

# THE DARTMOOR FEDERATION Governing Body

# Final

## FULL GOVERNING BODY MEETING

### Part I Minutes

| Date/Time           | 11.02.2016<br>18:00 | OKEHAMPTON COLLEGE                           | ROOM 618                             |          |                        |
|---------------------|---------------------|--|--------------------------------------|----------|------------------------|
| Attendees           | Initials            | Category of Governor                         | Attendees                            | Initials | Category of Membership |
| Mike Brady          | MB                  | Staff: Head Teacher                          | Derrick Brett <i>(Left at 18:45)</i> | DB       | Staff: Head Teacher    |
| Daryll Chapman      | DMC                 | Staff: Head Teacher                          | Ian Courtney (Chair of Governors)    | IC       | Foundation (Trust)     |
| Mary Ellery         | ME                  | Co-opted                                     | Mike Gurney <i>(Arrived 19:45)</i>   | MG       | Staff                  |
| Ruth Hansford       | RH                  | ExOfficio Diocese                            | Jane Lake                            | JLA      | Local Authority        |
| Marylin Livingstone | ML                  | Foundation (Diocese)                         | Niall McLeod                         | NL       | Parent                 |
| Neil Rowlands       | NR                  | Parent                                       | Robert Taylor                        | RT       | Co-opted               |
| Tania Skeaping      | TS                  | Foundation (Trust) (Vice Chair of Governors) |                                      |          |                        |

| Apologies      | Initials | (Category of Governor/Membership) | Reason                             | Absent without Apology | Initials |
|----------------|----------|-----------------------------------|------------------------------------|------------------------|----------|
| Cheryl Everitt | CE       | Parent                            | Parents' Evening                   |                        |          |
| Gavin Jordan   | GJ       | Parent                            | Child Care Commitment              |                        |          |
| Hayley Randle  | HR       | Parent                            | Work Commitment                    |                        |          |
| Linda Wells    | LW       | Associate Member                  | Attendance Subject Matter Specific |                        |          |
| Theresa Weaver | TW       | Associate Member                  | Attendance Subject Matter Specific |                        |          |

### Support Staff Attendees

| Attendees        | Initials |  | Attendees | Initials |  |
|------------------|----------|--|-----------|----------|--|
| Barbara Earnshaw | BE       | Head of School, Lydford Primary <i>Left at 19:30</i> |           |          |  |
| Hugh Lea         | HL       | Head of School, Northlew & Ashbury P CofE Primary    |           |          |  |
| Lisa Paton       | LP       | Head of School, Boasley Cross Primary                |           |          |  |
| Amy Scrivener    | AS       | Head of School, Bridestowe Primary                   |           |          |  |

### Support Staff Apologies

|                |    |                                       | Reason            | Absent without Apology | Initials |
|----------------|----|---------------------------------------|-------------------|------------------------|----------|
| Imogen Burrage | IB | Federation Maths Lead                 | Unwell            | None                   |          |
| Cherie Gilbert | CG | Head of School, Exbourne CofE Primary | Family Commitment |                        |          |

### In Attendance

|                  | Initials |                                      |
|------------------|----------|--------------------------------------|
| Gill Tremain     | GT       | Clerk                                |
| Caleb Sevens     | CS       | Post-16 Student                      |
| Lucy Nicholas    | LN       | Post-16 Student <i>Left at 19:30</i> |
| Bernie Whitehorn | BW       | <i>Left at 19:00</i>                 |

### Minutes to

|                              |
|------------------------------|
| Federation Website & Diocese |
|                              |
|                              |
|                              |

**THE DARTMOOR FEDERATION**  
**Governing Body**

*Final*

|               |   |
|---------------|---|
| <b>Quorum</b> | 3 Governors which must include either the Executive Principal, or his representative, and the Head of Primary Education or his representative |
|---------------|---|

|   | <b>Agenda</b>  | <b>Led By</b> | <b>Paper</b>   |
|---|--|---------------|----------------|
| 1 | Apologies & Declarations 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> |               |                |
| 2 | College Progress Data for KS3 and KS4 – Spring Term 2016   | DB            | 4a & 4b Tabled |
| 3 | Read and agree Minutes of previous Full Governing Body Meeting – 17 December 2015 (Part I) (No Part II) and discuss matters arising  | Chair/ All    | 1 Tabled       |
| 4 | Teaching Schools Update – presented by Bernie Whitehorn  | BW            | 5 Tabled       |
| 5 | In-Year Progress (all Primary Schools) to include Disadvantaged Pupil Progress   | MB            | 3 Tabled       |
| 6 | Multi Academy Trusts Update  | IC/DMC        | 2              |
| 7 | Date of next meeting: Thursday 24 March 2016, 18:00 Room 407 at Okehampton College   |               |                |

