	DF Primary Schools Development Plan overview	PRW	4
6.	To formally adopt the Model Pay Policy	Chair/All	5
7.	Review DF Primary Schools' Financial Audit Report January 2017	PRW	6
8.	MAT Update	DMC	-
9.	Wardhayes Update	DMC	-
10.	Read and agree minutes of previous Full Governing Body meetings • Draft Minutes of meeting held on 14 September 2017 Part I (no Part II)	Chair/ All	7
11.	Discuss matters arising and action points from previous meeting	Chair/All	
12.	Questions for Chair of the Finance, Safety and Human Resources Group: • Draft Minutes of meeting held on 21 September 2017 Part I (no Part II) <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	IC/All	8
13.	Questions for Chair of Safeguarding & Behaviour Group • Draft Minutes of meeting held on 29 September 2017 Part I • Draft Minutes of meeting held on 29 September 2017 Part II • Report on Policies approved by Committee <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	GJ/All	9 10
14.	Questions for Chair of the Teaching and Learning Challenge Group: • Draft Minutes of meeting held on 29 September 2017 Part I • Draft Minutes of meeting held on 29 September 2017 Part II • Report on Policies approved by Committee <i>Questions for Chair to be emailed to Clerk prior to meeting at gtremain@okehamptoncollege.devon.sch.uk</i>	ML/All	11 12
15.	Dates of next meetings: FGB EO: Thursday 2 November 2017 at Okehampton College 17:00 Room 407 FGB: Thursday 14 December 2017 at Okehampton College 17:00 Room 407		

Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
19	Apologies & Declarations of Interest Apologies were received and approved from governors: 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.			
20	SEN Governor/SEN Lead to present Annual Report for Governing Board on SEN provision in line with statutory duties (Paper 1, 1a, 1b, 1c) Governors Reviewed the SEN Policy and supporting papers. Noted that the Policy itself (Paper 1) needs to be made a Federation wide Policy. Discussion ensued during which PRW updated that the Primary SENDCO has formally resigned from end of this term.	Action: PRW	17.10.17	

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	<p>JP arrived at 17:15</p> <p>Paper 1a Okehampton College SEN Information Report Q: The document makes reference to SEN and SEND – have these been differentiated throughout the report and are these interchangeable? R: The report needs to be made consistent.</p> <p>Noted that the report is very wordy – if it is aimed at parents or prospective parents it will be a daunting read. Whilst appreciating that following the recent SEND review, it was a requirement that the report needed to give detail, it was felt it more appropriate to have a summary on the front of the report. MGr raised that there are inconsistencies in the SEND Co-ordinator email address and website links. DB to raise these points with College SENDCo to see if there is a parent guide available.</p> <p>Paper 1b Evaluation tool Q: Page 8 Priority Area One. The recent SEN Review highlighted the need to evaluate effectiveness of teaching and identifying SEN need and support in lessons. Is it happening? R: It is happening as part of the process of appraisal and the College SENDCo regularly goes into lessons. Q: Are you aware of any staff who has SEND as a target? Q: Are you aware of any trends in the College where people are having difficulty identifying SEN? R: Q: When are we looking at recruiting a new SENDCO for the primaries? R: This process will be started as soon as possible.</p> <p>Paper 1C Accessibility Plan Q: The Accessibility Plan is a clear plan; how realistic are the objectives and timescales? R: The Accessibility Plan contains relevant and timely actions. The College SENDCo is implementing the development of the plan which is under regular review. Q: Are any areas of the College site that are not accessible? R: There is wheelchair access to every area of the school; in the Skills Centre there is a back entrance.</p>	Action: DB	17.10.17	
21	<p>Review Summer 2017 Exam results Okehampton College DB talked governors through the summer 2017 exam results. The following points were noted:</p>			