The Chair informed the Committee that the Agenda would follow a different order to that published prior to the meeting. The agenda above reflects the order of the meeting.

| <b>Ref</b> | <b>Action or Decision</b>   | <b>Owner/ Decision</b> | <b>Date Raised</b> | <b>Date Due</b> |
|------------|---|------------------------|--------------------|-----------------|
| 40         | <p><b>Apologies &amp; Declarations of Interest</b></p> <p>Apologies were received and approved from governors: Cheryl Everitt, Gavin Jordan, Hayley Randle, Linda Wells and Theresa Weaver.</p> <p>Apologies were also noted from support staff: Imogen Burrage and Cherie Gilbert.</p> <p>The Chair of Governors (IC) 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>   |                        |                    |                 |
| 41         | <p><b>College Progress Data for KS3 and KS4 – Spring Term 2016 (Papers 4a and 4b Tabled)</b></p> <p>DB talked governors through the Key Stage 3 and Key Stage 4 Spring Term 2016 Progress Data (Paper 4a). The data for Year 9 (Key Stage 3) assumes all students will take English and Maths. All students will take 5 GCSEs. We have not reported on the EBACC because we do not yet know which students will study that course. The data includes the gender issue, although there is no requirement to report that to County.</p> <p>The Year 11 data predicts that 52% of the cohort will attain A*-C in English and Maths. This is low because some faculties are predicting a grade D rather than a C in order to encourage students to achieve higher. This percentage increases to 60% of students achieving English and Maths when the actual performance level is included. County have started to request</p> |                        |                    |                 |

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|-----|--|--------------------|----------------|-------------|
|     | <p>actual in-year data more regularly. If this data were to go to County and the Area Commissioner, it could trigger an Ofsted Inspection because the data is simply not good enough. We are, therefore, going to put an additional column into the report so we have a more accurate measure of in-year progress. Paper 4(b) gives a more detailed breakdown of performance at Key Stage 4 (Year 11).</p> <p><b>Q: What information is given to parents in the Key Stage 3 Report?</b></p> <p><b>R: Parents of Year 7 students want to know how their son/daughter is progressing.</b></p> <p>We have identified expected progress for each student based on the DfE current coefficients for Key Stage 2 data. We have added 0.6 to the grade and we have asked Teachers to identify if students are making expected progress towards this target grade by entering a current expected GCSE grade into Sims. Parents receive a report stating whether students are making A = above expected, B = making expected progress, C = satisfactory (because learning is not linear), D = not making the expected progress. This is working but PE are aware that they will need to refine their practice for the next report.</p> <p><b>Q: Is there consistency across the faculties?</b></p> <p>R: We are working to ensure that through standardisation across the faculties that there is consistency between all faculties</p> <p><b>Q: When do parents receive reports?</b></p> <p><b>R: Once per month at Key Stage 4; one per term at Key Stage 3.</b></p> <p>The Chair thanked DB for his report. DB left the meeting at 18:45</p> |                    |                |             |
| 42  | <p><b>Read and agree Minutes of previous Full Governing Body Meeting – 17 December 2015 (Part I) (No Part II) and discuss matters arising (Paper 1 Tabled)</b></p> <p>The Minutes of the meeting held on 17 December 2015 were read, approved and signed as a true record.</p> <p>The following matters arising were noted:</p> <p><b>Minute 29 SIAMS Review</b> – SIAMS has been included in the Primary SEF cycle and is now part of the governor visits programme. Extra time has been given to the Head of School in each of our Church primaries to fulfil the SIAMS requirement.</p> <p><b>Minute 33 SFVS</b> – the Chair reminded governors to complete the SFVS competency matrix.</p> <p><b>Minute 39 Tor Support Services</b> – this has been put on hold for the time being.</p>  |                    |                |             |
| 43  | <p><b>Teaching Schools Update – presented by Bernie Whitehorn (Paper 5 Tabled)</b></p> <p>DMC introduced Bernie Whitehorn (BW), former Assistant Principal at the College, who has been supporting him with the Teaching Schools Alliance.</p>   |                    |                |             |