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	<p>A Level Results A* - A = 38% which means 4 or of 10 students achieved an A* or A at A Level A* - B = 58.5% which is a slight drop to last year however this is in line with the national trend.</p> <p>A2 Results 2012 – 2017 The Post-16 value added score shows that we are making progress in line with expectations. Students in this year group were very successful at Key Stage 4.</p> <p>Post-16 Subjects Drama is the only A Level subject showing a negative value added score. The Head of Department has been in post for a year and she highlighted concerns with student progress at the beginning of the year.</p> <p>Vocational Qualifications Business Studies and Sport achieved positive value added scores. Science continues to achieve a negative score.</p> <p>Post-16 Destinations 1 student was offered a place at Cambridge but chose to go to Bath University. 1 student has been offered and accepted a place at Oxford. Everyone in the year with the exception of 2 got their first choice University.</p> <p>GCSE Results</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th colspan="4" style="text-align: center;">GCSE Examinations Results 2015 – 2017</th> </tr> <tr> <th></th> <th style="text-align: center;">2015</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2017</th> </tr> </thead> <tbody> <tr> <td>% 9 – 5 English and Maths (Basics)</td> <td></td> <td></td> <td style="text-align: center;">51.8</td> </tr> <tr> <td>% 9 – 4 English and Maths (Basics)</td> <td style="text-align: center;">68</td> <td style="text-align: center;">67</td> <td style="text-align: center;">72.5</td> </tr> <tr> <td>% English Bacc</td> <td style="text-align: center;">36</td> <td style="text-align: center;">29</td> <td style="text-align: center;">26</td> </tr> <tr> <td>Average GCSE grade</td> <td style="text-align: center;">C+</td> <td style="text-align: center;">C</td> <td style="text-align: center;">C+</td> </tr> <tr> <td>Progress 8 measure</td> <td style="text-align: center;">0.47</td> <td style="text-align: center;">0.06</td> <td style="text-align: center;">0.26</td> </tr> </tbody> </table> <p>Pupil Premium Gap The gap is wider than we would have liked. We are looking at the issues and the gap has become a priority for the year. The removal of coursework elements of many of the exams has meant more emphasis has been placed on terminal exams. Preparation and revision are therefore of increasing importance and students must be prepared in order to do this effectively. This should also be taken into account when students are given Information Advice and Guidance (IAG) in Year 9 regarding choices for Key Stage 4 subjects.</p> <p style="background-color: yellow;">C: If you have a high proportion of disadvantaged pupils you will receive more money; it seems that we have a relatively small number of disadvantaged pupils and a relatively small amount of money to support them.</p>	GCSE Examinations Results 2015 – 2017					2015	2016	2017	% 9 – 5 English and Maths (Basics)			51.8	% 9 – 4 English and Maths (Basics)	68	67	72.5	% English Bacc	36	29	26	Average GCSE grade	C+	C	C+	Progress 8 measure	0.47	0.06	0.26			
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	<p>R: Our pupil premium numbers are around 25% of each cohort and we receive money accordingly.</p> <p>Progress 8 Scores for EBacc for Post 2</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: left;">Progress 8 Score</th> <th style="text-align: center;">2016</th> <th style="text-align: center;">2017</th> </tr> </thead> <tbody> <tr> <td>Science P8</td> <td style="text-align: center;">-0.25</td> <td style="text-align: center;">-0.05</td> </tr> <tr> <td>Language p8</td> <td style="text-align: center;">-0.23</td> <td style="text-align: center;">-0.00</td> </tr> <tr> <td>Humanities P8</td> <td style="text-align: center;">0.31</td> <td style="text-align: center;">0.34</td> </tr> </tbody> </table> <p>All 3 areas of Pot 2 have improved their P8 score from last year.</p> <p>Summarising (Paper 13 tabled) In summary, having got all the data in, overall results are good. We now need to:</p> <ul style="list-style-type: none"> • Review curriculum in the Open bucket. • Close the disadvantaged gap. <p>These issues will be addressed over the coming weeks and months.</p> <p>Chair thanked DB for his informative report.</p>	Progress 8 Score	2016	2017	Science P8	-0.25	-0.05	Language p8	-0.23	-0.00	Humanities P8	0.31	0.34			
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22 (a)	<p>Headteacher's Report (Papers 2 and 3) College Paper 2</p> <p>DB presented Paper 2 setting out his Headteacher Report for the Autumn 1 term 2017. The following points were noted/discussed:</p> <ul style="list-style-type: none"> (i) Pupil Numbers – Noted. (ii) Attendance – Noted. (iii) Behaviour (including Exclusions) – Discussed this item under ParII Confidential. (iv) Safeguarding, SEND, Student Council – Discussed this item under ParII Confidential. (v) SEND – Noted. (vi) Teaching & Learning (including Curriculum) – Noted. (vii) Pupil Outcomes: Year 11 outcomes – Discussed this item under ParII Confidential. (viii) Self-Evaluation and School Development Plan – Noted. (ix) Finance (budget preparation and monitoring) – Noted. (x) Governance – Noted. (xi) Head Teacher Performance Management – A meeting with Pauline Robins (School Improvement Partners) has been arranged for 3 November 2017 to review performance management targets. (xii) Staffing Issues – Discussed this item under ParII Confidential. (xiii) External partnerships – Noted. 															

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	<p>(xiv) Enrichment for Children – Noted. An excellent programme of enrichment activities continue to run for students to engage in at the College.</p> <p>(xv) Parents – Noted.</p> <p>(xvi) Premises and Physical Resources – Noted.</p> <p>The Chair thanked DB for his informative report.</p>			
22 (b)	<p>Primary Head Teacher’s Report Paper 3</p> <p>PRW presented Paper 3 setting out his Headteacher Report for the Federation Primaries Autumn 1 term 2017. The following points were noted/discussed:</p> <p>(i) Pupil Numbers – Discussed this item under ParII Confidential.</p> <p>(ii) Attendance – Discussed this item under ParII Confidential.</p> <p>(iii) Behaviour (including Exclusions) – Discussed this item under ParII Confidential.</p> <p>(iv) Safeguarding, SEND, Student Council – noted. JLA has agreed to undertake a safeguarding audit at Boasley, Lydford and Highampton as they each have a new Head of school.</p> <p>(v) SEND – Noted.</p> <p>(vi) Teaching & Learning (including Curriculum) – Noted.</p> <p>(vii) Pupil Outcomes – Data assessment is being carried out by Teachers this week and the data analysis will take place the week after. Teachers are meeting with parents/carers of Pupil Premium children next week to discuss attainment, progress and any successes that can be built upon or barriers to success. Heads of School are using a document to measure and track soft measures for Pupil Premium children and keep track of Pupil Premium money and its impact.</p> <p>(viii) Self-Evaluation and School Development Plan – Noted. The Heads of School have updated their SEF including the data from the summer statutory assessments. The Executive Head Teacher is adapting them further to ensure they are written to fully address lines of enquiry that will be followed by Ofsted. A single Federation Action Plan for the Primaries has been developed in collaboration with the Executive Head Teacher and Federation Subject and Phase Leaders. It has clear impact driven actions with Key Performance Indicators. Further additions from premises and finance will be added when available.</p> <p style="background-color: #00FFFF;">Q: Does the Plan include enrichment opportunities for children because this is an area of strength for the Federation Primaries.</p> <p style="background-color: #FFFF00;">R: Yes.</p> <p>(ix) Finance (budget preparation and monitoring) – Discussed this item under ParII Confidential.</p>			