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|-----|--|--------------------|----------------|-------------|
|     | <p>BW reported that, as governors know, the College initially applied for Teaching Schools status as a satellite for the South West Teaching Schools Alliance (SWTSA). Having attended the Teaching Schools Induction Conference in Nottingham, Teaching Schools recognised that Okehampton College would better serve the regional needs of Devon by applying for Teaching Schools Status as a lead school. Schools have to be 'outstanding' in order to gain Teaching Schools status and the grant funding that accompanies it (Year 1 £60k, Year 2 £50k Year 3 £40k). Teaching Schools Alliance is expected to deliver on 6 priority areas:</p> <ol style="list-style-type: none"> <li>1. Initial Teacher Training/School Direct (ITT)</li> <li>2. School to School Support (S to S)</li> <li>3. Specialist Leaders in Education (SLE)</li> <li>4. Continuing Professional Development (CPD)</li> <li>5. Succession Planning/Talent Spotting</li> <li>6. Research &amp; Development (R&amp;D)</li> </ol> <p>The College's application to become a Teaching School has been successful and funding secured. We are now at the stage of looking to turn The Dartmoor Teaching Schools proposal into a functioning Alliance. We would like to advertise for a Director of Teaching Schools 0.6 fulltime equivalent and put in place a start up plan that will take us through to the summer of 2016. We have evidence of ITT/School Direct placements across the Alliance, substantial evidence of past and ongoing School to School support, we have agreements to introduce into this Alliance the data sharing practice used by SWTSA and to work with SWTSA in an Alliance to Alliance Agreement supporting strategic planning and sharing of activities across the region. We are negotiating an OLEVI Middle Leader course and investigating SWTSA sponsored Outstanding Teacher/Developing Teacher courses. The intention will be to train Okehampton College and Alliance staff to become trainers.</p> <p><b>Q: Is the idea to replace School Direct?</b></p> <p><b>R: No. School Direct is one of the 6 priority areas. Okehampton Primary has 6 salaried positions for this coming year and the Primary Head Teacher will be a member of the strategic team. Lydford Primary has 1 as does Exbourne CoE Primary. It is an area we need to push to develop.</b></p> <p><b>Q: Is there evidence that when you are a Teaching School, it encourages young students to learn?</b></p> <p><b>R: We have taken students in Years 11, 12 and 13 to the SWTSA Future Teachers course.</b></p> <p>Okehampton is a developing area and we will be able to identify future teachers and future leaders. The drop-out rate for teachers nationally is high but this is not the case at Okehampton College. This is indicative of the amount of support that is taking place to support student teachers coming in through the school.</p> |                    |                |             |

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|-----|--|--------------------------------|----------------|-------------|
|     | <p><b>Q: What happens to the College if the Teaching School Alliance proved to be unsuccessful?</b></p> <p><b>R: The Alliance will be set up as a separate entity. The Alliance would lose the Teaching School Licence but the College would be protected from any adverse publicity.</b></p> <p>DMC reported that the difference between The Dartmoor Teaching School Alliance and SWSTA is that we want to be a primary and secondary Teaching School Alliance. We need to ensure we have at least one governor with responsibility for training to ensure that the new structure is accountable. The impact will not be felt immediately. The proposal is to start the process before Easter so that we can put on our own leadership training and middle leaders courses.</p> <p>Governors were fully supportive of proceeding with The Dartmoor Teaching Schools Alliance.</p> <p>The Chair thanked BW for his presentation. BE left the meeting at 19:00.</p>  | Action:<br>Gov Rep<br>Required | 11.02.2016     | ASAP        |
| 44  | <p><b>In-Year Progress (all Primary Schools) to include Disadvantaged Pupil Progress (Paper 3 Tabled)</b></p> <p>MB presented Paper 3. As leaders, governors are accountable for monitoring in-year progress. Paper 3 shows the age-related expectation (ARE) of pupil progress for Reading, Writing, SPaG Years 1 – 6 and Maths. The data looks at SEN support, disadvantaged pupils and gender gaps. The data compares data September 2015 with December 2015 as a cluster of schools with a collective cohort of 267 pupils and as individual schools. There is no significant difference between girls and boys performance as a cluster of schools but there are differences in individual schools. Reading is equitable across all schools. There is a slight difference in favour of girls in SPaG. The biggest difference is in writing where girls are outperforming boys.</p> <p>The measure for Reading, Writing and Maths refers to Year 6 pupils and this forms a large part of the floor standards. In terms of how many children leave with Reading, Writing and Maths at or above ARE for all three, at the current time, the picture does not look good. The DfE has recently announced that if the school has less than 11 pupils in Year 6, you will not be subject to the floor standards measure and that applies to all of our schools at the moment but that can change.</p> <p><b>Q: What changes in practice are you putting in place on the back of the data presented in Paper 3?</b></p> <p><b>R: We have an English team of 3 members of staff looking at the gap</b></p> |                                |                |             |

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|        | <p>between disadvantaged pupils and other pupils. We would like to make use of more Federation strengths but the issue is that each member of staff is a large percentage of teaching in their school. The Literacy Co-ordinator at the College is an ex primary school Head Teacher and she will be working with the Primary English Lead looking at transition at Key Stage 2 and 3.</p> <p>Q: What is it about Assessment and SPaG that shows a dip – why is it harder to assess than write?</p> <p>R: Might be looking at a level a child is working towards and it is difficult to assess on more than one aspect. For Year 1 we have to go on assessment at the beginning of Year 1. Foundation stage does not have a grammar element. A Foundation child may be at ARE when leaving the Foundation stage but the focus on what they have to achieve is hard and it will take a year for them to achieve.</p> <p>MG arrived at 19:25.</p> <p>The Chair thanked MB for his report.</p> |                    |                |             |
| 45     | <p>Multi Academy Trusts Update (Paper 2)</p> <p><b>Governors RESOLVED to discuss this item under Part II Confidential</b></p>   |                    |                |             |
| 42     | <p><b>Read and agree Minutes of previous Full Governing Body Meeting – 17 December 2015 (Part I) (No Part II) and discuss matters arising (Paper 7)</b></p> <p>The Minutes of the meeting held on 17 December 2015 were read, approved and signed as a true record. There were no matters arising.</p>  | Decision           |                |             |
| Minute | <b>SUMMARY OF CHALLENGE</b>   |                    |                |             |
| 41     | <p><b>College Progress Data for KS3 and KS4 – Spring Term 2016 (Papers 4a and 4b Tabled)</b></p> <p>Q: What information is given to parents in the Key Stage 3 Report?</p> <p>Q: Is there consistency across the faculties?</p> <p>Q: When do parents receive reports?</p>  |                    |                |             |
| 43     | <p><b>Teaching Schools Update – presented by Bernie Whitehorn (Paper 5 Tabled)</b></p> <p>Q: Is the idea to replace School Direct?</p> <p>Q: Is there competition with Tavistock SWTSA, Marjons, Exeter University?</p> <p>Q: Is there evidence that when you are a Teaching School, it encourages young students to learn? Q: What happens to the College if the Teaching School Alliance proved to be unsuccessful?</p>   |                    |                |             |

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| Minute                        | <b>SUMMARY OF DECISIONS</b>  |                    |                             |             |
| 42                            | <p><b>Read and agree Minutes of previous Full Governing Body Meeting – 17 December 2015 (Part I) (No Part II) and discuss matters arising (Paper 7)</b></p> <p>The Minutes of the meeting held on 17 December 2015 were read, approved and signed as a true record. There were no matters arising.</p>                           |                    |                             |             |
| <b>Detail of next meeting</b> |  |                    |                             |             |
| Date/Time                     | 24 March 2016 at 18:00   | Location           | Okehampton College Room 407 |             |

**The meeting closed at 20:45**