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	<p>(x) Governance – Governors are welcome to ‘drop in and say hello’ in any of the Federation schools. Where the visit is more formal, arrangements should be made through the Head of School.</p> <p>(xi) Executive Head Teacher Performance Management – meeting with Pauline Robins (School Improvement Partners) has been arranged for 3 November 2017 to review performance management targets.</p> <p>(xii) Staffing Issues – Noted.</p> <p>(xiii) External partnerships – Noted.</p> <p>(xiv) Enrichment for Children – Noted. A varied programme of enrichment takes place across the Federation Primaries, Paper 3 give a flavour of such activities.</p> <p>(xv) Parents – Discussed this item under ParII Confidential.</p> <p>The Chair thanked PRW for his informative report.</p>			
23	<p>DF Primary Schools Development Plan overview (Paper 4) PRW reported that the document is incredibly detailed and asked whether full governors need to see the whole document. Agreed that the Teaching & Learning Challenge Group should look at the Primary School Development Plans in more depth. Full Governors will receive reports on Key Performance Indicators.</p>			
JP extended her apologies and left the meeting at 19:00				
24	<p>To formally adopt the Model Pay Policy Paper 5 Agreed to refer this item to the Full Governing Board meeting on 2 November. The Policy will be on the Governors’ areas of the website to review in readiness for that meeting.</p>			
25	<p>Review DF Primary Schools’ Financial Audit Report January 2017 Paper 6 Governors reviewed and accepted the final Internal Audit Report for The Dartmoor Federation Primary Schools – January 2017. The report indicated a Good Standard; there are no significant matters arising for the audit and the recommendations made serve to strengthen what are mainly reliable procedures.</p>			
26	<p>MAT Update DMC reported that the MAT consultation ended on 2 October. The 3 Federation consultation meetings were not well attended. 25 staff, 6 parents and 1 person from the community attended their respective meetings. The original staff meeting clashed with another meeting for primary colleagues so a further meeting was held and 3 primary colleagues attended. There has been 1 response by email. A 21 page document of questions that came out of the open meetings is available to view on the Website. This shows all the questions raised from all the consulting schools. Nothing further came out of the formal</p>			

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	<p>consultation meetings that had not been raised through the open meetings. Full Governors will vote Yes/No at the Extra Ordinary meeting on 2 November.</p> <p>Noted that the TUPE consultation for staff will commence on 1 November for 6 weeks. Paperwork will be sent out to staff shortly.</p>			
27	<p>Wardhayes Update</p> <p>DMC up-dated that the project failed to get through Gateway 2 in July. County had set aside £1.9m and the project came in at £2.2m which they considered to be too expensive. DMC met with County Representatives and the project is now back on the agenda with a view to reducing the costs of the project. The next round of money will be March 2018. There are no guarantees but the project is back on the agenda.</p>			
28	<p>Read and agree Minutes of previous Full Governing Board Meeting (Paper 7)</p> <p>The Draft Minutes of the meeting held on 14 September 2017 (Part I) were read, approved and signed as a true record. There were no Part II minutes to that meeting.</p>	Decision	17.10.17	
29	<p>Discuss Matters Arising an Action Points</p> <p>Minute 9 – Individual Register of Business Interests – Record now complete.</p> <p>Minute 10 – Review and sign NGA Model Governors’ Code of Conduct – All have now signed the NGA Model Governors’ Code of Conduct.</p> <p>Minute 11 – Complete NGA Model Governor Skills Matrix</p> <p>Minute 12 – Governor SFVS (Financial) Competency Skills Matrix – Noted that not all governors have completed these documents. IC asked that they now do so and return it without further delay. The information will feed into a governor training programme.</p> <p>Minute 18(c) Summer Term 2017 Governor Visits – ML tabled Paper 14, Event Feedback form following the primary governor visits in July 2017 the focus of the visits was Pupil Premium.</p>			
30	<p>Questions for Chair of the Finance, Safety and Human Resources Group: Draft Minutes of meeting held on 21 September 2017 Part I (no Part II) – Paper 8) <i>Noted there were no questions for Chair emailed to Clerk prior to this meeting</i></p> <p>IC, as chair of this committee, reported the following points from the meeting:</p> <ul style="list-style-type: none"> • The Committee AGREED to apply the 2% teacher pay increase across all Main Pay Scales Points 1 – 6. • The Committee AGREED to appoint Mandy Vickery to audit the School Fund accounts for the 2018 financial year. • The College underwent a clean audit of the School Fund for the period 1 January 2016 to 31 March 2017. 			

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	<ul style="list-style-type: none"> • The Committee received an excellent report from the Federation Estates Officer outlining the many projects and work taking place across the Estates. • Signage across the Federation Primaries was discussed. RH updated that she has spoken with Exbourne Parish Church Council about signage for Exbourne Primary. They concluded that the only place to put it where it is visible is in the Churchyard. A Faculty will be required (similar to planning permission) and this will need to go to the Parish Church Council for approval. Faculty information is available on the Diocesan Website. 			
31 (a)	<p>Questions for Chair of Safeguarding & Behaviour Group (Papers 9 and 10) Draft Minutes of meeting held on 29 September 2017 Part I (Paper 9) Draft Minutes of meeting held on 29 September 2017 Part II (Paper 10) <i>Noted there were no questions for Chair emailed to Clerk prior to this meeting</i></p> <p>The following points were noted from the meeting:</p> <ul style="list-style-type: none"> (i) Jane Lake will run a Prevent training session for governors. Date/time to be confirmed. (ii) E-Safety Policy will need to be updated in light of changes to data protection legislation (GDPR) coming into force 25 May 2018. 	Action: JLA/PRW	17.10.17	
31 (b)	<p>The Committee APPROVED the following Policies: Managing Information Disclosed During Employment (Model Policy) Recruitment and Selection Policy (Model Policy) E-Safety Policy Exclusion Policy Whole School Safeguarding and Child Protection Policy</p>			
34	<p>Questions for Chair of the Teaching and Learning Challenge Group (Papers 11 and 12) Draft Minutes of meeting held on 29 September 2017 Part I (Paper 11) Draft Minutes of meeting held on 29 September 2017 Part II (Paper 12)</p> <p>Noted that Papers 11 and 12 will be available on the Governors area of the website.</p> <p>The Committee APPROVED the following Policies:</p>			
SUMMARY OF CHALLENGE				

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20	<p>SEN Governor/SEN Lead to present Annual Report for Governing Board on SEN provision in line with statutory duties (Paper 1, 1a, 1b, 1c)</p> <p>Paper 1a Okehampton College SEN Information Report</p> <p>Q: The document makes reference to SEN and SEND – have these been differentiated throughout the report and are these interchangeable?</p> <p>Paper 1b Evaluation tool</p> <p>Q: Page 8 Priority Area One. The recent SEN Review highlighted the need to evaluate effectiveness of teaching and identifying SEN need and support in lessons. Is it happening?</p> <p>Q: Are you aware of any staff who has SEND as a target?</p> <p>Q: Are you aware of any trends in the College where people are having difficulty identifying SEN?</p> <p>R:</p> <p>Q: When are we looking at recruiting a new SENDCO for the primaries?</p> <p>Paper 1C Accessibility Plan</p> <p>Q: The Accessibility Plan is a clear plan; how realistic are the objectives and timescales?</p> <p>Q: Are any areas of the College site that are not accessible?</p>			
21	<p>Review Summer 2017 Exam results Okehampton College Pupil Premium Gap</p> <p>C: If you have a high proportion of disadvantaged pupils you will receive more money; it seems that we have a relatively small number of disadvantaged pupils and a relatively small amount of money to support them.</p>			
22 (b) (xxiii)	<p>Primary Head Teacher’s Report Paper 3</p> <p>Self-Evaluation and School Development Plan</p> <p>Q: Does the Plans include enrichment opportunities for children because this is an area of strength for the Federation Primaries.</p>			
Minute	SUMMARY OF DECISIONS			
28	<p>Read and agree Minutes of previous Full Governing Board Meeting (Paper 7)</p> <p>The Draft Minutes of the meeting held on 14 September 2017 (Part I) were read, approved and signed as a true record. There were no Part II minutes to that meeting.</p>	Decision	17.10.17	
Detail of next meeting				
Date/Time	Dates of next meetings: FGB EO: Thursday 2 November 2017 FGB: Thursday 14 December 2017	Location	Okehampton College 17:00 Room 407	

Mr Courtney thanked everyone for attending the meeting.

The meeting closed at 19:30